



MEETING AGENDA

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

DATE: Wednesday, October 6, 2021
TIME: 10:00 a.m.
PLACE: River to Sea TPO Executive 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

Executive Committee Meeting
 October 6, 2021 10:00 a.m. EDT

Join the Executive Committee Meeting on your computer or mobile app

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Volusia County Council Vice Chair Billie Wheeler, Chairperson Presiding

AGENDA

- I. CALL TO ORDER/ROLL CALL/DETERMINATION OF A QUORUM
- II. PUBLIC COMMENT/PARTICIPATION
- III. DISCUSSION ITEMS
 - A. Update on COVID-19 Business Practices and Impacts

III. DISCUSSION ITEMS (Continued)

- B. Discussion on TPO Staffing**
- C. Update on TPO Office Relocation**
- D. Discussion of November 24, 2021 TPO Board Meeting Date**

IV. BUSINESS

- A. Review and Approval of September 1, 2021 Executive Committee Minutes**
- B. Review and Approval of Expenditure for the Madeline Avenue Turn Lane Improvements at Nova Road Feasibility Study (\$24,985.00)**
- C. Review and Recommend Approval of Executive Director Timesheet Review Report (Enclosure, page)**
- D. Review and Approval of Draft October 27, 2021 River to Sea TPO Board Agenda (Enclosure, pages)**

V. STAFF COMMENTS

VI. EXECUTIVE COMMITTEE MEMBER COMMENTS

VII. ADJOURNMENT

Note: 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.

Note: 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.

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 prior to the event

**Executive Committee
Meeting Minutes
September 1, 2021**

Members Physically Present:

Commissioner Chris Cloudman
Commissioner Victor Ramos
Councilwoman Christine Power
Commissioner Jason McGuirk
Mayor Bill Partington
County Council Vice Chair Billie Wheeler, Chairperson
Council Member Barbara Girtman

Representing:

DeLand
Deltona
Edgewater
New Smyrna Beach
Ormond Beach
Volusia County
Volusia County

Members Absent:

Others Present:

Colleen Nicoulin
Big John
Jon Cheney

Representing:

Representing:

TPO Staff
Press
Volusia County Traffic Engineering

Others Virtually Present:

Debbie Stewart, Recording Secretary
Pam Blankenship
Stephan Harris
Kerry Karl
Rakinya Hinson
Kelvin Miller

Representing:

TPO Staff
TPO Staff
TPO Staff
CAC
FDOT
Votran

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 10:00 a.m. by Chairperson Billie Wheeler. 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 seven voting members physically present.

II. Public Comment/Participation

Mr. Big John, press, stated he spoke with Mr. Jon Cheney, Volusia County Traffic Engineering Director, prior to this meeting about the county's road program and the presentation he gave last month. Mr. Cheney has been with the county for 23 years and this is the poorest the program has ever been; there is no funding for roads. The public should be educated on how funding works and the TPO Board should notch it up and discuss how to develop a better road program in the future.

III. Discussion Items

A. Update on COVID-19 Business Practices and Impacts

Ms. Nicoulin stated the TPO is continuing to operate as we have the last few months; the doors are closed to walk-in traffic but staff is here full time and available for appointments. At direction from the Executive Committee last month, the TPO is continuing hybrid meetings with all of the committees and TPO Board. If there is a consensus from the committee today, we will continue that.

Chairperson Wheeler replied she would definitely recommend continuing hybrid meetings; she is not willing to risk herself or others to COVID-19.

Ms. Nicoulin stated staff will ensure a physical quorum plus one is present and encourage all others to participate virtually.

B. Update on Office Relocation

Ms. Nicoulin stated Ms. Diane Larsen from Root Company attended last month's meeting and discussed the opportunity for the TPO to relocate. This discussion began in January when a space was identified that could work for the TPO on Clyde Morris Boulevard just north of LPGA Boulevard. Staff has continued to work with the Root Company to identify changes needed to the space including creating a large conference room. Root Company's architect drew up plans, staff reviewed them and provided comments back; they are now updating those plans and will provide them to the contractor to cost out the improvements. As discussed last month, the cost of the improvements and renovations will be the responsibility of Root Company as will the cost of physically moving the TPO. The economics of the lease and the dollar amount we pay will not change; this is a larger space so we will be getting a lower cost per square footage.

