



**Space Coast Transportation Planning Organization  
Technical Advisory Committee/Citizens Advisory Committee**

Brevard County Government Center  
2725 Judge Fran Jamieson Way, Melbourne, Florida  
Building C, 2<sup>nd</sup> Floor, Space Coast Room

Meeting Date: Monday, October 10, 2011

**APPROVED MEETING MINUTES**

**Agenda**

- Item 1. Call to Order
- Item 2. Approval of Minutes, July 11, 2011 and September 6, 2011
- Item 3. Space Coast Transportation Planning Organization Actions
- Item 4. Bicycle/Pedestrian/Trails Advisory Committee Report
- Item 5. Transportation Disadvantaged Local Coordinating Board Report
- Item 6. Approval RE: Resolution 12-08, 12-09, Support of TIGER III Grant Applications
- Item 7. Authorization RE: Audit Services
- Item 8. Discussion RE: Draft Space Coast TPO Strategic Plan
- Item 9. Resolution 12-07, FY 12 Operating Budget
- Item 10. Discussion RE: FDOT FY 13-FY 17 Five Year Tentative Work Program
- Item 11. Staff Report
- Item 12. Local Government Report
- Item 13. Florida Department of Transportation Report
- Item 14. Communications
- Item 15. Public Comment
- Item 16. Adjourn

**Technical Advisory Committee Members Present:**

Lydia Jackson	Brevard County Planning & Zoning
Devin Swanson	Brevard County Public Works
Mike Connors	Brevard County School Board
Ed Wegerif	City of Cocoa
Bob Torres	City of Cocoa Beach
Lorena Valencia	Florida Department of Transportation
Mary O'Neill	City of Indian Harbour Beach
Howard Ralls	City of Melbourne
Sue Hann	City of Palm Bay
Kwabena Ofose (alternate)	City of Palm Bay
Michael Jarusiewicz (alternate)	City of Rockledge
Ann Benedetti	St. Johns River Water Management
Courtney Barker	City of Titusville
Scott Morgan	City of West Melbourne

**Citizens Advisory Committee Members Present:**

James McCarthy	City of Cocoa
Rodney Honeycutt	BOCC District 1
Bob Baugher	BOCC District 2
Clarence Mills	BOCC District 4
Tres Holton	BOCC District 5
Bob Klapproth	City of Melbourne
Leslie Jane Lindsey	City of Melbourne
Jim Brown	City of Melbourne
Harry Santiago	City of Palm Bay
Dawn Bittar	City of Palm Bay
Benjamin Kiszkiel	City of Palm Bay
Sal D'Amato	South Beaches Coalition
Jill Liles	City of West Melbourne

**Others Present:**

Bob Kamm	Space Coast TPO Executive Director
Laura Carter	Space Coast TPO Staff
Georganna Gillette	Space Coast TPO Staff
Diana McCartney	Space Coast TPO Staff
William (Tuck) Ferrell	Friends of Parkway
Leigh Holt	Space Coast TPO Staff
Steven Bostel	Space Coast TPO Staff
Carol Holden	Space Coast TPO Staff
Claudia Calzaretta	Florida Department of Transportation

**Item 1. Call to Order**

TAC Chairman, Sue Hann called the meeting to order at 10:04 a.m.

**Item 2. Approval of Minutes – July 11, 2011 and September 6, 2011**

***Motion by Mr. Swanson, second by Mr. Morgan to adopt the meeting minutes of July 11, 2011 and September 6, 2011.***

***Motion by Mr. Mills, second by Mr. Baugher to concur with the TAC motion. Hearing no objections the motion passed unanimously.***

***The TAC motion passed unanimously.***

### **Item 3. Space Coast Transportation Planning Organization Actions**

Mr. Kamm reported on the actions taken by the TPO Board at their September 8, 2011 meeting. The TPO Board actions included approving entering into a LAP agreement with FDOT for a Feasibility Study on US 192, approval of Legislative Priorities, adoption of the FY 2012 Budget, and the draft Strategic Plan was presented.

### **Item 4. Bicycle/Pedestrian/Trails Advisory Committee Report**

Ms. Gillette reported on International Walk to School Day, held on October 5, 2011, 38 schools (2 more schools than last year) participated and it was very successful. Safe Routes to School funding was awarded with Melbourne receiving \$418,000 for sidewalks at University Park Elementary in FY 2015. Due to low bids, Titusville was authorized to use remaining grant funds to continue work for Coquina Elementary and Andrew Jackson Middle schools in FY 2013. West Melbourne's funds were advanced for Hollywood Blvd. from FY 2013 to 2012.

