



MEETING AGENDA

Please be advised that the River to Sea Transportation Planning Organization (R2CTPO) **EXECUTIVE COMMITTEE** will be meeting on:

DATE: Wednesday, October 5, 2022
TIME: 9:00 a.m.
PLACE: River to Sea TPO Conference Room
2570 W. International Speedway Blvd., Suite 100
Daytona Beach, Florida 32114

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

Masks are requested to be worn by those physically present according to CDC guidelines

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Executive Committee Meeting
Wednesday, October 5, 2022 9:00 a.m. EDT

[Click here to join the meeting](#)

Meeting ID: 219 371 170 716

Passcode: r6veGq

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

+1 561-484-5911 881698027# United States, West Palm Beach

Phone Conference ID: 881 698 027#

[Find a local number](#) | [Reset PIN](#)

Volusia County Council Vice Chair Barbara Girtman, Chairperson Presiding

AGENDA

- I. CALL TO ORDER/ROLL CALL/DETERMINATION OF A QUORUM**
- II. PUBLIC COMMENT/PARTICIPATION**

Beverly Beach
Bunnell
Daytona Beach
Daytona Beach Shores

DeBary
DeLand
Deltona
Edgewater

Flagler Beach
Flagler County
Holly Hill
Lake Helen

New Smyrna Beach
Oak Hill
Orange City
Ormond Beach

Palm Coast
Pierson
Ponce Inlet
Port Orange

South Daytona
Volusia County

III. BUSINESS ITEMS

- A. Review and Recommendation of Performance Evaluation for the River to Sea TPO's Interim Executive Director** *(Enclosure, pages 3-16)*
- B. Review and Recommendation of Approval to Reschedule the November 23, 2022 TPO Board Meeting to November 30, 2022**
- C. Review and Approval of September 7, 2022 Executive Committee Minutes** *(Enclosure, pages 17-20)*
- D. Review and Approval of October 26, 2022 TPO Board Agenda** *(Enclosure, pages 21-23)*

IV. STAFF COMMENTS

V. EXECUTIVE COMMITTEE MEMBER COMMENTS

VII. ADJOURNMENT

River to Sea TPO Interim Executive Director Evaluation

Employee Information						
Name: Colleen Nicoulin					Review Date: 9/19/22	
Review Information						
Reviewer Name: Barb Girtman		River to Sea TPO Executive Committee			Review Period:	Interim Executive Director Performance Evaluation
<p>Please complete the evaluation based on the reviewer's knowledge and perception of the Interim Executive Director's performance of the criteria using the following scale:</p> <p>5 = OUTSTANDING: Consistently achieves and exceeds expectations, including in demanding situations or circumstances. 4 = EXCEEDS JOB EXPECTATIONS: Regularly meets and frequently exceeds standard performance. 3 = MEETS JOB EXPECTATIONS: Competent performance in most situations and circumstances. 2 = PARTIALLY MEETS JOB EXPECTATIONS: Shows capability, but in a variable manner. Improvement is needed in key areas. 1 = DOES NOT MEET JOB EXPECTATIONS: Major or ongoing problems that negatively impact organizational objectives. N/A = NOT APPLICABLE</p>						
Evaluation						
Criteria	5	4	3	2	1	N/A
1. Maintains effective communications with and availability for the River to Sea TPO Committees and Governing Board. Develop agenda packages that are meaningful.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Speaks in a clear and credible manner, selecting the right tone for the situation and audience.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Understands role and implements the Executive Director's Strategic Plan.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Understands and maintains compliance with federal and state requirements as they apply to the River to Sea TPO.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Manage activities to implement transportation plans and programs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Hires and develops competent, engaged professionals appropriate for day-to-day operations and guides staff to achieve objectives.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Maintains public image of the River to Sea TPO representing integrity, commitment, success, and quality while enhancing the visibility and identity of the organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Builds relationships and encourages the creation of partnerships with other organizations that contribute to the River to Sea TPO's mission and vision.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Ensure the River to Sea TPO is financially stable and soundly managed.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Manage activities to implement priority transportation projects.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluation Criteria Continued...	5	4	3	2	1	N/A
11. Manages assets including technology and equipment.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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13. Maintains a "big picture" outlook and is aware of industry issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Exhibits diligence in leading the River to Sea TPO.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Forecasts trends, responds to change, and invites innovation.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Has the ability to make well-founded and informed decisions, ability to analyze challenges and evaluate alternatives, has the ability to seek guidance when necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Demonstrates ability in carrying out job responsibilities and accomplishing goals.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reviewer Comments

