

Executive Committee Meeting Minutes
May 6, 2026
Volusia-Flagler TPO
1540 Cornerstone Blvd, Suite 240
Daytona Beach, FL 32117

Members Physically Present:

Mayor Chris Cloudman
Vice Mayor Charlotte Gillis
Commissioner Andy Dance
Councilman Eric Sander, Chairperson
Council Member Danny Robins, 2nd Vice Chairperson

Representing:

DeLand
Edgewater
Flagler County
South Daytona
Volusia County

Members Absent:

Council Member Ty Miller (excused)

Representing:

Palm Coast

Others Physically Present:

Pamela Blankenship, Recording Secretary
Colleen Nicoulin
Stephan Harris
Kia Powell
Commissioner John Cunningham
Rick Belhumeur

Representing:

TPO Staff
TPO Staff
TPO Staff
FDOT
Flagler Beach
Citizen

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

The Volusia-Flagler Transportation Planning Organization (TPO) Executive Committee meeting was called to order at 9:05 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; five voting members were physically present.

Chairperson Sander apologized for missing the prior TPO Board meeting.

2. Public Comment/Participation

Mr. Rick Belhumeur, Flagler Beach citizen and former Executive Committee member, requested that the installation of a mast arm pedestrian mid-block crossing on Moody Boulevard in Flagler Beach be reconsidered due to a beautification project that is currently planned for the corridor. Ms. Nicoulin stated that this project is part of the Best Foot Forward data collection and there is currently a feasibility study that will look at the corridor which is ranked fairly high. She will get additional information and coordinate with Ms. Powell to look at the corridor.

3. Business Items

A. Discussion and Recommendation of the Executive Director's Performance Evaluation

Ms. Nicoulin thanked the members for completing the evaluation and noted that two members who submitted evaluations are no longer on the committee, and one member is new. She explained that the legal team compiled the information based on seventeen criteria.

Commissioner Dance stated that the scores were strong; he noted that he had previously discussed with Ms. Nicoulin adding a self-evaluation to the process to give more perspective. He added that he would like to have a history of prior pay increases and that ratings of "5" should have backup provided.

Vice Mayor Gillis stated she had trouble with the form. Ms. Nicoulin said the form may change to be web-based next year so it can be compiled by the legal team more efficiently and there will be fewer issues.

Chairperson Sander broached the Executive Director's pay adjustment for the new fiscal year. Members brought up the completion of the office relocation, all the changes that have occurred over the last few years and the decreased workload as a result.

Ms. Nicoulin discussed her pay adjustments over the previous years, including during her time as Interim Executive Director and the signing of her contract as she took over the position permanently. Per her contract, Ms. Nicoulin automatically receives a 3% cost of living adjustment (COLA) per year; the same as staff receives.

Members discussed comparable TPO and other agencies' Executive Director salaries.

Council Member Robins, Chair Sander, and Commissioner Dance recommended the 3% COLA as her pay adjustment for this year.

Commissioner Dance suggested that he believed merit should be based on ranking for transparency and recommended providing an explanation from members when scoring a 5.

Council Member Robins asked about the budget and the salaries of all staff members. Ms. Nicoulin provided all current TPO staff salaries.

Mayor Cloudman brought up the difficulty experienced in the Executive Director search before Ms. Nicoulin accepted the permanent position, stating that it is a specialized position which necessitates fair compensation.

Members discussed possibly eliminating some of the vacant staff positions, including the Manager of Operations and Planning. Ms. Nicoulin noted that staff was managing the minimum without the three positions being filled but there were tasks such as the upcoming e-bike study, updates to the Purchasing Manual, TPO Bylaws, a salary survey, and the Employee Handbook that are expected to be completed. She added that the contingency amount in the budget is being looked at after the prior TPO Board meeting.

Ms. Nicoulin thanked members for their input and stated that she was satisfied with the 3% COLA as her pay adjustment. She expressed gratitude for the TPO staff.

MOTION: *A motion was made by Council Member Robins to approve a 3% cost of living adjustment (COLA) for the TPO Executive Director. The motion was seconded by Vice Mayor Gillis.*

Mayor Cloudman expressed his appreciation for Ms. Nicoulin's satisfaction with the COLA adjustment and encouraged a process in the future to be developed with criteria for a smoother conversation. Commissioner Dance suggested a process in which Ms. Nicoulin generated goals for herself for the coming year to use for evaluation purposes.

The motion carried unanimously.

B. Review and Recommendation of a Slate of TPO Officers for FY 2026/27

Chairperson Sander explained that a slate of officers must be elected to serve a one-year term beginning in July; the Executive Committee recommends the list of officers to be presented to the TPO Board for their approval. Ms. Nicoulin provided an explanation of how the officers have been elected in the past. She explained the time commitment required.

