



August 22, 2023

EXECUTIVE COMMITTEE AGENDA ITEM 3A

MINUTES

TYPE OF ITEM: Consent

The minutes from the August 15, 2022, Executive Committee meeting are provided as ***Attachment 1***.

RECOMMENDED ACTION

Option 1: Approve the minutes of the August 15, 2022, Executive Committee meeting.

ATTACHMENT

Attachment 1: Minutes of the August 15, 2022, Executive Committee meeting.



CRTPA EXECUTIVE COMMITTEE

MEETING OF MONDAY, AUGUST 15, 2022, AT 10:00 AM

TALLAHASSEE CITY HALL
TALLAHASSEE ROOM (2nd FLOOR)
300 S. ADAMS STREET
TALLAHASSEE, FL 32301

FINAL MINUTES

Members Present: Commissioner Kristen Dozier, Chair; Commissioner Betsey Barfield, Vice-Chair and Commissioner Jeremy Matlow, Past-Chair

Staff Present: Greg Slay, CRTPA Executive Director; Jack Kostrzewa, CRTPA; Greg Burke, CRTPA; Suzanne Lex, CRTPA

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 10:00 AM by the Chair with the roll call.

2. AGENDA MODIFICATIONS

3. CONSENT AGENDA

- A. Minutes of the December 16, 2021, Executive Committee Meeting**
- B. Fiscal Years 2023 – 2024 Unified Planning Work Program Modification**

Committee Action: Commissioner Barfield made a motion to approve the consent agenda as presented by staff. Commissioner Matlow seconded the motion. The motion was unanimously passed.

4. CRTPA EXECUTIVE COMMITTEE ACTION

A. CRTPA Annual Audit – Fiscal Year 2021 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 will be on hand for questions related to the FY 2021 Annual Financial Statements.

Mr. Andrew Ferguson, Sr. Accountant, James Moore and Company provided information on the CRTPA Annual FY 21 Financial Statements including an overview of the audit process. He stated that annual audits were required of the CRTPA by the federal government as a result of the grant awards received by the CRTPA.

Mr. Ferguson also noted that the CRTPA was now classified as a low-risk auditee. He explained that meant for the last three years the CRTPA had “no findings” in the audit and it was submitted to the Federal Clearing House by the June 30th deadline.

Mr. Slay noted the CRTPA Annual Audit – Fiscal Year 2021 Financial Statements agenda item was scheduled to be presented to the CRTPA Board at the September 27, 2022, Board Meeting.

Committee Action: Commissioner Barfield made a motion to accept the CRTPA Annual Audit Fiscal Year 2021 Financial Statements. Commissioner Matlow seconded the motion. The motion was unanimously passed.

B. Fiscal Year 2023 CRTPA Budget

The CRTPA’s budget for Fiscal Year 2023 has been developed for Executive Committee discussion. This discussion will include the proportional share payments.

Ms. Lex presented the FY 2023 CRTPA Budget. She stated the CRTPA assumes a 5% Cost of Living Adjustment, consistent with the proposed City of Tallahassee budget and the increase covers the additional cost of health insurance. Ms. Lex noted in the Operating Budget there was a 42% increase overall which includes the cost for the new office space and any purchases associated with additional office equipment and supplies. She also discussed the State and Federal revenues that the CRTPA receives and noted the FY 2023 CRTPA Budget agenda item was scheduled to be presented to the Board at the September 27, 2022, Board Meeting.

Committee Action: Commissioner Matlow made a motion to accept the FY 23 CRTPA Budget as presented by staff. Commissioner Barfield seconded the motion. The motion was unanimously passed.

C. Annual Evaluation of the Executive Director

The annual evaluation of the Executive Director will be discussed.

The Commissioners provided brief comments regarding Executive Director Slay's excellent performance.

Committee Action: No action taken.

D. Updated CRTPA Fiscal Policies and Procedures

This item seeks approval of the updated CRTPA Fiscal Policy and Procedures.

