



Space Coast Transportation Planning Organization

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

Meeting Date: Thursday, April 11, 2013

APPROVED MEETING MINUTES

1. **Call to Order of the Space Coast Transportation Planning Organization Governing Board**
2. **Approval of Minutes – March 14, 2013** (*page 1*)
3. **Reports from Committees**
 - A. Technical Advisory Committee/Citizens Advisory Committee (*page 8*)
 - B. Bicycle Pedestrian/Trails Advisory Committee (*page 14*)
 - C. TPO Executive Committee (*page 15*)
4. **Consent Agenda**
 - A. Approval RE: Committee Appointments (*page 23*)
 - B. Approval RE: SCTPO Trailer Donation (*page 27*)
 - C. Approval RE: Resolution 13-13, FDOT Long Range Transportation Plan (LRTP) Supplemental Funding (*page 28*)
5. **Action Items**
 - A. Approval RE: Executive Director's Performance Evaluation and Staff Compensation (*page 48*)
 - B. Approval RE: SCTPO Policy Changes: PLC-1, Agency Organization and Operation and PLC-4, Travel (*page 55*)
 - C. Adoption RE: PLC-6, SCTPO Social Media Policy (*page 63*)
 - D. Approval RE: Resolutions, Recognition of Committee and Board Members' Service (*page 68*)
6. **Reports and Presentations**
 - A. Long Range Transportation Plan (LRTP) Policy Issues Workshop 1 (*page 78*)
 - B. Legislative Report (*page 81*)
 - C. Staff Report (*page 82*)
 - D. Local Government Report (*page 83*)
 - E. Florida Department of Transportation Report (*page 84*)
7. **Petitions, Remonstrances and Communications**
 - A. Public Comment
8. **Adjourn**

Space Coast Transportation Planning Organization Board Members:

Commissioner Jerry Allender	Canaveral Port Authority		Present
Commissioner Andy Anderson	BOCC District 5	Absent	
Commissioner Mary Bolin Lewis	BOCC District 4		Present
Councilman Don Boisvert	City of Cocoa		Present
Councilmember Stephany Eley	City of West Melbourne		Present
Commissioner Robin Fisher	BOCC District 1	Absent	
Councilman Ken Greene	City of Palm Bay		Present
Commissioner Trudie Infantini	BOCC District 3		Present
Councilwoman Kristine Isnardi	City of Palm Bay	Absent	Present
Councilman Greg Jones	City of Melbourne		Present
Councilmember Martha Long	City of Titusville		Present
Mayor Kathy Meehan	City of Melbourne		Present
Commissioner Chuck Nelson	BOCC District 2		Present
Councilman Scott Nickle	South Beaches Coalition		Present
Councilman Mike Nowlin	City of Melbourne	Absent	
Councilman Pat O'Neill	City of Rockledge		Present
Councilman Harry Santiago Jr.	City of Palm Bay		Present

Mayor Jim Tulley	City of Titusville	Present
Commissioner Skip Williams	North Beaches Coalition	Present

Others Present:

Bob Kamm	Space Coast TPO Executive Director
Georganna Gillette	Space Coast TPO Staff
Laura Carter	Space Coast TPO Staff
Diana McCartney	Space Coast TPO Staff
Leigh Holt	Space Coast TPO Staff
Steven Bostel	Space Coast TPO Staff
Carol Holden	Space Coast TPO Staff
Lorena Valencia	Florida Department of Transportation
Paul Gougelman	Space Coast TPO Legal Counsel
Mayor Rocky Randels	North Beaches Coalition
Chris Sinclair	Renaissance Planning Group
Scott Swearengen	Renaissance Planning Group
Scott Gunnerson	Florida Today
Linda Mannier	BOCC District 3 Staff
Jim Liesenfelt	Space Coast Area Transit
Dennis Kyle	Florida Department of Transportation
Tuck Ferrell	Friends of the Parkway
Rob Hambiecnt	AVCON, Inc.
Brian West	MDN, LLC
Peter Fusscas	CAC

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

Chairman Allender called the meeting to order at 9:04 a.m.

Item 2. Approval of Minutes – March 14, 2013

***Motion by Ms. Meehan, second by Mr. Boisvert to approve the TPO minutes of March 14, 2013.
Hearing no objections, the motion passed unanimously.***

Item 3A. Technical Advisory/Citizens Advisory Committee Report

Mr. Kamm reviewed the significant actions taken by the TAC/CAC at their April 8, 2013 meeting to include recommendations for:

- Approval of the SCTPO PLC-1 policy changes
- Adoption of PLC-6, institution of a SCTPO Social Media Policy
 - Requested the TPO Board be made aware of Mr. Gougelman's expertise with social media policies and member training
- Approval of Committee and Board Member Recognition Resolutions

Item 3B. Bicycle/Pedestrian/Trails Advisory Committee Report

Ms. Gillette reported the adoption of the Bicycle/Pedestrian Mobility Plan has been deferred to incorporate municipality endorsements of prioritized projects. The next BPTAC meeting will be held on April 15, 2013.

