



March 19, 2019

AGENDA ITEM 4 A

**MINUTES**

TYPE OF ITEM: Consent

The minutes from the February 19, 2019 CRTPA meeting are provided as ***Attachment 1***.

**RECOMMENDED ACTION**

Option 1: Approve the minutes of the February 19, 2019 CRTPA meeting.

**ATTACHMENT**

Attachment 1: Minutes of the February 19, 2019 CRTPA meeting.



## **CRTPA BOARD**

MEETING OF TUESDAY, FEBRUARY 19, 2018 AT 1:30 PM

CITY OF TALLAHASSEE COMMISSION CHAMBERS  
300 S. ADAMS STREET  
TALLAHASSEE, FL 32301

### **Meeting Minutes**

#### **Members Present:**

Commissioner Anthony Viegbesie, Gadsden County, Chairman  
Commissioner Betsy Barfield, Jefferson County  
Commissioner Kristin Dozier, Leon County  
Commissioner Nick Maddox, Leon County  
Commissioner Rick Minor, Leon County  
Commissioner Daniel McMillan, Gadsden Cities  
Commissioner Jeremy Matlow, City of Tallahassee  
Commissioner Dianne Williams-Cox, City of Tallahassee  
Commissioner Curtis Richardson, City of Tallahassee

**Staff and Others Present:** Thornton Williams, CRTPA Attorney; Greg Slay, CRTPA, Greg Burke, CRTPA; Jack Kostrzewa, CRTPA; Yulonda Mitchell, CRTPA; Donna Green, FDOT; Starsky Harrell, FDOT; Bryant Paulk, FDOT; Chris Reitow, ARPC Executive Director; Joe Maleszewski, City of Tallahassee Auditor; Beverly Davis, RS&H

1. **CALL TO ORDER AND ROLL CALL**  
The meeting was called to order at 1:34pm.
  
2. **AGENDA MODIFICATIONS**  
None
  
3. **CITIZEN COMMENT**  
None

4. **CONSENT AGENDA**

- A. **Minutes of the December 18 Meeting**
- B. **CRTPA Safety Measures Update**

**Board Action: Commissioner Merritt made a motion to approve the consent agenda as presented by staff. Commissioner Maddox seconded the motion and the motion was unanimously passed.**

5. **CONSENT ITEMS PULLED FOR DISCUSSION**

6. **CRTPA ACTION**

A. **Regional Mobility Plan Update Consultant Selection**

The Regional Mobility Plan Consultant Selection Committee has reviewed and ranked proposals for the Board's consideration associated with the update of the agency's Regional Mobility Plan.

Mr. Kostrzewa outlined the consultant selection process and presented the recommended consultant. This process included development of the Scope of Services, Request for Proposals (RFP), and creation of the Selection Committee. The Selection Committee reviewed and evaluated proposals which resulted in the selection of the recommended consultant for the Long Range Transportation Plan (also called the Regional Mobility Plan). Associated with this agenda item is the proposal to authorize the Executive Director the ability to negotiate and administer the contract and have the Chair sign contract when completed.

Commissioner Maddox asked about MBE/DBE businesses when considering and selecting a consulting firm. Mr. Slay provided information noting the funding was federal dollars and preference could not be required or given to MBE/DBE businesses as a part of scoring criteria.

**Board Action: Commissioner Merritt made a motion to approve options 1 and 2. Commissioner Matlow seconded the motion and the motion was unanimously passed.**

**B. Executive Director Contract Update**

As discussed at the December 18 CRTPA Board Meeting, this item updates the contract of the Executive Director to remove the car allowance as well as items related to parking.

Mr. Slay explained to the board this item related to the Audit from November 2018. He noted that the recommendation was to either have a monthly mileage accountability report or eliminate the car allowance and add it into the Director's base pay. The item's recommendation was to add the car allowance to the base pay.

