



MEETING AGENDA **REVISED**

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

DATE: Wednesday, April 6, 2022
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

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**Executive Committee Meeting
 Wednesday, April 6, 2022 9:00 a.m. EDT**

[Click here to join the meeting](#)

Or call in (audio only)
+1 561-484-5911, 935220116# United States, West Palm Beach
 Phone Conference ID: 935 220 116#

Volusia County Council Member 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
 - B. Status of TPO Financial Management

IV. BUSINESS ITEMS

- A. Review and Approval of March 2, 2022 Executive Committee Minutes** (Enclosure, pages 3-5)
- B. Review and Approval of March 10, 2022 Executive Director Search Committee Minutes** (Enclosure, pages 6-8)
- C. Review and Approval of March 31, 2022 Executive Director Search Committee Minutes** (under separate cover)
- D. Review and Recommend Approval of Executive Director Timesheet Review Report** (Enclosure, page 9)
- E. Review and Recommend Approval of Interim Executive Director Agreement Terms** (Supporting documents will be provided under separate cover)
- F. Review and Recommend Approval of an Amendment to the FY 2021/22 River to Sea TPO Budget**
- G. Review and Approval of April 27, 2022 TPO Board Agenda** (Enclosure, pages 10-12)

V. STAFF COMMENTS

VI. EXECUTIVE COMMITTEE MEMBER COMMENTS

VI. 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 or contact our Title VI/Nondiscrimination Coordinator, Pamela Blankenship, at 386-226-0422, extension 20416, or 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 at least five (5) business days prior to the event

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

Members Physically Present:

Commissioner Chris Cloudman
Councilwoman Christine Power
Mayor Bill Partington
Council Member Billie Wheeler, Chairperson
Council Vice Chair Barbara Girtman

Representing:

DeLand
Edgewater
Ormond Beach
Volusia County
Volusia County

Members Absent

Commissioner Victor Ramos
Commissioner Jason McGuirk (excused)

Representing:

Deltona
New Smyrna Beach

Others Present:

Debbie Stewart, Recording Secretary
Colleen Nicoulin
Stephan Harris
Jon Cheney

Representing:

TPO Staff
TPO Staff
TPO Staff
Volusia County Traffic Engineering

Others Virtually Present:

Pam Blankenship
Tyler Burgett
Rakinya Hinson
Anna Taylor
Jay Williams

Representing:

TPO Staff
FDOT
FDOT
FDOT
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 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.

II. Public Comment/Participation

There were no public comments.

III. Discussion Items

A. Update on COVID-19 Business Practices and Impacts

Ms. Nicoulin stated the TPO has been holding virtual meetings as directed by the Executive Committee last month and anticipates continuing that for this month. There have been no issues and physical quorums have been met.

Members discussed hybrid meetings and agreed to continue them for this month and directed staff to contact legal counsel for advice on how long hybrid meetings are allowable.

B. TPO Board Member Attendance

(Handout)

Chairperson Wheeler stated it is important for the cities representatives on the TPO Board to attend meetings; she asked if the cities are aware if their representatives are attending board meetings.

Ms. Nicoulin explained that staff has not reached out to the individual municipalities regarding TPO Board member attendance; staff does contact board members who have appointed advisory committee members that do not attend advisory committee meetings. The advisory committee attendance reports are provided in the TPO Board agenda each month. She referred to the handout of the TPO Board attendance records from last year and the two board meetings this year; highlighted are those voting members that have missed consecutive meetings over the last year. She noted that most of them are the smaller cities such as Beverly Beach, Bunnell, Pierson and Lake Helen; they may not be attending because they are not the voting member in the Small City Alliance.

Members discussed the attendance records and reached a consensus that a courtesy call to members should be made. Council Vice Chair Girtman will contact those in her district that are not attending and Chairperson Wheeler will contact the others.

C. Status of TPO Financial Management

Ms. Nicoulin provided an update on FDOT invoicing and added that the TPO submitted a quarterly invoice for October, November and December to FDOT for reimbursement on February 21, 2022 that was approved on February 22, 2022.

Chairperson Wheeler asked how much the invoice package was for.

Ms. Nicoulin replied just over \$250,000; she explained it included a number of consultant invoices for feasibility studies as well as day-to-day operational expenses and she expects the funds to be received by the end of this week. TPO staff has been working closely with FDOT on the invoicing and this package was approved without comments. She explained that bi-weekly calls with Ms. Anna Taylor, FDOT D-5 Liaison, have been scheduled to discuss any items either party may have questions or concerns about. Ms. Nicoulin provide an update on the special conditions and explained that this is not a probation or punishment, but rather an opportunity to catch up, learn and understand the process. During this time, the TPO has taken advantage of additional training by FDOT. And as we move through the transition in leadership with a new Executive Director and determining the direction of the financial management position, the TPO will likely stay under the special conditions until those positions are established and filled and permanent controls are put in place. Going forward, the TPO will be submitting monthly invoices.

