Space Coast Transportation Planning Organization (TPO)
Brevard County Government Center
2725 Judge Fran Jamieson Way, Melbourne, Florida
Florida Room, Building C, 3rd Floor
Meeting Date: May 10, 2018

APPROVED MEETING MINUTES

1. Call to Order of the Space Coast Transportation Planning Organization Governing Board
2. Pledge of Allegiance
3. Public Comment
4. TPO Board and Committee Recognition Awards
5. Reports from Committees
   A. Technical Advisory Committee (TAC)/Citizens Advisory Committee (CAC)
   B. Bicycle/Pedestrian/Trails Advisory Committee (BPTAC)
6. Consent Agenda
   A. Approval RE: TPO Board Minutes – April 12, 2018
   B. Approval RE: Committee Appointments
   C. Approval RE: Work Order 18-04K, Banana River/Pine Tree Dr. Feasibility Study Scope of Services
   D. Approval RE: Work Order 18-02A and 18-05K, Miscellaneous Activities with General Planning Consultants
   E. Approval RE: Resolution 18-22, Transportation Disadvantaged Trust Fund Planning Grant
7. Action Items
   A. Approval RE: Executive Director Contract
   B. Acceptance RE: FY Ending September 30, 2017 Audit
   C. Approval RE: Resolution 18-20, Adopting FY19-FY20 Unified Planning Work Program (UPWP)
   D. Approval RE: Resolution 18-21, FY 2018-22 Transportation Improvement plan (TIP) Amendment
8. Reports and Presentations
   A. Regional Transit Study
   B. Staff Report
   C. Public Engagement Report
   D. Local Government Report
   E. Multi-Modal Agencies Report
   F. Regional Coordination Report
   G. Florida Department of Transportation Report
8. Adjourn

Space Coast Transportation Planning Organization Board Members:
Commissioner Jerry Allender Canaveral Port Authority Present
Council Member Jeff Bailey City of Palm Bay Absent
Commissioner Jim Barfield BOCC District 2 Present
Deputy Mayor Jeri Blanco City of Cocoa Present
Council Member Frank Forester City of Rockledge Present
Council Member Tres Holton City of Palm Bay Present
Commissioner Kristine Isnardi BOCC District 5 Present
Mayor Walt Johnson City of Titusville Present
Council Member Teresa Lopez City of Melbourne Present
Chair Kathy Meehan City of Melbourne Present
Council Member Betty Moore City of Melbourne Absent
Council Member Jo Lynn Nelson City of Titusville Absent
Council Member Steve Osmer South Beaches Coalition Present
Commissioner Rita Pritchett BOCC District 1 Present
Council Member Rocky Randels North Beaches Coalition Present
Council Member Harry Santiago, Jr. City of Palm Bay Present
Commissioner Curt Smith BOCC District 4 Present
Commissioner John Tobia BOCC District 3 Absent
Council Member Andrea Young City of West Melbourne Present
Janna Taylor (non-voting) Florida Department of Transportation Present
Item 1. Call to Order of the Space Coast TPO Board

Chair, Kathy Meehan called the meeting to order at 3:10 p.m.

Item 2. Pledge of Allegiance

Item 3. Public Comment

None heard

Item 4. TPO Board and Committee Recognition Awards

Ms. Kim Smith and Ms. Edyie McCall presented the Bicycle Pedestrian Trails Advisory Committee Awards for 2017:
Get on a Trail: City of Titusville (Scott Larese, City Manager and Edyie McCall, Economic Development Director and Trail Coordination) and Brian Vail, Citizen of Malabar

Encouragement Award: Titusville Chamber of Commerce (Marcia Gaedcke & Nicole Hall)

Community Partner: Kerri Lubeski, Life Safety Specialist of Titusville Fire Department

Enforcement: Melbourne Police Department Traffic Unit (Lt. Cheryl Trainer & Sgt. Dan Desormier)

Education: Julia Barnhouse

Engineering: Sarah Van Gunday, FDOT

Robert S. Kamm Award of Excellence: Murray Hann

Ms. Gillette asked the TPO Board for approval of Resolutions 18-23 through 18-34, TPO Committee Members Service Awards.