Chairperson Wheeler asked how long that lease will be.

Ms. Nicoulin replied we have seven years left on the current lease. The same terms will carry over into a new lease for that space; staff can negotiate to extend that lease and what the terms would be. The current lease is set up to have an increase every two years so it would likely be similar terms to extend it beyond the seven years but it has not been discussed with the Root Company yet. Staff will be scheduling an on-site meeting with the Root Company and the TPO's IT support to find out what it would take to move our operation. The TPO had in its budget to upgrade the audio/visual equipment here before we started to consider moving and received some preliminary quotes; that project was put on hold but staff will have those firms provide quotes for the new space.

Chairperson Wheeler asked how much was budgeted for the audio/visual equipment.

Ms. Nicoulin replied \$22,000 is what is currently in the budget which is probably not going to be enough based on the quotes received earlier this year. Staff is working on a Memorandum of Understanding (MOU) with Root Company to identify and lay out the expectations; they have verbally agreed to pay for the renovations, the move and the current lease terms, etc., but we want to have the MOU in place before renovations begin. The MOU will come before the Executive Committee for review and approval.

Discussion occurred regarding the lease terms, moving IT and other costs.

C. Discussion on TPO Meeting Minutes

Ms. Nicoulin stated in the past, minutes have never been completed for the Executive Committee; the reason is unknown but after a discussion with the TPO's legal counsel, minutes will be done for the Executive Committee going forward. In the past, minutes were not done for committees that are a subset of a larger body; the Executive Committee is a subset of the TPO Board. Since this committee, as well as the Executive Director Search Committee (EDSC), has decision making authority they have to operate under the Sunshine Law. One of the requirements of the Sunshine Law is to produce meeting minutes. Going forward, we will have minutes for both the Executive Committee and the EDSC and minutes will be prepared for the last two EDSC meetings.

Ms. Nicoulin stated the minutes currently developed for the advisory committees and TPO Board are very detailed and are almost verbatim; it is not a requirement that they be that detailed. After speaking with staff and understanding that it takes a full day or more to develop the minutes, which equates to a week and a half each month of valuable staff time, the TPO is proposing to pull back on the details of the minutes; she explained how that will look.

Mayor Partington asked if the meetings are recorded.

Ms. Nicoulin replied yes, and the recordings are available by request; presentations are also available on the TPO's website.

Discussion occurred regarding the changes to the minutes.

MOTION: *A motion was made by Councilwoman Power to condense the meeting minutes of the TPO Board, Executive Committee, Executive Director Search Committee, Transportation Disadvantaged Local Coordinating Board and advisory committees. The motion was seconded by Commissioner Ramos and carried unanimously.*

IV. Business Items

A. Review and Recommend Approval of Executive Director Timesheet Review Report

MOTION: *A motion was made by Mayor Partington to recommend approval of Executive Director Timesheet Review Reports for May 23, 2021 through June 26, 2021 and June 27, 2021 through July 31, 2021. The motion was seconded by Councilwoman Power and carried unanimously.*

B. Review and Approval of Draft September 29, 2021 River to Sea TPO Board Agenda

Ms. Nicoulin reviewed the draft September 29, 2021 TPO Board agenda items; Action Item A will be changed to "Review and Approval of Executive Director Salary Range". She reviewed the presentation items and noted a presentation will be added regarding the TPO's current project prioritization process and project funding. The TPO's policies work best when they provide flexibility for FDOT to be able to pull from different funding sources. The policies are reviewed each year prior to opening the annual Call for Projects for any needed changes; last year the Call for Projects opened at the end of November so this is the time to review the policies and make sure they provide flexibility so that we do not miss out on other funding possibilities.

Chairperson Wheeler asked who makes the decision regarding changes to the policies; who is involved in that discussion.

Ms. Nicoulin replied the TPO has a series of subcommittees that review the project applications received through the Call for Projects; every year at this time, those subcommittees are convened to discuss any issues that occurred during the prior year and what may need to be adjusted within the policies. For example, last year a mixed-use project was defined and how to fund them was identified. Any direction from the TPO Board can be taken to the subcommittees to be discussed. The TPO Board gives the final approval for any changes.

Council Member Girtman stated she would like examples of what is restrictive language and what areas need to be changed. She would like to get to the crux of the issue and know what barriers are to the TPO being seen as open and ready for opportunities. She asked if FDOT could provide a presentation on what opportunities may be available and how we may be better prepared.

