



MEETING AGENDA

EXECUTIVE COMMITTEE

Councilman Eric Sander, Chairperson

DATE: Wednesday, March 4, 2026
TIME: 9:00 a.m.
PLACE: Volusia-Flagler TPO Conference Room
1540 Cornerstone Blvd, Suite 240
Daytona Beach, FL 32117

Microsoft Teams Information:

[Join the Executive Meeting](#)

By phone: +1 561-484-5911 ID: 202 811 037#

EXECUTIVE COMMITTEE AGENDA

1. **CALL TO ORDER/ROLL CALL/DETERMINATION OF QUORUM**
2. **PUBLIC COMMENT/PARTICIPATION** (*Length of time at the discretion of the Chairperson*)

Anyone wishing to make a public comment should fill out a speaker card and hand it to a TPO staff member or the Chairperson. You will be called on when the item is discussed. If you wish to speak about an item not on the agenda, you will be called during public comment/participation.
3. **BUSINESS ITEMS**
 - A. **Discussion of Executive Director Annual Evaluation Process and Criteria** (*pgs.3-4*)

As required by the TPO’s contract with the Executive Director, the Executive Committee is designated to perform the annual evaluation of the Executive Director. Once complete, the Executive Committee’s recommendation shall be brought to the full TPO Board for consideration and approval. The enclosed evaluation form is provided for your review. At the Executive Committee meeting, input will be solicited on the review criteria, the procedure for conducting the review and the schedule for completing the review.
 - B. **Review and Recommend Approval of the 2025 Annual FDOT/TPO Joint Certification Report**

Annually, FDOT District 5 and the TPO must jointly certify the metropolitan planning process. FDOT staff will provide an overview of the joint certification. The full report is currently being compiled and will be posted to the following link: [2025 Annual FDOT - TPO Joint Certification](#)
 - C. **Review and Approval of the January 7, 2026 Executive Committee Meeting Minutes** (*pgs. 5-7*)
 - D. **Review and Approval of the Draft March 25, 2026 TPO Board Agenda** (*pgs. 8-9*)
4. **STAFF COMMENTS**
5. **EXECUTIVE COMMITTEE MEMBER COMMENTS**
6. **ADJOURNMENT**

The next Executive Committee meeting will be on Wednesday, April 1, 2026

If any person decides to appeal a decision made by this board concerning any matter considered at such a meeting or hearing, they will need a record of the proceedings, including all testimony and evidence upon which the appeal is to be based. To that end, such a person will want to ensure that a verbatim record of the proceedings is made.

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Volusia-Flagler TPO Executive Director Evaluation

Employee Information						
Name: Colleen Nicoulin					Review Date:	
Review Information						
Reviewer Name:			Volusia-Flagler TPO Executive Committee			
<p>Please complete the evaluation based on the reviewer's knowledge and perception of the Executive Director's performance of the criteria using the following scale:</p> <p>5 = OUTSTANDING: Consistently achieves and exceeds expectations, including in demanding situations or circumstances. 4 = EXCEEDS JOB EXPECTATIONS: Regularly meets and frequently exceeds standard performance. 3 = MEETS JOB EXPECTATIONS: Competent performance in most situations and circumstances. 2 = PARTIALLY MEETS JOB EXPECTATIONS: Shows capability, but in a variable manner. Improvement is needed in key areas. 1 = DOES NOT MEET JOB EXPECTATIONS: Major or ongoing problems that negatively impact organizational objectives. N/A = NOT APPLICABLE</p>						
Evaluation						
Criteria	5	4	3	2	1	N/A
1. Maintains effective communications with and availability for the Volusia-Flagler TPO Committees and Governing Board. Develop agenda packages that are meaningful.						
2. Speaks in a clear and credible manner, selecting the right tone for the situation and audience.						
3. Understands role and implements the Executive Director's Strategic Plan.						
4. Understands and maintains compliance with federal and state requirements as they apply to the Volusia-Flagler TPO.						
5. Manage activities to implement transportation plans and programs.						
6. Hires and develops competent, engaged professionals appropriate for day-to-day operations and guides staff to achieve objectives.						
7. Maintains public image of the Volusia-Flagler TPO representing integrity, commitment, success, and quality while enhancing the visibility and identity of the organization.						
8. Builds relationships and encourages the creation of partnerships with other organizations that contribute to the Volusia-Flagler TPO's mission and vision.						
9. Ensure the Volusia-Flagler TPO is financially stable and soundly managed.						
10. Manage activities to implement priority transportation projects.						

