

**Executive Committee
Meeting Minutes
October 6, 2021**

Members Physically Present:

Commissioner Chris Cloudman
Councilwoman Christine Power
Commissioner Jason McGuirk
County Council Vice Chair Billie Wheeler, Chairperson
Council Member Barbara Girtman

Representing:

DeLand
Edgewater
New Smyrna Beach
Volusia County
Volusia County

Members Virtually Present

Mayor Bill Partington

Representing:

Ormond Beach

Members Absent:

Commissioner Victor Ramos

Representing:

Deltona

Others Present:

Colleen Nicoulin
Anne Ruby
Jon Cheney

Representing:

TPO Staff
Citizen
Volusia County Traffic Engineering

Others Virtually Present:

Debbie Stewart, Recording Secretary
Pam Blankenship
Stephan Harris
Rakinya Hinson

Representing:

TPO Staff
TPO Staff
TPO Staff
FDOT

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 1st Vice Chairperson Barbara Girtman. 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 five voting members physically present and one voting member participating virtually.

MOTION: *A motion was made by Commissioner Cloudman to allow members attending virtually to participate and vote. The motion was seconded by Councilwoman Power and carried unanimously.*

II. Public Comment/Participation

There were no public comments.

III. Discussion Items

A. Update on COVID-19 Business Practices and Impacts

Ms. Nicoulin provided comments that the TPO continues to operate with hybrid meetings for the advisory committees and TPO Board; the TPO asks for a quorum plus one and encourages all other members to participate virtually. The doors remain locked except for meeting days; there is a doorbell for deliveries. Staff continues to disinfect surfaces after meetings and those practices will continue. Members directed staff to continue holding hybrid meetings.

B. Discussion on TPO Staffing

Ms. Nicoulin noted that the Accounting/Office Manager's last day is Friday, October 8, 2021; a temporary employee has been brought in through Robert Half Accounting to assist with the day-to-day accounting functions such as paying bills and preparing invoices for the reimbursement process from FDOT. Other duties of the Accounting/Office Manager position including payroll and management of contracts will be handled in-house by other TPO staff.

Ms. Nicoulin explained, currently, one staff member who had been trained as back-up for payroll prior to this resignation will be handling payroll; however, covering this duty is not her training or expertise and the concern is that there is more involved than just payroll, including year-end activity of producing W-2s and tax requirements that are critical. She would like to move forward with a permanent solution for the Accounting Manager position as no other staff member has the financial background and experience that this position requires. She discussed some of the options available including using a placement firm that specializes in accounting and finance to hire a permanent replacement, or utilizing a consultant firm to outsource duties of the position. Other TPOs have utilized consulting firms for their grant management needs; however, a grant management consultant firm typically does not handle other duties of the position, including human resources, payroll or contract management. Options to utilize Volusia County for payroll services were also discussed.

Members discussed the different options available for the accounting/human resources/grant management position and the concern with splitting the position duties over what is currently in the job description. Also discussed was waiting until the new Executive Director is hired to fill the Accounting Manager position versus filling the position at this time.

*Chairperson Wheeler arrived and took over as Chairperson.

Chairperson Wheeler noted that it is within the purview of the Interim Executive Director to hire staff.

Covering the additional duties of the Accounting/Officer Manager and consideration of a year-end bonus or additional compensation for staff that is currently taking on the extra duties was discussed. The committee directed staff to research short-term options (six to 12 months) versus a permanent solution for covering the duties associated with the Accounting/Office Manager position.

C. Update on Office Relocation

Ms. Nicoulin announced that the TPO is still pursuing an office relocation but with the current staffing demands, it will not occur in December as previously discussed. The landlord, The Root Company, is agreeable to pushing the date back. TPO staff is coordinating with the landlord on developing an updated timeline.

D. Discussion of November 24, 2021 TPO Board Meeting Date

Ms. Nicoulin stated the date of the November TPO Board meeting is the Wednesday before Thanksgiving; she reminded members that last year the meeting was cancelled due to not being able to reach a physical quorum. She asked members if they were interested in moving the date of this meeting.

