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 9, 2019

DRAFT MEETING MINUTES

Agenda

1. Call to Order of the SCTPO Governing Board and Pledge of Allegiance
2. Public Comment
3. 2018 Bicycle/Pedestrian/Trails Advisory Committee Awards
4. Reports
   A. Executive Director's Report
   B. Technical Advisory Committee (TAC)/Citizens Advisory Committee (CAC)
   C. Bicycle/Pedestrian/Trails Advisory Committee (BPTAC) Report
   D. Florida Department of Transportation (FDOT) Report
5. Consent Agenda
   A. Approval RE: SCTPO Governing Board Minutes – March 14, 2019
   B. Approval RE: Committee Appointments
   C. Finance and Budget
      1. FY 2019 Operating Budget Quarterly Report
      2. Resolution 19-19, Amendment #5, FY 2019-2020 Unified Planning Work Program (UPWP)
      3. Contract Renewal of Auditing Services Agreement
   D. Approval RE: Work Order 19-03A, Intelligent Transportation System (ITS) Master Plan Scope of Services
   E. Approval RE: Work Order 19-07K, School Routes Analysis Scope of Services
   F. Approval RE: Work Order 19-08K, 2018 State of the System Scope of Services
   G. Approval RE: Work Order 19-09K, Minton Road Feasibility Study Scope of Services
6. Action Items
   A. Approval RE: Resolution 19-20, FY 2019-2023 Transportation Improvement Program (TIP) Amendment
   B. Approval RE: Resolution 19-21, Central Florida MPO Alliance 2020 Regional Project Priorities
7. Presentations
   A. Virgin Trains USA Phase Two Status
   B. FDOT/MPO Joint Certification
   C. SCTPO Governing Board FY 2020-2022 Draft Strategic Plan
8. Adjourn

Space Coast Transportation Planning Organization Board Members:

Commissioner Jerry Allender Canaveral Port Authority Absent Present
Council Member Paul Alfrey City of Melbourne Absent Present
Deputy Mayor Brian Anderson City of Palm Bay Absent Present
Council Member Jeff Bailey City of Palm Bay Absent Present
Vice Chair Frank Forester City of Rockledge Present
Council Member Mindy Gibson South Beaches Coalition Absent Present
Commissioner Kristine Isnardi BOCC District 5 Absent Present
Mayor Walt Johnson City of Titusville Absent Present
Council Member Robert Jordan City of Titusville Absent Present
Commissioner Bryan Lober BOCC District 2 Present
Chair Kathy Meehan City of Melbourne Present
Council Member Yvonne Minus City of Melbourne Present
Commissioner Rita Pritchett BOCC District 1 Absent Present
Council Member Rocky Randels North Beaches Coalition Present

**Non-Voting, Advisor:**

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<thead>
<tr>
<th>Name</th>
<th>Agency/Position</th>
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<tbody>
<tr>
<td>Kellie Smith</td>
<td>Florida Department of Transportation</td>
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<td>Paul Gougelman</td>
<td>Space Coast TPO Legal Counsel</td>
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<td>Georganna Gillette</td>
<td>SCTPO Executive Director</td>
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**Others Present:**

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<tr>
<td>Lisa Hickman</td>
<td>Space Coast TPO staff</td>
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<td>Sarah Kraum</td>
<td>Space Coast TPO staff</td>
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<td>Steven Bostel</td>
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<td>Carol Holden</td>
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<td>Chelsea Forgeine</td>
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<td>Kim Smith</td>
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<td>Laura Carter</td>
<td>Space Coast TPO staff</td>
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<td>Abby Hemenway</td>
<td>Space Coast TPO staff</td>
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<td>Veronica Naravez-Lugo</td>
<td>CPA</td>
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<td>Corrina Gumm</td>
<td>Brevard County Public Works</td>
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<td>Travis Hills</td>
<td>Kittelson</td>
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<td>Mo Hassan</td>
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<td>Rusty Roberts</td>
<td>Virgin Trains USA</td>
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<td>Charlene Neuterman</td>
<td>City of Cocoa</td>
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<td>Valerie Harville</td>
<td>Guest</td>
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<td>Cindy Hosken</td>
<td>Brevard Public Schools</td>
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<td>S. Alison</td>
<td>Brevard Public Schools</td>
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<td>Caleb Stinson</td>
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<td>Gabriel Stinson</td>
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<td>Tyler Wright</td>
<td>Titusville PD</td>
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<td>Todd Hutchinson</td>
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<td>Mike McGrew</td>
<td>BCF</td>
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<td>Chris Mahoney</td>
<td>ReThink Your Commute</td>
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<td>Courtney Reynolds</td>
<td>ReThink Your Commute</td>
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<td>Rachel Winston</td>
<td>BPS</td>
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<td>Maggie Dickinson</td>
<td>Get Healthy Brevard County</td>
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<td>Alison Stettner</td>
<td>FDOT</td>
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<td>William Ferrell</td>
<td>Friends of the Parkway</td>
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**Item 1. Call to Order of the Space Coast TPO Governing Board and Pledge of Allegiance**