Ms. Hann inquired about the availability of the Bicycle and Pedestrian Mobility Plan to members.

Mr. Kamm responded the draft Scope of Services from the consultant is being internally reviewed, and will be circulated when available.

### **Item 5. Transportation Disadvantaged Local Coordinating Board Report**

This item was deferred to November.

### **Item 6. Approval RE: Resolutions 12-08 and 12-09, Support of TIGER III applications for the St. Johns Heritage Parkway, and East Central Florida Regional Rail Trail**

Ms. Holt explained Resolution 12-08 is to reflect support of the County's TIGER III application for the St. Johns Heritage Parkway in the amount of \$22 million. Resolution 12-09 supports the East Central Florida Regional Planning Council's TIGER III application for the East Central Florida Regional Rail Trail, which goes from northern Brevard County into Volusia County. The Planning Council is applying for the segment considered rural by the Federal census data, so it does not require a match.

Mr. Kamm stated letters of support and endorsement from a variety of groups are important and are encouraged and noted that the application deadline is October 31. Ms. Holt is handling comments on the Rail Trail. Commissioner Anderson's office is handling comments for the Parkway.

Ms. Hann asked why the project limits for the St. Johns Heritage Parkway grant application did not include the section from the Palm Bay city limits down to Emerson.

Mr. Kamm responded the match is being provided by the Board of County Commissioners and it was not considered appropriate to extend the limits into the city of Palm Bay. He explained the County's TIGER III application for the Parkway includes only an overpass at the north end, over 1-95 at Ellis Road, not an interchange. The interchange is currently under a Project Development and

Environmental study, which has not yet been approved, therefore is not yet eligible for Federal funds and cannot be included in the application. The alignment of the overpass is consistent with the recommendations of the PD&E study and is being designed to allow for the addition of ramps at a later date.

***Motion by Mr. Morgan, second by Mr. Swanson to approve Resolution 12-08, supporting the TIGER III application for the St. Johns Heritage Parkway.***

***Motion by Mr. Baugher, second by Mr. Mills to concur with the TAC motion. Hearing no objections the motion passed unanimously.***

***The TAC motion passed unanimously.***

Ms. Hann stated she would like it noted that the application should reflect limits down to Emerson.

Mr. Holten asked if there were different pots of money within the TIGER process, and were these two projects competing against each other.

Ms. Holt stated there are two types of funding, one urban and one rural. The Parkway is an urban application and the Rail Trail is rural.

Mr. Kamm stated the urban project requires a minimum of 20% match, the rural part does not.

***Motion by Ms. Barker, second by Mr. Ralls to approve Resolution 12-09, supporting the TIGER III application for the East Central Florida Regional Rail Trail.***

***Motion by Mr. Kiszkiel, second by Ms. Lindsey to concur with the TAC motion. Hearing no objections the motion passed unanimously.***

***The TAC motion passed unanimously.***

#### **Item 7. Authorization RE: Audit Services**

Ms. Carter presented to the members three alternatives for obtaining an auditing firm to conduct the TPO's fiscal year audits. After reviewing the auditing requirements the TPO must adhere to, and items to consider when selecting a firm, the following options were presented: 1) Utilize Metroplan Orlando's contracted auditing firm of Moore Stephens Lovelace, P.A.; 2) Utilize Brevard County's contracted auditing firm of Berman Hopkins; or 3) Conduct a Request for Proposals process.

Ms. Carter stated she would like the Committees to recommend one of the options, as well as select two potential members to participate on an audit selection committee. There needs to be a representative from the TAC and one from the CAC in the event the TPO selects the option to go out for RFPs and an audit committee is needed to review and make a recommendation on a firm.

Mr. Klaproth inquired as to why staff recommends option 1 versus option 2.

Ms. Carter stated she could not find evidence that Berman Hopkins had conducted an independent audit for a TPO, whereas the other firm had.

Ms. Bittar stated she would give preference to a local entity.

Mr. Kamm stated he is sympathetic to local preference, but he is also concerned with meeting the stringent federal requirements on a compressed time frame. We currently have in our interlocal agreement with the Board approval for the TPO to piggyback on the county contract with Berman Hopkins, but we would have to negotiate our own scope of services and contract. This option was presented to the TPO last month and several members were reluctant to move in that direction.