Motion by Mr. Allender, second by Mr. Barfield, to approve Resolutions 18-23 through 18-34, TPO Committee Members Service Awards.

Hearing no objections, the motion passed unanimously.

Ms. Gillette presented the TPO Governing Board and Committee Service Recognition Awards for 2017:

Perfect Attendance in 2017:
Jerry Allender, Canaveral Port Authority
Don Boisvert, City of Cocoa
Stuart Glass, South Beaches Coalition

Item 5A. Technical Advisory and Citizens Advisory Committee Report

Ms. Gillette summarized the TAC/CAC action items to include:
- Approved April 9, 2018 Meeting Minutes
- Approved March 5, 2018 CAC only Meeting Minutes
- Approved Work Order 18-04K, Banana River/Pine Tree Dr. Feasibility Study Scope of Services
- Approved Work Order 18-02A and 18-05K, Miscellaneous Activities with General Planning Consultants
- Approved Resolution 18-20, Adopting FY19-FY20 Unified Planning Work Program (UPWP)
- Approved Resolution 18-21, FY18-FY22 Transportation Improvement Plan (TIP) Amendment
- Ms. Sterk made a motion to recommend the Space Coast TPO Board to consider revisions to the Regional Transit Study. Motion not seconded, motion failed. Motion passed through the CAC.

Motion by Mr. Osmer, second by Mr. Johnson, to be in receipt of the TAC/CAC Draft Meeting Minutes from April 9, 2018.

Hearing no objections, the motion passed unanimously.

Item 5B. Bicycle/Pedestrian/Trails Advisory Committee (BPTAC)

Ms. Kraum summarized the BPTAC Meeting:
- BPTAC Meeting held on April 23, 2018
- Heard a presentation on Sharrows by Mr. Ziarnek, FDOT
- Heard a presentation on the Space Coast Trail PD&E by Mr. Michael Garau, FDOT Consultant from Kimley-Horn
- Approved the 2017 BPTAC Award Nominations
- Community Event Committee met on April 19 to draft a 2018 Community Engagement Plan

Ms. Kraum stated that a copy of the Transit One meeting schedule for 2018 is available in the TPO Governing Board agenda package.

Item 6. Consent Agenda

Ms. Gillette read aloud the consent agenda.
Item 6A. Approval RE: TPO Board Minutes – April 12, 2018
Item 6B. Approval RE: Committee Appointments
Item 6C. Approval RE: Work Order 18-04K, Banana River/Pine Tree Dr. Feasibility Study Scope of Services
Item 6D. Approval RE: Work Order 18-02A and 18-05K, Miscellaneous Activities with General Planning Consultants
Item 6E. Approval RE: Resolution 18-22 Transportation Disadvantaged Trust Fund Planning Grant

Motion by Ms. Lopez, second by Mr. Osmer, to approve the consent agenda.
Hearing no objections, the motion passed unanimously.

Item 7A. Approval RE: Executive Director Contract

Mr. Gougleman presented the Executive Director Contract which was recommended by the Space Coast TPO Executive Committee.
Mr. Gougleman asked the Space Coast TPO Board to direct the Executive Committee to develop performance criteria and to conduct the annual evaluation.

Motion by Ms. Isnardi, second by Ms. Pritchett, to approve the employment contract with Mrs. Georganna Gillette to fulfill duties of SCTPO Executive Director. Hearing no objections, the motion passed.

Motion by Mr. Osmer, second by Mr. Allender, to approve the Executive Committee to develop performance criteria and to conduct the annual evaluation. Hearing no objections, the motion passed.

Item 7B. Acceptance RE: 2017 Audit Report

Mr. Zach Chalifour, CPA Partner of James Moore presented a summary of the 2017 annual audit of the Space Coast TPO financial records. The Space Coast TPO was found to be in Compliance with no material weaknesses, no modifications or findings.

Motion by Mr. Randels, second by Ms. Isnardi, to accept 2017 audit report for the Space Coast TPO’s operating fiscal year ending September 30, 2017. Hearing no objections, the motion passed unanimously.