Colleen is meeting and exceeding expectations for leading the River to Sea TPO toward the future. I can see the growth in confidence and empowerment to create an organization respected by staff, stakeholders, partnering agencies and the public. I understand it will take time to move some initiatives forward with limited staff today and previously limited resources. The future is bright and I believe we should be investing in Colleen and her staff to continue to stabilize the organization. Also support build broad based experience for Management and staff, including demonstration the fiscal accountability, transparency and responsiveness to emerging and emergent opportunities and challenges.

I would like to see her connected with a professional mentor to elavate the perspective for the re-envisioning and evolution ahead of us.

I believe in Colleen and will continue to support her in the role as Executive Director.

(Reviewer's Signature) **Barbara Girtman**

Date: 9/22/22

River to Sea TPO

Interim Executive Director Evaluation

Employee Information						
Name: Colleen Nicoulin				Review Date: 9/10/22		
Review Information						
Reviewer Name: Billie Wheeler		River to Sea TPO Executive Committee		Review Period:	Interim Executive Director Performance Evaluation	
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Reviewer Comments

Very satisfied with ability to overcome obstacles with professionalism and persistence. Has more than met my expectations. Very encouraged with her ability to communicate with FDOT and the joint efforts to think and work towards new ways to produce more opportunities. Appreciate the openness and willingness to step outside the box and explore additional avenues. Appreciate her ability to communicate her ideas, concerns, challenges and concepts to Board to further the plan of moving forward for our organization.
Easy to work with and receptive to change.

(Reviewer's Signature) Billie Wheeler

Date: 9/10/22

River to Sea TPO Interim Executive Director Evaluation

Employee Information						
Name: Colleen Nicoulin					Review Date: 9/13/20	
Review Information						
Reviewer Name: Chris Cloudman		River to Sea TPO Executive Committee			Review Period:	Interim Executive Director Performance Evaluation
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Reviewer Comments

Colleen has grown tremendously in the role of Interim Executive Director, from someone temporarily filling the position to a more confident, effective, and productive leader. She has already accomplished major steps in bringing the organization into compliance and setting the course for our new direction. We recognize the effort that has been made to grow important relationships, become more involved at the regional and state level, and to become more aware of current trends and opportunities. Colleen is the right person to lead this organization moving forward as we rebuild and redefine our identity.

(Reviewer's Signature) 

Date: 9/13/2022

River to Sea TPO Interim Executive Director Evaluation

Employee Information						
Name: Colleen Nicoulin					Review Date: 9/9/2022	
Review Information						
Reviewer Name: <i>Comm. Ramos</i>		River to Sea TPO Executive Committee			Review Period:	Interim Executive Director Performance Evaluation
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Reviewer Comments						
(Reviewer's Signature)					Date:	

River to Sea TPO

Interim Executive Director Evaluation

Employee Information						
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River to Sea TPO

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12. Encourages public involvement and maintains transparency for the Board, the public, and staff.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Maintains a "big picture" outlook and is aware of industry issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Exhibits diligence in leading the River to Sea TPO.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Forecasts trends, responds to change, and invites innovation.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Has the ability to make well-founded and informed decisions, ability to analyze challenges and evaluate alternatives, has the ability to seek guidance when necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Demonstrates ability in carrying out job responsibilities and accomplishing goals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reviewer Comments						
<p>The Interim Director has fulfilled the current roll with exceptional performance. Communication and interaction with a Board composed of members with both long and short term service has been clear, informative, and productive. I am impressed by a proactive effort to on-board newly appointed members while satisfying the established procedural requirements of seasoned members. The interim Director has produced a Strategic Action Plan for approval by the TPO Board and demonstrated complete understanding of the priorities and challenges ahead necessary to successfully execute the plan. My evaluation describes an executive ready to manage and direct our organization to become a recognized leader in Transportation Planning both regionally and statewide.</p>						
(Reviewer's Signature) <i>David I Alfin</i>					Date: 9/22/22	

