

April 20, 2026



## EXECUTIVE COMMITTEE AGENDA ITEM 4 A

### MINUTES

TYPE OF ITEM: Action

#### **STATEMENT OF ISSUE**

The minutes from the August 28, 2025, Executive Committee Meeting are provided as ***Attachment 1***.

#### **RECOMMENDED ACTION**

Option 1: Approve the minutes of the August 28, 2025, Executive Committee Meeting.

#### **ATTACHMENTS**

Attachment 1 – August 28, 2025, Meeting Minutes



## **CRTPA EXECUTIVE COMMITTEE**

MEETING OF THURSDAY, AUGUST 28, 2025, AT 10:00 AM

TALLAHASSEE CITY HALL  
**CRTPA CONFERENCE ROOM (3<sup>RD</sup> FLOOR)**  
300 S. ADAMS STREET  
TALLAHASSEE, FL 32301

### **Meeting Minutes**

**Members Present:** Commissioner Dianne Williams-Cox, Chair  
Commissioner Nick Maddox, Vice Chair  
Commissioner Quincee Messersmith, Past Chair

**Staff Present:** Greg Slay, CRTPA; Jack Kostrzewa, CRTPA; Greg Burke, CRTPA; Suzanne Lex, CRTPA; Yulonda Mitchell, CRTPA; Tyrone Scorsone, Kittelson & Associates

**Staff Virtual:** Roberta McManus, Grant & Enterprise Resources; Vanessa Williams, Grant & Enterprise Resources; Laquanda Williams, Grant & Enterprise Resources; Linda Caines, Financial Services; Rita Stevens, Financial Services; Christie Battles, James Moore & Co; Franco Saraceno, Kittelson & Associates

#### **1. CALL TO ORDER AND ROLL CALL**

The meeting was called to order at 10:04 AM with a quorum present.

#### **2. AGENDA MODIFICATIONS**

There were no agenda items.

#### **3. CONSENT AGENDA**

##### **A. Minutes of March 17, 2025, Executive Committee Meeting**

**Committee Action:** Commissioner Maddox made a motion to approve the consent agenda as presented. Commissioner Messersmith seconded the motion, and the motion was unanimously passed.

#### **4. CRTPA EXECUTIVE COMMITTEE ACTION**

##### **A. CRTPA Annual Audit – Fiscal Year 2024 Financial Statements**

This item provides information related to the Annual Single Audit Report. Staff from James Moore and Company, and City of Tallahassee Financial Services and Grants Departments will be on hand for questions related to the FY 2024 Annual Financial Statements.

Mr. Slay introduced the Auditors, James Moore and Company in advance of their presentation. Ms. Lex noted that for the FY2025 Audit a larger sample of material for testing was requested, which the CRTPA provided. She briefly explained that there was a finding included in the FY 2024 Financial Report related to pre-payments that cross fiscal years.

Ms. Christie Battles, Auditor and Manager, James Moore & Company, briefly explained the requirement to show that adjustment as a significant deficiency when a huge payment happens at year end and crosses into the next fiscal year but noted it was just a timing issue. Ms. Battles provided the information on the FY 2024 Financial Statements and explained the requirement to test a large number of transactions every three years, due to audit standards as long as there are no significant findings related to controls.

Continuing. she discussed the auditor's reports and financial statements, stating there was an unmodified opinion in the CRTPA audit and received the highest rating (A++), consistent with past years' audits. She noted this report also summarizes the auditor's responsibilities along with management's responsibilities. There were no difficulties with performing the audit and no disagreements with management and requested materials were provided in a timely manner. She noted there was a discussion with the Financial Services and CRTPA teams relating to the timeline to complete the audit before the deadline of June 30 on next year's audit. Ms. Battles discussed the reporting compliance report for major federal programs and that there were no findings regarding compliance with the state grant requirements. Ms. Battles discussed the independent accountant examination report regarding compliance with the investment policy statute and there were no findings with the independent accountant examination report. Lastly, Ms. Battles discussed the management letter required by the audit general. She explained this letter highlights any compliance issues that need to be brought to the attention of the auditor general and noted there were no compliance issues to report.

The Auditor discussed the financial highlights. She explained the government fund statements vs. the fund level statements. She explained the deficit shown in this report was related to net pension liability and has to be recognized at the governmental fund level and there are no concerns. Ms. Battles stated this year was consistent with previous years and noted she was available to answer any questions that may arise from the Board.

**Committee Action: Commissioner Maddox made a motion to approve the CRTPA Annual Audit – Fiscal Year 2024 Financial Statements as presented. Commissioner Messersmith seconded the motion, and the motion was unanimously passed.**

**B. Fiscal Year 2026 CRTPA Budget**

The CRTPA's budget for Fiscal Year 2026 has been developed for Executive Committee discussion and approval.

Ms. Lex provided information on the CRTPA FY 2026 Budget. She briefly explained there was a request submitted to FDOT to revise the UPWP budget and that a copy was provided for each member.

Ms. Lex provided information on both the decreases and increases in the budget including the proposed COLA raise for employees as well as the CRTPA's pension costs. She provided information on the increase in operating expenditures, noting the increase in the Audit Services and the food budget for the Citizen's Multimodal Advisory Committee meetings and the CRTPA annual retreat.

