

**Executive Committee Meeting Minutes  
October 4, 2023  
River to Sea TPO Conference Room  
1 Deuce Court, Suite 100  
Daytona Beach, FL 32124**

**Members Physically Present:**

Mayor Chris Cloudman, Chairperson  
Vice Mayor Bill O'Connor  
Mayor Bill Partington, 1<sup>st</sup> Vice Chairperson  
Vice Mayor Reed Foley  
Vice Mayor Eric Sander

**Representing:**

DeLand  
Orange City  
Ormond Beach  
Port Orange  
South Daytona

**Members Virtually Present:**

Council Vice Chair Danny Robins

**Representing:**

Volusia County

**Members Absent:**

Mayor David Alfin – 2<sup>nd</sup> Vice Chair (excused)

**Representing:**

Palm Coast

**Others Physically Present:**

Donna King, Recording Secretary  
Colleen Nicoulin  
Stephan Harris  
Pamela Blankenship  
Jon Scarfe  
Kia Powell

**Representing:**

TPO Staff  
TPO Staff  
TPO Staff  
TPO Staff  
FDOT  
FDOT

**Others Virtually Present:**

Marief Lemke  
Omar Atallah

**Representing:**

TPO Staff  
Volusia County Traffic Engineering

**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 Chris Cloudman. 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.

**II. Public Comment/Participation**

There were no public comments.

**III. Business Items**

**A. Discussion of TPO Financial Management**

- Invoicing Status: Ms. Nicoulin stated that since the last meeting, the TPO has submitted their most recent PL/SU invoice on Friday and noted that it was approved on Monday without comment.

Chairperson Cloudman stated that it was announced at the last TPO Board meeting that Ms. Rakinya Hinson was moving on to a different position.

Mr. Jon Scarfe, FDOT-MPO Liaison Administrator for District 5, introduced himself and Ms. Kia Powell, the new FDOT-MPO Liaison for the River to Sea TPO, he also gave an update on TPO special conditions status,

stating that FDOT is coordinating with Central Office to remove the special conditions after seven months of on-time and accurate invoicing; the TPO should receive a letter with details within the next week.

Ms. Blankenship stated that Council Member Robins had joined the meeting virtually.

***MOTION: A motion was made by Vice Mayor O'Conner to allow members attending virtually to participate and vote. The motion was seconded by Vice Mayor Foley and carried unanimously.***

Ms. Nicoulin continued the discussion on invoicing. She stated that the TPO has two FTA grants that are open. She gave a status update on those grants stating that one of the grants expires in December with an original amount of \$110,000.00 and only \$1,000.00 left on it. The second one expires in June of 2024 with an original amount of \$237,000.00 and as of August, there is \$98,000.00 remaining. She stated that the majority of that will be spent on two projects for Votran and the balance will be spent down by staff salaries for transit activities as well as some of the operational expenses for the TPO. She also noted that there will not be any new FTA grants issued and that in the future, they will be rolled into what is called a Consolidated Planning Grant that will be managed through the FDOT office.

Chairperson Cloudman asked if studies were already identified for those transit funds that are remaining.

Ms. Nicoulin stated that the two studies included those that the Board had authorized expenditures for Votran. One is the Mobility on Demand (MOD) study and the other one is the Intermodal Transfer Station feasibility study.

Discussion ensued about the MOD study regarding the cost savings and future expansion to the east side of Volusia County.

- **OIG Audit Status:** Ms. Nicoulin stated that the audit report is currently being reviewed internally by the Auditor and the TPO is waiting for it to be released. She noted that the TPO is currently undergoing its annual single Audit with James Moore. Since the last meeting, the TPO has uploaded all the tasks, requested information, and documentation to the portal. There have been some discussions/questions and the TPO has been providing additional answers for them. She noted that the TPO is about a month and a half ahead of where they were this time last year during this audit and hopes to have it completed by January 2024.
- **FDOT/ TPO Partnership:** Ms. Nicoulin stated that the TPO has spent a significant amount of time over the last year building a partnership with FDOT and wanted to assure the board that the TPO intends to continue forging forward with that partnership.

