

**Executive Committee
Meeting Minutes
November 2, 2022**

Members Physically Present:

Commissioner Chris Cloudman, Vice Chairperson
Mayor David Alfin
Council Vice Chair Barbara Girtman, Chairperson
Council Member Billie Wheeler

Representing:

DeLand
Palm Coast
Volusia County, District 1
Volusia County, District 2

Members Virtually Present:

Councilwoman Christine Power

Representing:

Edgewater

Members Absent:

Commissioner Victor Ramos
Mayor Bill Partington (excused)

Representing:

Deltona
Ormond Beach

Others Physically Present:

Debbie Stewart, Recording Secretary
Colleen Nicoulin
Anna Taylor
Claire Hartman
Bo Brewer

Representing:

TPO Staff
TPO Staff
FDOT
Ghyabi Consulting
Ghyabi Consulting

Others Virtually Present:

Jay Williams

Representing:

Volusia County

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 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 four voting members physically present and one member virtually present.

MOTION: *A motion was made by Council Member Wheeler to allow TPO Board members attending remotely due to COVID-19 precautions to participate and vote. The motion was seconded by Commissioner Cloudman and carried unanimously.*

II. Public Comment/Participation

There were no public comments.

III. Discussion Items

A. Discussion of Transportation Funding

Ms. Nicoulin stated there will be a general discussion regarding transportation funding at the November TPO Board meeting and she is asking for feedback and input on what areas of funding that presentation should include; how the TPO is funded in general, other funding opportunities that are coming and how to take advantage of those opportunities. For example, as part of the Bipartisan Infrastructure Law, there is funding available for resiliency and carbon reduction. FDOT has asked for projects on our priority list that are ready to move forward that would qualify for these funding opportunities. The TPO also coordinates with its partners to leverage their funding.

Chairperson Girtman asked if there can be a bulleted list of the different funding options.

Ms. Nicoulin replied there will be back-up material and information on overall funding and new funding opportunities that are becoming available. New funding is typically specific to certain project types.

Mayor Alfin asked if there is a master list of all the projects that exist and what their statuses are. He asked if the new resiliency funding would also pertain to new development and future development; for example, Palm Coast is about to double the footprint of the city and there will be new development.

Ms. Taylor explained FDOT wants projects that are construction ready; they are putting the emphasis on a pipeline of projects that can start now and are ready for the next fiscal year.

Ms. Nicoulin added that the SR 44/Kepler Road roundabout project was able to take advantage of this new funding because it was ready for construction. The question is how can we best position ourselves to get other projects on the priority list funded?

Ms. Taylor explained the SR 44 roundabout project is an example of how FDOT is able to leverage funds and move projects forward when funding opportunities become available but there are time constraints. Regarding a list of projects, FDOT will be giving a presentation in January on the new Work Program to discuss the new cycle of projects. FDOT Central Office and MPO administrators have decided it would be better to have the list of projects alphabetized and a list of projects by common name. FDOT has a tool available on the website that also provides a map; an address can be typed in and it will bring up a neighborhood or go as broad as a city or county. She will ensure members are provided a link to that information.

Ms. Nicoulin commented that FDOT also provides individual packets by county which the TPO uses when developing the new Transportation Improvement Program (TIP) each year. FDOT has a great dashboard on their website; projects are able to be mapped.

Ms. Taylor noted it does not give a breakdown if a project is fully funded.

Members continued to discuss transportation funding and the new funding opportunities coming down; they noted it is important that each municipality has projects on the list that reflect their true needs.

IV. Business Items

A. Review and Recommendation of Approval of Expenditure for the Dunlawton Avenue/Swallowtail Drive EB Right Turn Lane Feasibility Study (Port Orange) (fee is under negotiation)

Ms. Nicoulin stated Mr. Harris presented three bicycle and pedestrian studies for expenditure earlier in the year and has since picked up managing the traffic operations studies. Prior to moving forward with developing scopes for the traffic operations projects, a couple projects on the traffic operations priority list were submitted to FDOT for consideration as part of state resurfacing projects; one of those projects was US 17/92 through DeBary adjacent to the SunRail station. It was confirmed that FDOT would incorporate this study into the upcoming resurfacing project so TPO staff moved on to the next studies on the list. The study scopes are currently being finalized and the fees negotiated. The Executive Committee has the authority to approve expenditures of \$25,000 or less, but since the fees are unknown at this time, staff is requesting the expenditure to be included as part of the Consent Agenda for the November TPO Board meeting so the studies can be started before the end of the calendar year and completed in time for local governments to submit for the 2023 Call for Projects.

