



## Space Coast Transportation Planning Organization (TPO) Governing Board Meeting

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

Meeting Date: October 10, 2019

### **APPROVED MEETING MINUTES**

#### *Agenda*

---

1. **Call to Order of the SCTPO Governing Board and Pledge of Allegiance**
2. **Public Comment**
3. **Reports**
  - A. Executive Director's Report
  - B. Technical Advisory Committee (TAC)/Citizens Advisory Committee (CAC) Report
  - C. Bicycle, Pedestrian, and Trails Advisory Committee (BPTAC) Report
  - D. Florida Department of Transportation (FDOT) Report
4. **Consent Agenda**
  - A. Approval RE: SCTPO Governing Board Minutes – September 12, 2019
  - B. Acknowledgement RE: Executive Committee Meeting Minutes – September 12, 2019
  - C. Approval RE: Committee Appointments
  - D. Approval RE: Resolution 20-06, FY 20 Unified Planning Work Program (UPWP) Amendment
  - E. Approval RE: First Amendment to Restated Interlocal Agreement for Creation of the Transportation Planning Organization (TPO)
  - F. Approval RE: Memorandum of Understanding, Regional Resiliency Collaborative
5. **Action Items**
  - A. Approval RE: Resolution 20-07, FY 20-24 Transportation Improvement Program (TIP) Roll Forward Amendment
  - B. Approval RE: Mobility Week Proclamation
  - C. Discussion RE: Executive Director Salary Survey
  - D. Adopt RE: Resolution 20-05, Bicycle and Pedestrian Master Plan
6. **Presentations**
  - A. 2018 State of the System Report
  - B. Florida Transportation Plan
7. **Adjourn**

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

---

Commissioner Jerry Allender	Canaveral Port Authority		Present
Council Member Paul Alfrey	City of Melbourne	Absent	
Deputy Mayor Brian Anderson	City of Palm Bay		Present
Council Member Jeff Bailey	City of Palm Bay	Absent	
Vice Chair Frank Forester	City of Rockledge		Present

### Space Coast Transportation Planning Organization Board Members (continued):

Council Member Mindy Gibson	South Beaches Coalition	Present
Commissioner Kristine Isnardi	BOCC District 5	Present
Mayor Walt Johnson	City of Titusville	Present
Council Member Robert Jordan	City of Titusville	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
Council Member Rocky Randels	North Beaches Coalition	Absent
Council Member Harry Santiago, Jr.	City of Palm Bay	Present
Commissioner Curt Smith	BOCC District 4	Present
Commissioner John Tobia	BOCC District 3	Absent
Mayor Jake Williams, Jr.	City of Cocoa	Present
Council Member Andrea Young	City of West Melbourne	Present
Council Member Lorraine Koss (ALT)	City of Cocoa	Present
Kenny Johnson (ALT)	City of Palm Bay	Present

### Non-Voting, Advisor:

Jamie Kersey	Florida Department of Transportation	Present
Paul Gougelman	Space Coast TPO Legal Counsel	Present
Georganna Gillette	SCTPO Executive Director	Present

### Others Present:

Lisa Hickman	Space Coast TPO staff
Steven Bostel	Space Coast TPO staff
Carol Holden	Space Coast TPO staff
Chelsea Forgenie	Space Coast TPO staff
Laura Carter	Space Coast TPO staff
Abby Hemenway	Space Coast TPO staff
Kim Smith	Space Coast TPO staff
Sarah Kraum	Space Coast TPO staff
Veronica Narvaez-Lugo	Canaveral Port Authority
Travis Hills	Kittelson
Bob Musser	Canaveral Port Authority
Terry Jordan	Space Coast Area Transit
Alison Stettner	FDOT
Emily Brown	CFX
Judy Pizzo	FDOT
Siaosi Fine	Turnpike
Pat Woodard	District 4
Andrew Garrison	Kittelson
Greg Kern	Michael Baker

### ***Others Present(continued):***

---

Mo Hassan	FDOT
Scott Nelson	SCAT

### ***Agenda Items:***

---

#### **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 1:30 p.m. and welcomed those in attendance. All stood for the Pledge of Allegiance.

#### **Item 2. Public Comment**

No public comment was heard.

### ***Reports:***

---

#### **Item 3.A. Executive Director's Report**

Ms. Georganna Gillette, Executive Director – Space Coast TPO, reviewed/updated on the following items:

- SCTPO Status of Projects, September, 2019
- Multi-Modal Agency Report
- Serious Injury and Fatalities Crash Report, January 2019 – August 2019
- Thank you letter from Jeff M. Pearson, Chief of Satellite Beach Police
- MPOAC Legislative Newsletter – Kick Off 9/20/2019
- Transit Report – Community Transportation Coordinator's Report, September 23, 2019

Ms. Kim Smith, Education and Safety Coordinator-SCTPO presented the Serious Injury and Fatalities Crash Report data from January 2019 thru August 2019. Ms. Smith also gave a brief recap on the Vision Zero Symposium hosted by the SCTPO on September 25, 2019.