River to Sea TPO

Interim Executive Director Evaluation

Employee Information						
Name: Colleen Nicoulin					Review Date:	
Review Information						
Reviewer Name:		River to Sea TPO Executive Committee		Review Period:	Interim Executive Director Performance Evaluation	
<p>Please complete the evaluation based on the reviewer's knowledge and perception of the Interim Executive Director's performance of the criteria using the following scale:</p> <p>5 = OUTSTANDING: Consistently achieves and exceeds expectations, including in demanding situations or circumstances.</p> <p>4 = EXCEEDS JOB EXPECTATIONS: Regularly meets and frequently exceeds standard performance.</p> <p>3 = MEETS JOB EXPECTATIONS: Competent performance in most situations and circumstances.</p> <p>2 = PARTIALLY MEETS JOB EXPECTATIONS: Shows capability, but in a variable manner. Improvement is needed in key areas.</p> <p>1 = DOES NOT MEET JOB EXPECTATIONS: Major or ongoing problems that negatively impact organizational objectives.</p> <p>N/A = NOT APPLICABLE</p>						
Evaluation						
Criteria	5	4	3	2	1	N/A
1. Maintains effective communications with and availability for the River to Sea TPO Committees and Governing Board. Develop agenda packages that are meaningful.						
2. Speaks in a clear and credible manner, selecting the right tone for the situation and audience.						
3. Understands role and implements the Executive Director's Strategic Plan.						
4. Understands and maintains compliance with federal and state requirements as they apply to the River to Sea TPO.						
5. Manage activities to implement transportation plans and programs.						
6. Hires and develops competent, engaged professionals appropriate for day-to-day operations and guides staff to achieve objectives.						
7. Maintains public image of the River to Sea TPO representing integrity, commitment, success, and quality while enhancing the visibility and identity of the organization.						
8. Builds relationships and encourages the creation of partnerships with other organizations that contribute to the River to Sea TPO's mission and vision.						
9. Ensure the River to Sea TPO is financially stable and soundly managed.						
10. Manage activities to implement priority transportation projects.						

Evaluation Criteria Continued...	5	4	3	2	1	N/A
11. Manages assets including technology and equipment.						
12. Encourages public involvement and maintains transparency for the Board, the public, and staff.						
13. Maintains a “big picture” outlook and is aware of industry issues.						
14. Exhibits diligence in leading the River to Sea TPO.						
15. Forecasts trends, responds to change, and invites innovation.						
16. Has the ability to make well-founded and informed decisions, ability to analyze challenges and evaluate alternatives, has the ability to seek guidance when necessary.						
17. Demonstrates ability in carrying out job responsibilities and accomplishing goals.						
Reviewer Comments						
(Reviewer’s Signature)					Date:	

**Executive Committee
Meeting Minutes
September 7, 2022**

Members Physically Present:

Commissioner Chris Cloudman, Vice Chairperson
Commissioner Victor Ramos
Councilwoman Christine Power
Mayor Bill Partington
Mayor David Alfin
Council Member Billie Wheeler

Representing:

DeLand
Deltona
Edgewater
Ormond Beach
Palm Coast
Volusia County, District 2

Members Absent

Council Vice Chair Barbara Girtman, Chairperson (excused)

Representing:

Volusia County, District 1

Others Physically Present:

Debbie Stewart, Recording Secretary
Colleen Nicoulin
Stephan Harris
Anna Taylor
Rakinya Hinson
Clair Hartman
Jon Cheney

Representing:

TPO Staff
TPO Staff
TPO Staff
FDOT
FDOT
Ghyabi Consulting
Volusia County Traffic Engineering

Others Virtually Present:

Pam Blankenship

Representing:

TPO Staff

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

The meeting of the River to Sea Transportation Planning Organization (TPO) Executive Committee was called to order at 9:00 a.m. by Vice Chairperson Chris Cloudman. The roll was called and it was determined that a quorum was physically present. Due to the COVID-19 virus, the meeting was held in a hybrid format with six voting members physically present.

II. Public Comment/Participation

There were no public comments.