**Board Action: Commissioner Merritt made a motion to approve the revised Executive Director Contract. Commissioner Minor seconded the motion and the motion was unanimously passed.**

**C. Pensacola Street & Tharpe Street Traffic and Operations Analyses**

The project consultant will provide an update on the corridor reports for Pensacola Street and Tharpe Street.

Beverly Davis, RS&H, provided background information and recommendations for Pensacola Street and Tharpe Street based on the analyses. She began with a discussion of Tharpe Street including the roadways existing conditions and noted that portions included industrial and residential components. Identified issues on this approximately four-mile section included transit accessibility including ADA issues. Issues related to spot congestion were noted including the observation that such congestion occurred within the residential section due to bus stops, trash pick-up, turning movements and constraints for traffic to avoid back ups in traffic. Other identified issues included the lack of bicycle and pedestrian facilities as well as Issues with lack of stormwater treatment and flooding. Ms. Davis provided recommendations for improvements that included the addition of sidewalks, curb and gutter, sharrows and bike lanes, pedestrian bridge over central drainage ditch, reconfiguration of Blountstown and Tharpe intersection and the addition of median between Mission and Trimble road with U-turn access. Pensacola Street was next discussed in similar fashion. Issues identified included spot congestion primarily associated with Tallahassee Community College due to traffic spikes entering and existing parking facilities and motorist ignoring traffic restrictions. Ms. Davis provided recommendations for improvements that included widening the railroad bridge and 2-lane section of Pensacola Street to 4-lanes as well as

the inclusion of pedestrian and bicycle facilities Also included was the recommendation to improve signage to deter motorist from making unauthorized U-turns and reconfigure access points to TCC were to address the spot congestion near the College.

**Board Action: Commissioner Maddox made a motion to approve option 1. Commissioner Merritt seconded the motion and the motion was unanimously passed.**

7. **FLORIDA DEPARTMENT OF TRANSPORTATION REPORT**

Bryan Paulk, FDOT, stated there was one update. He provided information on the upcoming Project Development & Development Study for the interstate. There will be a re-evaluation of the US Highway 90 at Midway (heading East) at the existing 6-lane section; then pick up on the eastern side where the 6-lanes ends (near Mahan). The FDOT is anticipating the kick off for this project in early summer and an update would be provided to the CRTPA.

Commissioner Richardson requested information on a crosswalk in the Liberty Park area to the transit stop at Orange Avenue (northside of Orange Ave). He noted this area is very dangerous because there is a lot of traffic within that area and that children walk to and from Nims Middle School. Mr. Paulk stated he would be looking into this issue, as this was the first time it was mentioned to the current DOT representative. Mr. Slay noted this project could possibly be separated out as an individual project with sidewalks and other improvements.

8. **EXECUTIVE DIRECTOR'S REPORT**

Mr. Slay provided an update on a few items including the recent Executive Committee discussion regarding restructuring the committee. The committee decided to leave the committee as it currently was structured. The Board discussed the possibility of appointing a City of Tallahassee representation for one year by modifying the by-laws. Commissioner Matlow volunteered to serve for a year but that decision would be decided after the by-laws are revised.

**Board Action: Commissioner Maddox made a motion to add a City of Tallahassee representative for a term of 1 year to add balance to the Committee's current structure. This term would sunset at the end of this year (2019). The motion was seconded by Commissioner Williams-Cox and the motion was unanimously passed.**

9. **CRTPA INFORMATION**

- A. Future Meeting Dates
- B. Committee Actions (Citizen's Multimodal Advisory Committee & Technical Advisory Committee)

10. **ITEMS FROM CRTPA BOARD MEMBERS**

Commissioner Maddox provided an overview of the MPOAC meeting. He stated the Executive Director of MPOAC would provide a legislative agenda update at a future meeting to the CRTPA Board. Also discussed was the need to research alternatives to address gas tax decreases due to the increase more efficient vehicles.

Meeting was adjourned at 2:36pm.

**Attest:**

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Yulonda Mitchell, Recording Secretary

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Anthony O. Viegbesie, Chairman