

**Executive Committee  
Meeting Minutes  
November 17, 2021**

**Members Physically Present:**

Commissioner Chris Cloudman  
Commissioner Victor Ramos  
Councilwoman Christine Power  
Mayor Bill Partington  
County Council Vice Chair Billie Wheeler, Chairperson

**Representing:**

DeLand  
Deltona  
Edgewater  
Ormond Beach  
Volusia County

**Members Absent:**

Commissioner Jason McGuirk (excused)

**Representing:**

New Smyrna Beach

**Members Virtually Present**

Council Member Barbara Girtman

**Representing**

Volusia County

**Others Present:**

Debbie Stewart, Recording Secretary  
Colleen Nicoulin  
Stephan Harris  
Anna Taylor  
Tyler Burgett  
Sarah McNamara  
Big John  
Jon Cheney

**Representing:**

TPO Staff  
TPO Staff  
TPO Staff  
FDOT  
FDOT  
FDOT  
Press  
Volusia County Traffic Engineering

**Others Virtually Present:**

Pam Blankenship  
Jay Williams  
Kelvin Miller

**Representing:**

TPO Staff  
Volusia County  
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 9:00 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 five voting members physically present and one voting member virtually present.

**MOTION:**            *A motion was made by Commissioner Ramos 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**

Mr. Big John, press, stated that the I-95 and Pioneer Trail interchange project jumped over all the projects above it on the priority list. He noted that Port Orange Mayor Donald Burdett was on WNDB radio recently and did not mention roads; Port Orange has a problem with their roads. He commented other cities have problems with roads and noted it is too late to have the tax referendum on the 2022 ballot but he hopes it will be on the 2024 ballot. There are many problems with the roads and members need to start discussing how to build them.

**III. Discussion Items**

**A. Status of TPO Financial Management**

Ms. Nicoulin stated the financial challenges regarding the vacant Financial Manager position the TPO currently has were discussed at the last Executive Committee meeting; also discussed was FDOT invoicing. Staff has been working with FDOT and have identified key processes for invoicing. Initially this committee directed staff to wait to fill the finance position until a new Executive Director is hired but that is a challenge because of year-end processes as well as the FDOT invoicing. The TPO has received proposals from payroll companies and will be bringing one on in December to process payroll and handle the year-end processes such as W2's, 1099's and quarterly tax filings. She also has a call tomorrow with the Finance Manager at MetroPlan because they use the same accounting system to track grants; she wants to ensure we do not have any issues regarding payroll with the Grant Management System (GMS) and using a payroll company. Based on the TPO's purchasing manual, it is an activity the Interim Executive Director has the authority to approve given the cost. The costs range from \$34 to \$105 per pay period. Two of the payroll companies are online companies and everything is done online; one is a local company and is able to provide the personal service that the TPO needs although they are the more expensive company.

Members discussed the payroll company options and the cost associated with them. The local company was the preferred company.

Ms. Nicoulin provided an update on the audit; staff provided the auditor with the information they needed and noted the audit is approximately 75% complete. We are still on track to have it completed and ready to present to the Executive Committee at the January 5, 2022 meeting and to the TPO Board on January 26, 2022. There are still a few items staff is working through for the audit.

Chairperson Wheeler asked what those items are.

Ms. Nicoulin replied responding to questions on information originally sent on the trial balance. The challenge is familiarity with the software and getting the correct information out of it. There were some entries identified that were made incorrectly; some items were billed against the wrong year or the wrong grant which are being corrected.

Chairperson Wheeler stated she contacted the Volusia County staff about assistance and strongly urged them to contact Ms. Nicoulin.

Ms. Nicoulin stated the other item discussed at the last Executive Committee meeting was FDOT invoicing; once the audit questions are resolved, staff will be ready to submit invoices to FDOT on a technical review basis for FDOT to provide comments back. The TPO operates under reimbursement; we have been reimbursed for April, May, and June from the last fiscal year and also received a Federal Transit Administration (FTA) reimbursement in September. The TPO has not submitted reimbursement for current fiscal year expenditures.

Ms. Taylor stated FDOT will be doing the TPO's certification process and they can have an open conversation about that; the results of the certification will correspond to special conditions. They are trying to get ahead of any issues and things that may be marked. After the review, they will reiterate to do this technical review now.

The members agreed to hold an Executive Committee meeting on December 1, 2021 after the TPO Board meeting.

#### **IV. Staff Comments**

There were no staff comments.

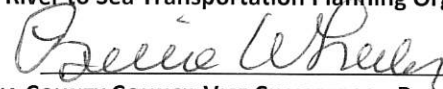
#### **V. Executive Committee Member Comments**

There were no member comments.

#### **VII. Adjournment**

The Executive Committee meeting adjourned at 9:22 a.m.

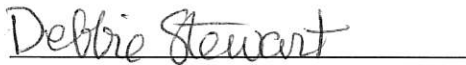
River to Sea Transportation Planning Organization



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 November 17, 2021 regular meeting of the Executive Committee approved and duly signed this 5<sup>th</sup> day of January 2022.



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