Mayor Tulley asked when the Bicycle/Pedestrian Mobility Plan project list is anticipated to be sent to the municipalities.

Ms. Gillette replied the list will be sent to the municipalities in May.

Item 3C. TPO Executive Committee Report

Mr. Kamm reported the items discussed at the March 14, 2013 Executive Committee will be presented later in this meeting.

Motion by Mr. Tulley, second by Ms. Eley, to acknowledge receipt of the February 28, 2013 and March 14, 2013 TPO Executive Committee meeting minutes. Hearing no objections, the motion passed unanimously.

Consent Agenda:

Item 4A. Approval RE: Committee Appointments

Item 4B. Approval RE: SCTPO Trailer Donation

Item 4C. Approval RE: Resolution 13-13, FDOT Long Range Transportation Plan (LRTP) Supplemental Funding

Motion by Mr. Boisvert, second by Mr. Greene, to approve the consent agenda as presented. Hearing no objections, the motion passed unanimously.

Item 5A. Approval RE: Executive Director's Performance Evaluation and Staff Compensation

Mr. Gougelman stated the TPO Board is contractually obligated to perform an annual evaluation for Mr. Kamm. The Board authorized the Executive Committee to perform the evaluation and their reviews and results are included in this agenda package. Mr. Kamm scored a weighted average score of 4.685 points on a scale of 1-5. The Executive Committee has recommended:

- Approval of the Executive Director's Performance Evaluation
- A three percent (3%) salary increase be awarded to the Executive Director
- A performance based pool of money of up to \$20,000 be set aside for the Executive Director to award to TPO staff
- All pay increases will become effective July 1, 2013

Mr. Williams asked if the \$20,000 is considered an ongoing pay increase or a lump sum pool of money.

Mr. Kamm responded the pool of money is for the upcoming budget year only.

Ms. Infantini inquired if established criteria existed for staff to receive pay increases.

Mr. Kamm replied yes, an established performance based employee evaluation system was developed as part of the Cody Study and closely correlates with the TPO Strategic Plan.

Mr. Greene asked the amount of Mr. Kamm's current base salary and if the 3% increase for Mr. Kamm comes from the \$20,000 pool of money.

Mr. Kamm replied his base salary is \$99,450, and the 3% increase for him is independent of the \$20,000 pool.

Mr. Greene inquired about TPO funding and if it is affected by the local economy.

Mr. Kamm responded nearly all of the TPO funding comes from Federal grants which are not affected by the local economy.

Mr. Greene asked when and what the percentage was for Mr. Kamm's last pay increase.

Mr. Kamm replied his last salary increase was two years ago for five percent.

Motion by Mr. Williams, second by Mr. Tulley, to approve the TPO Executive Director's Performance Evaluation and Staff Compensation. Hearing one objection from Mr. Greene, the motion passed by simple majority.

Item 5B. Approval RE: SCTPO Policy Changes: PLC-1, Agency Organization and Operation and PLC-4, Travel

Ms. Carter stated the Executive Committee recommended approval of three policy changes including:

1. Annual election of Board and Committee officers be moved to December to allow more efficiency in TPO operations
2. Meeting notification methods be changed to reflect the TPO Public Involvement Plan
3. Mileage reimbursement rate be changed to reflect the General Services Administration (GSA) rate

Ms. Carter stated these are policy changes, so the floor is open for public comment.

No public comment was heard.

Motion by Ms. Infantini, second by Mr. Santiago, to approve the SCTPO Policy Changes: PLC-1, Agency Organization and Operation and PLC-4, Travel. Hearing no objections, the motion passed unanimously.

Item 5C. Adoption RE: PLC-6, SCTPO Social Media Policy

Ms. Carter stated a Social Media Policy is being proposed as an opportunity for public outreach. The policy includes TPO Board and Committee members and has been reviewed by the TPO attorney to ensure it abides by Sunshine Laws. The purpose of the new policy is to disseminate information only.

Mr. Kamm stated staff would like to develop a brief brochure for Board and Committee members guidance on social media usage with regards to Sunshine Laws. The TAC/CAC members asked that all Board and Committee members sign a form indicating they have read and understand the policy prior to use.

Mr. Greene asked for a brochure or glossary of abbreviations and acronyms with each agenda package.

Mr. Kamm responded a glossary is currently being developed by staff to be updated and included in each agenda package.

Mr. Allender requested a brochure be developed regarding public records requests.

Mr. Kamm replied he would look into developing a public records request informational brochure.

Mr. Allender asked for public comments regarding PLC-6, SCTPO Social Media Policy.

No comments were heard.

Motion by Mr. Boisvert, second by Ms. Meehan, to adopt PLC-6, SCTPO Social Media Policy. Hearing no objections, the motion passed unanimously.

Item 5D. Approval RE: Resolutions, Recognition of Committee and Board Members' Service

Ms. McCartney presented a list of TAC, CAC, and TPO Board members who are being recognized with resolutions and "thank you" letters for their many years of volunteer services.

