

Volusia-Flagler TPO Executive Committee Meeting

**March 4, 2026
9:00 a.m.**



Executive Committee Meeting
March 4, 2026

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



2. Public Comment/Participation



3. Business Items

A. Discussion of Executive Director Annual Evaluation Process and Criteria



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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3. Business Items

B. Review and Recommend Approval of the 2025 Annual FDOT/TPO Joint Certification Report





Volusia-Flagler TPO
Joint Certification Review
2025



Joint Certification

- Part 1 – Completed by the MPO
- Part 2 – Completed by FDOT
 - Procurement, if applicable
 - Planning Documents (LRTP, UPWP, TIP)
 - Invoicing

Risk Level	Frequency of Monitoring
Low	Annual
Moderate	Bi-annual
Elevated	Tri-annual
High	Quarterly

2025 Results

Low Risk

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3. Business Items

**C. Review and Approval of the January 7,
2026 Executive Committee Meeting Minutes**



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3. Business Items

**D. Review and Approval of the Draft March
25, 2026 TPO Board Agenda**





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

Microsoft Teams Information:

[Join the TPO Board Meeting](#)

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*)

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. 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

If any person decides to appeal a decision made by this board concerning any matter considered at such 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.

Individuals covered by the Americans with Disabilities Act of 1990 in need of accommodations for this public meeting should contact the Volusia-Flagler TPO office, 1540 Cornerstone Blvd., Suite 240, Daytona Beach, Florida 32117; 386.271.0249, ext. 1, at least five (5) working days before the meeting date.

The Volusia-Flagler 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.vftpo.org or contact our Title VI/Nondiscrimination Coordinator, Pamela Blankenship, at 386.271.0249, ext. 1, or pblankenship@vftpo.org.

Persons who require translation services, which are provided at no cost, should contact the Volusia-Flagler TPO at 386.271.0249 or by email at PBlankenship@vftpo.org at least five (5) business days before the meeting.

4. Staff Comments



5. Executive Committee Member Comments



6. Adjournment