Evaluation Criteria Continued...	5	4	3	2	1	N/A
11. Manages assets including technology and equipment.						
12. Encourages public involvement and maintains transparency for the Board, the public, and staff.						
13. Maintains a "big picture" outlook and is aware of industry issues.						
14. Exhibits diligence in leading the Volusia-Flagler TPO.						
15. Forecasts trends, responds to change, and invites innovation.						
16. Has the ability to make well-founded and informed decisions, ability to analyze challenges and evaluate alternatives, has the ability to seek guidance when necessary.						
17. Demonstrates ability in carrying out job responsibilities and accomplishing goals.						

Reviewer Comments

(Rater's Signature)	Date:
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Performance Recommendation:

Bonus Amount \$ _____ (One time)	OR	Salary Adjustment: \$ _____ or _____ %
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**Executive Committee Meeting Minutes
January 7, 2026
Volusia-Flagler TPO
1540 Cornerstone Blvd, Suite 240
Daytona Beach, FL 32117**

Members Physically Present:

Vice Mayor Charlotte Gillis
Commissioner Richard Belhumeur
Council Member Ty Miller
Council Member Reed Foley, 1st Vice Chairperson
Councilman Eric Sander, Chairperson
Council Member Danny Robins, 2nd Vice Chairperson

Representing:

Edgewater
Flagler Beach
Palm Coast
Port Orange
South Daytona
Volusia County

Members Virtually Present:

Mayor Chris Cloudman

Representing:

DeLand

Others Physically Present:

Melanie Pruneau, Recording Secretary
Pamela Blankenship
Colleen Nicoulin
Stephan Harris
Kia Powell

Representing:

TPO Staff
TPO Staff
TPO Staff
TPO Staff
FDOT

Others Virtually Present:

David Sullivan
Mariel Lemke

Representing:

McKim & Creed
TPO Staff

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

The Volusia-Flagler Transportation Planning Organization (TPO) Executive Committee meeting was called to order at 9:00 a.m. by Chairperson Eric Sander. It was determined through roll call that a quorum was physically present. The meeting was held in a hybrid format with remote participation provided; six voting members were physically present and one member was virtually present.

MOTION: A motion was made by Commissioner Belhumeur to allow for remote participation. The motion was seconded by Vice Mayor Gillis.

2. Public Comment/Participation

There were no public comments.

3. Business Items

A. Review and Approval of a Letter of Support for FDOT's Application to the National Railroad Partnership Program / Federal-State Partnership for Intercity Passenger Rail (FSP) Grant Program

MOTION: A motion was made by Council Member Robins to approve the letter of support for FDOT's application to the National Railroad Partnership Program/Federal-State Partnership for Intercity Passenger Rail (FSP) Grant Program. The motion was seconded by Commissioner Belhumeur.

Ms. Nicoulin explained that the TPO received a request from FDOT for a letter of support for their application to the National Railroad Partnership Program/Federal-State Partnership for Intercity Passenger Rail (FSP) Grant Program for the replacement of a bridge in the city of Maitland.

The motion carried unanimously.

B. Review and Approval of a Letter of Support for the Space Coast TPO's Application to the National Railroad Partnership Program / Federal-State Partnership for Intercity Passenger Rail (FSP) Grant Program

Ms. Nicoulin explained that the TPO received a request for a letter of support for the same grant program as the prior action item from the Space Coast TPO for the Brightline System project.

MOTION: *A motion was made by Council Member Robins to approve the letter of support for Space Coast TPO's application to the National Railroad Partnership Program/Federal-State Partnership for Intercity Passenger Rail (FSP) Grant Program. The motion was seconded by Vice Mayor Gillis and carried unanimously.*

C. Review and Approval of the November 5, 2025 Executive Committee Meeting Minutes

MOTION: *A motion was made by Commissioner Belhumeur to approve the November 5, 2025 Executive Committee minutes. The motion was seconded by Council Member Miller and carried unanimously.*

D. Review and Approval of the Draft January 28, 2026 TPO Board Agenda

Ms. Nicoulin reviewed the draft TPO Board Agenda, stating that the only changes include the addition of two Consent Agenda items: a TDLCB appointment and a letter of support for VoTran for a BUILD grant for the transfer facility replacement.