SCTPO Governing Board Chair, Kathy Meehan called the meeting to order at 8:30 a.m. and welcomed those in attendance. All stood for the Pledge of Allegiance.

**Item 2. Public Comment**

No public comment was heard.
Item 3. 2018 Bicycle/Pedestrian/Trails Advisory Committee Awards

Ms. Kim Smith, Education and Safety Coordinator and Ms. Sarah Kraum, Multi-Modal Program Specialist together from the Space Coast TPO, presented the 2018 Bicycle/Pedestrian/Trails Advisory Committee Awards. The following 2018 award recipients are listed below:

Valerie Harville Education Award – Cindy Hosken, Holland Elementary School
Enforcement – Titusville Police Department
Encouragement – Get Healthy Brevard
Encouragement – ReThink Your Commute
Encouragement – Charlene Neuterman
First Responder – Rescue 60, Cape Canaveral
Engineering – Michael McGrew
Robert S. Kamm Lifetime Achievement Award – Bob Wilbur

Reports:

Item 4.A. Executive Director’s Report

Ms. Georganna Gillette, Executive Director – Space Coast TPO, reviewed/updated on the following items:
- SCTPO Status of Projects, April 2019
- Multi-Modal Agency Report
- SCTPO Staff Strategic Plan Quarterly Report January-March 2019 and FY 20 New Strategic Plan
- MPOAC Legislative Update, April 19, 2019
- BOCC Resolution Supporting Senator Debbie Mayfield’s Efforts to Ensure Safe Passenger Rail System in Florida

Ms. Gillette also gave an update on the following items:
- SR 528 Flushing and Design Update, FDOT is waiting for a response from Dr. Zarillo on the questions and clarifications requested on the FIT Model. The Canaveral Port Authority has been working with Dr. Zarillo on finalizing the information. FDOT has officially put the design on hold and has requested a meeting with the Space Coast TPO, Canaveral Port Authority and Brevard County staff to discuss how to move forward. FDOT has requested a decision by July 1st which conflicts with the next Governing Board meeting date. Ms. Gillette stated she will contact the district about an extension but, a decision will need to be made very quickly.
- Ms. Gillette congratulated, Ms. Yvonne Minus and Ms. Andrea Young for completing the MPOAC Weekend Institute courses last month. Mr. Brian Anderson will be attending the same Weekend Institute the end of May.

Item 4.B. Technical Advisory and Citizens Advisory Committee Report

Ms. Gillette summarized the TAC/CAC action items from their May 6, 2019 meeting to include:
- Approved Consent Agenda:
  - Item 4.A. Approval RE: TAC/CAC Meeting Minutes – March 11, 2019
  - Item 4.B. Approval RE: Work Order 19-03A, Intelligent Transportation System (ITS) Master Plan Scope of Services
  - Item 4.C. Approval RE: Work Order 19-07K, School Routes Analysis Scope of Services
  - Item 4.E. Approval RE: Work Order 19-09K, Minton Road Feasibility Study Scope of Services
- Approved Resolution 19-20, FY 2019-2023 Transportation Improvement Program (TIP)
- Approved Resolution 19-21, Central Florida MPO Alliance 2020 Regional Priorities
Motion by Mr. Lober, second by Ms. Young, to be in receipt of the TAC/CAC Draft Meeting Minutes from March 11, 2019. Hearing no objections, the motion passed unanimously.

