



MEETING AGENDA

Please be advised that the **RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION (TPO) EXECUTIVE COMMITTEE** will be meeting on:

DATE: Monday, September 16, 2024
TIME: 9:00 a.m.
PLACE: River to Sea TPO Conference Room
 1 Deuce Court, Suite 100
 Daytona Beach, FL 32124

NOTE:
**A Microsoft Teams Meeting
 has been established for
 remote participation.**

Executive Committee Meeting

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Ormond Beach Mayor Bill Partington, Chairperson Presiding

AGENDA

- I. CALL TO ORDER/ROLL CALL/DETERMINATION OF A QUORUM
- II. PUBLIC COMMENT/PARTICIPATION
- III. BUSINESS ITEMS
 - A. Review and Approval of September 4, 2024 Executive Committee Minutes *(Enclosure, pages 3-5)*
 - B. Review and Recommend Approval of Logo for the Volusia-Flagler TPO *(supporting documents will be provided under separate cover)*
 - C. Review and Provide Recommendation to Fill TPO Officer Vacancies for the Remainder of the FY 2024/25 Term
- IV. STAFF COMMENTS
- V. EXECUTIVE COMMITTEE MEMBER COMMENTS

VI. ADJOURNMENT

If any person decides to appeal a decision made by this board concerning any matter considered at such meeting or hearing, he/she will need a record of the proceedings including all testimony and evidence upon which the appeal is to be based. To that end, such a person will want to ensure that a verbatim record of the proceedings is made.

Individuals covered by the Americans with Disabilities Act of 1990 in need of accommodations for this public meeting should contact the River to Sea TPO office, 1 Deuce Court, Suite 100, Daytona Beach, Florida 32124; (386) 226-0422, extension 20416, at least five (5) working days before the meeting date.

The River to Sea TPO does not discriminate in any of its programs or services. To learn more about our commitment to nondiscrimination and diversity, visit our Title VI page at www.r2ctpo.org or contact our Title VI/Nondiscrimination Coordinator, Pamela Blankenship, at 386-226-0422, extension 20416, or pblankenship@r2ctpo.org.

Persons who require translation services, which are provided at no cost, should contact the River to Sea TPO at (386) 226-0422 or by email at PBlankenship@r2ctpo.org at least five (5) business days before the meeting.

**Executive Committee Meeting Minutes
September 4, 2024
River to Sea TPO Conference Room
1 Deuce Court, Suite 100
Daytona Beach, FL 32124**

Members Physically Present:

Mayor Chris Cloudman
Vice Mayor Alex Tiamson
Mayor Bill Partington, Chairperson
Council Member Reed Foley
Vice Mayor Eric Sander, 2nd Vice Chairperson
Council Member Danny Robins

Representing:

DeLand
Orange City
Ormond Beach
Port Orange
South Daytona
Volusia County

Others Physically Present:

Donna Ralston, Recording Secretary
Colleen Nicoulin
Stephan Harris
Pamela Blankenship
Kellie Smith
Barbara Girtman

Representing:

TPO Staff
TPO Staff
TPO Staff
TPO Staff
FDOT
Ghyabi & Associates

Others Virtually Present:

Mayor David Alfin, 1st Vice Chairperson
Mariel Lemke

Representing:

Palm Coast
TPO Staff

I. Call to Order / Roll Call / Determination of Quorum

The River to Sea Transportation Planning Organization (TPO) Executive Committee meeting was called to order at 9:00 a.m. by Chairperson Bill Partington. It was determined that a quorum was physically present. The meeting was held in a hybrid format with remote participation provided; five voting members were physically present, and one voting member was virtually present.

MOTION: *A motion was made by Mayor Cloudman to allow members attending virtually to participate and vote. The motion was seconded by Council Member Foley and carried unanimously.*

II. Public Comment/Participation

There were no public comments.