#### **Item 3.B. Technical Advisory and Citizens Advisory Committee Report**

Ms. Gillette summarized the TAC/CAC action items from the October 7, 2019 meeting to include:

- Approved Consent Agenda:
  - TAC/CAC Meeting Minutes – September 9, 2019
  - First Amendment to Restated Interlocal Agreement for Creation of the Transportation Planning Organization
  - Memorandum of Understanding, East Central Florida Regional Resilience Collaborative
  - Resolution 20-06, FY 20 Unified Planning Work Program (UPWP) Amendment
  - Resolution 20-07, FY 20-24 Transportation Improvement Program (TIP) Roll Forward Amendment

- Approved the 2019 Mobility Week Proclamation
- Adopted Resolution 20-05, Bicycle and Pedestrian Master Plan

***Motion by Commissioner Lober, second by Ms. Minus, to acknowledge receipt of the TAC/CAC Draft Meeting Minutes from September 9, 2019 and the 2019 Attendance record.  
Hearing no objections, the motion passed unanimously.***

### **Item 3.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 September 23, 2019
- Received presentation, 2018 State of the System Report
- Received presentation, Bicycle and Pedestrian Master Plan
- Walking Workshop November 18, 2019, downtown Titusville

### **Item 3.D. Florida Department of Transportation (FDOT)**

Ms. Jamie Kersey, SCTPO Liaison – FDOT District 5 presented and updated on the following:

- August 18, 2019 Status of Contracts Report
- FDOT is now accepting applications for SUN Trails projects until December 20, 2019
- NASA Causeway Bridge Public Hearing, October 17, 2019, New Life Christian Center, 4:30 p.m.
- Pedestrian crosswalk improvements with RRFBs from US192 to SR 518, estimated completion Summer 2020
- Grant Road Bridge rehabilitation project, estimated completion Fall of 2019
- I95 & Ellis interchange contractor ahead of schedule, new estimated completion June 2020

Ms. Alison Stettner, Planning and Environmental Administrator-FDOT gave a brief presentation on the FDOT Tentative Five-Year Work Program.

### **Consent Agenda:**

Ms. Gillette read aloud the consent agenda:

**Item 4.A. Approval RE: TPO Board Minutes – September 12, 2019**

**Item 4.B. Acknowledgement RE: Executive Committee Meeting Minutes – September 12, 2019**

**Item 4.C. Approval RE: Committee Appointments**

**Item 4.D. Approval RE: Resolution 20-06, FY 20 Unified Planning Work Program (UPWP) Amendment**

**Item 4.E. Approval RE: First Amendment to Restated Interlocal Agreement for Creation of the Transportation Planning Organization (TPO)**

**Item 4.F. Approval RE: Memorandum of Understanding, Regional Resiliency Collaborative**

***Motion by Mr. Jordan, second by Ms. Minus, to approve the consent agenda with the Committee Appointment Add On.  
Hearing no objections, the motion passed unanimously.***

### Action Items:

---

#### **Item 5.A. Approval RE: Resolution 20-07, FY 20-24 Transportation Improvement Program (TIP) Roll Forward Amendment**

Ms. Gillette gave a brief explanation of the FY 20-24 Transportation Improvement Program (TIP) Roll Forward Amendment.

***Motion by Mr. Allender, second by Mr. Anderson, to approve Resolution 20-07, FY 20-24 Transportation Improvement Program (TIP) Roll Forward Amendment. Hearing no objections, the motion passed 15-0 via roll call vote.***

#### **Item 5.B. Approval RE: Mobility Week Proclamation**

Ms. Abby Hemenway, Public Involvement Officer - SCTPO presented the 2019 Mobility Week Proclamation for approval.

***Motion by Mr. Johnson, second by Mr. Jordan, to approve the 2019 Mobility Week Proclamation. Hearing no objections, the motion passed unanimously.***

#### **Item 5.C. Discussion RE: Executive Director Salary Survey**

Mr. Paul Gougelman, Attorney – SCTPO reviewed Ms. Gillette's Annual performance evaluation that was conducted and presented to the SCTPO Governing Board on September 12, 2019. Ms. Gillette received a 5.0 perfect score and was approved for a 3 percent salary increase. The staff was asked to conduct a salary survey of TPO/MPO Executive Directors to compare with the SCTPO salary schedule. Mr. Gougelman stated the salary survey is summarized in the agenda package and presented for whatever consideration the Board deems appropriate.

Commissioner Lober stated Ms. Gillette's salary is on the low side and cautioned that the survey includes some TPO/MPO's from larger areas. Commissioner Lober asked for more information about the SCTPO staff size and if they received pay increases.

