



## Space Coast Transportation Planning Organization (TPO)

Brevard County Government Center  
2725 Judge Fran Jamieson Way, Melbourne, Florida  
Florida Room, Building C, 3<sup>rd</sup> Floor

Meeting Date: July 13, 2017

### APPROVED MEETING MINUTES

1. **Call to Order of the Space Coast Transportation Planning Organization Governing Board**
2. **Pledge of Allegiance**
3. **Public Comment**
4. **Reports from Committees**
  - A. Technical Advisory Committee (TAC)/Citizens Advisory Committee (CAC)
  - B. Bicycle Pedestrian/Trails Advisory Committee (BPTAC)
  - C. Transportation Disadvantaged Local Coordinating Board (TDLCB) Report
5. **Consent Agenda**
  - A. Approval RE: TPO Board Minutes – May 11, 2017
  - B. Approval RE: Committee Appointments
  - C. Approval RE: Finance and Budget
  - D. Approval RE: Work Order 18-02H, Highway Safety Improvement Program Project Identification
  - E. Approval RE: Resolution 18-01, Transportation Disadvantaged Trust Fund Planning Grant
6. **Action Items**
  - A. Approval RE: Resolution 18-02, FY18 – FY22 Transportation Improvement Program (TIP)
  - B. Approval RE: 2018 Transportation Project Priorities
  - C. Request for Direction RE: Executive Director Selection
  - D. Discussion RE: TPO Meeting Time
7. **Reports and Presentations**
  - A. Draft FY 18 Operating Budget
  - B. SR 524 Corridor Study Update
  - C. Staff Report
  - D. Public Participation Report
  - E. Local Government Report
  - F. Regional Coordination Report
  - G. Florida Department of Transportation Report
7. **Public Comment**
8. **Adjourn**

#### Space Coast Transportation Planning Organization Board Members:

Commissioner Jerry Allender	Canaveral Port Authority		Present
Council Member Jeff Bailey	City of Palm Bay		Present
Commissioner Jim Barfield	BOCC District 2	Absent	
Deputy Mayor Don Boisvert	City of Cocoa		Present
Deputy Mayor Stuart Glass	South Beaches Coalition		Present
Council Member Tres Holton	City of Palm Bay		Present
Commissioner Kristine Isnardi	BOCC District 5	Absent	
Mayor Walt Johnson	City of Titusville		Present
Council Member Teresa Lopez	City of Melbourne		Present
Chairwoman Kathy Meehan	City of Melbourne		Present
Council Member Betty Moore	City of Melbourne		Present
Council Member Jo Lynn Nelson	City of Titusville	Absent	
Council Member Pat O'Neill	City of Rockledge		Present
Commissioner Rita Pritchett	BOCC District 1		Present
Council Member Harry Santiago, Jr.	City of Palm Bay	Absent	
Council Member Barbara Smith	City of West Melbourne		Present
Commissioner Curt Smith	BOCC District 4	Absent	
Commissioner John Tobia	BOCC District 3		Present
Commissioner Skip Williams	North Beaches Coalition		Present

Council Member Brian Anderson	City of Palm Bay	Present
Janna Taylor (non-voting)	Florida Department of Transportation	Present
Paul Gougelman (non-voting advisor)	Space Coast TPO Legal Counsel	Present

**Others Present:**

Lisa Hickman	Space Coast TPO staff
Sarah Kraum	Space Coast TPO staff
Georganna Gillette	Space Coast TPO staff
Laura Carter	Space Coast TPO staff
Steven Bostel	Space Coast TPO staff
Travis Mills	Kittelsohn and Associates, Inc.
Marcia Newell	D1 Staff
John Rice	RS&H
Jim Liesenfelt	Space Coast Area Transit
Veronica Narvaez-Lugo	Canaveral Port Authority
David Wilkison	DRMP
Will Furrell	Friends of the Parkway
Iva Pritchett	RS&H
Phil Moore	Citizen
Wiley Page	Atkins
Joel Graeff	HNTB
Michelle Kendel	WSP
Mo Hassan	FDOT
Judy Pizzo	FDOT

**Item 1. Call to Order of the Space Coast TPO Board**

Chairwoman, Mayor Kathy Meehan, called the meeting to order at 9:00 a.m.

