

Volusia-Flagler TPO

Executive Committee

Meeting

June 4, 2025
9:00 a.m.



Executive Committee Meeting June 4, 2025

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



Executive Committee Meeting June 4, 2025

2. Public Comment/Participation



Executive Committee Meeting June 4, 2025

3. Action Items

A. Review and Recommend Approval of Executive Director's Performance Evaluation



MEMORANDUM

TO: Executive Committee Members

FROM: Kristin Ottinger, TPO General Counsel

SUBJECT: Executive Director's Evaluation for 2024-2025

DATE: June 3, 2025

Below is the summary of ratings for the Executive Director from each member of the Executive Committee. At the end of the numerical ratings section is computation of the overall average of the Executive Director by all Executive Committee members. Where comments were made, I have included the comments for your consideration at the end of this memorandum, including recommendations regarding a pay adjustment.

1. Maintains Effective Communications with an availability for the Volusia-Flagler TPO Committees and Governing Board. Develops agenda packages that are meaningful.

Sander	Foley	Cloudman	Gillis	Belhumeur
5	4	5	5	4

2. Speaks in a clear and credible manner, selecting the right tone for the situation and audience.

Sander	Foley	Cloudman	Gillis	Belhumeur
5	5	5	5	4

3. Understands role and implements the Executive Director 's Strategic Plan.

Sander	Foley	Cloudman	Gillis	Belhumeur
5	5	5	5	5

4. Understands and maintains compliance with Federal and State requirements as they apply to the Volusia-Flagler TPO.

Sander	Foley	Cloudman	Gillis	Belhumeur
5	5	5	5	5

5. Manage activities to implement transportation plans and programs.

Sander	Foley	Cloudman	Gillis	Belhumeur
5	4	5	5	4

6. Hires and develops competent, engaged professionals appropriate for day-to-day operations and guides staff to achieve objectives.

Sander	Foley	Cloudman	Gillis	Belhumeur
5	5	5	5	3

7. Maintains public image of the Volusia-Flagler TPO representing integrity, commitment, success and quality while enhancing the viability and identity of the organization.

Sander	Foley	Cloudman	Gillis	Belhumeur
5	5	5	5	4

8. Builds relationships and encourages the creation of partnerships with other organizations that contribute to the Volusia-Flagler TPO's mission and vision.

Sander	Foley	Cloudman	Gillis	Belhumeur
5	5	5	5	4

9. Ensure the Volusia-Flagler TPO is financially stable and soundly managed.

Sander	Foley	Cloudman	Gillis	Belhumeur
5	5	5	5	5

10. Manage activities to implement priority transportation projects.

Sander	Foley	Cloudman	Gillis	Belhumeur
5	4	5	5	4

11. Manages assets including technology and equipment.

Sander	Foley	Cloudman	Gillis	Belhumeur
5	4	5	5	4

12. Encourages public involvement and maintains transparency for the Board, the public, and staff.

Sander	Foley	Cloudman	Gillis	Belhumeur
5	4	5	5	4

13. Maintains a “big picture” outlook and is aware of industry issues.

Sander	Foley	Cloudman	Gillis	Belhumeur
5	4	5	5	4

14. Exhibits diligence in leading the River to Sea TPO.

Sander	Foley	Cloudman	Gillis	Belhumeur
5	4	5	5	5

15. Forecasts trends, responds to change, and invites innovation.

Sander	Foley	Cloudman	Gillis	Belhumeur
5	4	5	5	4

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.

Sander	Foley	Cloudman	Gillis	Belhumeur
5	4	5	5	4

17. Demonstrates excellence in carrying out job responsibilities and accomplishing goals.

Sander	Foley	Cloudman	Gillis	Belhumeur
5	5	5	5	5

RATER'S COMMENTS:

Sander: I continue to be impressed with Ms. Nicoulin's ability to lead the VFTPO through challenging times. Managing the new office space buildout changes, the sudden loss of a popular board member, and the uncertainty of future federal funding does not appear to have phased her ability to guide this organization going forward. I have all confidence in Ms. Nicoulin's ability to direct the VFTPO for some time to come.

Foley: This year Colleen Nicoulin has done an excellent job as Executive Director and continues to grow in her role. She has lead with honesty, integrity, and deep industry knowledge. Over the past year, she has not only met but exceeded my expectations in every category.