MOTION: A motion was made by Commissioner Cloudman to recommend approval of expenditure for the Dunlawton Avenue/Swallowtail Drive EB Right Turn Lane Feasibility Study (Port Orange) (fee is under negotiation) and for Business Item B, expenditure for the Dunlawton Avenue/Taylor Pedestrian Street Lighting Feasibility Study (Port Orange) (fee is under negotiation). The motion was seconded by Mayor Alfin and carried unanimously.

B. Review and Recommendation of Approval of Expenditure for the Dunlawton Avenue/Taylor Road Pedestrian Street Lighting Feasibility Study (Port Orange) (fee is under negotiation)

This item was addressed and recommended for approval with Business Item A.

C. Review and Approval of October 5, 2022 Executive Committee Minutes

MOTION: A motion was made by Council Member Wheeler to approve the October 5, 2022 Executive Committee minutes. The motion was seconded by Commissioner Cloudman and carried unanimously.

D. Review and Approval of November 30, 2022 TPO Board Agenda

Ms. Nicoulin reminded members that at last week's TPO Board meeting, the November 23, 2022 TPO Board meeting was rescheduled to November 30, 2022. She reviewed the draft November 30, 2022 TPO Board agenda. Included in the Action Items is the approval of the Executive Director contract; she has contacted the TPO's legal counsel and he provided a draft template of the contract used by the Space Coast TPO and we will be updating it to meet our TPO needs. There are standard contract items that will be included and are consistent with what has been used in the past. Once the draft contract is completed, she will provide it to Chairperson Girtman for her review as there are a few items that need to be talked through. She also reached out to Mr. Doug Thomas, Strategic Government Resources (SGR) and he is happy to provide guidance if needed.

Members briefly discussed the contract and agreed if the TPO's legal counsel is recommending it, it should be fine.

Ms. Nicoulin continued to review the draft November 30, 2022 TPO Board agenda.

Chairperson Girtman asked who is on the TIP Subcommittee.

Ms. Nicoulin replied it is made up of members from the BPAC, CAC and TCC.

Members discussed the attendance of advisory committee members and vacancies on those committees; they agreed it is important that they report back to their appointing TPO Board member. It is important to have members engaged and participating.

MOTION: A motion was made by Commissioner Cloudman to approve the draft November 30, 2022 TPO Board agenda. The motion was seconded by Mayor Alfin and carried unanimously.

V. Staff Comments

There were no additional staff comments.

VI. Executive Committee Member Comments

Chairperson Girtman stated she and Ms. Nicoulin have discussed the use of consultants for a number of services as she has gone without staff for a long while and if there are specialty areas that would be better utilized through a consultant. It may not be about more staff but a specialty area that a consultant could fill in as needed. A number of staff positions have been vacant for a long time, including Ms. Nicoulin's prior position. Ms. Nicoulin needs to move into the executive positions and not have to do all the other parts; it may mean a new staff member or a consultant. We need to look at it from a different perspective and see what is most flexible.

Commissioner Cloudman commented engaging with a consultant would provide more time to find the right staff members.

Ms. Nicoulin commented there is a need for both; the TPO needs more staff in the office to cover support for the advisory committees. There is money in the budget for additional staff; we could supplement some things with a consultant; the TPO uses a consultant for studies through a continuing service contract. Those have expired and we are preparing to issue a request for proposal (RFP). There are other areas within the Strategic Action Plan for a specialized human resources (HR) study for the positions we currently have; there has not been a staff or salary study since 2011 and that needs to be addressed. Over the last year and a half, staff has done the required work but has not had time to conduct the elective tasks. Even though a consultant is used for studies, a staff member still has to manage them.

Council Member Wheeler asked how much time was left on the TPO's office lease.

Ms. Nicoulin replied five or six years; the landlord approached us a couple of years ago about relocating but that did not occur. She looked at a couple of offices yesterday that the landlord manages; our office had water damage in some areas from Hurricane Ian that are still being worked on and other parts of the building had significant water damage. The landlord filed a claim with the insurance company, a contractor has been by to investigate the damage, and additional testing was done yesterday; she is not sure what will come of that but there are potential opportunities to relocate.

Members discussed the possibility of relocating and the locations Ms. Nicoulin looked at already; they also discussed the terms of the current lease.

VIII. Adjournment

The Executive Committee meeting adjourned at 9:58 a.m.

River to Sea Transportation Planning Organization



**DELAND MAYOR CHRISTOPHER M. CLOUDMAN
1ST VICE 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 2, 2022 regular meeting of the Executive Committee approved and duly signed this 4th day of January 2023.



Debbie Stewart, Recording Secretary, River to Sea TPO