**Item 2. Pledge of Allegiance****Item 3. Public Comment**

No Comment was heard

**Item 4A. Technical Advisory Committee (TAC)/Citizens Advisory Committee (CAC)**

Mr. Kamm summarized the TAC/CAC action items to include:

- Approved Work Order 18-02H, Highway Safety Improvement Program Project Identification.
- Approved Resolution 18-01, Transportation Disadvantaged Trust Fund Planning Grant.
- Approved Resolution 18-02, FY18 – FY22 Transportation Improvement Program (TIP).
- Approved 2018 Transportation Project Priorities, with clarification of the western limit of the trail to Industry Road.

***Motion by Mr. Boisvert, second by Mr. Allender, to accept the draft May 8, 2017 TAC/CAC meeting minutes.***

***Hearing no objections, the motion passed unanimously.***

**Item 4B. Bicycle/Pedestrian/Trails Advisory Committee (BPTAC)**

Ms. Kraum reported on the May 22, 2017 BPTAC meeting:

- TPO Orientation was tabled.
- Update on Florida Greenways and Trails map.
- Update on Project Priorities.
- Alert Today Public Service Announcement was viewed.
- Update on Mobility week October 28, 2017 thru November 3, 2017.
- Update on St. John River to Sea Loop.
- Update on East Central Regional Rail Trail. The trail is close to completion and a ribbon cutting is tentatively set for early November.

**Item 4C. Transportation Disadvantaged Local Coordinating Board (TDLCB) Report**

Mr. Liesenfelt reported on the June 26, 2017 TDLCB Meeting:

- Approved Transportation Disadvantage Billing Rate.
- Reviewed new formula for Transportation Disadvantaged funding from State.
- Progress on the Transit Development Plan, ready for review September/October 2017.
- Completing the new billing process required by the state.

**Item 5. Consent Agenda**

Mr. Kamm read aloud the consent agenda.

**Item 5A. Approval RE: TPO Board Minutes – May 11, 2017****Item 5B. Approval RE: Committee Appointments****Item 5C. Approval RE: Finance and Budget****Item 5D. Approval RE: Work Order 18-02H, Highway Safety Improvement Program Project Identification****Item 5E. Approval RE: Resolution 18-01, Transportation Disadvantaged Trust Fund Planning Grant**

*Motion by Mr. Holton, second by Mr. Glass, to approve the consent agenda as presented.  
Hearing no objections, the motion passed unanimously.*

**Item 6A. Approval RE: Resolution 18-02, FY18 – FY22 Transportation Improvement Program (TIP)**

Ms. Gillette reviewed the draft FY 18 – 22 TIP which has been open for public comment for over thirty days including a televised Open House on May 3, 2017.

*Motion by Ms. Moore, second by Mr. Boisvert, to adopt Resolution 18-02, FY 18 – FY 22  
Transportation Improvement Program (TIP).  
Hearing no objections, the motion passed 15-0 via roll call vote.*

**Item 6B. Approval RE: 2018 Transportation Project Priorities**

Ms. Gillette summarized the regionally significant project priorities, and the process utilized to obtain the priorities.

Mr. Kamm stated he would like to add the NASA Causeway Bridge to the Transportation Project Priorities.

Mr. Williams replied that it could be placed in the space category.

Mr. Gougelman asked if this project was not placed on the Project Priorities list or not placed correctly what effect will this have on future development on the space program.

Mr. Kamm replied any project that uses federal funds for transportation improvement, regardless of mode, has to be ratified by the local TPO. This must be done by the way of Transportation Project Priorities and the Transportation Improvement Program. It is in the TIP so we have met that factor. Mr. Kamm stated he doesn't think it would stop the work.

Mr. Johnson stated the amount of rocket launches have increased and not having the proper roadway could impede the economic development in the future.

Ms. Gillette suggested that since this is a long term project it could be added to the Highway Component list. The NASA Causeway Bridge could be #4.

Mr. Kamm agreed to move it into #4 and move the current projects down.

Mr. Allender suggested them to be classified as 4A and 4B.

*Motion by Mr. Allender, second by Mr. Williams, to adopt the 2018 Transportation Project Priorities  
with NASA Causeway Bridge to be classified as priority 4A and Space Commerce Way 4B.  
Hearing no objections, the motion passed unanimously.*

Mr. Kamm stated Ellis Road widening is in design and the county is managing the project. There is no construction funding for this project. It is time to start thinking about how to fund the construction. One approach for funding is the possibility of a State Infrastructure Bank Loan (SIB) process, it works like a bond. You can pay it back through the out years of the FDOT program. This is a strategy that may come up.

