

Executive Committee Meeting Minutes
August 5, 2026
Volusia-Flagler TPO
1540 Cornerstone Blvd, Suite 240
Daytona Beach, FL 32117

Members Physically Present:

Mayor Chris Cloudman
Vice Mayor Charlotte Gillis, 2nd Vice Chairperson
Commissioner Andy Dance
Council Member Ty Miller
Councilman Eric Sander, Chairperson
Council Member Danny Robins, 1st Vice Chairperson

Representing:

DeLand
Edgewater
Flagler County
Palm Coast
South Daytona
Volusia County

Others Physically Present:

Melanie Pruneau, Recording Secretary
Pamela Blankenship
Colleen Nicoulin
Stephan Harris
Chuck Koppernolle
G Jenkins
Babuji Ambikapathy

Representing:

TPO Staff
TPO Staff
TPO Staff
TPO Staff
FDOT
FDOT
VHB

Others Physically Present:

Marisel Lemke

Representing:

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.

2. Public Comment/Participation

There were no public comments.

3. Business Items

A. Discussion of TPO Executive Committee Vacancy

[Handout provided]

Ms. Nicoulin cited the TPO Bylaws, explaining that the Executive Committee is made up of the three TPO officers, the immediate past Chairperson, and three members at-large. She noted that there was currently one vacancy on the Executive Committee which needed to be filled. She explained the effort in trying to keep a balance of members by geographical area and city/county size.

Members discussed vulnerable positions due to ending terms.

Vice Mayor Gillis brought up the importance of factoring attendance at Board meetings into the decision, and suggested Mayor Eckert of Lake Helen to fill the vacancy. Members noted their agreement with this suggestion.

Vice Mayor Gillis suggested having a second option in case Mayor Eckert was unable to serve. Members discussed more candidates, but reached a consensus to contact Mayor Eckert first before further selection. Ms. Nicoulin will reach out to Mayor Eckert.

B. Discussion of TPO Meeting Schedule

Ms. Nicoulin explained her proposal to reduce the number of committee and Board meetings from 10 to 8 meetings per year, similar to the schedule of nearby, comparable TPOs. She discussed holding meetings when approvals are needed and suggested adopting a yearly meeting calendar during the November TPO Board meeting. She requested direction from the Executive Committee.

Chairperson Sander noted that if there is an urgent matter outside of the new meeting calendar, there is a policy in the Bylaws that allows him as Chairperson to sign, which would then be ratified by the TPO Board at the next meeting. Ms. Nicoulin confirmed the policy and stated that she would look at it to ensure the language is strong enough to be upheld.

Council Member Miller asked if meetings during months where it is typically difficult to obtain a quorum should be eliminated. Ms. Nicoulin stated that the meetings when approvals are needed must be prioritized, however, quorum issues could be looked at as well when deciding which meetings to cancel.

Chairperson Sander stated that he agrees with reducing the number of meetings to allow for less disruption of workflow for staff.

Mayor Cloudman asked if the Bylaws would need to be changed to adopt a new schedule. Ms. Nicoulin stated that it may require a change in the Bylaws to allow for an annually adopted schedule.

Members discussed the potential of consolidating the Citizens and Bicycle/Pedestrian Advisory Committees.

A consensus was reached to discuss reducing the frequency of meetings in the next TPO Board meeting.

C. Discussion of TPO Projects and Activities for Fiscal Year 2027

Ms. Nicoulin gave an overview of the UPWP that was adopted in April. She discussed the administrative tasks that will be completed in the first year of the UPWP, including an e-bike study, and upcoming feasibility studies for member governments.

Commissioner Dance asked for a follow-up study to look at what was accomplished from the safety studies completed at Flagler County schools in previous years. Ms. Nicoulin stated that the UPWP allows for staff to revisit some of those studies.

Members discussed the possible scope of the e-bike study, recommending focusing on education rather than law enforcement.

Ms. Nicoulin noted that she would create a calendar of activities and provide status updates at Executive Committee meetings.

D. Review and Approval of the May 6 2026 Executive Committee Meeting Minutes

MOTION: *A motion was made by Vice Mayor Gillis to approve the May 6, 2026 Executive Committee meeting minutes. The motion was seconded by Council Member Robins and carried unanimously.*

E. Review and Approval of the Draft August 26, 2026 TPO Board Agenda

Ms. Nicoulin reviewed the draft TPO Board agenda, bringing up the addition of a request for expenditure for Bike/Walk Central Florida's Best Foot Forward program in Volusia and Flagler Counties to the Consent Agenda. She discussed the action items and potential presentation items to be added in the coming weeks.

MOTION: *A motion was made by Council Member Robins to approve the draft August 26, 2026 TPO Board agenda with the addition of a request for expenditure for Bike/Walk Central Florida's Best Foot*

Forward program in Volusia and Flagler Counties to the Consent Agenda. The motion was seconded by Vice Mayor Gillis and carried unanimously.

4. Staff Comments

There were no staff comments.

5. Executive Committee Member Comments

There were no Executive Committee member comments.

6. Executive Committee Chairperson Comments

Chairperson Sander welcomed everyone back from the summer break and thanked everyone for their time commitment.

7. Adjournment

The Executive Committee meeting adjourned at 9:52 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 August 5, 2026 regular meeting of the Executive Committee approved and duly signed on this 2nd day of September 2026.



MELANIE PRUNEAU, RECORDING SECRETARY
VOLUSIA-FLAGLER TRANSPORTATION PLANNING ORGANIZATION

**** A recording of the August 5, 2026 Executive Committee meeting is available upon request.**