MOTION: *A motion was made by Commissioner Belhumeur to approve the draft January 28, 2026 TPO Board agenda as amended with the addition of two Consent Agenda items. The motion was seconded by Vice Mayor Gillis and carried unanimously.*

4. Staff Comments

Ms. Nicoulin gave an update that the FY 2024/25 audit report was finalized on December 15th after the government shutdown delay. There were no changes to the audit.

5. Executive Committee Member Comments

Chairperson Sander wished everyone a happy New Year and thanked them for coming, stating that although the meeting was brief, the work is important.

6. Adjournment

The Executive Committee meeting adjourned at 9:08 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 January 7, 2026 regular meeting of the Executive Committee approved and duly signed on this 4th day of March 2026.

MELANIE PRUNEAU, RECORDING SECRETARY
VOLUSIA-FLAGLER TRANSPORTATION PLANNING ORGANIZATION

***** A recording of the January 7, 2026 Executive Committee meeting is available upon request.***



MEETING AGENDA

VOLUSIA-FLAGLER TPO BOARD

Councilman Eric Sander, Chairperson

DATE: Wednesday, March 25, 2026
TIME: 9:00 a.m.
PLACE: Volusia-Flagler TPO Conference Room
1540 Cornerstone Blvd, Suite 240
Daytona Beach, FL 32117

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By phone: +1 561-484-5911 ID: 203 962 548#

TPO BOARD AGENDA (DRAFT)

1. **CALL TO ORDER/ROLL CALL/DETERMINATION OF QUORUM/PLEDGE OF ALLEGIANCE**
2. **PUBLIC COMMENT/PARTICIPATION** (*Length of time at the discretion of the Chairperson*)
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3. **CONSENT AGENDA**
 - A. February 25, 2026 Volusia-Flagler TPO Board Meeting Minutes
 - B. Treasurer's Report
 - C. Executive Committee Report
 - D. Bicycle/Pedestrian Advisory Committee Report
 - E. Citizens Advisory Committee Report
 - F. Technical Coordinating Committee Report
 - G. Volusia-Flagler TPO Board Report
 - H. Executive Director Timesheet Review Reports
 - I. Central Florida MPO Alliance Interlocal Agreement
4. **ACTION ITEMS**
 - A. Review and Approval of Resolution 2026-## Amending the 2025/26 to 2029/30 Transportation Improvement Program (TIP) (**Roll Call Vote Required**)
 - B. Review and Approval of Resolution 2026-## Amending the FY 2024/25 and 2025/26 Unified Planning Work Program (UPWP), Deobligating Funds, and Authorizing an Amendment to the TPO Metropolitan Planning Organization Agreement (**Roll Call Vote Required**)
 - C. Review and Approval of the 2025 Annual FDOT/TPO Joint Certification Report
5. **PRESENTATIONS AND DISCUSSION ITEMS**
 - A. Presentation and Discussion of the Adopted Flagler County FY 2026-2035 Transit Development Plan

5. PRESENTATIONS AND DISCUSSION ITEMS (Continued)

- B. Presentation and Discussion of the Bike/Walk Central Florida Best Foot Forward for Pedestrian Safety Program
- C. Presentation and Discussion of the 2026 TPO Annual Call for Projects
- D. FDOT Report

6. EXECUTIVE DIRECTOR'S REPORT**7. TPO BOARD MEMBER COMMENTS****8. TPO CHAIRPERSON COMMENTS****9. INFORMATION ITEMS**

- A. BPAC Attendance Record
- B. CAC Attendance Record
- C. TCC Attendance Record
- D. TPO Outreach & Activities
- E. Upcoming Events
- F. Volusia County and Flagler County Construction Reports

10. ADJOURNMENT

The next Volusia-Flagler TPO Board meeting will be held on **April 22, 2026**.

April 2026 Meeting Dates

Executive Committee, April 1, 2026 @ 9:00 am

Grievance Committee, April 8, 2026 @ 9:30 am

Transportation Disadvantaged Local Coordinating Board, April 8, 2026 @ 10:00 am

Bicycle/Pedestrian Advisory Committee, April 8, 2026 @ 2:00 pm

Citizens Advisory Committee, April 21, 2026 @ 1:15 pm

Technical Coordinating Committee, April 21, 2026 @ 3:00 pm

Volusia-Flagler TPO Board, April 22, 2026 @ 9:00 am

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