

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

**Members Physically Present:**

Mayor Chris Cloudman, Chairperson  
Mayor David Alfin – 2<sup>nd</sup> Vice Chairperson  
Vice Mayor Eric Sander  
Council Vice Chair Danny Robins

**Representing:**

DeLand  
Palm Coast  
South Daytona  
Volusia County

**Members Virtually Present:**

Vice Mayor Reed Foley

**Representing:**

Port Orange

**Members Absent:**

Mayor Bill Partington, 1<sup>st</sup> Vice Chairperson (excused)  
Vice Mayor Bill O'Connor (excused)

**Representing:**

Ormond Beach  
Orange City

**Others Physically Present:**

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

**Representing:**

TPO Staff  
TPO Staff  
TPO Staff  
TPO Staff  
FDOT

**Others Virtually Present:**

Mariele Lemke

**Representing:**

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 9:08 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; four 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**

Ms. Nicoulin noted she received notification that the TPO was being lifted from special conditions status. She explained that the TPO is still considered high risk until we are reevaluated during our next certification, which will be in February or March of 2024.

Ms. Nicoulin stated that we submitted our last invoice on October 31, 2023, with one minor correction. The correction was made, and the invoice was processed and sent for payment.

***MOTION: A motion was made by Mayor Alfin to allow members attending virtually to participate and vote. The motion was seconded by Vice Mayor Sander and carried unanimously.***

## B. Discussion of TPO Office Relocation

[Handouts provided]

Ms. Nicoulin provided information on several office locations that were not suitable or were no longer available. She then provided information on three potential options that would be suitable for the TPO. She provided a property rent comparison handout on the three properties and discussed electric and janitorial costs for each property. Based on the comparison, the one property that stands out as being the best option for the TPO is the Cornerstone building, which would include electric and janitorial services for a total annual cost of \$130,170. The TPO's prior location's total annual cost was \$122,293.92, with electric and janitorial services included. The Cornerstone building space is currently leased out, but the tenants are not occupying the space. The current leaseholder has moved into a bigger building. Therefore, the property owner is willing to terminate a portion of their lease early to accommodate the TPO's timeframe.

Council Vice Chair Robins asked if during COVID the TPO staff worked from home.

Ms. Nicoulin stated that the TPO staff worked partially from home during COVID. She stated that it is difficult for the Accounting Manager to work from home due to needing access to certain files. During COVID, the TPO staff worked from home three to four days a week.

Council Vice Chair Robins suggested maximizing the things the TPO staff did during COVID and utilizing the McGee Room at the Daytona Airport for meetings to save money because rates are so high. He also suggested finding a city or county-owned property for staff to use if they need to use an office or need access to files.

Ms. Nicoulin stated that initially, she reached out to the county to see if they had any office spaces available. They didn't have anything on this side of the county and only had 1000 square feet available on the west side. All the TPO staff currently live in east Volusia, and she doesn't want to create a commute for those who don't currently have one. Although COVID did teach us that we can work remotely, it isn't efficient for the TPO's small staff, and having offsite meetings every week and rescheduling meetings is difficult due to meeting room availability at the airport. Situations like that would create issues. She noted that the TPO has the budget for the Cornerstone location. She also mentioned that the TPO has been paying \$4,000 less per month at our current location than at the previous location. The total savings can help offset any potential increase. She added that the TPO would have an allowance of \$170,000 for the buildout. Our current location is not accessible to transit services and the TPO's permanent location must be accessible. Some of the committee members come to meetings via paratransit and that service isn't available at the current location.

Council Vice Chair Robins suggested using the new Mobility on Demand (MOD) services, carpooling, etc. to get members to meetings.

Mayor Cloudman stated that he believes it's a requirement from the state for the TPO office to be accessible.

Vice Mayor Sander asked if the Cornerstone location's square footage was suitable for the TPO's needs.

Ms. Nicoulin stated that the 4,339 square feet at the Cornerstone location is suitable for the TPO's needs.

Discussion continued regarding hiring a contractor for the buildout at the Cornerstone location or allowing the landowner to do the buildout; buildout flexibility within the TPO's budget; if there was any discussion regarding lease escalation concerning the Cornerstone location; the new location's accessibility and exposure to the public; and the possibility of building out the current location.

Mayor Alfin stated that he isn't comfortable making a decision without input from the TPO Board advising what we want to look like as a TPO. For example, does the TPO Board want the TPO to be partially remote and partially brick and mortar or all brick and mortar?

Vice Mayor Sander stated that he thinks the communication between TPO staff is important and can be difficult to do remotely in terms of invoicing, especially with the TPO just being removed from the special conditions' status. He suggested overlooking the remote option altogether.

Discussion ensued regarding the pros and cons of the TPO staff working remotely; considering future progress and training of new staff members; staff presenting the importance of why things should stay the way they are right now to the TPO Board; identifying the TPO staff who need to be in a dedicated office space and those that might not need to be so that some of the smaller locations would be feasible; and identifying the amount of money that could be saved and applied to other areas.

Ms. Nicoulin explained where the TPO's operating budget comes from and noted that those funds can't be used for projects because they are specific to operating the TPO. She also noted that the TPO has \$1.6 million in its annual operating budget, those are federal dollars and planning funds. Those funds are distributed based on a formula that is agreed upon at the state level and based on the population of the urban areas.

