

**Executive Committee  
Meeting Minutes  
December 1, 2021**

**Members Physically Present:**

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

**Representing:**

DeLand  
Deltona  
Edgewater  
New Smyrna Beach  
Volusia County  
Volusia County

**Members Absent:**

Mayor Bill Partington (excused)

**Representing:**

Ormond Beach

**Others Present:**

Debbie Stewart, Recording Secretary  
Colleen Nicoulin  
Stephan Harris  
Anna Taylor  
Big John

**Representing:**

TPO Staff  
TPO Staff  
TPO Staff  
FDOT  
Press

**Others Virtually Present:**

Pam Blankenship

**Representing:**

TPO Staff

**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 11:00 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 six voting members physically present.

**II. Public Comment/Participation**

There were no public comments

**III. Discussion Items**

**A. Status of TPO Financial Management**

Ms. Nicoulin stated that since the last meeting, she has reached out to a local payroll company, Vision HR, and has been working on a contract. The challenge is our contracts can be very involved with provisions and regulations that need to be included; she has been working with the TPO's attorney, Mr. Paul Gougelman, to finalize the contract and expects the payroll company to start next week. The most important thing they will be doing is year-end financials with W2s and the quarterly tax filings.

Ms. Nicoulin gave an update on the annual audit; the auditors are going through the information and completing control checks. She has a call scheduled with the auditors tomorrow to see if more information needs to be provided. They are on track to be completed and present the audit report to the Executive Committee and TPO Board in January for approval.

Chairperson Wheeler asked about the status of FDOT invoicing.

Ms. Nicoulin replied at the last Executive Committee meeting FDOT had submitted a letter that the TPO is being placed on "special conditions"; they identified issues that occurred over the last year. Some of the issues were

due to FDOT and some were the TPO. She explained the TPO receives vendor invoices, pays them and then compiles an invoice to FDOT for reimbursement within a 90-day timeframe. There were a number of invoices that went past that 90-day mark or that were billed against the wrong grant. Currently invoices through June 30, 2021 have been corrected. Staff has not yet submitted the July invoice because the fiscal year had to be closed out; that coincided with the annual audit so there was a delay. Staff is moving forward with preparing invoice packages for reimbursement for the current year.

Chairperson Wheeler asked if staff is receiving assistance from FDOT so when the invoices are submitted they are correct.

Ms. Nicoulin replied yes; as part of the "special conditions" the TPO is allowed to submit invoices for a technical review. FDOT held training in July that she participated in; since we have a temporary accounting person preparing the invoice packets FDOT has offered to conduct training specifically for this TPO.

Members discussed the FDOT invoicing process.

**IV. Staff Comments**

There were no staff comments.

**V. Executive Committee Member Comments**

There were no member comments.

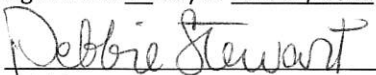
**VII. Adjournment**

The Executive Committee meeting adjourned at 11:15 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 December 1, 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