Ms. Gillette stated staff received a 2.5 percent increase this year. Ms. Gillette also stated when she became Executive Director some reorganization was done, Ms. Carter and two other employees received promotions.

Commissioner Lober asked for the actual dollar value of the 2.5 percent increase offered to staff.

Ms. Carter stated the staff salary net increase including benefits equals \$17,000.00. The SCTPO has 9 full time staff members and benefits are 30 percent of the budget.

Commissioner Lober suggested Ms. Gillette's salary should be comparable to Polk County if the budget will allow it.

Mr. Jordan asked what other counties are comparable to Brevard County's population based on the provided list.

Mr. Gougelman stated Polk County is the closest by population, however demographically Polk is more rural.

Commissioner Lober asked if the SCTPO budget is flexible and if there are funds available that could be used for a salary increase.

Ms. Gillette stated there is about one million between the base Planning Grant allocation and FTA funding. Salaries are about \$630,000, benefits add \$230,000.

Commissioner Isnardi stated Ms. Gillette is valuable and deserves an increase. She also stated that she can't justify an increase since the County Manager doesn't make that much and manages over 2,000 people and a billion-dollar budget.

Ms. Young stated she is more inclined to leave Ms. Gillette's salary where it is. She has held the position for a year and this would allow for future increases.

Commissioner Lober agreed with Commissioner Isnardi, the County Manager's salary isn't fair but, it's also not comparable. He also stated if Ms. Gillette leaves, it wouldn't be for a County Manager's position. He stated his concerns with the percentage increase versus where it falls in the scale of other similar organizations, the SCTPO should be reasonably competitive.

Mr. Jordan stated he agrees with Commissioner Lober and asked about the salary range for other Brevard County Directors.

Commissioner Isnardi stated she misspoke and the County Manager does make more than Ms. Gillette but, County Department Directors do not.

Mr. Anderson stated Brevard County has 580,000 people and has incredibly complex facets like the SeaPort, SpacePort as well as many traffic issues. Mr. Anderson also stated Ms. Gillette's wide range of knowledge is valuable and he doesn't want to lose her to another County or private industry.

Commissioner Smith stated Ms. Gillette does a terrific job but, Brevard County is one out of 67 that has a charter cap which limits how much money the county can spend. He also stated Brevard County Directors make between \$110,000 and \$120,000.

Commissioner Allender stated the leader of the organization should be paid based on the quality of work and their ability to do the job. Ms. Gillette has been the Executive Director for a year but, she has been with the SCTPO for many years. He also stated the need to have a competitive salary to keep a top-notch person in place so they will stay.

Ms. Gibson asked how tight the budget is and if the SCTPO staff salaries are competitive as well.

Ms. Gillette stated the \$131,000 range would not be a problem. Ms. Gillette also stated that the SCTPO frequently conducts salary surveys to compare individual positions with other TPO/MPOs to stay competitive.

***Motion by Commissioner Lober, second by Ms. Minus, to increase the SCTPO Executive Director's salary to \$131,750.  
Hearing no objections, the motion passed unanimously.***

#### **Item 5.D. Adopt RE: Resolution 20-05, Bicycle and Pedestrian Master Plan**

Ms. Sarah Kraum, Multi Modal Program Specialist – SCTPO, presented the 2019 Bicycle and Pedestrian Master Plan for adoption.

***Motion by Commissioner Lober, second by Mr. Anderson, to approve Resolution 20-05, Bicycle and Pedestrian Master Plan.  
Hearing no objections, the motion passed unanimously.***

#### **Presentations:**

---

#### **Item 6.A. 2018 State of the System Report**

Mr. Travis Hills, Senior Engineer-Kittelson and Associates presented a summary of the 2018 State of the System Report by highlighting key findings.

Commissioner Lober asked why there was a huge rise in distracted Driving in 2018.

Mr. Hills stated he doesn't have an answer for that specific rise in numbers. Mr. Hills stated reporting has gotten a lot better. In the past, Officers didn't have the opportunity to write distracted driving on the crash reports.

#### **Item 6.B. Florida Transportation Plan**

Ms. Judy Pizzo, Planning and Corridor Development Project Manager – FDOT presented on the Florida Transportation Plan 2045. Florida's Long Range Transportation Plan is a plan for all of Florida. It provides policy guidance for all transportation partners as well as establishing policy framework for the expenditure of state and federal transportation funds.

#### **Adjournment:**

---

#### **Item 8. Adjourn**

Ms. Meehan announced the next Governing Board Meeting, November 14, 2019 in the Florida Room at 1:30 p.m.

Hearing no further discussion, Ms. Meehan adjourned the Space Coast TPO Governing Board meeting at 2:53 p.m.