

**Technical Coordinating Committee (TCC)  
Meeting Minutes  
TPO Conference Room  
1540 Cornerstone Blvd, Suite 240  
Daytona Beach, FL 32117  
November 18, 2025**

**TCC Members Physically Present:**

Adrian Calderin  
Brian Woodworth  
Belinda Williams-Collins  
Matthew West  
Bill Freeman  
Simone Kenny, Vice Chairperson  
Hamid Tabassian  
Joshua Steele  
Shane Corbin  
Joe Ruiz  
Noel Eaton  
Jose Papa  
Mark Karet  
Patty Rippey  
Tim Burman  
Becky Witte  
Ralf Heseler  
Kia Powell (non-voting advisor)

**TCC Members Virtually Present:**

Gwyn Herstein  
Steven Bapp  
Dilena Talley  
Jonathan Lord

**TCC Members Absent:**

Andrew Holmes, Chairperson (excused)  
Roy Sieger  
Trevor Martin  
Lee Evett  
Larry Wheatcraft (excused)  
Patricia Smith (excused)  
Omar Atallah

**Others Physically Present:**

Melanie Pruneau, Recording Secretary  
Pamela Blankenship  
Stephan Harris  
Colleen Nicoulin  
Jonathan Roberson  
Freshteh Somji

**Others Virtually Present:**

Mariel Lemke  
Joseph Jaskula

**Representing:**

Bunnell  
Daytona Beach  
DeLand  
Deltona  
Flagler Beach  
Flagler County  
Flagler County Traffic Engineering  
Holly Hill Alternate  
New Smyrna Beach  
Orange City  
Ormond Beach Alternate  
Palm Coast Alternate  
Pierson  
Ponce Inlet Alternate  
Port Orange  
South Daytona Alternate  
Volusia County Transit Services  
FDOT

**Representing:**

Daytona Beach Shores  
DeBary  
Edgewater Alternate  
FC Emergency Management

**Representing:**

Daytona Beach  
Flagler County Aviation  
Flagler County Transit  
Lake Helen  
Ponce Inlet  
Volusia County Schools  
Volusia County Traffic Engineering

**Representing:**

TPO Staff  
TPO Staff  
TPO Staff  
TPO Staff  
CUTR  
Deltona

**Representing:**

TPO Staff  
Volusia County

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

Technical Coordinating Committee (TCC) Vice Chairperson Simone Kenny called the Volusia-Flagler Transportation Planning Organization (TPO) TCC meeting to order at 3:03 p.m. The roll was called and it was determined that a quorum was physically present. The meeting was held in a hybrid format with seventeen voting and one non-voting member physically present, and four voting members virtually present.

**MOTION:** *Mr. Heseler made a motion to allow remote participation. The motion was seconded by Mr. Ruiz and carried unanimously.*

**2. Public Comment/Participation**

There were no public comments.

**3. Action Items**

**A. Review and Approval of the October 21, 2025 TCC Meeting Minutes**

**MOTION:** *Ms. Witte moved to approve the October 21, 2025 TCC minutes. The motion was seconded by Mr. Heseler and carried unanimously.*

**B. Review and Approval of Resolution 2025-## Reaffirming the Policy for the Annual Allocation of Surface Transportation Block Grant (STBG) Program Urban Attributable (SU) Funding and Other State and Federal Funds Identified in the Volusia-Flagler 2050 Long Range Transportation Plan (LRTP)**

Ms. Nicoulin explained that the next three agenda items were policy resolutions that guide the Call for Projects, which opens at the end of the year. She discussed the set-aside funding and the 30/30/40 policy of funding for transit, bicycle and pedestrian, and traffic operations projects.

**MOTION:** *Mr. Heseler made a motion to recommend approval of Resolution 2025-## reaffirming the policy for the annual allocation of surface transportation block grant (STBG) program urban attributable (SU) funding and other state and federal funds identified in the Volusia-Flagler 2050 Long Range Transportation Plan (LRTP). The motion was seconded by Mr. Karet and carried unanimously.*

**C. Review and Approval of Resolution 2025-## Reaffirming the Policy for Defining the Local Match Requirements Placed on Local Governments for Projects Prioritized for Funding by the TPO**

Ms. Nicoulin explained that there are no major changes since last year to this resolution, which defines and sets the local match percentage at 10%. She explained the difference between cost overruns and cost increases.

**MOTION:** *Ms. Witte made a motion to recommend approval of Resolution 2025-## reaffirming the policy for defining the local match requirements placed on local governments for projects prioritized for funding by the TPO. The motion was seconded by Mr. West and carried unanimously.*

**D. Review and Approval of Resolution 2025-## Reaffirming the Policy for Establishing and Maintaining Transportation Priority Projects**

Ms. Nicoulin explained that this resolution sets the project rankings and categories. She explained that updated project cost estimates are completed on an annual basis, and there has been a change from last year to allow updated construction costs following the completion of the design phase.