Discussion continued regarding the structure of the subcommittees that review the policies and the review process.

Council Member Girtman asked if FDOT could provide a presentation on what opportunities may be available and how we may be better prepared. The new FDOT District 5 Secretary seems to have empowered his staff to bring forward ideas and we need to be open to them presenting opportunities that we may have been missing the mark on and to help us better understand how to receive opportunities when they appear. The new transportation infrastructure bill is coming soon and we need to know how to get more from it.

Ms. Nicoulin replied the presentation can be directed to Council Member Girtman's points on how to better position ourselves to access these funds and based on information received, be able to tailor our policies to put us in a better position.

Ms. Hinson, FDOT, replied a presentation is possible; however, it will be generic information because each set of funding has its own stipulations. The Work Program funding allocations should be available by the end of September and they will have a better idea of what next year will look like then. The CARES Act funding should become available within the next couple of weeks which FDOT staff worked with each MPO in the district to

develop a list of priorities for; those were sent to Central Office in Tallahassee and then to the Governor for approval. Once they receive that funding, those projects will be fast-backed but flexibility will be needed to amend the priority list and TIP so when the funding is available, it can be allocated quickly.

Mayor Partington suggested having specific suggestions on how to add that flexibility to our policies included in the presentation; explain what the best way is to be flexible.

Ms. Nicoulin replied she and Chairperson Wheeler have had meetings with Secretary Perdue and FDOT staff regarding the needed flexibility and will continue to work with them. She will bring recommendations to the board this month for consideration on how to incorporate those changes into our policies. She continued to review the draft agenda.

MOTION: *A motion was made by Councilwoman Power to approve the draft September 29, 2021 River to Sea TPO Board agenda as amended changing Action Item A to Review and Approval of the Executive Director salary range and the addition of a presentation on the TPO's project prioritization process policies. The motion was seconded by Commissioner McGuirk and passed unanimously.*

V. Staff Comments

There were no staff comments.

VI. Executive Committee Member Comments

There were no member comments.

VIII. Adjournment

The Executive Committee meeting adjourned at 10:48 a.m.

River to Sea Transportation Planning Organization

**VOLUSIA COUNTY COUNCIL VICE CHAIRPERSON BILLIE WHEELER
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 1, 2021 regular meeting of the Executive Committee approved and duly signed this 6th day of October 2021.

**Debbie Stewart, Recording Secretary
River to Sea Transportation Planning Organization**



To: River to Sea TPO Board
 From: Volusia County Vice-Chair Billie Wheeler, River to Sea TPO Chairperson
 Date: September 1, 2021
 RE: River to Sea TPO Chairperson Report of Timesheet Review

In accordance with the River to Sea TPO's Timekeeping and Travel Reimbursement Policy that became effective on November 1, 2019, the following timesheets were provided to the River to Sea TPO Chairperson for review on September 1, 2021. From this submission, the Chairperson selected a sample of timesheets to review for timely submission, accuracy and consistency of work detail.

Timesheets Provided		Timesheets Reviewed Chair Initial
Batch Number	Time Period	
730	August 1, 2021 through August 7, 2021	BW
731	August 8, 2021 through August 14, 2021	BW
732	August 15, 2021 through August 21, 2021	BW
733	August 22, 2021 through August 28, 2021	BW

No abnormalities noted.

Abnormalities were noted and have been resolved.

Abnormalities were noted and have **not** been resolved.



MEETING AGENDA

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

DATE: WEDNESDAY, OCTOBER 27, 2021
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 27, 2021 9:00 a.m. EDT

Join the River to Sea TPO Board Meeting on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

+1 561-484-5911 742036876# United States, West Palm Beach

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Volusia County Council Vice Chair Billie Wheeler, 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. SEPTEMBER 29, 2021 RIVER TO SEA TPO BOARD MEETING MINUTES *(Contact: Debbie Stewart)*
(Enclosure, pages)