III. Discussion Items

A. Discussion of River to Sea TPO Policies and Procedures

Ms. Nicoulin stated the review of TPO policies and procedures will be a long-term effort; the goal is to have one guide that includes all TPO policies and procedures. The first four policies to review include one that authorizes emergency approvals and three that guide the project prioritization process. FDOT has requested all TPOs in District 5 review their emergency authorization policies to ensure they provide the flexibility that may potentially be needed. The TPO's current emergency authorization policy was established in March 2020 during COVID-19; it authorizes emergency approval by the Executive Director with the approval of the TPO Board Chairperson but only if we are in a declared state of emergency; it would not apply today. It has only been used once since adopted when we did not have a quorum for the November 2020 TPO Board meeting; the meeting was not held but there was a TIP amendment on that agenda that needed to be processed in order for the project to move forward and meet the construction date. That amendment came back to the TPO Board at the next meeting for ratification. Within the last six months there was another TIP amendment that we were not able to process in time based on the meeting schedule. FDOT found funding elsewhere so it did not go through the amendment process; this is an example of how an emergency authorization could apply. She reached out

to other TPOs to see how they address emergency authorizations; MetroPlan has a policy specific to TIP amendments; the Space Coast TPO and Sarasota-Manatee TPO have broader emergency approval outside of TIP amendments which allow for the approval of operational documents such as contracts. They also have information backing that up in their Continuity of Operations Plan (COOP); our COOP does not address required documents during an emergency so this is an opportunity to strengthen language in our COOP as well. We currently do not have a policy if we need to process something quickly.

Councilwoman Power asked if TIP amendments require a roll call vote and if that would be a legal issue. She also asked what happens if it does not get approved.

Ms. Nicoulin replied yes, a roll call vote is required; she explained that if an emergency authorization for a TIP amendment is done it would come back to the full board at the next scheduled meeting for a roll call vote. It would not happen for a project that is new or controversial; the policy could be written so that it applies to projects that have TPO Board support and are already a priority for the TPO.

Vice Chairperson Cloudman commented that the policy could be written to include a percentage or dollar amount limit in the cost of the project; for example, if the cost of a project doubled.

Ms. Taylor further explained that FDOT will not bring something to Ms. Nicoulin to sign that would cause controversy in an emergency; it would be a project that is a priority and has been supported in the past. If a project is controversial, it could wait a month. TPO staff has proven they know how to use the emergency authorization and there is much coordination with the TPO, FDOT and the project sponsor. She explained the TIP amendment process is a 65 to 70-day process; she explained the process. Regarding cost, the state statute for a TIP amendment is \$2 million and 20%.

Members discussed the emergency authorization policy and that the Executive Committee does not want projects to get held up in an emergency situation. It is important that the projects are able to continue. They discussed the language and directed staff to bring back a draft policy for emergency authorization.

Ms. Nicoulin stated she would speak with the TPO's attorney regarding language, research how often other TPOs have used their emergency authorizations and if there were any issues. She reviewed the next three resolutions that pertain to the project prioritization process and noted that they are reviewed each year prior to the Call for Projects opening. Last year, Resolution 2021-23 was amended to allow the Executive Director to authorize justified cost increases up to 50% of the project phase cost. It must also fit the definition of a cost increase and not be a cost overrun. It also defined mixed-use projects and how they are funded. These resolutions also allocate the set-aside funding; 30% to transit, 30% to bicycle/pedestrian and 40% to traffic operations projects. There are other areas we may want to use SU funding; the TPO currently flexes \$100,000 for traffic operations and bicycle/pedestrian feasibility studies. They have been used in the past to fund the Long Range Transportation Plan (LRTP) and the PD&E study for the LPGA Boulevard at I-95 interchange project. Other TPOs within the state flex some of their SU dollars to cover salaries which may be something we want to do as we undergo a salary classification and job position review; there may be the potential to flex SU dollars for salaries depending on the outcome of the study. She asked if we want to continue to box funds specific to bicycle/pedestrian and traffic operations or if there are other changes that need to be made. Sometimes there are challenges if the dollar amount of a project is more than what is in a particular box; we have in the past "borrowed" from the other box to move the project forward and paid it back the next year. We want to be open to having the flexibility needed.

Councilwoman Power asked if these resolutions are updated each year and if project costs are updated annually.

Ms. Nicoulin replied yes; since language was added to require updated cost estimates from project sponsors and the definition of cost estimates versus cost overruns, there have not been many requests for additional funding. FDOT has also reinstituted project intake meetings to discuss the project so there is a full understanding of what they entail.

Vice Chairperson Cloudman asked if there are specific changes to these resolutions we need to consider.