Commissioner Maddox asked about the line item titled "Salary enhancement". Mr. Slay explained the salary enhancements are the COLA increase and the regular salary cost and explained in the system they are listed separately for each fiscal year.

**Committee Action: Commissioner Maddox made a motion to approve the Fiscal Year 2026 CRTPA Budget as presented. Commissioner Messersmith seconded the motion, and the motion was unanimously passed.**

**C. Annual Evaluation of the Executive Director**

The annual evaluation of the Executive Director will be discussed.

The consensus among the members of the Committee was that the director does an excellent job. Commissioner Maddox noted with Mr. Kostrzewa would be leaving soon and inquired about development of a succession plan for the board's review. Mr. Slay noted staff recently had the discussion internally regarding the succession plan for the agency.

**Committee Action: This was an informational item; therefore, no action was taken.**

**D. North Monroe Street Discussion**

A discussion related to the CRTPA's 2024 partial award of a Safe Streets and Roadways for All (SS4A) grant will be provided.

Mr. Slay discussed the North Monroe Street SS4A Implementation grant. He stated the submitted application from last year requested \$21 million dollars and was ultimately awarded about \$200 thousand dollars for median modifications. The awarded amount was about 1% of the total grant request. Mr. Slay stated that in discussions with FDOT, it was determined the awarded project would cost twice amount to complete the median modifications on Monroe Street. He stated he recommended returning the funds because it was not enough to complete the proposal in the grant. Mr. Slay stated Leon County has resubmitted the same grant application this year for a second time with some updates and that the CRTPA worked with the County on the grant's resubmission.

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**Committee Action: Commissioner Maddox made the motion to accept staff recommendation to return the funding due to the funding being inadequate to complete the proposal in the grant application. Commissioner Messersmith seconded the motion, and the motion was unanimously passed.**

**E. Regional Mobility Plan**

The Year 2050 Regional Mobility Plan (RMP) Project Team will be presenting the Year 2050 RMP Draft Cost Feasible Plan (CFP).

Mr. Slay briefly introduced the Regional Mobility Plan. He noted this was an update to the members and there was no action to be taken today.

Mr. Kostrzewa provided a brief project update. He noted there was a change in the FDOT Work program to include a PD&E Study on Capital Circle, NW (Interstate 10 to N. Monroe Street) that is related to the proposed Buc-ee's Location.

Mr. Kostrzewa discussed the costs and revenues stating that the total cost for the projects in the RMP provided would be \$400 million for all listed projects, however, the revenues total was only \$287 million. He explained the cost of the revenues are shown in year of expenditure dollars, while the cost of the projects is shown in current year dollars. He stated this is the reason for the limitations with the program. Mr. Kostrzewa provided information on the Draft Cost Feasible Plan Scenarios along with the funding sources. He began with the Florida Shared-Use Non-motorized (SUN) Trail Program which include the Wakulla Springs Trail; Capital City Trail East (US 90); Capital City Trail Central (Tallahassee to Havana) and Capital City Trail West (US 90). Mr. Kostrzewa discussed briefly the projects that are funded by Blueprint IA, those include the Airport Gateway; Greenways Master Plan; NE Corridor Connector (Bannerman Road); NE Gateway (Welaunee Boulevard); NW Connector Corridor (Tharpe Street). Additionally, he spoke to Moving Florida Forward funding and that is Capital Circle, SW from Springhill Road to Crawfordville Road. He noted there was more information in the agenda with all the links that provide full information on all projects.

Mr. Kostrzewa began with Scenario 1 "Right-of-Way" focus. He stated this scenario would concentrate on ROW acquisition for key priority projects and outlined the projects, the ROW needed timeframes and costs which totaled approximately \$160 million dollars. He stated staff recommended moving the projects in scenario 1 forward.

Continuing, Mr. Kostrzewa outlined Scenario 2, centered on the completion on the completion of Woodville Highway from Paul Russell Road to Capital Circle, SE, noting the total costs for scenario would be approximately \$164 million dollars.

Mr. Kostrzewa outlined Scenario 3, the Crawfordville Road project from the Wakulla County Line to Wakulla Springs Road, Mr. Kostrzewa outlined the segments and noted the total costs would be approximately \$156 million dollars. He noted this would allow remaining funds for funding the ROW phases of the Woodville Highway project and partial funding for the Orange Avenue project.

In terms of public engagement, Mr. Kostrzewa explained that after the approval by the full CRTPA Board, there will be a public engagement phase process including virtual meetings instead of in person meetings to address questions and comments.

Finally, Mr. Kostrzewa noted the recommended action from staff was to approve the Year 2050 RMP Draft Cost Feasible Plan Scenario 1 – Right-of-Way focus as the preferred funding alternative for Year 2050 RMP.

**Committee Action: Commissioner Maddox made a motion to recommend to the board the advancement of scenario 1. Commissioner Messersmith seconded the motion, and the motion was unanimously passed.**

**5. CRTPA CITIZEN COMMENT**

There were no citizen comments.

**6. EXECUTIVE DIRECTOR'S REPORT**

There were no updates by the Executive Director.

**7. ITEMS FROM CRTPA EXECUTIVE COMMITTEE MEMBERS**

Commissioner Messersmith noted the new traffic light at Capital Circle and South Lake Bradford Road and stated it was a welcomed addition by the citizens that live near the area.

**8. ADJOURNMENT**

The meeting was adjourned at 11:11 AM.