Item 7C. Approval RE: Resolution 18-20, Adopting FY19-FY20 Unified Planning Work Program (UPWP)

Ms. Carter gave a brief overview of the FY19-FY20 Unified Planning Work Program (UPWP). The UPWP is one of the required documents of the Space Coast TPO. The draft documents were presented in March, submitted to reviewing agencies and available for public comment. The comments were minimal and required no significant budget adjustment or task additions or deletions.

Motion by Ms. Isnardi, second by Mr. Osmer, to approve Resolution 18-20, adopting the FY 2019-20 Unified Planning Work Program including authorization to execute all related documents agreements. Hearing no objections, the motion passed 15-0 via roll call vote.

Item 7D. Approval RE: Resolution 18-21, FY 2018-22 Transportation Improvement Plan (TIP) Amendment

Ms. Gillette stated the FDOT requested a TIP Amendment change to reduce construction funding on Hopkins Complete Street project due to a scope and cost estimate. The Complete Street Project on Hopkins Avenue from SR 50 to Grace Street in Titusville will be reduced by $4,531,527.00 and put towards early right of acquisition of Babcock St. widening.
Motion by Ms. Isnardi, second by Mr. Osmer, to approve Resolution 18-21, amending the FY18 – FY22 Transportation Improvement Program. Hearing no objections, the motion passed 15-0 via roll call vote.

**Item 8A. Regional Transit Study**

Mr. Mark Hardgrove, Consultant on behalf of Central Florida MPO Alliance gave a presentation on the Regional Transit Study which consists of a 10 county region in East Central Florida. The Regional Transit Study was recommended by the East Central Florida Corridor Task Force and the final plan will be presented to the Central Florida MPO Alliance for potential adoption later this year.

Mr. Allender questioned the proposed commuter rail for Brevard County.

Mr. Hardgrove stated the study is just frame work for a 2040 and 2060 vision.

Ms. Gillette stated this study is very high level and will be a helpful tool for the development of the new 2045 Long Range Transportation Plan.

Mr. Allender asked if the Board needs to take action on the CAC recommendation.

Ms. Gillette responded Mr. Hargrove stated that everything can be added into the needs network except for Brightline. Brightline is a privately funded passenger rail and we will consider including it in the development of the 2045 plan. No other action was taken.

**Item 8B. Staff Report**

Ms. Gillette stated the FDOT/MPO joint 2018 Certification Report is in the package. The District must certify the Transportation Planning Process annually, every January. Every 4 years the Space Coast TPO must be certified by the Federal Highway and FTA. This year will be our fourth year and the certification will be on June 12, 2018.

The Strategic Plan report for January – March 2018 is available in your package. An updated calendar is also available with the new meeting times and where we will be meeting due to the Supervisor of Elections needing the meeting room space.

Mr. Allender asked if the Board needs to take action on the CAC recommendation.

Ms. Gillette responded Mr. Hargrove stated that everything can be added into the needs network except for Brightline. Brightline is a privately funded passenger rail and we will consider including it in the development of the 2045 plan. No other action was taken.

**Item 8C. Public Engagement Report**

Ms. Hemenway gave a brief update on the Space Coast TPO March public engagement efforts and initiatives.

**Item 8D. Local Government Report**

No report

**Item 8E. Multi-Modal Agencies Report**

Mr. Bostel gave a brief update on the multi-modal coordination efforts.

**Item 8F. Regional Coordination Report**

Ms. Gillette state the MPOAC will be meeting on June 7, 2018 at the Hyatt Place Orlando/Lake Buena Vista.

**Item 8G. Florida Department of Transportation Report**

Ms. Taylor provided an updated Status of Contracts Report and High Visibility Enforcement for Pedestrian and Bicycle Safety information. Quarterly Partnering Meeting will be held May 14, 2018 at 1:30 p.m. in Deland and the Brevard Operations Facility on Camp Road for a video telephone conference.

**Item 9. Adjourn**

There being no further discussion, the meeting adjourned at 4:17 p.m.