Ms. Nicoulin replied yes; if there is a desire to flex SU dollars for other planning work or outside of programming projects or if there are other opportunities the TPO may be missing out on regarding planning. She noted that if we flex funds for planning it takes away from funding projects.

Councilwoman Power asked if there is a statute that limits what SU funds can be used for.

Ms. Nicoulin replied they are used for planning, feasibility studies, and other projects.

Mr. Cheney asked how flexible the committee is willing to be; he provided an example of Volusia County submitting a request to oversee the county's signal system during off-peak hours a few years ago that was denied by the TPO Board because they did not want to fund operations. Other TPOs do fund local agencies for the operation of their traffic management centers and to re-time signals on off-system roads.

Members discussed the resolutions, potential changes and how to be more flexible.

Ms. Nicoulin stated she will work with Mr. Cheney on his ideas, as well as FDOT and will gather information from other TPOs to see how they use their SU funding and bring back the information next month for discussion.

B. Discussion of Interim Executive Director Evaluation

(Handout)

Vice Chairperson Cloudman stated the evaluation used previously was provided in the agenda and the handout is the evaluation form that the Space Coast TPO uses.

Ms. Nicoulin stated the evaluation provided in the agenda is what has been used in the past for the Executive Director; it is for the established position and the performance of the Executive Director in that established position. She does not feel that the evaluation in this format will provide her with useful feedback as each evaluation area has several criteria but only one score and some bulleted criteria may not be applicable. She reviewed the evaluation form used by the Space Coast TPO each year. It will be helpful to identify criteria specific to the Interim Executive Director position and then update the Executive Director evaluation on an annual basis.

Members discussed the evaluation forms and the criteria; they agreed to remove the section of the evaluation form pertaining to a salary bonus. They discussed the timeframe to conduct the evaluation; the deadline for the Interim Executive Director contract is October 31, 2022 so it must be completed and ready for a recommendation to the full TPO Board at the October 28, 2022 TPO Board meeting.

Ms. Nicoulin stated she will update the evaluation form as directed by removing the section pertaining to bonus/salary and providing more room for comments; it will be a fillable pdf form. The evaluation is to be completed by the Executive Committee members who will provide a recommendation to the TPO Board. Normally it is presented as a Consent Agenda item but she is recommending it be a stand-alone Action Item.

Vice Chairperson Cloudman asked if Ms. Nicoulin is comfortable with the changes.

Ms. Nicoulin replied yes; however, some of the criteria are more for an established position and not for an interim position. Some of the language is specific to the Space Coast TPO and does not transfer to this TPO. Also, the item pertaining to staff; she has hired one staff member so far but there are other vacant positions she has not filled as the Interim Executive Director but would be expected to do so as the Executive Director.

Members continued to discuss the evaluation form and criteria; it will be re-created specific to the River to Sea TPO and for the interim status. They agreed to have individual meetings with Ms. Nicoulin after completing the evaluation form and prior to the October 5, 2022 Executive Committee meeting. They will discuss the evaluation results at that meeting and what the recommendation to the TPO Board will be at the October 28, 2022 TPO Board meeting; Ms. Nicoulin will remain the Interim Executive Director until a new contract is signed.

IV. Business Items

A. Review and Approval of August 3, 2022 Executive Committee Minutes

MOTION: A motion was made by Mayor Partington to approve the August 3, 2022 Executive Committee minutes. The motion was seconded by Council Member Wheeler and carried unanimously.

B. Review and Approval of September 28, 2022 TPO Board Agenda

Ms. Nicoulin reviewed the draft September 28, 2022 TPO Board agenda including the Consent Agenda items, Action Items and Presentation Items. The project prioritization process will be discussed including the three resolutions discussed here earlier; following the board meeting, the subcommittees will convene to review the project prioritization process and make any recommended changes to the guiding resolutions. She referred to the Interim Executive Director's Report and stated she has been reviewing other TPOs to identify the different reports they provide; going forward she will bring additional information regarding the different activities she is involved with. She is also reaching out to local governments and partner agencies to help establish those relationships. She has meetings scheduled with Flagler Beach and Deltona; she met with Mayor Alfin, the city planner and city manager in Palm Coast yesterday.