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

Ms. Sarah Kraum, Multi Modal Program Specialist – SCTPO, gave a brief update on the BPTAC:
- BPTAC meeting was held on March 25, 2019
- Heard a presentation on Rectangular Rapid Flashing Beacons
- Approved the 2018 BPTAC Award Nominations
- Next BPTAC meeting, Monday, May 20, 2019

Ms. Kraum reviewed the Bicycle/Pedestrian Master Plan Meeting summary. In honor of National Trail Month in June, Space Coast Government TV, Brevard County Parks and the Space Coast TPO produced short video clips of the showcase trails, which will be released on social media soon.

Item 4.D. Florida Department of Transportation (FDOT)

Ms. Kelli Smith, FDOT District 5 Planning Manager, reviewed/updated on the following items:
- March 17, 2019 Status of Contracts Report
- State Road 524 Project Kickoff Newsletter, Spring 2019
- Status updates on Brevard County projects

Consent Agenda:

Ms. Gillette read aloud the consent agenda:
Item 5.A. Approval RE: TPO Board Minutes – March 14, 2019
Item 5.B. Approval RE: Committee Appointments
Item 5.C. Finance and Budget
Item 5.D. Approval RE: Work Order 19-03A, Intelligent Transportation System (ITS) Master Plan Scope of Services
Item 5.E. Approval RE: Work Order 19-07K, School Routes Analysis Scope of Services
Item 5.F. Approval RE: Work Order 19-08K, 2018 State of System Scope of Services
Item 5.G. Approval RE: Work Order 19-09K, Minton Road Feasibility Study Scope of Services

Motion by Mr. Allender, second by Mr. Johnson, to approve the consent agenda including the committee appointment add-on, Michael L. Casey, Town Manager of Indialantic as TAC Member. Hearing no objections, the motion passed unanimously.

Action Items

Item 6.A. Approval RE: Resolution 19-20, FY 2019-2023 Transportation Improvement Program (TIP) Amendment

Mr. Steven Bostel, Transportation Program Manager – SCTPO presented an overview of Resolution 19-20, FY 2019-2023 Transportation Improvement Program (TIP) Amendment. FDOT requested to add the following project phases to the TIP for FY 2018/2019 – 2022/2023:
- State Road 500 (US192) New Haven Avenue from Dairy Road to US 1 – ITS Communication System Project, $40,000.00, SU (Federal Funding)
- St. Johns Heritage Parkway, from Babcock Street to Malabar Road-Widening Project, Planning In-House Charges $5,000.00, SU (Federal Funding) Planning Other Agency $1,000,000.00, SU (Federal Funding)
Motion by Ms. Minus, second by Mr. Anderson, to approve Resolution 19-20, FY 2019-2023 Transportation Improvement Program (TIP) Amendment. Hearing no objections, the motion passed 13-0 via roll call vote.

Item 6.B. Approval RE: Resolution 19-21, Central Florida MPO Alliance 2020 Regional Project Priorities

Ms. Gillette gave a brief overview of the Central Florida MPO Alliance 2020 Regional Project Priorities. This is a combined list of regionally significant projects from the six MPO’s of Central Florida.

Motion by Ms. Young, second by Mr. Lober, to approve Resolution 19-21, Central Florida MPO Alliance 2020 Regional Project Priorities. Hearing no objections, the motion passed unanimously.

Presentations:

Item 7.A. Virgin Trains USA Phase Two Status

Mr. Rusty Roberts, Government Affairs – Virgin Trains USA, provided an update on Phase Two for higher speed passenger rail service from West Palm to Orlando, including 170 miles of new track to a state-of-the-art intermodal facility located in the new South Terminal at the Orlando International Airport.

Mr. Lober asked if all crossings will have sealed corridors. Mr. Roberts stated FDOT and Federal Rail Administration (FRA) requirements for sealed corridors are based on speed. Sealed Corridors are designed to block all lanes of travel for safety. If the train speed is less than 79 miles per hour one gate per lane is required. Speeds more than 79 miles per hour requires 2 gates per lane. Concrete or delineator (yellow plastic flexstake) medians are also used to help with vehicle traffic.