**Item 6C. Request for Direction RE: Executive Director Selection**

Mr. Kamm stated he will be retiring in September 2018 and staff would like to start the process of selecting his successor. Staff requested direction from the TPO Board on establishing a Selection Committee and its membership who would supervise and conduct the selection process. Two options were presented for creating a Selection Committee:

- Utilize TPO Executive Committee; or
- TPO Board appoint members to a stand-alone Selection Committee

Mr. O'Neill inquired when the selection committee would start to meet since not all TPO members will not be on the TPO Board after November elections.

Mr. Allender stated that the Executive Committee could do it except Mr. O'Neill will be termed out and not running for re-election, however, the Selection Committee could be comprised of the other four existing Executive Committee members plus one additional board member.

Mr. Holton noted that if the Executive Committee is utilized as the Selection Committee, there are no County Commissioners represented.

Mr. Tobia stated the Selection Committee could be comprised of the members on the Executive Committee and nominated Commissioner Smith to selection committee in place of Mr. O'Neill.

Ms. Meehan clarified the Executive Director Selection Committee would consist of the following members: Mayor Kathy Meehan, Mr. Tres Holton, Mr. Skip Williams, Ms. Betty Moore and Commissioner Smith, if he accepts.

***Motion by Mr. Holton, second by Ms. Moore, to approve the Executive Director Selection Committee Members to oversee the recruiting and hiring of a new Executive Director.  
Hearing no objections, the motion passed unanimously***

**Item 6D. Discussion RE: TPO Meeting Time**

Mr. Kamm stated the Central Florida Expressway (CFX) Authority Board meets on the same day and time as the Space Coast TPO Governing Board. This will create a perpetual conflict for Commissioner Barfield who has filled the Brevard County seat. Staff recommends the TPO Board to consider moving the meeting time from 9:00 AM to 2:00 PM on the second Thursday of the month. The change would take effect September 14, 2017.

Ms. Isnardi stated the Commissioners have a budget workshop held at 1:00 PM after the SCTPO Board Meeting.

Mr. Allender asked if there would be any objections to starting the meeting at 3:00 PM.

Mr. Williams replied support staff ends their day at 5:00 and some consideration should be given to make sure the meeting ends on time.

***Motion by Mr. Williams, second by Mr. Anderson, to approve the Space Coast TPO Governing Board meeting time to be moved to 3:00 PM on the second Thursday of the month starting September 14, 2017.  
Hearing no objections, the motion passed unanimously.***

**Item 7A. Draft FY 18 Operating Budget**

Ms. Carter presented the draft FY 2018 Space Coast TPO Operating Budget for programs and projects in the Unified Planning Work Program (UPWP).

On-going activities include:

- Collection of Traffic Counts
- Website maintenance for counts and crash programs
- State of the System

Completion of:

- Wickham Road Operational Analysis
- Aurora Road Corridor Study
- Highway Safety Improvement Project Identification
- Sea Level Rise Analysis

Initiating:

- Sarno Road Corridor Study
- Pinetree Corridor Study

- ADA Bus Stop Analysis Update
- Bicycle/Pedestrian Mobility Plan Update
- 2045 Long Range Transportation Plan

A final budget, with a summary of any significant changes, will be brought back to the TPO in September for final approval.

**Item 7B. SR 524 Corridor Study Update**

Judy Pizzo, FDOT Project Manager and Michelle Kendall, Consultant Project Manager with WSP, Parsons Brinckerhoff presented the SR 524 Corridor Planning Study PowerPoint.

**Item 7C. Staff Report**

Mr. Kamm stated the next Space Coast TPO Governing Board Meeting will be meeting at 3:00 PM not 9:00 AM.

**Item 7D. Public Participation Report**

Ms. Rex presented the Public Participation Report.

**Item 7E. Local Government Report**

Mr. Kamm stated the Parkway construction has recommenced since the pipe issue has been resolved. The crews are working 24/7 and hope to be finished on time, middle of November 2017.

**Item 7F. Regional Coordination Report**

The main focus has been on the Central Florida Expressway relationship. There are four committees within the CFX and the SCTPO is working with county staff on how to serve on those committees.

**Item 7G. FDOT Report**

Ms. Taylor provided an update on current projects in Brevard County

There being no further discussion, the meeting adjourned at 11:04 a.m.