MOTION: A motion was made by Council Member Wheeler to approve the draft September 28, 2022 TPO Board agenda. The motion was seconded by Commissioner Ramos and carried unanimously.

V. Staff Comments

There were no staff comments.

VII. Executive Committee Member Comments

There were no member comments.

VIII. Adjournment

The Executive Committee meeting adjourned at 10:20 a.m.

River to Sea Transportation Planning Organization

**VOLUSIA COUNTY COUNCIL VICE CHAIR BARBARA GIRTMAN
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 7, 2022 regular meeting of the Executive Committee approved and duly signed this 5th day of October 2022.

Debbie Stewart, Recording Secretary, River to Sea TPO

***** A recording of the September 7, 2022 Executive Committee meeting is available upon request.***



DRAFT

MEETING AGENDA

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

DATE: WEDNESDAY, OCTOBER 26, 2022
TIME: 9:00 A.M.
PLACE: RIVER TO SEA TPO CONFERENCE ROOM
2570 W. International Speedway Blvd., Suite 100
Daytona Beach, FL 32114

NOTE:

Microsoft Teams meeting has been established for remote participation.

Masks are requested to be worn by those physically present according to CDC guidelines

**River to Sea TPO Board Meeting
October 26, 2022 at 9:00 a.m. EDT**

[Click here to join the meeting](#)

Meeting ID: 237 011 385 221

Passcode: tPqkTM

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

+1 561-484-5911 218260541# United States, West Palm Beach

Phone Conference ID: 218 260 541#

Volusia County Council Vice Chair Barbara Girtman, Chairperson Presiding

- I. CALL TO ORDER / ROLL CALL / DETERMINATION OF A QUORUM**
- II. PLEDGE OF ALLEGIANCE**
- III. PUBLIC COMMENT/PARTICIPATION** *(Public comments may be limited to three (3) minutes at the discretion of the Chairperson)*
- IV. CONSENT AGENDA**
 - A. AUGUST 24, 2022 RIVER TO SEA TPO BOARD MEETING MINUTES** *(Contact: Debbie Stewart) (Enclosure, pages)*

Beverly Beach
Bunnell
Daytona Beach
Daytona Beach Shores

DeBary
DeLand
Deltona
Edgewater

Flagler Beach
Flagler County
Holly Hill
Lake Helen

21

New Smyrna Beach
Oak Hill
Orange City
Ormond Beach

Palm Coast
Pierson
Ponce Inlet
Port Orange

South Daytona
Volusia County

IV. CONSENT AGENDA (Continued)

- B. TREASURER'S REPORTS** (Contact: Colleen Nicoulin) (Enclosure, pages)
- C. BPAC PROJECT REVIEW SUBCOMMITTEE REPORT** - (Contact: Stephan Harris) (Enclosure, pages)
- D. EXECUTIVE COMMITTEE REPORTS** -Report by Volusia County Council Vice Chair Barbara Girtman, TPO Chairperson (Enclosure, pages)
- E. LEGISLATIVE ISSUES SUBCOMMITTEE REPORT** Report by Volusia County Council Vice Chair Barbara Girtman, TPO Chairperson (Enclosure, pages)
- F. TIP SUBCOMMITTEE REPORT** - (Contact: Colleen Nicoulin) (Enclosure, pages)
- G. TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD REPORT** - Report by Volusia County Council Vice Chair Barbara Girtman, TDLCB Chairperson (Enclosure, pages)
- H. BICYCLE/PEDESTRIAN ADVISORY COMMITTEE REPORTS** -- Report by Dr. Jason Aufdenberg, BPAC Chairperson (Enclosure, pages)
- I. CITIZENS ADVISORY COMMITTEE REPORTS** -- Report by Ms. Kerry Karl, CAC Chairperson (Enclosure, pages)
- J. TECHNICAL COORDINATING COMMITTEE REPORTS** -- Report by Mr. Brian Walker, TCC Chairperson (Enclosure, pages)
- K. RIVER TO SEA TPO BOARD REPORTS** -- Report by Volusia County Council Vice Chair Barbara Girtman, TPO Board Chairperson (Enclosure, pages)
- L. EXECUTIVE DIRECTOR TIMESHEET REVIEW REPORT** -- Report by Volusia County Council Vice Chair Barbara Girtman, TPO Board Chairperson (Enclosure, pages)
- M. REVIEW AND APPROVAL OF THE FLAGLER COUNTY TRANSIT DEVELOPMENT PLAN (TDP) LETTER OF COORDINATION** (Contact: Stephan Harris) (Enclosure, pages)
- N. REVIEW AND APPROVAL TO RESCHEDULE THE NOVEMBER 23, 2022 TPO BOARD MEETING TO NOVEMBER 30, 2022)** (Contact: Colleen Nicoulin)