Mr. West asked about the reasoning behind the numbers for the top three and top eight protected projects. Ms. Nicoulin explained that bicycle and pedestrian projects typically cost less and move more efficiently through the process; traffic operations projects cost more and take longer, so if the ranking of a project were changed, it could have greater consequences. The board has the ability to change and set these numbers.

**MOTION:** *Ms. Witte made a motion to recommend approval of Resolution 2025-## reaffirming the policy for establishing and maintaining transportation priority projects. The motion was seconded by Ms. Rippey and carried unanimously.*

**E. Review and Approval of the Priority Project Applications for Traffic Operations/Safety and Local Initiatives Projects, Transportation Planning Studies, and Bicycle/Pedestrian Projects**

Ms. Nicoulin explained that each application filled out by the local governments includes the criteria with the points listed. She stated that the applications would be presented to the TPO Board the following day, seeking approval, following which, the Call for Projects would open.

**MOTION:** *Ms. Witte made a motion to recommend approval of the priority project applications for traffic operations/safety and local initiatives projects, transportation planning studies, and bicycle/pedestrian projects. The motion was seconded by Mr. West and carried unanimously.*

**F. Cancellation of the December 16, 2025 TCC meeting**

**MOTION:** *Mr. Nguyen made a motion to cancel the December 16, 2025 TCC meeting. The motion was seconded by Mr. Karet and carried unanimously.*

**4. Presentation Items**

**A. Presentation and Discussion of FDOT's Tentative Five-Year Work Program for FY 2026/27 to FY 2030/31**

Ms. Powell explained what the tentative Five-Year Work Program is and explained that this time it is in a compressed cycle, beginning in January rather than March. She stated that the corresponding maps and reports are available online. She went over the timeline and discussed the approach, adjustments, policies, and statutes. She provided a funding breakdown and detailed the key projects.

Mr. Tabassian stated that he had seen conflicting information about the resurfacing project on Roberts Road. Ms. Powell explained that the design and construction would take place in different years and that she would look into it, as the Work Program was still tentative; it is adopted on July 1, 2026.

**B. Presentation and Discussion of the Draft Flagler County FY 2026-2035 Transit Development Plan (TDP)**

Mr. Jonathan Roberson, CUTR, gave a presentation to introduce the draft Flagler County FY 2026-2035 Transit Development Plan (TDP). He explained the highlights of the current transit system, existing and projected conditions, the project schedule, and the upcoming activities.

Mr. Karet asked if there were transit routes planned. Mr. Roberson answered that routes would be planned from scratch.

Discussion ensued regarding microtransit.

He provided business cards with a link to a survey and invited members to take the survey regarding Flagler County transit improvements. He stated that the survey was geo-fenced to Flagler County only.

Mr. Calderin suggested that Mr. Roberson speak to the city of Bunnell regarding this plan. Mr. Roberson stated that he would reach out and would love to present at a commission or staff meeting.

**C. FDOT Report**

Ms. Powell reviewed the FDOT report; gave an update on the SR 44 Kepler Road roundabout project; and a reminder that November 14<sup>th</sup> was National Seatbelt Day. She noted that NHTSA reports that seat belt usage was at 90% in 2024.

**D. Volusia and Flagler County Construction Reports**

The Volusia County and Flagler County Construction Reports were provided in the agenda.

**5. Staff Comments**

Ms. Nicoulin offered a reminder of the TPO's annual toy drive and an invitation to the holiday open house on December 11<sup>th</sup> from 4-6 p.m. She stated that the donations collected from the toy drive will be distributed to the Department of Children and Families and The Neighborhood Center of West Volusia.

Ms. Nicoulin then let the committee know about the recent passing of Mr. Dave Castagnacci, the original Executive Director of VCARD and a member of the TPO's Citizens' Advisory Committee. Mr. West remarked that Mr. Castagnacci was a friend of planners.

**6. TCC Member Comments**

There were no member comments.

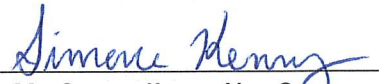
**7. Information Items**

- A. CAC & TCC Attendance Records
- B. TPO Board Meeting Summary
- C. Annual TPO Holiday Open House & Toy Drive Flyer
- D. TPO Outreach and Activities
- E. Upcoming TPO Events

**8. Adjournment**

There being no further business, the TCC meeting adjourned at 3:47 p.m.

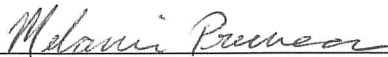
**VOLUSIA-FLAGLER TRANSPORTATION PLANNING ORGANIZATION**



**MS. SIMONE KENNY, VICE CHAIRPERSON  
TECHNICAL COORDINATING COMMITTEE (TCC)**

**CERTIFICATE:**

The undersigned duly qualified and acting Recording Secretary of the Volusia-Flagler TPO certified that the foregoing is a true and correct copy of the minutes of the November 18, 2025 regular meeting of the Technical Coordinating Committee (TCC), approved and duly signed this 20<sup>th</sup> day of January 2026.



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

**\*\* A recording of the November 18, 2025 TCC meeting is available upon request.**