Ms. Young asked about the speed of the train and how long it will take the train to stop when braking. Mr. Roberts stated the train speed will vary along the track from 30 miles per hour to the top speed of 110 miles per hour. The Virgin Train will have a minimum of 6 cars with a maximum of 9 train cars so, it should stop within a half a mile depending on speed.

Ms. Young asked about the noise level of the train. Mr. Roberts stated the engines are very modern, clean burning with very little vibration and noise. Noise will not be a factor.

Mr. Johnson asked for the approximate costs for a ticket from Miami to Orlando. Mr. Roberts stated they have not set prices for this route and most likely will not until a few months before the start of operations. The tickets will have to be competitive with the cost of driving or flying. Currently a standard ticket from Miami to West Palm (65-miles) is $22.00. Miami to Orlando is 235 miles so approximately $80.00 would be a guess.

Mr. Forester asked about the fees/costs for improving the rail crossings and who will get the bill. Mr. Roberts stated Virgin Trains USA will be funding the construction. In 2014, an agreement was made with Brevard County that every city along corridor with crossings would be maintained 100% by FEC for the first eight years.

Mr. Lober asked for a definition of quiet zones. Mr. Roberts stated that quiet zones basically mean not hearing train horns. When you take away the safety of the horn you must replace it with another safety factor such as, quad gates and/or center medians. Mr. Roberts stated that the work they will be doing along the railway should, automatically qualify every crossing for a quiet zone. An agreement was also made with the County, that if the design work did not qualify a crossing for a quiet zone, Virgin Trains has budgeted $500,000.00 to help with the deficiency. The application process for a quiet zone is a municipal responsibility, railroads cannot participate in the application process. A municipality, County or MPO can submit the application. There is a 21-day waiting period before the quiet zone is in effect. During this time, signage and public education will need to be done. The train can blow the horn at any time if there is a danger.

Ms. Gillette stated in 2014 the SCTPO coordinated the quiet zone analysis and a Resolution was approved, authorizing the SCTPO to coordinate the application process.
Ms. Minus commented on accidents on the tracks and would like to know how far in advance will the conductor know that there is a vehicle on the tracks using the Vehicle Presence Detection device. Mr. Roberts stated possibly one mile but, doesn’t have the exact time frame.

Mr. Allender asked when a decision will be made about a location in Brevard. Mr. Roberts stated they have surveyed the suggested locations and a ridership study still needs to be done. They hope to have the study completed by the end of this year since service to Orlando is planned to start in 2022.

Mr. Randels asked if they will be using the freight train track as one of the two tracks. Mr. Roberts stated yes, when they start building the new track they will be upgrading the existing track. They will also be installing intercrossing and crossover tracks so the trains can pass each other.

Mr. Gougelman asked what steps are going to being taken to increase coordination with the two operators (FEC and Virgin Trains) on the same tracks. Mr. Roberts stated there will be one traffic control operation, an independent company, that will dispatch for both trains to eliminate any issues. There will also be a public outreach and community involvement staff that will be in touch with the cities and their special events. The train schedule will be coordinated with the special events to help with transportation.

**Item 7.B. FDOT/MPO Joint Certification**

Ms. Kelli Smith, FDOT District 5 Planning Manager, provided a short summary on the certification findings for the FY 19-20 certification cycle.

**Item 7.C. SCTPO Governing Board FY 2020-2022 Draft Strategic Plan**

Ms. Sarah Kraum, Multi Modal Program Specialist -SCTPO presented the Draft SCTPO Governing Board FY 2020-2022 Strategic Plan. This plan will help guide policy development and provide clearer direction on emphasis areas affecting our communities.

All comments, edits or suggestions should be given to staff by June 15, 2019 for approval at the July 11, 2019 Governing Board meeting.

**Adjournment:**

**Item 8. Adjourn**

Ms. Meehan announced the next Governing Board Meeting, July 11, 2019 in the SPACE COAST room at 1:30 p.m. Hearing no further discussion, Ms. Meehan adjourned the Space Coast TPO Governing Board meeting at 10:15 a.m.