



# MEETING AGENDA

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

**DATE:** Wednesday, November 3, 2021  
**TIME:** 9:00 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.

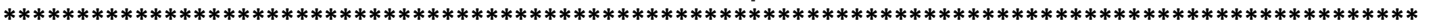
Masks are requested to be worn by those physically present according to CDC guidelines



**Executive Committee Meeting  
 November 3, 2021 9:00 a.m. EDT**

Join on your computer or mobile app  
[Click here to join the meeting](#)

Or call in (audio only)  
 +1 561-484-5911 156613863# United States, West Palm Beach  
 Phone Conference ID: 156 613 863#  
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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. Discussion on Invoicing Procedures**
- D. Update on TPO Annual Audit**
- E. Update on TPO Office Relocation**

**IV. BUSINESS**

- A. Review and Approval of October 6, 2021 Executive Committee Minutes - Contact: Colleen Nicoulin (Enclosure, pages 3-6)**
- B. Review and Approval of Expenditure for the Flagler County Public Transit Block Grant Technical Assistance (TBD) – Contact: Stephan Harris**
- C. Review and Recommend Approval of Executive Director Timesheet Review Report (Enclosure, page 7)**
- D. Review and Approval of Draft December 1, 2021 River to Sea TPO Board Agenda (Enclosure, pages 8-10)**

**V. STAFF COMMENTS**

**VI. EXECUTIVE COMMITTEE MEMBER COMMENTS**

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**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](http://www.r2ctpo.org) or contact our Title VI/Nondiscrimination Coordinator, Pamela Blankenship, at 386-226-0422, extension 20416, or [pblankenship@r2ctpo.org](mailto: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](mailto:PBlankenship@r2ctpo.org) at least five (5) business days prior to the event

**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 1<sup>st</sup> 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**

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**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 3<sup>rd</sup> day of November 2021.

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**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 29, 2021  
 RE: River to Sea TPO Chairperson Report of Timesheet Review

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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 29, 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	
734	August 29, 2021 through September 4, 2021	
735	September 5, 2021 through September 11, 2021	<i>BLW</i>
736	September 12, 2021 through September 18, 2021	<i>BLW</i>
737	September 19, 2021 through September 25, 2021	

*BLW* No abnormalities noted.

\_\_\_\_\_ Abnormalities were noted and have been resolved.

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

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- |                      |           |                |                  |             |                |
|----------------------|-----------|----------------|------------------|-------------|----------------|
| Beverly Beach        | DeBary    | Flagler Beach  | New Smyrna Beach | Palm Coast  | South Daytona  |
| Bunnell              | DeLand    | Flagler County | Oak Hill         | Pierson     | Volusia County |
| Daytona Beach        | Deltona   | Holly Hill     | Orange City      | Ponce Inlet |                |
| Daytona Beach Shores | Edgewater | Lake Helen     | 7 Ormond Beach   | Port Orange |                |



# MEETING AGENDA

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

**DATE:** WEDNESDAY, DECEMBER 1, 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

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**River to Sea TPO Board Meeting  
 December 1, 2021 9:00 a.m. EST**

**Join on your computer or mobile app**

[Click here to join the meeting](#)

**Or call in (audio only)**

**+1 561-484-5911 877749333# United States, West Palm Beach**

**Phone Conference ID: 877 749 333#**

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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. **OCTOBER 27, 2021 RIVER TO SEA TPO BOARD MEETING MINUTES** *(Contact: Debbie Stewart) (Enclosure, pages)*



