



MEETING AGENDA

EXECUTIVE COMMITTEE

Councilman Eric Sander, Chairperson

DATE: Wednesday, August 6, 2025

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: 848 083 579#

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 Volusia-Flagler TPO Upcoming Projects/Activities

B. Review and Approval of the June 4, 2025 Executive Committee Meeting Minutes *(pgs. 2-4)*

C. Review and Approval of the Draft August 27, 2025 TPO Board Agenda *(pgs. 5-6)*

4. STAFF COMMENTS

5. EXECUTIVE COMMITTEE MEMBER COMMENTS

6. ADJOURNMENT

The next Executive Committee meeting will be on Wednesday, September 3, 2025

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.

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, extension 1, or pblankenship@r2ctpo.org.

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**Executive Committee Meeting Minutes
June 4, 2025
Volusia-Flagler TPO
1540 Cornerstone Blvd, Suite 240
Daytona Beach, FL 32117**

Members Physically Present:

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

Representing:

DeLand
Edgewater
Flagler Beach
South Daytona
Volusia County

Members Absent:

Council Member Reed Foley, 1st Vice Chairperson (excused)

Representing:

Port Orange

Others Physically Present:

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

Representing:

TPO Staff
TPO Staff
TPO Staff
TPO Staff
FDOT

Others Virtually Present:

Barb Girtman
Theresa Carli Pontieri
Mariel Lemke

Representing:

Ghyabi & Associates
Palm Coast
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 9:01 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.

2. Public Comment/Participation

There were no public comments.

3. Business Items

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

[Handout provided]

MOTION: A motion was made by Commissioner Belhumeur to recommend approval of the Executive Director's Performance Evaluation. The motion was seconded by Vice Mayor Gillis.

Ms. Nicoulin explained that the Executive Committee is designated to perform the annual evaluation of the Volusia-Flagler TPO Executive Director, as required by the TPO's contract with the Executive Director. The scores were compiled, and the results were presented.

The motion carried unanimously.

The Committee then discussed a salary increase recommendation for the Executive Director. Cost-of-living and merit increases were discussed. It was noted that the Executive Director automatically received the cost-of-living increase

that the TPO staff receives. Members praised Ms. Nicoulin for her work through adversity, including several office relocations and a short staff. A three-percent merit salary increase was recommended.

MOTION: *A motion was made by Commissioner Belhumeur to recommend approval of a 3% merit raise based on the Executive Director's current salary (before the 3% cost-of-living increase). The motion was seconded by Council Member Robins and carried unanimously.*

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

[Handout provided]

MOTION: *A motion was made by Commissioner Belhumeur to approve the FY 2025/26 TPO Budget. The motion was seconded by Vice Mayor Gillis.*

Ms. Nicoulin explained the TPO's draft budget, including the revenue sources and staff salary and fringe benefit expenses.

Discussion about the draft budget continued, including the need to replace the server.

The motion carried unanimously.

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

MOTION: *A motion was made by Council Member Robins to approve the May 7, 2025 Executive Committee minutes. The motion was seconded by Commissioner Belhumeur and carried unanimously.*

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

MOTION: *A motion was made by Vice Mayor Gillis to approve the draft June 25, 2025 TPO Board agenda. The motion was seconded by Council Member Robins.*

Ms. Nicoulin reviewed the draft TPO Board Agenda, including an amendment to the TPO Budget, her performance evaluation, and the cancellation of the July meetings. She noted that there will not be a TIP amendment, however, there will be the adoption of the TIP, the adoption of the LOPP, the approval of the Vision Zero Action Plan, and approval of the SS4A grant submission. It was noted that there will be no need for a separate presentation item for the LRTP.

Councilman Sander asked if there wasn't a quorum for the TPO Board meeting in June, could he still execute the resolutions? Ms. Nicoulin stated that yes, resolutions can still be signed without a quorum per the TPO Bylaws.

The motion carried unanimously.

4. Staff Comments

There were no staff comments.

5. Executive Committee Member Comments

Councilman Sander noted his appreciation on the record for Council Member Foley acting as the Chair during his absence at the May 7th Executive Committee meeting.

6. Adjournment

The Executive Committee meeting adjourned at 9:46 am.

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 June 4, 2025 regular meeting of the Executive Committee approved and duly signed on this 6th day of August 2025.

MELANIE PRUNEAU, RECORDING SECRETARY
VOLUSIA-FLAGLER TRANSPORTATION PLANNING ORGANIZATION

***** A recording of the June 4, 2025 Executive Committee meeting is available upon request.***



MEETING AGENDA

VOLUSIA-FLAGLER TPO BOARD

Councilman Eric Sander, Chairperson

DATE: Wednesday, August 27, 2025

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 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)*

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3. CONSENT AGENDA

- A. June 25, 2025 Volusia-Flagler TPO Board Meeting Minutes
- B. Treasurer's Reports
- C. Transportation Disadvantaged Local Coordinating Board Report
- D. Executive Committee Report
- E. Bicycle/Pedestrian Advisory Committee Report
- F. Citizens Advisory Committee Report
- G. Technical Coordinating Committee Report
- H. Volusia-Flagler TPO Board Report
- I. Executive Director Timesheet Review Report
- J. Transportation Disadvantaged Local Coordinating Board Appointment

4. ACTION ITEMS

- A. Review and Approval of Resolution 2025-## amending the 2025/26 to 2029/30 Transportation Improvement Program (TIP) *(Roll Call Vote Required)*
- B. Review and Approval of Resolution 2025-## amending the FY 2024/25 and 2025/26 Unified Planning Work Program (UPWP) *(Roll Call Vote Required)*
- C. Review and Approval of Resolution 2025-## supporting the widening of the I-4 bridge over the St. Johns River in Volusia County

5. PRESENTATIONS AND DISCUSSION ITEMS

- A. Presentation and Discussion of the Draft Volusia-Flagler 2050 Long Range Transportation Plan (LRTP)

5. **PRESENTATIONS AND DISCUSSION ITEMS** *(continued)*
 - 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 County and Flagler County Construction Reports
10. **ADJOURNMENT**

The next Volusia-Flagler TPO Board meeting will be held on September 17, 2025

September 2025 Meeting Dates

Executive Committee, September 3, 2025 @ 9:00 am

Bicycle/Pedestrian Advisory Committee, September 10, 2025 @ 2:00 pm

Citizens Advisory Committee, September 16, 2025 @ 1:15 pm

Technical Coordinating Committee, September 16, 2025 @ 3:00 pm

Volusia-Flagler TPO Board, September 17, 2025 @ 9:00 am

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