

August 28, 2025



EXECUTIVE COMMITTEE AGENDA ITEM 3 A

MINUTES

TYPE OF ITEM: Action

STATEMENT OF ISSUE

The minutes from the March 17, 2025, Executive Committee Meeting are provided as ***Attachment 1***.

RECOMMENDED ACTION

Option 1: Approve the minutes of the March 17, 2025, Executive Committee Meeting.

ATTACHMENTS

Attachment 1 – March 17, 2025, Meeting Minutes



CRTPA EXECUTIVE COMMITTEE

MEETING OF MONDAY, MARCH 17, 2025, AT 1:30 PM

TALLAHASSEE CITY HALL
CRTPA CONFERENCE ROOM (3RD 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, Jack Kostrzewa, Greg Burke, Suzanne Lex, Yulonda Mitchell, Andrea Rosser, StarMetro; Cassidy Kearney, StarMetro; Roger Godwin, StarMetro

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order with a roll call and a quorum present at 1:39 PM.

Executive Committee Action: Commissioner Messersmith made a motion to allow Commissioner Maddox to attend the meeting virtually. Commissioner Williams-Cox seconded the motion, and the motion was unanimously passed.

2. AGENDA MODIFICATIONS

There were no agenda modifications.

3. CONSENT AGENDA

A. Minutes of the December 2, 2024, Executive Committee Meeting

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

4. **CRTPA EXECUTIVE COMMITTEE ACTION**

A. CRTPA Audit Contract

This item seeks approval to award and execute a contract for external auditing services to James Moore and Company.

Ms. Lex provided information on the solicitation of the Audit Services. She stated James Moore and Company was the only proposal that was submitted and noted they have provided the fee schedule for the next five fiscal years in the proposal. Ms. Lex stated the recommend action was to recommend approval pending final legal review by the CRTPA Attorney.

Executive Committee Action: Commissioner Messersmith made a motion to approve the CRTPA Audit Contract for external auditing services to James Moore and Company. Commissioner Maddox seconded the motion, and the motion was unanimously passed.

B. CRTPA Performance Measures Update (PM2 & PM3)

This item seeks approval of adjustments to the CRTPA's 2025 performance targets for the following performance measures (PM): (1) PM2/Bridge & Pavement; and (2) PM3/System Performance & Freight Movement.

Mr. Burke provided information on the CRTPA Performance Measures. He explained that in February the Board adopted performance measures for safety and noted there was a requirement to also adopt updated PM2 Bridge and Pavement and PM3 System Performance and Freight Movement targets. Mr. Burke stated that in the past the CRTPA has adopted the FDOT standards for these two measures. He explained the FDOT has recently made changes to the targets and this action would update the CRTPA measures to be in line with the FDOT targets.

Executive Committee Action: Commissioner Messersmith made a motion to approve CRTPA Performance Measures Update. Commissioner Maddox seconded the motion, and the motion was unanimously passed.

C. Sun Trails Agreements

This item seeks approval of a resolution authorizing execution of Sun Trails agreements between the CRTPA and the Florida Department of Transportation by the Executive Director associated with the Tallahassee to Havana Trail and the US 90 West Feasibility Study.

Mr. Slay noted the agreements were for awarded SunTrails funding for the Tallahassee to Havana Trail and the US 90 West Feasibility Study. He stated the CRTPA was notified of the award in January and these agreements are presented for Board approval to accept the funds and enter into grant agreements for the SunTrails funding.

Executive Committee Action: Commissioner Messersmith made a motion to approve Sun Trails Agreements. Commissioner Maddox seconded the motion, and the motion was unanimously passed.

D. StarMetro Transit Development Plan (TDP) and Transit Asset Management (TAM) Plan

This item seeks CRTPA acceptance of Star Metro's TDP and TAM. A brief presentation by Star Metro staff will be provided.

Ms. Cassidy Kearney, StarMetro provided information on the StarMetro Transit Development Plan (TDP) and Transit Asset Management (TAM) Plan. Ms. Kearney explained the Transit Development Plan was a 10-year horizon plan for transit. She noted StarMetro was required to have a TDP per FDOT rule 14-73.0001 as a recipient of the Transit Grant program. She provided information on the plan noting the plan included information about the community and transit in general and includes a peer review and system performance information. Ms. Kearney explained the plan establishes agency goals and a ten-year implementation plan for service enhancements based on available funding.

Mr. Roger Godwin, StarMetro provided information on the Transit Asset Management Plan. The TAM plan outlines how StarMetro will assess, monitor, and report the physical condition of assets utilized in the operation of the public transportation system. Mr. Godwin noted currently StarMetro has 87 revenue vehicles and 19 demand response vehicles, and stated as of 2024, 47% of the fixed route fleet and 53% of the demand response fleet have met or exceeded its useful life.

Executive Committee Action: Commissioner Messersmith made a motion to approve StarMetro Transit Development Plan and Transit Asset Management Plan. Commissioner Maddox seconded the motion, and the motion was unanimously passed.

5. CRTPA CITIZEN COMMENT

There was no citizen comment.

6. EXECUTIVE DIRECTOR'S REPORT

Mr. Slay noted that due to the small agenda, he decided to call the Executive Committee meeting to approve the time sensitive items and thanked the members for attending the meeting.

7. ITEMS FROM CRTPA EXECUTIVE COMMITTEE MEMBERS**8. ADJOURNMENT**

The meeting was adjourned at 1:58 PM.