Motion by Mr. Greene, second by Ms. Meehan, to approve Resolutions 13-14 through 13-34, Recognizing Committee and Board Members' services. Hearing no objections the motion passed unanimously.

Item 6A. Long Range Transportation Plan (LRTP) Policy Issues Workshop 1

Mr. Chris Sinclair, Renaissance Planning Group, provided a presentation on part one of the LRTP Workshop, encompassing Project Initiation and Public Engagement, Plan Synthesis, Scenarios and Vision, and an accompanying survey. Part two of the LRTP Workshop will be presented in May.

Ms. Eley stated better access to Brevard's sea and airports is necessary. Alternative forms of transportation need to be developed and/or strengthened for an aging population.

Mr. Williams reported on current negotiations between the Port Authority and the military regarding Florida East Coast rail access to Port Canaveral.

Ms. Long reported the expanding Titusville Cocoa (TICO) Airport will necessitate additional multimodal transportation.

Mr. Tulley commented long term energy costs will affect the behavior of future travel. As fuel prices rise, rail travel will likely increase.

Mr. Nickle stated alternative methods of getting to bus and train stations should be supported and enhanced.

Ms. Infantini stated south Brevard County is continuing to expand exponentially. Improvements including widening Babcock Street from Malabar Road to the county line and the Saint Johns Heritage Parkway will be compulsory.

Mr. Jones suggested developing a coalition with municipalities to coordinate land development for mass transit hubs that will serve all of Brevard County. He further recommended developing a north/south roadway west of I-95 to connect with the Saint Johns Heritage Parkway.

Ms. Meehan encouraged the expansion of intelligent transportation systems to improve traffic flow.

Mr. Greene stated public transportation will be essential for the growing elderly population in Brevard County.

Mr. Allender asked that population age data be explored further for the plan.

Mr. Nelson reported the Regional Planning Council is attempting to locate greater population densities near mass transit hubs. He further stated Ellis Road's airport, bus and industrial center connections will stimulate the local economy.

Mr. Santiago stated we must strive for a good economic balance that allows younger generations to live and work in Brevard County.

Ms. Bolin Lewis stated more east/west regional connections are needed for Brevard County.

Mr. Kamm suggested we facilitate and promote repurposing older commercial centers.

Mr. Sinclair informed the group the draft survey will be available online shortly. He asked everyone to take the survey to obtain input as well as feedback concerning survey questions.

Mr. Kamm informed the group of a special committee convened by the Board of County Commissioners (BOCC) to investigate transportation infrastructure funding options. It may be useful to include funding options in this LRTP survey that could provide input to the BOCC committee.

Mr. Nelson stated it would be beneficial to the BOCC committee to receive results from this survey.

Ms. Bolin Lewis stated the survey would help the BOCC committee especially if it probed specific funding options.

Mr. Kamm responded he would work with BOCC to formulate some specific questions that may help illuminate the public's desires.

Ms. Infantini asked for the funding questions to be specific and include alternatives that decrease current spending.

Mr. Allender suggested the TPO and the BOCC special committee work together toward the same goal of serving the public's needs.

Mr. Gougelman requested the survey provide space for respondents' name and address to ensure a good demographic sampling is received.

Mr. Sinclair replied it would be included.

Mr. Allender invited the public to comment on the LRTP.

Brian West, Palm City, Florida, stated widening Babcock Road south of Malabar Road is logical as Palm Bay is the fastest growing area in Brevard County.

Mr. Kamm stated the TPO Board as well as the TAC/CAC are being asked to take this beta test to provide comments on question clarity and illuminate any tabulation errors prior to presenting the survey to the public.

Item 6B. Legislative Report

Ms. Holt apprised members on the TPO's legislative issues priority list including proposed passenger rail stations, the Space Transportation Infrastructure bill, various trails systems, the distracted driving law, and the transportation trust fund.

Item 6C. Staff Report

Mr. Kamm informed the group concerning:

- A new billboard safety ad being run by Clear Channel at the request of TPO staff
- FDOT is convening a committee to study regional corridor connectivity
- All Aboard Florida has assured staff that proposed rail alignment will allow for additional capacity along SR 528

Item 6D. Local Government Report

Mr. Kamm reported the Board of County Commissioners is convening a transportation infrastructure committee composed of nineteen members with a four month lifespan.

Item 6E. Florida Department of Transportation Report

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

Ms. Infantini asked for clarification and communication regarding the Babcock Street widening project.

Ms. Valencia responded FDOT would coordinate with the municipalities to minimize project impacts to traffic flow.

Mr. Kamm stated although there is a design project underway on Babcock Street, there is no funding for right of way acquisition or construction.

Item 7A. Public Comment

No public comment was heard.

Item 8. Adjourn

The meeting adjourned at 11:05 a.m.



Carol Holden, SCTPO

As Approved by the TPO Committee on 5/9/13