While there's always room for growth in a role like hers, she has continuously refined her skills and elevated her performance. The areas I've marked "outstanding" reflect specific moments where her leadership stood out. I'm grateful for her contributions and look forward to her continued success.

Cloudman: Colleen has consistently led the organization in a professional and competent manner. She has maintained a strong relationship with our FDOT representatives and has developed rapport with her peers around the state.

Gillis: Colleen Nicoulin is a treasure. Colleen is a dedicated and highly capable Executive Director for Volusia Flagler Transportation Planning Organization. Throughout her tenure, Colleen has consistently demonstrated a deep understanding of regional transportation systems, policy development, and community engagement. (Ms. Gillis noted that she rated each category at a "5")

Colleen's ability to manage complex planning initiatives while balancing the interests of diverse stakeholders has made her an invaluable asset to the TPO. Her work reflects a strong commitment to data-driven decision-making and long-term sustainability. Whether leading technical studies or coordinating with local municipalities, Colleen approaches each task with professionalism, attention to detail, and a collaborative spirit.

Her expertise, integrity, and leadership have earned the trust of colleagues, public officials, and community members alike. I have every confidence in her continued contributions to the field of transportation planning and would recommend her without reservation for whatever added compensation the board agrees upon.

Belhumeur: Colleen Nicoulin has maintained the security and integrity of the Organization through unexpected adversity, and I have a high level of respect and commendation because of her efforts.

Overall Ratings: Ms. Nicoulin's rating this year was an average rating of 4.74. She received a total of 403 points out of a possible 425 points.

Executive Committee Members

June 3, 2025

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RECOMMENDATION FOR PAY ADJUSTMENT:

Sander: No recommendation made

Foley: Salary Adjustment - 4%

Cloudman: Salary Adjustment – Same as staff

Gillis: No recommendation made

Belhumeur: As determined by consensus of the Executive Committee

pc: Colleen Nicoulin, Executive Director

Executive Committee Meeting June 4, 2025

3. Action Items

B. Review and Recommend Approval of FY 2025/26 TPO Budget



River to Sea TPO FY 2025/26 Budget
With Prior Year Carryover
DRAFT

**River to Sea TPO
FY 25/26 Budget**

	DRAFT		
	Approved FY 24/25 *	Proposed FY 25/26	Change
<u>REVENUES</u>			
Federal Funds	\$ 3,265,957	\$ 3,669,727	\$ 403,770
State Funds	\$ 34,849	\$ 35,943	\$ 1,094
Local Funds	\$ 181,428	\$ 120,729	\$ (60,699)
Total Revenue	\$ 3,482,234	\$ 3,826,399	\$ 344,165
<u>EXPENDITURES</u>			
Personnel			
Salaries	\$ 704,276	\$ 725,915	\$ 21,639
Fringe Benefits	\$ 345,611	\$ 362,589	\$ 16,978
Consultant Services/Special Studies	\$ 1,825,997	\$ 2,180,544	\$ 354,547
Travel Expenses	\$ 25,000	\$ 25,000	\$ -
Office Expenses			
Office Relocation	\$ 30,000	\$ -	\$ (30,000)
Rent (includes: electricity and janitorial)	\$ 122,400	\$ 150,000	\$ 27,600
Telephone	\$ 2,400	\$ -	\$ (2,400)
Office Expense - Misc.	\$ 8,000	\$ 8,000	\$ -
Operating Expenses			
Advertising	\$ 4,000	\$ 4,500	\$ 500
Conference, Workshops & Seminar Fees	\$ 15,000	\$ 15,000	\$ -
Copy Machine Costs	\$ 11,000	\$ 11,000	\$ -
Dues/Memberships	\$ 10,000	\$ 10,000	\$ -
Education/ Professional Development	\$ 2,000	\$ 2,000	\$ -
Fees	\$ 16,000	\$ 16,000	\$ -
Liability, Equipment & Auto Insurance	\$ 20,000	\$ 30,000	\$ 10,000
Meeting Expense	\$ 4,000	\$ 4,000	\$ -
Operating Supplies	\$ 10,000	\$ 10,000	\$ -
Postage	\$ 2,000	\$ 2,000	\$ -
Printing	\$ 8,000	\$ 8,000	\$ -
Publications	\$ 1,050	\$ 1,050	\$ -
Repairs/Improvements	\$ 2,000	\$ 2,000	\$ -
Network Costs	\$ 30,000	\$ 30,000	\$ -
Software	\$ 20,000	\$ 20,000	\$ -
Professional Services			
Audit Services	\$ 20,000	\$ 20,000	\$ -
Legal Services	\$ 20,000	\$ 20,000	\$ -
Payroll Fees Services	\$ 2,500	\$ 2,800	\$ 300
Professional Services - Misc.	\$ 3,500	\$ 3,500	\$ -
Capital Outlay (Equipment/Furniture/Computers)	\$ 15,000	\$ 30,000	\$ 15,000
Capital Outlay (AV System Upgrade)	\$ 75,000	\$ -	\$ (75,000)
Capital Outlay (Server Replacement)	\$ 15,000	\$ 20,000	\$ 5,000
Outreach and Educational	\$ 12,500	\$ 12,500	\$ -
Contingency	\$ 100,000	\$ 100,000	\$ -
Total Expenditures	\$ 3,482,234	\$ 3,826,399	\$ 344,165
Excess of revenues over (under) expenditures	\$0	\$ 0	\$ 0