Ms. Lex discussed the proposed updates to the CRTPA Fiscal Policies and Procedures and noted that CRTPA has worked with City of Tallahassee Grants Division to develop a procedure to generate the quarterly report needed for FDOT Billings, opening/closing projects and tracking reimbursements to the City of Tallahassee. Ms. Lex further noted that these changes have helped with the overall management of the grant.

Committee Action: Commissioner Matlow made a motion approve the Updated CRTPA Fiscal Policies and Procedures as presented. Commissioner Barfield seconded the motion. The motion was unanimously passed.

E. Update to CRTPA Travel Resolution

This item seeks approval of the updated CRTPA Travel Policy and Travel Rates.

Mr. Slay stated the Update to the CRTPA Travel Resolution and noted there were a few modifications to the Travel policy.

Ms. Lex stated this update to the CRTPA Policies and Procedures would establish the CRTPA's Travel Policy consistent with the City of Tallahassee's Travel Policy, with one exception related to travel approval. The CRTPA's Travel Policy provides that the Executive Director and/or Chair has the authority to approve travel. She stated pursuant to Florida State Statutes the CRTPA could adopt by Resolution a different travel rate. She noted the resolution would formalize the policy update.

Committee Action: Commissioner Barfield made a motion approve the Updated CRTPA Travel Resolution. Commissioner Matlow seconded the motion. The motion was unanimously passed.

F. I-10 TIP Amendment to the FY 22-26 and FY 23-27 Transportation Improvement Program

This item seeks approval a time sensitive amendment for a project that has been advanced. (Project No. 222593-6 Leon County SR-8 (I-10) Interchange at SR 61 Thomasville Rd. and SR 261 (US 319) Capital Circle NE)

Ms. Lex discussed the I-10 TIP Amendment to the FY 22-26 and FY 23-27 Transportation Improvement Program. She stated the construction cost increases had changed several times before receiving the final cost estimate. The new cost estimate was \$14,951,028. Finally, Ms. Lex noted, the TIP Amendment was time sensitive and would be processed immediately after the Executive Committee's approval of the item.

Committee Action: Commissioner Barfield made a motion approve the I-10 TIP Amendment to the FY 22-26 and FY 23-27 Transportation Improvement Programs. Commissioner Matlow seconded the motion. The motion was unanimously passed.

G. Fiscal Year 2023 – 2024 Unified Planning Work Program (UPWP) Amendment

This item seeks approval of a time sensitive amendment to the FY 2023- 2024 UPWP to add the Safe Streets For All (SS4A) Safety Action Plan project and associated budget in FY 2023.

Mr. Slay discussed the Transportation Infrastructure Law. He provided information on the Safe Streets for All (SS4A). Mr. Slay noted only local governments (Counties/Cities) can apply for the grant funds and noted a main requirement was the local governments must have Safety Action Plan. He noted there was an opportunity to apply for a grant to complete the Safety Action Plan, but funds would not be awarded until the following September. Mr. Slay stated since planning funds are available, the CRTPA would complete the Action Plan in-house. Mr. Slay stated this amendment would move \$250,000 over to complete the Safety Action Plan out the current available planning funds. He also noted there would be two parts to the plan: 1) Identify Safety Problems; 2) Implementation of Projects to improve connectivity in an area within a city/county. Lastly, Mr. Slay noted another requirement would be that the counties and cities would need to be LAP certified and stated some of the rural counties were not LAP certified at this time.

Commissioner Barfield requested a memo with all the information for Jefferson County as well as information on LAP Certification.

Committee Action: Commissioner Matlow made a motion approve the Fiscal Year 2023 – 2024 Unified Planning Work Program (UPWP) Amendment. Commissioner Barfield seconded the motion. The motion was unanimously passed.

5. CRTPA CITIZEN COMMENT

6. EXECUTIVE DIRECTOR’S REPORT

Mr. Slay provided an Executive Directors Report and discussed:

- CRTPA office renovations - staff is scheduled to move into the new offices August 22.
- Reconnecting Communities Grant- staff was in discussions with Blueprint Intergovernmental Agency to apply for grant funding for Tharpe Street.
- Welaunee Interchange – an update was provided.

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

8. **ADJOURNMENT**

Meeting was adjourned at 12:00 p.m.