V. ACTION ITEMS

- A. REVIEW AND APPROVAL OF RESOLUTION 2022-19 AMENDING THE CONNECT 2045 LONG RANGE TRANSPORTATION PLAN (LRTP) (ROLL CALL VOTE REQUIRED)** (Contact: Colleen Nicoulin) (Enclosure, pages)
- B. REVIEW AND APPROVAL OF RESOLUTION 2022-20 AMENDING THE FY 2022/23 TO 2026/27 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) (ROLL CALL VOTE REQUIRED)** (Contact: Colleen Nicoulin) (Enclosure, pages)
- C. REVIEW AND APPROVAL OF EXECUTIVE COMMITTEE'S PERFORMANCE EVALUATION RECOMMENDATION FOR THE RIVER TO SEA TPO'S INTERIM EXECUTIVE DIRECTOR** (Contact: Colleen Nicoulin) (Enclosure, pages)

VI. PRESENTATIONS, STATUS REPORTS AND DISCUSSION ITEMS

- A. PRESENTATION AND DISCUSSION OF THE RECOMMENDED CHANGES TO THE RIVER TO SEA TPO GUIDING RESOLUTIONS AND PROJECT APPLICATIONS FOR THE ANNUAL CALL FOR PROJECTS** (Contact: Colleen Nicoulin) (Enclosure, pages)
- B. PRESENTATION AND DISCUSSION OF THE DRAFT FY 2021/22 PUBLIC INVOLVEMENT ACTIVITIES SUMMARY** (Contact: Pam Blankenship) (Enclosure, pages)

VI. PRESENTATIONS, STATUS REPORTS AND DISCUSSION ITEMS *(Continued)*

C. PRESENTATION AND DISCUSSION OF DRAFT RIVER TO SEA TPO 2023 LEGISLATIVE POSITIONS
(Contact: Colleen Nicoulin) (Enclosure, pages)

D. PRESENTATION AND DISCUSSION OF THE VOTRAN MOBILITY ON-DEMAND PROJECT *(Contact: Stephan Harris) (Enclosure, pages)*

E. FDOT REPORT *(Contact: Anna Taylor, FDOT District 5) (Enclosure, pages)*

VII. INTERIM EXECUTIVE DIRECTOR'S REPORT *(page)*

VIII. RIVER TO SEA TPO BOARD MEMBER COMMENTS

IX. RIVER TO SEA TPO CHAIRPERSON COMMENTS

X. INFORMATION ITEMS *(Enclosure, pages)*

- Bicycle/ Advisory Committee Attendance Record – 2022
- Citizens Advisory Committee Attendance Record – 2022
- Technical Coordinating Committee Attendance Record– 2022
- August/September/October 2022 TPO Outreach and Activities
- Volusia and Flagler County Construction Reports
- 2023 TPO Board and Committee Meeting Schedule
- TDLCB Resolution 2022-01 Supporting Mobility on-Demand Transit and partnerships between Votran and transportation network companies to provide additional on-demand transportation options

XI. ADJOURNMENT *(Enclosure, page)*

The next River to Sea TPO Board meeting will be November 30, 2022

November 2022 Meeting Dates

Executive Committee, November 2, 2022 @ 9:00 a.m.

Bicycle/Pedestrian Advisory Committee, November 9, 2022 @ 2:00 p.m.

Citizens Advisory Committee, November 15, 2022 @ 1:15 p.m.

Technical Coordinating Committee, November 15, 2022 @ 3:00 p.m.

River to Sea TPO Board, November 30, 2022 @ 9:00 a.m.

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, 2570 W. International Speedway Blvd., Suite 100, Daytona Beach, Florida 32114-8145; (386) 226-0422, extension 20416, at least five (5) working days prior to the meeting date.

If any person decides to appeal a decision made by this board with respect to 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 person will want to ensure that a verbatim record of the proceedings is made.

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.