* Reflects Budget Amendment #1 approved September 25, 2024

**River to Sea TPO
FY 2025/26 Budget
DRAFT**

Revenue Sources

	<u>New FY 2025/26</u>	<u>Carryover From Prior Years</u>	<u>Totals</u>
<u>Federal Funds</u>			
Consolidated Planning Grant FY 25/26	\$ 1,276,645		
Consolidated Planning Grant FY 24/25		\$ 1,197,085	
Consolidated Planning Grant FY 23/24		\$ 569,620	
SU - Feasibility Studies (FY 24/25)		\$ 176,377	
SU - Feasibility Studies (FY 25/26)	\$ 200,000		
SU - LRTP (FY 24/25)		\$ 250,000	
	<u>\$ 1,476,645</u>	<u>\$ 2,193,082</u>	
			\$ 3,669,727
<u>State Funds</u>			
TD FY 25/26	\$ 35,943		
	<u>\$ 35,943</u>	<u>\$ -</u>	
			\$ 35,943
<u>Local Funds</u>			
Feasibility Studies-Local Match 10% (FY 24/25)		17,638	
Feasibility Studies-Local Match 10% (FY 25/26)	\$ 20,000		
Interest Income	\$ 10,000		
Member Assessments	\$ 73,091		
	<u>\$ 103,091</u>	<u>\$ 17,638</u>	
			\$ 120,729
Total	<u>\$ 1,615,679</u>	<u>\$ 2,210,720</u>	<u>\$ 3,826,399</u>

**River to Sea TPO
FY 25/26 Budget
DRAFT**

Staff Salary and Fringe

Budgeted	Salary Costs		Fringe			Total Personnel
	Salary	Sub Total	Retirement Life FICA/Med	Health/ Other	Sub Total	
Budget FY 24/25	\$704,276	\$704,276	\$180,678	\$164,932	\$345,610	\$1,049,886
Proposed FY 25/26	\$725,915	\$725,915	\$185,925	\$176,664	\$362,589	\$1,088,505
Increase (Decrease)	\$21,639	\$21,639	\$5,247	\$11,732	\$16,980	\$38,619

Notes:

