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408 N. ADAMS STREET TALLAHASSEE, FL 32301
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CRTPA BOARD

MEETING OF MONDAY, MARCH 26, 2012 AT 1:00 PM

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

MISSION STATEMENT

“The mission of the CRTPA is to act as the principal forum for collective transportation policy discussions that results in the development of a long range transportation plan which creates an integrated regional multimodal transportation network that supports sustainable development patterns and promotes economic growth.”

Meeting Minutes

MEMBERS PRESENT:

Commissioner Jane Sauls, Leon County, Chair
Commissioner Akin Akinyemi, Leon County
Commissioner Kristen Dozier, Leon County
Commissioner Nick Maddox, Leon County
Commissioner Bryan Desloge, Leon County
Commissioner John Dailey, Leon County
Commissioner Betsey Barfield, Jefferson County
Commissioner Doug Croley, Gadsden County
Commissioner Delores Madison, Midway, Havana, Quincy
Commissioner Nancy Miller, City of Tallahassee
Commissioner Gil Ziffer, City of Tallahassee
Mayor John Marks, City of Tallahassee

STAFF AND OTHERS PRESENT: Bryant Paulk, FDOT; Stacie Blizzard, FHWA; Brian Waterman, StarMetro; Jay Townsend, City of Tallahassee; Wayne Tedder, PLACE; Greg Burke, CRTPA; Colleen Roland, CRTPA; Harry Reed, CRTPA; Lynn Bar, CRTPA; Jack Kostrzewa, CRTPA; Yulonda Mitchell, CRTPA; Dave Bright, BP 2000; Cherie Horne, PLACE; Tony Park, Leon County Public Works; Richard Barr, Kimley Horn and Associates; Beverly Davis, RSH; Steve Schnell, HDR/NFTCA

The meeting was called to order by the Chair at 1:02 PM.

1. **AGENDA MODIFICATIONS**

2. **CONSENT AGENDA**

A. Minutes of the January 23, 2012 CRTPA Board Meeting

- B. Draft Fiscal Year (FY) 2013 – FY 2017 Transportation Improvement Program (TIP)**
Consistent with the Draft State Work Program presentation to the CRTPA at the October 17, 2011 Retreat, the Draft FY 2013 – FY 2017 TIP has been developed incorporating state and federally funded projects in the CRTPA region.
- C. Draft Fiscal Year (FY) 2012 – FY 2013 Unified Planning Work Program (UPWP)**
- D. Safe Routes to School Joint Participation Agreement**
- E. Re-designation of StarMetro as the Community Transportation Coordinator for the Transportation Disadvantaged Program in Leon County**
- F. Comprehensive Annual Financial Report (CAFR)**

Board Action: Commissioner Barfield requested Item 2.C and Commissioner Miller requested item 2.F be pulled from the consent agenda for discussion. Mayor Marks made the motion to accept the remainder of the consent agenda. Commissioner Maddox seconded the motion and the motion was unanimously passed.

3. CONSENT ITEMS PULLED FOR DISCUSSION

- 2.C Draft Fiscal Year (FY) 2012 – FY 2013 Unified Planning Work Program (UPWP)**
Commissioner Barfield stated that Jefferson County was omitted from the Work program matrix. Mr. Reed stated that was done in error and staff would make the corrections.

Board Action: Commissioner Ziffer made a motion to accept the Draft Fiscal Year (FY) 2012 – FY 2013 Unified Planning Work Program (UPWP) with the corrections noted by the board. Commissioner Miller seconded the motion. The motion was unanimously passed.

- 2.F Comprehensive Annual Financial Report (CAFR)**
Commissioner Croley discussed the charges that the City of Tallahassee was charging the CRTPA and noted they seemed excessive. Mayor Marks stated the costs would be reviewed. Commissioner Miller stated that a staff services agreement has been incomplete since 2006 and that this was noted in previous audit reports. Mr. Reed stated that costs were guided by the cost allocations and generally accepted accounting principles. He noted the CAFR was compiled annually and there have been corrections in the past. Personnel costs are determined by number of full time employees and building rental was based on square footage used by the organization. Commissioner Ziffer wanted staff to make the Board aware when items and agreements are not signed in a timely manner.

Board Action: Commissioner Miller made the motion to approve the Comprehensive Annual Financial Report (CAFR) as presented by staff. Commissioner Maddox seconded the motion. The motion was unanimously passed.