***Motion by Mr. Swanson, second by Ms. Barker to recommend Option 1, utilizing MetroPlan Orlando's auditing firm, Moore Stephens Lovelace P.A. to conduct the Space Coast TPOs audit.***

***Motion by Mr. McCarthy, second by Mr. Klaproth to concur with the TAC motion. Motion passed by simple majority with Mr. Baugher and Ms. Bittar in opposition.***

***The TAC motion passed by simple majority with Mr. Morgan in opposition.***

In the event the TPO selects option 3, to solicit Request for Proposals, the Committees appointed the following representatives to participate on the Audit Selection Committee:

TAC – Devin Swanson (Sue Hann, alternate)

CAC – Leslie Jane Lindsey.

#### **Item 8. Discussion RE: Draft Space Coast TPO Strategic Plan**

Mr. Kamm presented the draft Strategic Plan noting staffs input and other resources used to create the Plan. The TPO should build upon what it does best: safety, space, and public involvement. The Mission and Vision statements were presented along with the various themes found throughout the Plan.

One component of the Plan addresses staff positions. TPO staff has contracted with Cody & Associates to conduct a personnel study to ensure that titles and duties are properly aligned so the TPO is in legal compliance. At the same time, Cody & Associates will review performance evaluation forms and provide updates as appropriate.

The Plan will be brought back in November for consideration of approval.

### **Item 9. Resolution 12-07, FY 12 Operating Budget**

Ms. Carter presented to the members the FY 2012 Space Coast TPO Operating budget. The presentation included a review of revenue sources used by the TPO, planned expenditures, and highlights of those items with significant changes from prior year.

New projects to be undertaken in FY 12 include a US-192 Feasibility Study, a Bicycle/Pedestrian Mobility Plan, Complete Streets, and development of the next FY 13 thru FY 14 Unified Planning Work Program. Continuing projects include the completion and implementation of the web based Crash Data Location System, Traffic Counts, State of the System, and the Transportation Improvement Program.

Ms. Carter presented the TPO's future revenue trend and the fiscal responsibility the budget reflects. Reserves have been set aside for contingencies such as the cost for an annual audit, and planning for the funding of the next Long Range Transportation Plan.

### **Item 10. Discussion RE: FDOT FY 2013 thru FY 2017 Five Year Tentative Work Program**

Ms. Valencia stated the Department has decided to fund only two projects in the fifth year of the FY 2013 – FY 2017 Tentative Work Program, the Wekiva Parkway and the I-4 managed lanes.

Mr. Kamm explained the TPO currently has \$7 – 8 million in SU funds, going toward the Complete Street programs. However, given that FDOT is only funding two projects, the SU funds may be up for discussion as to their most effective utilization.

Ms. Valencia stated the public hearing will take place on October 25<sup>th</sup> at 6:00 p.m. in DeLand, and a website will be set up and made available to view the Program and to submit comments.

### **Item 11. Staff Report**

Mr. Kamm stated he will participate on a panel at the AMPO Annual Conference in Dallas, Texas later this month, where he will discuss how the TPO separated from the county.

Mr. Kamm also stated Mr. Schultz will no longer be serving as Mayor of Rockledge and his last meeting as Chairman will be on Thursday.

Ms. Hann requested a briefing on the crash and ITS programs.

### **Item 12. Local Government Reports**

Mr. Swanson reported Brevard County started the ITS project last month from Shoppes Drive to Pineda Causeway on Wickham Road, a 250 day project, which should be completed by next July. Also, the contractor for the Pineda Causeway extension has agreed to begin replacing the dead palm trees at no expense to the county.

Mr. Morgan stated the extension of Henry Avenue in West Melbourne is going well with a connection to Dairy Road from Hollywood Blvd. The project is anticipated to be completed in February, 2012.

**Item 13. Florida Department of Transportation Report**

Ms. Valencia provided an update on current completed projects and projects under construction in Brevard County.

**Item 14. Communication**

There was no discussion on this item.

**Item 15. Public Comment**

There was no public comment heard.

**Item 16. Adjourn**

There being no further discussion, the meeting adjourned at 11:54 a.m.

Attest:

  
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Carol Holden, SCTPO

As Approved by the TAC/CAC on

12/5/11