Members discussed keeping Councilman Sander as Chair, moving Council Member Robins to 1st Vice Chair. Ms. Nicoulin confirmed that the bylaws did not state that the Chairperson could not serve more than two consecutive terms.

MOTION: *A motion was made by Commissioner Dance to recommend the following slate of officers for FY 2026/27: Councilman Sander as Chairperson, Council Member Robins as 1st Vice Chair, and Vice Mayor Gillis as 2nd Vice Chair. The motion was seconded by Council Member Robins and carried unanimously.*

Conversation ensued regarding the TPO Bylaws addressing consecutive terms and possible limits.

C. Discussion and Recommendation to Reschedule the November 25, 2026 TPO Board Meeting to November 18, 2026

Ms. Nicoulin explained that the November TPO Board meeting is typically rescheduled due to the holidays and recommended getting the date established ahead of time to avoid schedule conflicts.

MOTION: *A motion was made by Commissioner Dance to reschedule the November 25, 2026 TPO Board meeting to November 18, 2026. The motion was seconded by Vice Mayor Gillis and carried unanimously.*

D. Review and Approval of a Letter of Support for the City of Deltona's Application to the Safe Streets and Roads for All (SS4A) Grant Program

Ms. Nicoulin explained the city of Deltona has requested a letter of support and stated that SS4A applications are due the day of the next TPO Board meeting.

Mayor Cloudman asked if the city receiving the funds directly presents an issue with the TPO receiving funds. Ms. Nicoulin said it does not.

MOTION: *A motion was made by Vice Mayor Gillis to approve a letter of support for the City of Deltona's application to the Safe Streets and Roads for All (SS4A) Grant Program. The motion was seconded by Commissioner Dance and carried unanimously.*

E. Review and Approval of a Letter of Support for VoTran's Application to the Commission for the Transportation Disadvantaged (CTD) for an Innovative Service Development (ISD) Grant

Mr. Harris stated that last fall, VoTran received an ISD grant for \$450,000 which they used for an ongoing pilot program; those funds need to be spent by June 30th. This letter is for an additional grant to allow VoTran to continue their pilot program. He explained the pilot program, VoRide.

Vice Mayor Gillis expressed her support, stating she had recently spoken to a transportation disadvantaged individual who has a hard time scheduling afternoon rides.

MOTION: *A motion was made by Vice Mayor Gillis to approve a letter of support for VoTran's application to the Commission for the Transportation Disadvantaged (CTD) for an Innovative Service Development (ISD) Grant. The motion was seconded by Commissioner Dance and carried unanimously.*

F. Review and Approval of the April 1, 2026 Executive Committee Meeting Minutes

MOTION: *A motion was made by Council Member Robins to approve the April 1, 2026 Executive Committee meeting minutes. The motion was seconded by Commissioner Dance and carried unanimously.*

G. Review and Approval of the Draft May 27, 2026 TPO Board Agenda

Ms. Nicoulin reviewed the draft TPO Board agenda, mentioning the annual filing of Transportation Disadvantaged Planning Grant Agreement and a review and approval of the Intergovernmental Coordination and Review (ICAR) and Public Transportation Collaborative Planning Agreement. She advised that at the request of FDOT, there will be no need for Action Item A, the TIP amendment. The Executive Director's evaluation will be included as an action item rather than a consent agenda item after a request last year.

MOTION: *A motion was made by Council Member Robins to approve the draft May 27, 2026 TPO Board agenda with the removal of Action Item A: Review and approval of Resolution 2026-## amending the FY 2025/26 to 2029/30 Transportation Improvement Program (TIP). The motion was seconded by Commissioner Dance and carried unanimously.*

4. Staff Comments

There were no staff comments.

5. Executive Committee Member Comments

Vice Mayor Gillis asked if TPO staff would be present at the Central Florida Safety Summit. Ms. Nicoulin stated that herself and Ms. Blankenship would be there, as will Ms. Powell.

Commissioner Dance expressed appreciation for the training at the MPOAC Institute and stated that he found it very helpful.

Chairperson Sander stated his honor to serve another term as Chair.

6. Adjournment

The Executive Committee meeting adjourned at 10:17 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 May 6, 2026 regular meeting of the Executive Committee approved and duly signed on this 3rd day of June 2026.



**MELANIE PRUNEAU, RECORDING SECRETARY
VOLUSIA-FLAGLER TRANSPORTATION PLANNING ORGANIZATION**

***** A recording of the May 6, 2026 Executive Committee meeting is available upon request.***