4. CRTPA DISCUSSION

A. **Woodville Highway Corridor Master Plan and Project Development and Environment (PD&E) Study**

Kimley-Horn & Associates will be presenting the completed Corridor Master Plan for Woodville Highway from Capital Circle Southeast to Paul Russell Road. The completed concepts developed for the Master Plan are based upon direction provided by the Board in May 2011. Additionally, KHA will be presenting an update on the project's recent initiation of the Project Development and Environment (PD&E) phase.

Mr. Richard Barr outlined the Woodville Highway Corridor Master Plan and Project Development and Environment (PD&E) Study. He stated Kimley-Horne has partnered with Atkins and Wendy Grey Planning for the Master plan and the PD&E Study. He provided an overview of a project and the public involvement that has already taken place. He stated they met with various interested parties to seek out input as a part of the master plan. He stated there was a concept charette for the public to provide input. He stated the plan focused on connections within and around this area. Mr. Barr stated that they looked at improvements to current roadways, pedestrian/bicycle facilities, and intersections. Additionally, he noted that Land Use was another concept that was studied. Wendy Grey stated that the area has light industrial uses and some unused areas and noted the public wanted to keep the light industrial uses because it provides employment. Redevelopment within the area should include a new zoning district in order to have a segregated district between light industrial and the residential uses. She stated the idea would need to remain flexible, due to the unknown needs with the changing economy. Mr. Barr stated that they studied ways to enhance the St. Marks trail. Greg Vaughn outlined the PD&E study and options and alternatives for improvements to Woodville Highway, segments 1 and 2. Mr. Vaughn stated that these options would enhance the traffic on this roadway and noted there are no environmental impacts to the wetlands. The Board discussed the need to acquire additional right of way to widen the trail to accommodate the option to add a bike lane on the multi-use trail. Ms. Rose Mary Woods of Atkins stated that the 4ft bicycle lanes are required by FDOT and stated that could be accomplished by a variance with FDOT.

Board Action: Commissioner Croley made a motion to request the cost for not adding a bicycle lane on this project, because there is currently a multi-use trail parallel to the current roadway. Mayor Marks seconded the motion. The motion was unanimously passed.

Board Action: Commissioner Desloge made a motion to accept the options presented by staff. Commissioner Dailey seconded the motion. The motion passed unanimously.

B. **Northwest Florida Transportation Corridor Authority (NWFTCA) Presentation**

Steve Schnell, Consultant staff for the NWFTCA provided a presentation on the Authority's Master Plan.

Board Action: Mayor Akinyemi made a motion for staff to draft a letter to the chairman of the NWFTCA board requesting that Leon County be considered to be added to the board. Mayor Marks seconded the motion. The motion was unanimously passed.

C. CRTPA Committee Restructuring (Action)

An update on efforts related to the restructuring of the CRTPA's committees will be provided. Ms. Lynn Barr outlined the changes to the bylaws that have been reviewed by the Advisory Committees. She also outlined the timelines and the process in which the draft bylaws would be finalized.

Board Action: Commissioner Maddox made a motion to accept the CRTPA Committee Restructuring as presented by staff. Commissioner Dailey seconded the motion. The motion was unanimously passed.

D. General Planning Consultant (GPC) Planning Services (Action)

Staff is seeking approval to provide three (3) \$15,000 Work Orders (one for each GPC) to be utilized for "push button" contracts.

Board Action: Commissioner Merritt made a motion to accept option #1 as presented by staff. Commissioner Maddox seconded the motion. The motion was unanimously passed.

5. EXECUTIVE DIRECTOR'S REPORT

A status report on CRTPA activities and items of interest will be provided, including the following:

- April 16, 2012 CRTPA Retreat
- Complete Streets
- American Public Works Association Conference (Florida Chapter)

Board Action: This item was informational, therefore no action was taken.

6. ITEMS FROM MEMBERS

This portion of the agenda is provided to allow members an opportunity to discuss issues relevant to the CRTPA.

7. CITIZEN COMMENT

This portion of the agenda is provided to allow for citizen input on any CRTPA issue. Those interested in addressing the CRTPA should complete a speaker request form located at the rear of the meeting room. Speakers are requested to limit their comments to three (3) minutes.

8. INFORMATION

- A. Correspondence**
- B. Committee Actions (Citizen's Advisory Committee/Multimodal Advisory Committee/ Technical Advisory Committee/Transportation Disadvantaged Coordinating Board)**
- C. Future Meeting Dates and Agenda Items (Next Meeting: CRTPA Retreat April 16, 2012)**
- D. CRTPA Expense Reports**
- E. General Planning Consultant Project Update**

Board Action: This item was informational, therefore no action was taken.

Meeting adjourned at 3:02 PM.

Attested:



Yulonda Mitchell, Recording Secretary



Jane G. Sauls, Chair