#### **IV. CONSENT AGENDA**

- B. TREASURER’S REPORT** *(Contact: Colleen Nicoulin) (Enclosure, pages )*
- C. LEGISLATIVE ISSUES SUBCOMMITTEE REPORT** – *Report by Volusia County Council Member Barbara Girtman, Legislative Issues Subcommittee 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 APPOINTMENTS** – *Contact: Stephan Harris (Enclosure, pages)*
- F. BICYCLE/PEDESTRIAN ADVISORY COMMITTEE REPORT** -- *Report by Dr. Jason Aufdenberg, BPAC Chairperson (Enclosure, pages )*
- G. CITIZENS ADVISORY COMMITTEE REPORT** -- *Report by Ms. Kerry Karl, CAC Chairperson (Enclosure, pages )*
- H. TECHNICAL COORDINATING COMMITTEE REPORT** -- *Report by Ms. Becky Mendez, TCC Chairperson (Enclosure, pages )*
- I. MPO ADVISORY COUNCIL (MPOAC) REPORT** – *Report by Ms. Colleen Nicoulin, Interim Executive Director (Enclosure, pages 4, 39-40)*
- J. RIVER TO SEA TPO BOARD REPORT** -- *Report by Volusia County Council Vice Chair Billie Wheeler, TPO Board Chairperson (Enclosure, pages )*
- K. EXECUTIVE DIRECTOR TIMESHEET REVIEW REPORT** -- *Report by Volusia County Council Vice Chair Billie Wheeler, TPO Board Chairperson (Enclosure, pages)*
- L. REVIEW AND APPROVAL OF EXPENDITURE FOR THE FLAGLER COUNTY PUBLIC TRANSIT BLOCK GRANT TECHNICAL ASSISTANCE (TBD)** – *Contact: Stephan Harris (Enclosure, pages)*

#### **V. ACTION ITEMS**

- A. REVIEW AND APPROVAL OF RESOLUTION 2021-22 AMENDING THE POLICY FOR THE ANNUAL ALLOCATION OF SURFACE TRANSPORTATION BLOCK GRANT (STBG) PROGRAM URBAN ATTRIBUTABLE (SU) FUNDING AND OTHER STATE AND FEDERAL FUNDS IDENTIFIED IN THE 2045 LONG RANGE TRANSPORTATION PLAN (LRTP)** *(Contact: Colleen Nicoulin) (pages )*
- B. REVIEW AND APPROVAL OF RESOLUTION 2021-23 AMENDING THE POLICY FOR DEFINING THE LOCAL MATCH REQUIREMENTS PLACED ON MEMBER LOCAL GOVERNMENTS FOR PROJECTS PRIORITIZED FOR FUNDING BY THE TPO** *(Contact: Colleen Nicoulin) (pages )*
- C. REVIEW AND APPROVAL OF RESOLUTION 2021-24 AMENDING THE POLICY FOR ESTABLISHING AND MAINTAINING TRANSPORTATION PRIORITY PROJECTS** *(Contact: Colleen Nicoulin) (pages )*
- D. REVIEW AND APPROVAL OF THE PRIORITY PROJECT APPLICATIONS FOR TRAFFIC OPERATIONS/SAFETY AND LOCAL INITIATIVES PROJECTS, TRANSPORTATION PLANNING STUDIES, AND BICYCLE PEDESTRIAN PROJECTS** *(Contact: Colleen Nicoulin) (pages )*
- E. REVIEW AND APPROVAL OF 2022 R2CTPO LEGISLATIVE POSITIONS** *(Contact: Colleen Nicoulin) (Enclosure, pages )*

#### **VI. PRESENTATIONS, STATUS REPORTS AND DISCUSSION ITEMS**

- A. PRESENTATION AND DISCUSSION OF FDQ<sub>T</sub>’S TENTATIVE FIVE-YEAR WORK PROGRAM for FY 2022/23 to 2026/27** *(Contact: Colleen Nicoulin) (Enclosure, pages )*

- VI. **PRESENTATIONS, STATUS REPORTS AND DISCUSSION ITEMS** *(Continued)*
  - B. **PRESENTATION AND DISCUSSION OF THE TWO-YEAR UNIFIED PLANNING WORK PROGRAM (UPWP) FOR FY 2022/23 AND 2023/24**
  - C. **FDOT REPORT** *(Contact: Anna Taylor, FDOT District 5) (pages )*
- VII. **INTERIM EXECUTIVE DIRECTOR'S REPORT** *(page )*
  - Update on Transportation Legislation
  - Update on Executive Director Search
- 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
  - October 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 January 26, 2022\***

**January 2022 Meeting Dates**

- Executive Committee, January 5, 2022 @ 10:00 a.m.
- Transportation Disadvantaged Local Coordinating Board, January 12, 2022 @ 11:00 am
- Bicycle/Pedestrian Advisory Committee, January 12, 2022 @ 2:00 p.m.
- Citizens Advisory Committee, January 18, 2022 @ 1:15 p.m.
- Technical Coordinating Committee, January 18, 2022 @ 3:00 p.m.
- River to Sea TPO Board, January 26, 2022 @ 9:00 a.m.

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