



CRTPA EXECUTIVE COMMITTEE

MEETING OF TUESDAY, AUGUST 24, 2021 AT 2:00 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, Executive Director, Jack Kostrzewa, CRTPA, Greg Burke, CRTPA; Suzanne Lex, CRTPA; Yulonda Mitchell, CRTPA; Wayne Durrett, James Moore and Company, Andrew Ferguson, James Moore and Company, Roberta McManus, Grants Management, Patrick Twyman, Accounting Services

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 2:00 pm with a roll call.

2. AGENDA MODIFICATIONS

3. CRTPA EXECUTIVE COMMITTEE ACTION

A. CRTPA Annual Audit – Fiscal Year 2020 Financial Statements

This item provided information related to the Annual Single Audit Report. Staff from James Moore and Company, and City of Tallahassee Financial Services were on hand for questions related to the FY 2020 Financial Statements.

Ms. Lex noted a few highlights from the 2020 Audit. She noted this was the second year with the James Moore and Company Audit Firm. Ms. Lex stated the audit was submitted on time and there were no findings in the audit. Also, Ms. Lex indicated that after this year, the CRTPA would no longer be in a high-risk category because there have been two consecutive audits submitted on time.

Wayne Durrett, James Moore & Co., provided information related to the Annual Single Audit Report and specifically on the FY 2020 Audit Reports and the Financial Statements. He noted the CRTPA was in compliance with all requirements and there were no major concerns.

Mr. Slay noted the Audit Agenda Item would be presented to the full CRTPA Board on September 13, 2021.

B. 2022 CRTPA Budget

The CRTPA's budget for Fiscal Year 2022 has been developed for Executive Committee discussion.

Ms. Lex provided a presentation on the CRTPA FY 2022 budget. She noted the City of Tallahassee would begin to charge the CRTPA a rental cost for the office space next year. She noted that number was not in the document and would be added later once the final total has been provided by the City. She commented that the final cost for the leased space should be confirmed by the City before the September 13, 2021 CRTPA meeting, and if available would be included at that time.

Mr. Slay noted the FY 2022 CRTPA Budget Agenda Item would be presented to the full CRTPA Board on September 13, 2021.

C. CRTPA Fiscal Policies and Procedures

This item seeks approval of the CRTPA Fiscal Policy.

Mr. Slay noted, this was a result of the Office of Inspector General (OIG) Audit. He noted this was a recommendation to have a written Fiscal Policy and Procedures. Ms. Lex stated the Finance Policy would be revisited as a part of the Unified Planning Work Program (UPWP) every two years and could be updated, if necessary.

She briefly noted the internal controls were developed last year and CRTPA staff worked with OIG staff to refine the Fiscal Policies and Procedures this year. She noted this policy provides more checks and balances to our Fiscal Procedures independent of the City of Tallahassee.

Ms. Lex noted the CRTPA Fiscal Policies and Procedures Agenda Item would be presented to the full CRTPA Board on September 13, 2021.

D. Citizens Multimodal Advisory Committee (CMAC) Membership

This item provides a discussion regarding the make-up of the CRTPA's Citizens Multimodal Advisory Committee.

Mr. Slay provided some general information on the Citizens Multimodal Advisory Committee (CMAC) Membership. He noted there were vacancies on the committee and discussed the process for appointing members to the vacancies. He stated he wanted to gather feedback from the committee, and the goal is to have a balance of geographic representation and professions (planners, engineers, etc.) being appointed to the committee. He wanted to establish parameters for the appointees to the CMAC in an attempt to eliminate potential conflicts of interest.

Commissioner Dozier stated there should be a balance with the surrounding counties as well as professions. She noted there should be representation from all four counties in the region. She commented there could be professions that may be adjacent to the industry but not involved with a Request for Proposal (RFP). Mr. Slay stated this was not an immediate issue but should be addressed and have a policy in place should the occasion arise. Commissioner Dozier suggested adding a question on the application relating to possible conflicts of interest, due to profession or other reasons. Mr. Slay responded this change will be implemented

E. CRTPA Fiscal Years 2021-2025 Transportation Improvement Program (TIP) Amendment

This item is in response to the Florida Department of Transportation request that the CRTPA approve a time sensitive amendment to an existing project in Gadsden County (CR 159 Salem Road over Swamp Creek Bridge No. 500032).

Mr. Slay informed the Committee noted this was an action item. Item adds 2 million dollars to a Gadsden County project (CR 159 Salem Road over Swamp Creek Bridge No. 500032). He noted this item needed a voice vote and would be on the September 13, 2021 Agenda as a consent item.

Committee Action: Commissioner Merritt made a motion to accept the CRTPA Fiscal Years 2021-2025 Transportation Improvement Program (TIP) Amendment as presented. Commissioner Dozier seconded the motion. A roll call vote was taken, and the motion was unanimously passed.

F. CRTPA Attorney Contract

This item sought direction related to the contract of the CRTPA attorney.

