

# MTPO Subcommittee Meeting Minutes

Metropolitan Transportation Planning Organization  
for the Gainesville and Alachua County Area

**Date:** Friday, March 21, 2025

**Time:** 2:00pm

**Location:** Roberta Lisle Kline Conference Room, Room 016  
200 E University Avenue, Gainesville, Florida

- I. Call to Order (Chair Eastman)  
*Chair Eastman called the meeting to order.*
- II. Roll Call, Confirmation of Quorum, and Agenda Approval (Chair Eastman)  
*Chair Eastman performed roll call and confirmed quorum. Those present included: Chair Eastman, County Chair Alford, Commissioner Prizzia, Mayor Harvey Ward, and MTPO Chair Wheeler.*
- III. Approval of Minutes (Chair Eastman)  
*Motion was moved by County Chair Alford and seconded by Mayor Ward.*
- IV. Agenda Items  
*Approval of agenda was moved by County Chair Alford and seconded by MTPO Chair Wheeler.*
  - A. Executive Director Search (Chair Eastman)
    - Review position description
    - Recruitment discussion
    - Salary range

*Brad Thoburn (HDR) introduced the item.*

*Heather Apkin (Assistant County Manager) gave an overview of the logistics of the hiring process, and needing specifics for the job description.*

*Jefferey Hayes (County Growth Management Director) spoke to the item related to consulting costs, and reimbursable expenses bringing in candidates for interviews.*

*Kristen Bryant (City Clerk) spoke to the item.*

*Todd Hutchinson (County Comptroller) spoke to the item related to the interlocal agreement and costs that may be reimbursed.*

*Motion 1: 1) Create a select committee to screen candidates comprised of county staff, city staff, county human resources staff, and a representative from HDR. 2) Appoint HDR as the point-of-contact with FDOT. 3) Set a four-week application period. 4) Identify funding for candidate travel costs. 5) Direct the select committee to return a list of three to five candidates.*

*Motion 2: 1) Set salary range to \$120,000 to \$140,000, pending County Human Resources review of salary. 2) Provide location and expenses, provided the Florida Department of Transportation approves as reimbursable. 3) Lives or moves to the MTPO service area within 180 days of start date.*

*Motions moved by Commissioner Prizzia and seconded by County Chair Alford.*

## **B. MTPO Bylaws**

**Updated MTPO Bylaws for review and discussion**

*Brad Thoburn (HDR) gave an overview of the item going over the specific changes to the Bylaws.*

*Corbin Hanson (Senior Assistant County Attorney) spoke to the item regarding the process of the county selection process for the outlying municipality candidate.*

*Todd Hutchinson (County Comptroller) spoke to the item related to the language in the bylaws about who would have the ability to hire and fire the MTPO Executive Director.*

*Item heard.*

C. Intergovernmental Coordination Agreement Review (ICAR)

Updated ICAR for review and recommendations

*Brad Thoburn (HDR) gave an overview of the item.*

*Item heard.*

D. Board Items

- PPP
- Title VI/LEP
- ICAR

*Brad Thoburn (HDR) gave an overview of the items.*

*Items heard.*

E. MTPO Revised Calendar

Review updated Subcommittee Meeting schedule

*Brad Thoburn (HDR) gave an overview of the item.*

*Item heard.*

V. Member Comments

*None*

VI. Public Comments (General)

*None*

VII. Adjournment

*Meeting was adjourned by Chair Eastman.*

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