



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