Ms. Nicoulin provided an update on the discussion at last week's TPO Board Meeting regarding the development of the Unified Planning Work Program (UPWP) and the requirement to spend down 80% of the PL funding in order to flex SU funding for planning. Since the board meeting, she reviewed the status of reimbursed expenses through December and are currently standing at 65% spend down of the PL allocation. She provided an update on the TPO PL allocation over the two-year UPWP, what has been reimbursed to date, and what is left to be reimbursed to meet the 80% threshold. Factoring in reimbursements for payroll and rent expenses alone between January and June will exceed the 80% threshold. This does not consider any additional expenses associated with day-to-day operations, open consultant contracts or fluctuating expenses, such as legal services. The TPO will meet the 80% spend down of PL funds and be able to flex SU funding for planning and feasibility studies.

Ms. Nicoulin explained that part of the development of the new UPWP is closing out the current UPWP and identifying how much funding is not going to be spent down; any portion of that amount that we want to have available in the first year of the new UPWP will need to be de-obligated. If the funds are not de-obligated, they will not be available for use until the second year of the new UPWP. The TPO is looking to de-obligate approximately \$74,000 of SU funds that were not spent on feasibility studies in the current year due to limited staffing capacity. These funds will then be available in year one of the new UPWP to fund additional feasibility studies. An Action Item will need to be added to the March TPO Board agenda for this de-obligation as it must be completed by April 15, 2022.

IV. Business Items

A. Review and Approval of February 9, 2022 Executive Committee Minutes

MOTION: *A motion was made by Mayor Partington to approve the February 9, 2022 Executive Committee minutes. The motion was seconded by Councilwoman Power and carried unanimously.*

B. Review and Recommend Approval of Executive Director Timesheet Review Reports

MOTION: *A motion was made by Mayor Partington to recommend approval of the Executive Director Timesheet Reports. The motion was seconded by Council Vice Chair Girtman and carried unanimously.*

C. Review and Approval of March 23, 2022 TPO Board Agenda

Ms. Nicoulin reviewed the agenda items including the Consent Agenda, Action Items and Presentation Items. An amendment to the current UPWP for the de-obligation of funds will be added to the Action Items.

MOTION: *A motion was made by Council Vice Chair Girtman to approve the March 23, 2022 TPO Board agenda as amended adding an Action Item for a UPWP amendment for the de-obligation of funds. The motion was seconded by Councilwoman Power and carried unanimously.*

V. Staff Comments

There were no staff comments.

VII. Executive Committee Member Comments

Councilwoman Power asked when the next Executive Director Search Committee (EDSC) meeting is.

Ms. Nicoulin replied Thursday, March 10, 2022 at 9:00 am. The agenda will go out tomorrow and the candidate packages will be received on Friday which will then be distributed to the EDSC members.

Council Vice Chair Girtman stated she met Mr. Gary Huttman, MetroPlan's Executive Director and discussed with him that as the incoming TPO Chair she would like input from his perspective on the best way to create relationships and interconnect regionally. She inquired if there are people to connect with to receive guidance on how to utilize the system to receive more funding and build relationships. He suggested she contact Mr. Bob Dallari from the Seminole County Commission regarding regional coordination and she has a call scheduled with him. She also has a call scheduled with Orange County Commissioner Mayra Uribe who is the MetroPlan Orlando Chair. This is a good opportunity to connect with others as we are moving forward with changes and create the relationships that will help us. She wants to know in what ways they have been successful and how this TPO can build on these successes.

VIII. Adjournment

The Executive Committee meeting adjourned at 9:38 a.m.

River to Sea Transportation Planning Organization

**VOLUSIA COUNTY COUNCIL MEMBER 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 March 2, 2022 regular meeting of the Executive Committee approved and duly signed this 6th day of April 2022.

Debbie Stewart, Recording Secretary, River to Sea TPO

**** A recording of the March 2, 2022 Executive Committee meeting is available upon request.**

**Executive Director Search Committee
Meeting Minutes
March 10, 2022**

Members Physically Present:

Commissioner Chris Cloudman
Commissioner Victor Ramos
Councilwoman Christine Power
Commissioner Jason McGuirk
Mayor Bill Partington
Council Vice Chairperson Barbara Girtman

Representing:

DeLand
Deltona
Edgewater
New Smyrna Beach
Ormond Beach
Volusia County

Members Virtually Present:

Council Member Billie Wheeler, Chairperson

Representing:

Volusia County

Others Present:

Debbie Stewart, Recording Secretary
Colleen Nicoulin
Stephan Harris
Anna Taylor
Rakinya Hinson

Representing:

TPO Staff
TPO Staff
TPO Staff
FDOT
FDOT

Others Virtually Present:

Pam Blankenship
Doug Thomas

Representing:

TPO Staff
Strategic Government Resources (SGR)

I. Call to Order / Roll Call / Determination of Quorum / Pledge of Allegiance

The meeting of the River to Sea Transportation Planning Organization (TPO) Executive Director Search Committee was called to order at 9:00 a.m. by 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 six voting members physically present; and with one voting member attending remotely.