#### **B. Discussion of TPO Office Relocation**

Ms. Nicoulin gave an update on the financial assistance request that the TPO put in to The Root Company. She stated that she had spoken to their representative a couple of weeks ago and he had indicated that they engaged an adjustor to help them through the process. Their timeline to have a resolution is expected to be by the end of the year. What that means for the TPO is unknown at this time but, they did submit the TPO's financial assistance request in its entirety as part of their claim.

Regarding the TPO office relocation, Ms. Nicoulin stated that this past month was very busy for the TPO with their project programming and audit. She has some leads on locations but did not want to present them without all the details. She asked to bring this back at next month's meeting. She noted that she had spoken with a property owner of a 16,000-square-foot building around the Mason Avenue extension, the TPO only needs 5,000

square feet of space and the owners are deciding how small they are willing to divide the building up. There is also the potential of a new building on the same road that would go under construction next year.

Discussion ensued regarding speaking with Daytona Beach about the current lease and options available for the TPO to extend that lease if needed.

**C. Review and Approval of September 6, 2023 Executive Committee Minutes**

**MOTION:** *A motion was made by Mayor Partington to approve the September 6, 2023 Executive Committee minutes. The motion was seconded by Vice Mayor Foley and carried unanimously.*

**D. Review and Approval of Draft October 25, 2023 TPO Board Agenda**

Ms. Nicoulin reviewed the draft TPO Board agenda and requested the addition of an action item to amend the SUN Trail list at the request of Volusia County, and the addition of an LRTP Amendment presentation to support the Moving Florida Forward Initiative at the request of FDOT.

**MOTION:** *A motion was made by Vice Mayor Foley to approve the draft October 25, 2023 TPO Board Agenda with the following changes: the addition of an action item to amend the SUN Trail List at the request of Volusia County, and the addition of an LRTP Amendment presentation to support the Moving Florida Forward Initiative at the request of FDOT. The motion was seconded by Vice Mayor Sander and carried unanimously.*

**IV. Staff Comments**

Ms. Nicoulin stated that the TPO received the draft report for the TPO's Federal Certification which identified six noteworthy practices, no corrective actions, and two recommendations. Both recommendations were regarding the TPO's structure, invoicing, and continued coordination with FDOT. Regarding the Deltona Urbanized Area (the most recent census exceeded 200,000 population), FHWA's recommendation is to coordinate with MetroPlan Orlando and the North Florida TPO on the River to Sea TPO's activities. She also noted that FHWA will attend the December 6<sup>th</sup> meeting and provide a presentation on the certification.

Ms. Nicoulin discussed the apportionment plan, voting structure, and weighted voting structure in detail. She stated that the guidance received at the TPO Board meeting was to move forward to consider all of Flagler County within the TPO planning area. She presented the three scenarios to the Flagler Board of County Commissioners on Monday and a consensus was reached by them to agree to bring Flagler County in its entirety into the TPO.

Discussion ensued regarding the weighted voting structure and what will be included in the draft apportionment plan. The frequency which the population estimates will be updated was also discussed.

**V. Executive Committee Member Comments**

Chairperson Cloudman thanked Mayor Partington for leading the September TPO Board meeting in his absence.

Vice Mayor Sander commended the TPO staff for establishing communication and a relationship with FDOT that allows questions to be asked regarding invoicing ahead of their submission.

Vice Mayor O'Connor thanked FDOT for attending Orange City's National Night Out event and providing Target Zero information. The city is looking at making a proclamation in support of Target Zero.

**VI. Adjournment**

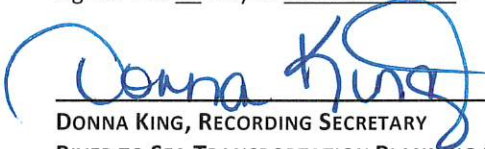
The Executive Committee meeting adjourned at 9:43 a.m.



CITY OF DELAND MAYOR CHRISTOPHER M. CLOUDMAN  
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 October 4, 2023, regular meeting of the Executive Committee approved and duly signed this 1<sup>st</sup> day of November 2023.



DONNA KING, RECORDING SECRETARY  
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

**\*\* A recording of the November 1, 2023 Executive Committee meeting is available upon request.**