Includes a 3.0% COLA for current staff positions

Includes contingency for possible leave payout

Includes \$ 50,000 additional contingency for re-org/staffing/merit

Includes FRS employer contribution rate calculated at same rate as FY 2025

Includes 5% increase in estimate for health insurance premiums

Assumes highest health insurance premium category for vacant positions

**River to Sea TPO
FY 25/26 Budget
DRAFT**

	<u>Population*</u>	<u>FY 25/26 Assessment Amount (.10)</u>
Beverly Beach	503	\$50
Bunnell	4,149	\$415
Daytona Beach	84,891	\$8,489
Daytona Beach Shores	5,251	\$525
DeBary	24,009	\$2,401
DeLand	43,185	\$4,319
Deltona	98,312	\$9,831
Edgewater	24,981	\$2,498
Flagler Beach	5,622	\$562
Flagler County (Unincorporated)	19,903	\$1,990
Holly Hill	13,008	\$1,301
Lake Helen	3,034	\$303
Marineland (part)	12	\$0 **
New Smyrna Beach	32,542	\$3,254
Oak Hill	2,103	\$210
Orange City	14,866	\$1,487
Ormond Beach	45,140	\$4,514
Palm Coast	106,193	\$10,619
Pierson	1,561	\$156
Ponce Inlet	3,428	\$343
Port Orange	65,670	\$6,567
South Daytona	13,493	\$1,349
Volusia County (Unincorporated)	<u>119,097</u>	<u>\$11,910</u>
Total	<u><u>730,953</u></u>	<u><u>\$73,091</u></u>

* Based on 2023 Bureau of Economic and Business Research (BEBR) Population Estimates

** The Executive Committee waived Marineland's assessment amount at their meeting on June 5, 2024.

Executive Committee Meeting June 4, 2025

3. Action Items

C. Review and Approval of the May 7, 2025 Executive Committee Meeting Minutes



Executive Committee Meeting June 4, 2025

3. Action Items

D. Review and Approval of the Draft June 25, 2025 TPO Board Agenda





MEETING AGENDA

VOLUSIA-FLAGLER TPO BOARD

Councilman Eric Sander, Chairperson

DATE: Wednesday, June 25, 2025

TIME: 9:00 a.m.

PLACE: Daytona Beach International Airport
700 Catalina Drive (Airline Conference Room)
Daytona Beach, FL 32114

Microsoft Teams Information:

[Join the meeting now](#)

By phone: +1 561-484-5911 ID: 852 461 002#

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. May 28, 2025 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 Report
- I. Approval of an Amendment to the FY 2024/25 TPO Budget
- J. Approval of the Executive Director's Performance Evaluation Result
- K. Cancellation of July TPO Committee and Board Meetings

4. ACTION ITEMS

- A. Review and Approval of Resolution 2025-## Amending the 2024/25 to 2028/29 Transportation Improvement Program (TIP) **(Roll Call Vote Required)**
- B. Review and Approval of Resolution 2025-## Adopting the FY 2025/26 to 2029/2030 Transportation Improvement Program (TIP) **(Roll Call Vote Required)**
- C. Review and Approval of Resolution 2025-## Adopting the Draft 2025 List of Priority Projects (LOPP)
- D. Review and Approval of the Volusia-Flagler 2050 Long Range Transportation Plan (LRTP) Preliminary Cost Feasible Project List for Public Outreach

4. ACTION ITEMS *(Continued)*

- E. Review and Approval of Resolution 2025-## Adopting the Volusia-Flagler TPO Vision Zero Action Plan (VZAP)
- F. Review and Approval of the FY 2025/26 Volusia-Flagler TPO Budget
- G. Review and Approval of Resolution 2025-## Authorizing the Filing of a Safe Streets and Roads for All (SS4A) Grant Application with the US Department of Transportation

5. PRESENTATIONS AND DISCUSSION ITEMS

- A. Presentation and Discussion of Volusia-Flagler 2050 Long Range Transportation Plan (LRTP)
- B. 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 and Flagler County Construction Reports

10. ADJOURNMENT

The next Volusia-Flagler TPO Board meeting will be held on August 27, 2025

July & August 2025 Meeting Dates

Transportation Disadvantaged Local Coordinating Board, July 9, 2025 @ 10:00 am

Executive Committee, August 6, 2025 @ 9:00 am

Bicycle/Pedestrian Advisory Committee, August 13, 2025 @ 2:00 pm

Citizens Advisory Committee, August 19, 2025 @ 1:15 pm

Technical Coordinating Committee, August 19, 2025 @ 3:00 pm

Volusia-Flagler TPO Board, August 27, 2025 @ 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.r2ctpo.org or contact our Title VI/Nondiscrimination Coordinator, Pamela Blankenship, at 386.271.0249, ext. 1, or pblankenship@r2ctpo.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@r2ctpo.org at least five (5) business days before the meeting.

Executive Committee Meeting June 4, 2025

4. Staff Comments



Executive Committee Meeting June 4, 2025

5. Executive Committee Member Comments



Executive Committee Meeting June 4, 2025

6. Adjournment