IV. CONSENT AGENDA

- B. TREASURER’S REPORT** (Contact: Walter Lacey) (Enclosure, pages)
- C. EXECUTIVE DIRECTOR SEARCH COMMITTEE REPORT** – Report by Volusia County Council Vice Chair Billie Wheeler, TPO Board Chairperson (Enclosure, pages)
- D. EXECUTIVE COMMITTEE REPORT** – Report by Volusia County Council Vice Chair Billie Wheeler, Executive Committee Chairperson (Enclosure, pages)
- E. TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD REPORT-** Report by Volusia County Council Member Barbara Girtman, TDLCB Chairperson (Enclosure, pages)
- F. BPAC PROJECT REVIEW SUBCOMMITTEE REPORT** Report by Mr. Jason Aufdenberg, BPAC Project Review Subcommittee Chairperson (Enclosure, pages)
- G. TRANSPORTATION IMPROVEMENT PROGRAM (TIP) SUBCOMMITTEE REPORT** – Report by , TIP Subcommittee Chairperson (Enclosure, pages)
- H. BICYCLE/PEDESTRIAN ADVISORY COMMITTEE REPORT** -- Report by Dr. Jason Aufdenberg, BPAC Chairperson (Enclosure, pages)
- I. CITIZENS ADVISORY COMMITTEE REPORT** -- Report by Ms. Kerry Karl, CAC Chairperson (Enclosure, pages)
- J. TECHNICAL COORDINATING COMMITTEE REPORT** -- Report by Ms. Becky Mendez, TCC Chairperson (Enclosure, pages)
- K. CENTRAL FLORIDA MPO ALLIANCE (CFMPOA) REPORT** Report by Ms. Colleen Nicoulin, Interim Executive Director (Enclosure, pages)
- L. RIVER TO SEA TPO BOARD REPORT** -- Report by Volusia County Council Vice Chair Billie Wheeler, TPO Board Chairperson (Enclosure, pages)
- M. EXECUTIVE DIRECTOR TIMESHEET REVIEW REPORT** -- Report by Volusia County Council Vice Chair Billie Wheeler, TPO Board Chairperson (Enclosure, pages)

V. ACTION ITEMS

- A. DISCUSSION, REVIEW AND APPROVAL OF EXECUTIVE DIRECTOR SEARCH COMMITTEE SCHEDULE OF ACTIVITIES** (Contact: Colleen Nicoulin) (Enclosure, pages)
- B. REVIEW AND APPROVAL OF RESOLUTION 2021-20 ADOPTING THE DRAFT R2CTPO FY 2020/21 PUBLIC INVOLVEMENT ACTIVITIES SUMMARY** (Contact: Pam Blankenship) (pages)

VI. PRESENTATIONS, STATUS REPORTS AND DISCUSSION ITEMS

- A. PRESENTATION AND DISCUSSION OF RECOMMENDED CHANGES TO THE R2CTPO GUIDING RESOLUTIONS AND PROJECT APPLICATIONS FOR THE ANNUAL CALL FOR PROJECTS** (Contact: Colleen Nicoulin) (Enclosure, pages)
- B. PRESENTATION AND DISCUSSION OF DRAFT R2CTPO 2022 LEGISLATIVE POSITIONS** (Contact: Colleen Nicoulin) (Enclosure, pages)
- C. FDOT REPORT** (Contact: Anna Taylor, FDOT District 5) (pages)

VII. INTERIM EXECUTIVE DIRECTOR’S REPORT (page)

- Update on Funding/Work Program
- Update on Transportation Legislation

VIII. RIVER TO SEA TPO BOARD MEMBER COMMENTS

IX. RIVER TO SEA TPO CHAIRPERSON COMMENTS

X. INFORMATION ITEMS (Enclosure, pages)

- Citizens Advisory Committee Attendance Record – 2021
- Technical Coordinating Committee Attendance Record– 2021
- Bicycle/Pedestrian Advisory Committee Attendance Record – 2021
- September 2021 TPO Outreach and Activities
- Volusia and Flagler County Construction Reports

XI. ADJOURNMENT (Enclosure, page)

The next River to Sea TPO Board meeting will be November 24, 2021

November 2021 Meeting Dates

Executive Committee, November 3, 2021 @ 10:00 a.m.

Bicycle/Pedestrian Advisory Committee, November 10, 2021 @ 2:00 p.m.

Citizens Advisory Committee, November 16, 2021 @ 1:15 p.m.

Technical Coordinating Committee, November 16, 2021 @ 3:00 p.m.

River to Sea TPO Board, November 24, 2021 @ 9:00 a.m.

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