Chairperson Wheeler asked if there was anything that would need to be resolved during that period.

Commissioner Cloudman replied the 2022 Legislation Positions will be on that agenda for approval.

Discussion ensued regarding a date for the November TPO Board meeting.

MOTION: *A motion was made by Mayor Partington to recommend moving the November 24, 2021 TPO Board meeting to December 1, 2021. The motion was seconded by Councilwoman Power and passed unanimously.*

IV. Business Items

A. Review and Approval of September 1, 2021 Executive Committee Minutes

MOTION: *A motion was made by Councilwoman Power to approve the September 1, 2021 Executive Committee minutes. The motion was seconded by Council Member Girtman and passed unanimously.*

B. Review and Recommend Approval of Expenditure for the Madeline Avenue Turn Lane Improvements at Nova Road Feasibility Study (\$24,985.00)

Ms. Nicoulin stated this traffic operations feasibility study was submitted by the city of Port Orange; when this agenda was developed the scope of work was still being reviewed by the city and county. The cost increased from \$24,985.00 to \$26,545.00 which exceeds the \$25,000 threshold; therefore, it will need to be added to the October 27, 2021 TPO Board Consent Agenda for approval by the entire board.

MOTION: *A motion was made by Councilwoman Power to add the expenditure for the Madeline Avenue Turn Lane Improvements at Nova Road Feasibility Study (\$26,585.00) to the October 27, 2021 TPO Board Consent Agenda. The motion was seconded by Commissioner McGuirk and passed unanimously.*

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

MOTION: *A motion was made Councilwoman Power to recommend approval of Executive Director Timesheet Review Reports for August 1, 2020 through August 28, 2021. The motion was seconded by Commissioner Cloudman and carried unanimously.*

D. Review and Approval of Draft October 27, 2021 River to Sea TPO Board Agenda

Ms. Nicoulin provided information for the draft October 27, 2021 TPO Board agenda; the feasibility study just discussed will be added to the Consent Agenda as well as rescheduling the November 24, 2021 TPO Board meeting to December 1, 2021. Action Item A, Review and Approval of the Executive Director Search Committee (EDSC) Schedule of Activities will be removed as it will not be ready for review and approval at that time. FDOT has requested a Transportation Improvement Program (TIP) amendment be added to the Action Items. The TPO has received a request for a letter of support from the Lake Sumter MPO regarding a project along SR 40 for which they are pursuing a grant for the PD&E and possible design; the Black Bear Scenic Trail, which will also be added to the Action Items.

Members discussed the agenda items for the October 27, 2021 TPO Board meeting.

Commissioner Cloudman asked if the removal of the EDSC Schedule of Activities from the Action Items should be included as part of the Interim Executive Director's Report.

The committee agreed.

MOTION: *A motion was made by Councilwoman Power to approve the draft October 27, 2021 River to Sea TPO Board agenda as amended adding Review and Approval of Expenditure of the Madeline Avenue Turn Lane Improvements at Nova Road Feasibility Study (\$26,545.00) and rescheduling the November 24, 2021 TPO Board meeting to December 1, 2021 to the Consent Agenda; removing Action Item A, Executive Director Search Committee Schedule of Activities; adding an Action Item for a Transportation Improvement Program (TIP) amendment; adding an Action Item for a Letter of Support for the Federal Lands Access Program (FLAP) Grant application for the Black Bear Scenic Trail; and adding Executive Director Search Committee update to the Interim Executive Director's Report. The motion was seconded by Commissioner Cloudman and passed unanimously.*

V. Staff Comments

There were no staff comments.

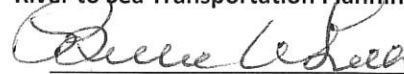
VI. Executive Committee Member Comments

There were no member comments.

VIII. Adjournment

The Executive Committee meeting adjourned at 11:21 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 October 6, 2021 regular meeting of the Executive Committee approved and duly signed this 3rd day of November 2021.



Debbie Stewart, Recording Secretary
River to Sea Transportation Planning Organization