Mr. Slay provided information on the contract for the Attorney and sought direction from the Executive Committee. He noted the 2018 Legal Services contract ended in June of this year and Mr. Williams has continued to work for CRTPA. Mr. Slay stated two options would be forwarded to the Board. Option 1: Negotiate a new contract with Williams Law Group or Option 2: Develop a Request for Proposals (RFP) and solicit for legal services.

Committee Action: Commissioner Merritt made a motion to negotiate a new contract with the Williams Law Group. Commissioner Dozier seconded the motion, and the motion was unanimously passed.

Mr. Slay stated staff would begin negotiations and present the contract to the full board at a later Board Meeting.

G. Annual Evaluation of the Executive Director

The annual evaluation of the Executive Director was discussed.

Committee briefly discussed the Executive Director and the completed evaluations.

4. CRTPA CITIZEN COMMENT

Dr. Tom Haney discussed the Thomasville Road Path. He stated as a physician, he recommends exercise. He also noted there were many auto accidents along Thomasville Road. He expressed concerns with capacity, safety, low visibility in certain areas along the proposed path. He noted this proposed path has the potential to be dangerous on Thomasville Road. Dr. Haney also provided materials from the American Association of State Highways and Transportation Officials (AASHTO). He noted with the National Standards within the Guide, Thomasville Road would not meet the requirements for the proposed Thomasville Road Multiuse Path and provided a handout (attached).

5. EXECUTIVE DIRECTOR'S REPORT

6. ITEMS FROM CRTPA EXECUTIVE COMMITTEE MEMBERS

This portion of the agenda is provided to allow CRTPA Executive Committee members an opportunity to discuss and request action on items and issues relevant to the CRTPA, as appropriate.

7. ADJOURNMENT

The meeting was adjourned at 3:35 PM

Attested:

Yulonda Mitchell, Recording Secretary

Jeremy Matlow, CRTPA Chairman

AMERICAN ASSOCIATION OF STATE HIGHWAYS and
TRANSPORTATION OFFICIALS

AASHTO – THE OFFICIAL GUIDE FOR DEVELOPMENT of
BICYCLE FACILITIES: THE NATIONAL STANDARD FOR BIKEWAY DESIGN

THE THOMASVILLE ROAD PLAN STARTING
AT BETTON ROAD WOULD NOT BE
ACCEPTABLE ACCORDING TO THESE STANDARDS.

5.2.2 Shared Use Paths Adjacent to Roadways (Sidepaths)

While it is generally preferable to select path alignments in independent rights-of-way, there are situations where existing roads provide the only corridors available. Sidepaths are a specific type of shared use path that run adjacent to the roadway, where right-of-way and other physical constraints dictate. Children often prefer and/or are encouraged to ride on sidepaths because they provide an element of separation from motor vehicles. As stated in Chapter 2, provision of a pathway adjacent to the road is not a substitute for the provision of on-road accommodation such as paved shoulders or bike lanes, but may be considered in some locations in addition to on-road bicycle facilities. A sidepath should satisfy the same design criteria as shared use paths in independent rights-of-way.

The discussion in this section refers to two-way sidepaths. Additional design considerations for sidepaths are provided in Section 5.3.4. Utilizing or providing a sidewalk as a shared use path is undesirable. Section 3.4.2 highlights the reasons sidewalks generally are not acceptable for bicycling. It is especially inappropriate to sign a sidewalk as a shared use path if doing so would prohibit bicyclists from using an alternate facility that might better serve their needs. In general, the guiding principle for designing sidewalks should be that sidewalks intended for use by bicyclists should be designed as sidepaths, and sidewalks not intended for use by bicyclists should be designed according to the AASHTO *Guide for the Planning, Design, and Operation of Pedestrian Facilities* (2).

Paths can function along highways for short sections, or for longer sections where there are few street and/or driveway crossings, given appropriate separation between facilities and attention to reducing crashes at junctions. However before committing to this option for longer distances on urban and suburban streets with many driveways and street crossings, practitioners should be aware that two-way sidepaths can create operational concerns. See Figure 5-4 for examples of potential conflicts associated with sidepaths. These conflicts include:

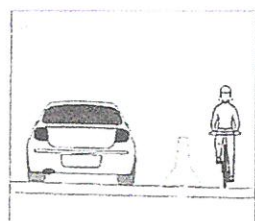
1. At intersections and driveways, motorists entering or crossing the roadway often will not notice bicyclists approaching from their right, as they do not expect wheeled traffic from this direction. Motorists turning from the roadway onto the cross street may likewise fail to notice bicyclists traveling the opposite direction from the norm.
2. Bicyclists traveling on sidepaths are apt to cross intersections and driveways at unexpected speeds (i.e., speeds that are significantly faster than pedestrian speeds). This may increase the likelihood of crashes, especially where sight distance is limited.
3. Motorists waiting to enter the roadway from a driveway or side street may block the sidepath crossing, as drivers pull forward to get an unobstructed view of traffic (this is the case at many sidewalk crossings, as well).
4. Attempts to require bicyclists to yield or stop at each cross-street or driveway are inappropriate and are typically not effective.
5. Where the sidepath ends, bicyclists traveling in the direction opposed to roadway traffic may continue on the wrong side of the roadway. Similarly, bicyclists approaching a path may travel on the wrong side of the roadway to access the path. Wrong-way travel by bicyclists is a common factor in bicycle-automobile crashes.