Mayor Cloudman mentioned the lack of the TPO branding recognition, stating that the general public has no idea who or what the TPO is. The thought process behind getting a new location was to be more visible to the public, to have a space to host meetings, and to get people to come into the facility.

Mayor Alfin asked if the TPO Bylaws give any description of what the TPO is supposed to have in terms of an office or operation.

Ms. Nicoulin stated that there is nothing in the Bylaws pertaining to an office or operations, but the TPO must be able to deliver on the federal requirements. In the TPO's latest federal certification review, the quick relocation to the TPO's most recent location was identified as a noteworthy practice. Therefore, there is some expectation that the TPO be able to fully operate. She noted that the TPO has a need for space not only for the server but also for the files that are used daily regarding the financial aspects of the TPO. Splitting the TPO staff up the way they had to do during COVID wasn't very efficient, nor is holding weekly meetings off-site. Her preference is to have everything and everyone operating in a common location.

Vice Mayor Sander stated that he thought it was best to listen to what the Executive Director is saying she needs to maintain the TPO's operations. He noted that the Cornerstone location is a gorgeous facility, and the price includes electric and janitorial services versus the other locations having electric and janitorial services as an additional cost. He also stated that he was comfortable making a decision today as part of the Executive Committee.

Mayor Alfin stated that he didn't disagree with Vice Mayor Sander, but he would like to challenge the TPO staff to make their case on the efficiencies that they enjoy by having one space where they all work together so that the TPO Board can make the decision. The TPO Board might decide to keep everyone in one space together for marketing and branding opportunities so that the general public can be aware of the TPO, as that was originally agreed upon to be the TPO's future plans. He does not want to stand in the way of a decision being made today.

Mayor Cloudman stated that even if they decided today to move forward there is no certainty that Cornerstone can or will break the lease with their current tenant before the end of next year.

Discussion ensued regarding the cost of using the Airline room at the Airport and how long the TPO has it reserved for; the amount of time it takes to pack everything up, drive to the Airport, set up the room for the meetings, and then put everything back; looking at the price point that is very specific to the TPO's planning area; other suggested locations; and safety concerns for certain locations.

**MOTION:** *A motion was made by Mayor Alfin to have the TPO staff present their recommendation on how their process needs to operate and present the Cornerstone location to the TPO Board. The motion was seconded by Council Vice Chair Robins.*

Discussion ensued regarding getting the opinion of the TPO Board before making any decisions; and if this motion passes, to request staff to provide the TPO Board with a breakdown of the square footage needed and how that space would be utilized.

***The motion passed 4-1.***

Mayor Cloudman proposed a secondary motion. He stated that after getting general direction from the TPO Board, for Ms. Nicoulin to move forward with communication with the property owner of the Cornerstone location to obtain a definite timeframe for the buildout and move-in.

Ms. Nicoulin stated that if the Cornerstone property owner does not terminate the current tenant's lease, they could do all the prep permitting until the lease is terminated at the end of 2024, start the buildout at the beginning of 2025, and have the estimated completion in March or April of 2025. If the lease is terminated early for the current tenant, then the TPO is still looking at around six to eight months for the negotiation of the termination, the drawing up of new floor plans, and getting it permitted and constructed. She believes that the Cornerstone property owners will not start negotiating the current tenant's lease until the TPO makes a decision to move forward.

Discussion continued regarding the best way to approach the Cornerstone property owners and the lease terms.

Council Vice Chair Robins suggested seeing if the TPO could lock the Cornerstone property in at the current rate or better for a ten-year term.

Mayor Alfin agreed with Council Vice Chair Robins and asked if he could recall his previous motion.

***MOTION: A motion was made by Mayor Alfin to recall his previous motion. The motion was seconded by Vice Mayor Sander and carried unanimously.***

***MOTION: A motion was made by Council Vice Chair Robins to direct TPO staff to lock the Cornerstone location in at the current rate or better with no escalation for a ten-year term. The motion was seconded by Vice Mayor Sander and carried unanimously.***

**C. Review and Approval of October 4, 2023 Executive Committee Minutes**

***MOTION: A motion was made by Vice Mayor Sander to approve the October 4, 2023 Executive Committee minutes. The motion was seconded by Mayor Alfin and carried unanimously.***

**D. Review and Approval of Draft December 6, 2023 TPO Board Agenda**

Ms. Nicoulin reviewed the draft TPO Board agenda in detail and requested the addition of two action items: to amend the SUN Trail list of priority projects and to amend the UPWP to add additional funds.

***MOTION: A motion was made by Vice Mayor Sander to approve the draft December 6, 2023 TPO Board Agenda with the addition of two action items: review and approval to amend the SUN Trail list at the request of Flagler County, and review and approval of an amendment to the Unified Planning Work Program (UPWP). The motion was seconded by Mayor Alfin and carried unanimously.***

**IV. Staff Comments**

There were no staff comments.

**V. Executive Committee Member Comments**

The Executive Committee expressed that they felt the committee came to the best solution in terms of the office relocation.

VI. Adjournment

The Executive Committee meeting adjourned at 10:23 a.m.

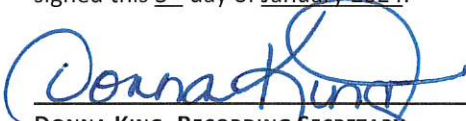
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION



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 November 1, 2023 regular meeting of the Executive Committee approved and duly signed this 3<sup>rd</sup> day of January 2024.



DONNA KING, RECORDING SECRETARY  
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

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