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 Councilwoman Power and carried unanimously.*

II. Public Comment/Participation

There were no public comments.

III. Business Items

A. Review and Approval of February 17, 2022 Executive Director Search Committee Meeting Minutes

MOTION: *A motion was made by Council Member Wheeler to approve the February 17, 2022 Executive Director Search Committee meeting minutes. The motion was seconded by Commissioner McGuirk and carried unanimously.*

B. Executive Director Candidate Review of Semifinalists and Facilitate Selection of Finalists

Mr. Doug Thomas, Strategic Government Resources (SGR), stated out of the 12 semi-finalists, five have dropped out. SGR conducted a Level 1 media search on the seven remaining semi-finalists and there was nothing of concern in their backgrounds. Each EDSC member provided their individual ranking of the seven semi-finalists.

Vice Chairperson Girtman noted that feedback was received from TPO Board member Vice Mayor Bill Lindlau who reviewed the semi-finalists and recommended Malisa McCreedy, Greg Venable, and James Boyle as finalists.

Members discussed the seven semi-finalists questionnaire responses and video interviews; they agreed on five finalists to bring in for in-person interviews. The five finalists are Binu Abraham, Eric Miller, Erik Steavens, Greg Venable, and Malisa McCreedy.

C. Discussion of Next Steps and Interview Schedule

Mr. Thomas stated he will continue the five finalists and confirm their interest and availability on the dates identified for in-person interviews; March 31, 2022 and April 1, 2022. SGR will ask them for references and conduct a Stage 2 media search and a criminal and credit background check. He explained the two-day interview process and a possible “meet and greet” for board and committee members and stakeholders to meet the candidates on Day One. SGR will assist with final deliberations and the negotiation process with the final candidate.

Members discussed the travel arrangements for the finalists, the budget, associated lodging and incidentals. They discussed the two-day interview process and how to provide tours of the planning area to the final candidates. It was suggested contacting the local Chamber of Commerce’s for summaries of the area; some have videos that gives a summary of the area or letting them have a self-guided tour of the hot spots around the county. Members will see if assistance can be found from city and/or county staff for the tours. Members agreed to hold a “meet and greet” with the final candidates on March 31, 2022; possible locations were discussed. Rental cars for the candidates were discussed as was mileage reimbursement for candidates that may drive here.

Ms. Nicoulin stated the TPO has a policy for travel for non-TPO employees; it includes the IRS mileage rate, meals are on a per-diam, rental car or public transportation, flights, hotel accommodations and incidentals. She is concerned that these expenses will add up quickly and different candidates will have more expenses.

Members continued to discuss the travel arrangements and the interview schedule. It was agreed to use the TPO’s current travel policy to give the candidates every available allotment and amend the budget to meet the actual expenses.

Mr. Thomas stated the one-on-one interviews will be the morning of March 31, 2022 and factor in the candidate tours with the “meet and greet” that evening after hours. The group interviews will be held April 1, 2022 with approximately 90 minutes per interview.

MOTION: A motion was made by Commissioner McGuirk to proceed with bringing five final candidates in for in-person interviews; Binu Abraham, Eric Miller, Erik Steavens, Greg Venable, and Malisa McCreedy. The motion was seconded by Council Member Wheeler and carried unanimously.

IV. Staff Comments

Ms. Nicoulin stated she will work with county staff on the tour logistics and the location for the “meet and greet”.

V. Executive Director Search Committee Member Comments

Mayor Partington stated if Ormond Beach staff can assist with the tours to let him know; the city has a couple of vans.

VI. Adjournment

The EDSC meeting adjourned at 10:14 a.m.

VOLUSIA COUNTY COUNCIL MEMBER 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 March 10, 2022 regular meeting of the Executive Director Search Committee (EDSC), approved and duly signed this 6th day of April 2022.

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: March 2, 2022
 RE: River to Sea TPO Chairperson Report of Timesheet Review

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 March 02, 2022. 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	
757	January 29, 2022 through February 5th, 2022	BW
758	February 6, 2022 through February 12, 2022	BW
759	February 13, 2022 through February 19, 2022	BW
760	February 20, 2022 through February 26, 2022	BW

- No abnormalities noted.
- Abnormalities were noted and have been resolved.
- Abnormalities were noted and have **not** been resolved.