III. Business Items

A. Discussion of the River to Sea TPO Officer Transition

Ms. Nicoulin discussed the River to Sea TPO officer transition and the process to fill mid-term vacancies and appointments to the MPOAC and CFMPOA due to local elections. The TPO Bylaws outline the process for filling mid-year officer vacancies, which require a majority vote of the full TPO Board. The Board must appoint a Chairperson and 1st Vice Chairperson on or before the October 23rd TPO Board meeting as those positions will become vacant in the month of November. The typical succession practice of the TPO is for the officers to move up in position as part of the Executive Committee, though this is not a formal policy. Following this practice, Vice Mayor Sander, as the 2nd Vice Chairperson, would be next in line and could be elected to fill the Chairperson role. The Board can also elect to appoint any member, including past chairpersons, to fill the officer vacancies.

Executive Committee members engaged in a discussion on options for filling the vacancies. The activities of the MPOAC and CFMPOA were discussed as well as possible appointments to those committees.

Vice Mayor Sander inquired about the role of the Chairperson outside of Board and Executive Committee meetings and expressed a desire to meet with Ms. Nicoulin to have a better understanding of those responsibilities prior to making a commitment.

Mayor Cloudman indicated that he would provide support as needed, whether as immediate past Chair or filling the vacancy through the end of the fiscal year.

Council Member Robins indicated he has new commitments that may limit his availability.

Council Member Foley indicated he would be willing to move into the role of the 2nd Vice Chair, if needed

Ms. Nicoulin recommended meeting with Vice Mayor Sander regarding the roles and responsibilities of the TPO Chair and revisiting this discussion at the next Executive Committee meeting in order to present a recommendation to the TPO Board at the October 23rd meeting. The Executive Committee concurred with her recommendation.

B. Review and Recommend Rescheduling the November TPO Board Meeting

Ms. Nicoulin noted that the current TPO Board meeting is scheduled for November 27th, the day before Thanksgiving. In recent years, the TPO has rescheduled the November meeting due to the holiday. To facilitate rescheduling, the Airline Room has been reserved for November 20th and December 4th.

Executive Committee members discussed the best alternative date, and a recommendation was made to propose holding the TPO Board meeting on November 20, 2024.

C. Review and Recommend Approval of Logo for the Volusia-Flagler TPO

Ms. Nicoulin presented twelve logo designs to the Executive Committee, asking for their input. She noted that adjustments such as color, design combinations, and font changes could be made.

Committee members reviewed the options and shared their preferences, recommending modifications to Options 2 and 9 before a recommendation(s) is proposed. An Executive Committee meeting was scheduled for September 16, 2024, at 9:00 a.m. to review the requested revisions for recommendation to the TPO Board.

D. Review and Approval of August 7, 2024 Executive Committee Minutes

MOTION: A motion was made by Vice Mayor Sander to approve the August 7, 2024 Executive Committee Minutes. The motion was seconded by Council Member Foley and carried unanimously.

E. Review and Approval of Draft September 25, 2024 TPO Board Agenda

Ms. Nicoulin reviewed the draft TPO Board agenda. She asked the Executive Committee to include in their motion to approve the September TPO Board agenda the rewording of Consent Agenda Item I to state: Review and Approval to Reschedule the November 27, 2024 TPO Board Meeting to November 20, 2024.

MOTION: A motion was made by Mayor Cloudman to approve the draft September 25, 2024 TPO Board Agenda with the amendment of Consent Agenda Item I to state: Review and Approval to Reschedule the November 27, 2024 TPO Board Meeting to November 20, 2024. The motion was seconded by Vice Mayor Sander and carried unanimously.

IV. Staff Comments

Ms. Nicoulin provided updates on the TPO's annual audit and noted that it would most likely be presented to the TPO Board before the end of the year. She noted that the last UPWP had been closed out and the invoices had received approvals.

V. Executive Committee Member Comments

There were no Executive Committee member comments.

VI. Adjournment

The Executive Committee meeting adjourned at 10:01 a.m.

RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

**CITY OF ORMOND BEACH MAYOR BILL PARTINGTON
CHAIRPERSON, RIVER TO SEA TPO**

CERTIFICATE:

The undersigned duly qualified and acting Recording Secretary of the River to Sea TPO certifies that the foregoing is a true and correct copy of the minutes of the September 4, 2024 regular meeting of the Executive Committee approved and duly signed this 16th day of September 2024.

**DONNA RALSTON, RECORDING SECRETARY
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**

***** A recording of the September 4, 2024 Executive Committee meeting is available upon request.***