

**Executive Committee Meeting Minutes
November 6, 2024
Volusia-Flagler TPO Conference Room
1 Deuce Court, Suite 100
Daytona Beach, FL 32124**

Members Physically Present:

Mayor Chris Cloudman
Councilwoman Charlotte Gillis
Vice Mayor Alex Tiamson
Mayor David Alfin
Council Member Reed Foley, 1st Vice Chairperson
Vice Mayor Eric Sander, Chairperson

Representing:

DeLand
Edgewater
Orange City
Palm Coast
Port Orange
South Daytona

Members Virtually Present:

Council Member Danny Robins, 2nd Vice Chairperson

Representing:

Volusia County

Others Physically Present:

Donna Ralston, Recording Secretary
Colleen Nicoulin
Stephan Harris
Pamela Blankenship
Mariel Lemke
Jonathan Scarfe
Kia Powell
Melissa McKinney
Barb Girtman
Zach Chalifour

Representing:

TPO Staff
TPO Staff
TPO Staff
TPO Staff
TPO Staff
FDOT
FDOT
FDOT
GCM
James Moore Company

1. Call to Order / Roll Call / Determination of Quorum

The Volusia-Flagler Transportation Planning Organization (TPO) Executive Committee meeting was called to order at 9:02 a.m. by Chairperson Eric Sander. It was determined that a quorum was physically present. The meeting was held in a hybrid format with remote participation provided; five voting members were physically present and one voting member was virtually present.

2. Public Comment/Participation

There were no public comments.

MOTION: *A motion was made by Council Member Foley to allow members attending virtually to participate and vote. The motion was seconded by Mayor Cloudman and carried unanimously.*

3. Business Items

A. Review and Recommend Approval of the TPO's FY 2023/24 Independent Audit Report

Handout provided

Ms. Nicoulin noted that the TPO conducted this year's audit following the same approach as previous years but with an accelerated timeline; the audit was completed significantly earlier than in past years. She extended her appreciation to Mr. Zach Chalifour, CPA with James Moore Company, and his team for their collaboration in successfully completing the audit.

Mr. Zach Chalifour expressed appreciation to the TPO team, particularly Ms. Lemke, for their efforts during the audit. He highlighted the continued improvement in the audit timeline, noting that it has been completed progressively earlier over the past three years.

Key points included:

Audit Scope: The audit was a financial statement audit, focusing on key risk areas, such as revenue recognition, management overrides, and the use of restricted grant funds. No issues were identified in these areas.

Adjustments and Findings: There were minor, immaterial audit adjustments related to lease accounting and year-end cut-off entries. These adjustments did not significantly impact financial statements.

Control Comments: The audit revealed improvements in internal controls. Prior findings related to financial statement preparation have been downgraded from significant deficiencies to minor recommendations.

Compliance: The audit reported no difficulties, disagreements with management, or compliance issues. The TPO received an unmodified opinion, indicating that financial statements were fairly presented.

Financial Position: The TPO maintained a healthy fund balance, with no significant changes year-over-year. Overall, the audit report was clean, with only one minor comment that was reduced in severity from prior years.

Mr. Chalifour noted that there was one recommendation regarding audit adjustments and noted that the TPO was found to be in compliance.

Chairperson Sander stated that this report spoke to how hard the TPO staff has worked.

MOTION: *A motion was made by Mayor Cloudman to recommend approval of the TPO's FY 2023/24 Independent Audit Report. The motion was seconded by Council Member Foley and carried unanimously.*

B. Review and Reschedule the January 1, 2025 Executive Committee Meeting

The Executive Committee considered alternative dates and concluded that Friday, January 3, 2025, at 9:00 a.m. would be the most suitable option for the next Executive Committee meeting.

MOTION: *A motion was made by Council Member Foley to reschedule the January 1, 2025 Executive Committee meeting to January 3, 2025, at 9:00 a.m. The motion was seconded by Vice Mayor Tiamson and carried unanimously.*

C. Review and Approval of October 2, 2024 Executive Committee Minutes

MOTION: *A motion was made by Mayor Cloudman to approve the October 2, 2024 Executive Committee minutes. The motion was seconded by Council Member Foley and carried unanimously.*

D. Review and Approval of Draft November 20, 2024 TPO Board Agenda

Ms. Nicoulin reviewed the draft November 20, 2024 TPO Board agenda in detail, noting the new logo, and adding that the agenda has been reformatted and condensed which makes it easier to read.

MOTION: *A motion was made by Council Member Foley to approve the draft November 20, 2024 TPO Board agenda as presented. The motion was seconded by Councilwoman Gillis and carried unanimously.*

4. Staff Comments

Ms. Nicoulin provided an update on the TPO's rebranding efforts, noting that the TPO staff is gradually updating the logo across various materials. She also mentioned meeting with the contractor last week to review the progress and schedule of the new office build-out, confirming that the move to the new location remains on schedule for February 2025. She reviewed the process for the approval of the interlocal agreements; and noted that she would be reaching out to cities' and counties' managers regarding the interlocal agreement execution.

Ms. Nicoulin addressed Executive Committee members' comments regarding whether the TPO had registered for the Legislative Delegation meeting and a recommendation to send the TPO Policy Positions to them ahead of the meeting; the cost of the rebranding and when the name will be changed on the TPO's Facebook page and website.

5. Executive Committee Member Comments

Mayor Cloudman welcomed Councilwoman Gillis to the Executive Committee, with unanimous support from the other members. He added that it had also been a pleasure to serve with Mayor Alfin.

Chairperson Sander announced that an additional member would be appointed to the Executive Committee, and a few new members would soon join the Volusia-Flagler TPO Board. He emphasized the importance of maintaining attendance and ensuring the designation of alternates to cover for primary members during absences.

Councilwoman Gillis conveyed her gratitude for the opportunity to serve on the Executive Committee.

6. Adjournment

The Executive Committee meeting adjourned at 9:31 a.m.

VOLUSIA-FLAGLER TRANSPORTATION PLANNING ORGANIZATION



CITY OF SOUTH DAYTONA COUNCILMAN ERIC SANDER
CHAIRPERSON, VOLUSIA-FLAGLER TPO

CERTIFICATE:

The undersigned duly qualified and acting Recording Secretary of the Volusia-Flagler TPO certifies that the foregoing is a true and correct copy of the minutes of the November 6, 2024 regular meeting of the Executive Committee approved and duly signed this 3rd day of January 2025.



PAMELA BLANKENSHIP, RECORDING SECRETARY
VOLUSIA-FLAGLER TRANSPORTATION PLANNING ORGANIZATION

**** A recording of the November 6, 2024 Executive Committee meeting is available upon request.**