Chapter 5: Design of Shared Use Paths

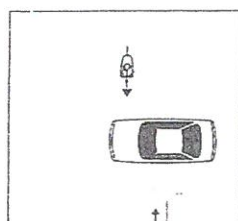
6. Depending upon the bicyclist's specific origin and destination, a two-way sidepath on one side of the road may need additional road crossings (and therefore increase exposure); however, the sidepath may also reduce the number of road crossings for some bicyclists.
7. Signs posted for roadway users are backwards for contra-flow riders, who cannot see the sign information. The same applies to traffic signal faces that are not oriented to contra-flow riders.
8. Because of proximity of roadway traffic to opposing path traffic, barriers or railings are sometimes needed to keep traffic on the roadway or path from inappropriately encountering the other. These barriers can represent an obstruction to bicyclists and motorists, impair visibility between road and path users, and can complicate path maintenance.
9. Sidepath width is sometimes constrained by fixed objects (such as utility poles, trash cans, mailboxes, and etc.).
10. Some bicyclists will use the roadway instead of the sidepath because of the operational issues described above. Bicyclists using the roadway may be harassed by motorists who believe bicyclists should use the sidepath. In addition, there are some states that prohibit bicyclists from using the adjacent roadway when a sidepath is present.
11. Bicyclists using a sidepath can only make a pedestrian-style left turn, which generally involves yielding to cross traffic twice instead of only once, and thus induces unnecessary delay.
12. Bicyclists on the sidepath, even those going in the same direction, are not within the normal scanning area of drivers turning right or left from the adjacent roadway into a side road or driveway.
13. Even if the number of intersection and driveway crossings is reduced, bicycle-motor vehicle crashes may still occur at the remaining crossings located along the sidepath.
14. Traffic control devices such as signs and markings have not been shown effective at changing road or path user behavior at sidepath intersections or in reducing crashes and conflicts.

For these reasons, other types of bikeways may be better suited to accommodate bicycle traffic along some roadways.

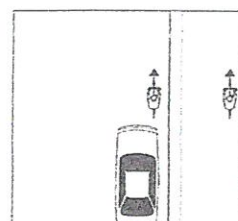
Guide to Bicycle Facilities, 4th Edition



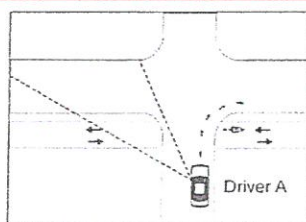
Barriers, while needed in tight spaces, can narrow both roadway and path, and create hazards.



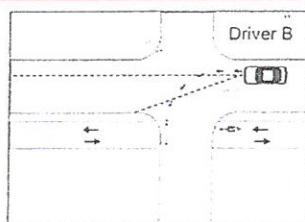
Stopped motor vehicles on side streets or driveways may block the path.



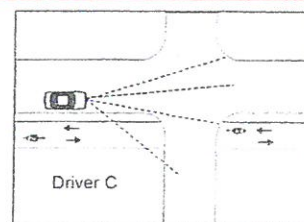
Some bicyclists may find the road cleaner, safer, and more convenient. Motorists may believe bicyclists should use a sidepath.



Right turning Driver A is looking for traffic on the left. A contraflow bicyclist is not in the driver's main field of vision.



Left turning Driver B is looking for traffic ahead. A contraflow bicyclist is not in the driver's main field of vision.



Right turning Driver C is looking for left turning traffic on the main road and traffic on the minor road. A bicyclist riding with traffic is not in the driver's main field of vision.

Figure 5-4. Sidepath Conflicts

Shared use paths in road medians are generally not recommended. These facilities result in multiple conflicting turning movements by motorists and bicyclists at intersections. Therefore, shared use paths in medians should be considered only where these turning conflicts can be avoided or mitigated through signalization or other techniques.

Guidelines for Sidepaths

Although paths in independent rights-of-way are preferred, sidepaths may be considered where one or more of the following conditions exist:

- The adjacent roadway has relatively high-volume and high-speed motor vehicle traffic that might discourage many bicyclists from riding on the roadway, potentially increasing sidewalk riding, and there are no practical alternatives for either improving the roadway or accommodating bicyclists on nearby parallel streets.
- The sidepath is used for a short distance to provide continuity between sections of path in independent rights-of-way, or to connect local streets that are used as bicycle routes.
- The sidepath can be built with few roadway and driveway crossings.
- The sidepath can be terminated at each end onto streets that accommodate bicyclists, onto another path, or in a location that is otherwise bicycle compatible.