MEETING AGENDA

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

DATE: WEDNESDAY, APRIL 27, 2022
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

River to Sea TPO Board Meeting
 April 27, 2022 at 9:00 a.m. EDT

[Click here to join the meeting](#)

Or call in (audio only)

+1 561-484-5911 596680415# United States, West Palm Beach

Phone Conference ID: 596 680 415#

[Find a local number](#) | [Reset PIN](#)

Volusia County Council Member 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. MARCH 23, 2022 RIVER TO SEA TPO BOARD MEETING MINUTES *(Contact: Debbie Stewart) (Enclosure, pages)*
 - B. TREASURER’S REPORT *(Contact: Colleen Nicoulin) (Enclosure, pages)*

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	Ormond Beach	Port Orange	

IV. CONSENT AGENDA

- C. EXECUTIVE COMMITTEE REPORT** – Report by Volusia County Council Vice Chair Billie Wheeler, Executive Committee Chairperson (Enclosure, pages)
- D. EXECUTIVE DIRECTOR SEARCH COMMITTEE REPORT** - Report by Volusia County Council Vice Chair Billie Wheeler, Executive Director Search Committee Chairperson (Enclosure, pages)
- E. BPAC PROJECT REVIEW SUBCOMMITTEE REPORT** - Report by Ms. Gayle Belin, BPAC Project Review Subcommittee Chairperson (Enclosure, pages)
- F. TIP SUBCOMMITTEE REPORT** Report by , TIP Chairperson (Enclosure, pages)
- G. BICYCLE/PEDESTRIAN ADVISORY COMMITTEE REPORT** -- Report by Dr. Jason Aufdenberg, BPAC Chairperson (Enclosure, pages)
- H. CITIZENS ADVISORY COMMITTEE REPORT** -- Report by Ms. Kerry Karl, CAC Chairperson (Enclosure, pages)
- I. TECHNICAL COORDINATING COMMITTEE REPORT** -- Report by Ms. Becky Mendez, TCC Chairperson (Enclosure, pages)
- 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 AN AMENDMENT TO THE FY 2021/22 RIVER TO SEA TPO BUDGET** (Contact: Colleen Nicoulin) (Enclosure, pages)

V. ACTION ITEMS

- A. REVIEW AND APPROVAL OF THE EXECUTIVE DIRECTOR SEARCH COMMITTEE'S RECOMMENDATION FOR THE EXECUTIVE DIRECTOR POSITION** (Contact: Colleen Nicoulin) (Enclosure, pages)
- B. REVIEW AND APPROVAL OF RESOLUTION 2022-07 ADOPTING THE RIVER TO SEA TPO'S TITLE VI PLAN** (Contact: Pam Blankenship) (pages)
- C. REVIEW AND APPROVAL OF RESOLUTION 2022-08 ADOPTING THE RIVER TO SEA TPO'S LIMITED ENGLISH PROFICIENCY (LEP) PLAN** (Contact: Pam Blankenship) (pages)

VI. PRESENTATIONS, STATUS REPORTS AND DISCUSSION ITEMS

- A. PRESENTATION AND DISCUSSION OF UPDATES TO THE FLORIDA GREENWAYS AND TRAILS SYSTEM (FGTS) PLAN AND MAPS** (Contact: Stephan Harris) (Enclosure, pages)
- B. PRESENTATION AND DISCUSSION OF THE CURRENT STATUS OF THE FLAGLER COUNTY TRANSIT DEVELOPMENT PLAN (TDP)** (Contact: Stephan Harris) (Enclosure, pages)
- C. PRESENTATION AND DISCUSSION OF UPDATES TO THE RIVER TO SEA TPO'S PUBLIC PARTICIPATION PLAN (PPP)** (Contact: Pam Blankenship) (Enclosure, pages)
- D. FDOT REPORT** (Contact: Anna Taylor, FDOT District 5) (pages)

VII. INTERIM EXECUTIVE DIRECTOR'S REPORT (page)

VIII. RIVER TO SEA TPO BOARD MEMBER COMMENTS

IX. RIVER TO SEA TPO CHAIRPERSON COMMENTS

X. INFORMATION ITEMS (Enclosure, pages)

- Bicycle/ Advisory Committee Attendance Record – 2022
- Citizens Advisory Committee Attendance Record – 2022
- Technical Coordinating Committee Attendance Record– 2022
- March/April 2022 TPO Outreach and Activities
- Volusia and Flagler County Construction Reports

XI. ADJOURNMENT (Enclosure, page)

The next River to Sea TPO Board meeting will be May 25, 2022

May 2022 Meeting Dates

Executive Committee, May 4, 2022 @ 9:00 a.m.

Bicycle/Pedestrian Advisory Committee, May 11, 2022 @ 2:00 p.m.

Citizens Advisory Committee, May 17, 2022 @ 1:15 p.m.

Technical Coordinating Committee, May 17, 2022 @ 3:00 p.m.

River to Sea TPO Board, May 25, 2022 @ 9:00 a.m.

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