



December 16, 2021

EXECUTIVE COMMITTEE AGENDA ITEM 3A

MINUTES

TYPE OF ITEM: Consent

The minutes from the September 29, 2021 Executive Committee meeting are provided as ***Attachment 1***.

RECOMMENDED ACTION

Option 1: Approve the minutes of the September 29, 2021 Executive Committee meeting.

ATTACHMENT

Attachment 1: Minutes of the September 29, 2021 Executive Committee meeting.



CRTPA EXECUTIVE COMMITTEE

MEETING OF WEDNESDAY, SEPTEMBER 29, 2021 AT 1:00 PM

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

Meeting Minutes

Members Present: Mayor Pro-Tem Jeremy Matlow, City of Tallahassee, Chair; Commissioner Dozier, Leon County, Vice-Chair; Commissioner Randy Merritt, Wakulla County, Past Chair

Staff Present: Greg Slay, CRTPA; Greg Burke, CRTPA; Yulonda Mitchell, CRTPA

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 1:02 pm with a roll call.

2. AGENDA MODIFICATIONS

3. CONSENT AGENDA

A. Minutes of the August 24 Executive Committee Meeting

Committee Action: Commissioner Merritt made a motion to approve the minutes of the August 24, 2021 Executive Committee Meeting. Commissioner Dozier seconded the motion. The motion was unanimously passed.

4. CRTPA EXECUTIVE COMMITTEE ACTION

A. Supplemental Services

This item seeks Executive Committee approval to increase the task work order amount of Phase II of the Thomasville Road Multi-Use Path Feasibility Study. This increase is related to additional project efforts including expanded public outreach as well as a safety review requested by the Board at the September 13, 2021 meeting.

Mr. Slay briefly discussed the need for additional services for this project. He also outlined the additional work that would need to be completed, as requested by the Board at the September 13, 2021 Board Meeting.

Mr. Bob Guido, 1328 Peacefield Place, expressed safety concerns related to the Thomasville Road study. He stated the elimination of the current bike lane would not help with driver sight lines when exiting the neighborhood. Additionally, he noted that there would be cars waiting to turn and that this would block the pathway.

Mr. Slay explained the specific details would not be determined until the design phase of the project, contingent upon the study's approval in January.

Committee Action: Commissioner Merritt made a motion to approve the Supplemental Services increasing the task work order amount of the Phase II of the Thomasville Road Multi-Use Path Feasibility Study. Commissioner Dozier seconded the motion. The motion was unanimously passed.

B. Executive Director Expenditure Approval

This item seeks Executive Committee direction related to increasing the threshold of expenditures for which the Executive Director has approval authority as contained within the CRTPA's Bylaws.

Mr. Slay explained that the current bylaws cap the Executive Director's purchasing authority at \$5,000. He stated that this item seeks to increase that authority to \$25,000. He noted that as an internal control, any changes made by the Executive Director would have to be included within the current UPWP. If the item is not in the UPWP, an amendment would have to be approved by the Board.

Additionally, Mr. Slay also stated there needed to be a volunteer to serve as the selection committee for the CRTPA General Planning Consultant (GPC). He also noted any volunteer would have complete the City of Tallahassee's Bidsync training.

Committee Action: Commissioner Dozier made a motion to approve to raise the Executive Director's expenditure authority to \$25,000. Commissioner Merritt seconded the motion. The motion was unanimously passed.

Commissioner Matlow volunteered to serve on the selection committee for the GPC.

5. **CRTPA CITIZEN COMMENT**
6. **EXECUTIVE DIRECTOR'S REPORT**
7. **ITEMS FROM CRTPA EXECUTIVE COMMITTEE MEMBERS**
8. **ADJOURNMENT**

Meeting was adjourned at 1:28pm.

Attested:

Yulonda Mitchell, Recording Secretary

Jeremy Matlow, CRTPA Chairman