



February 19, 2019

AGENDA ITEM 4 A

**MINUTES**

TYPE OF ITEM: Consent

The minutes from the December 18, 2018 CRTPA meeting are provided as ***Attachment 1***.

**RECOMMENDED ACTION**

Option 1: Approve the minutes of the December 18, 2018 CRTPA meeting.

**ATTACHMENT**

Attachment 1: Minutes of the December 18, 2018 CRTPA meeting.



## **CRTPA BOARD**

MEETING OF TUESDAY, DECEMBER 18, 2018 AT 1:30 PM

CITY OF TALLAHASSEE COMMISSION CHAMBERS  
300 S. ADAMS STREET  
TALLAHASSEE, FL 32301

### **Meeting Minutes**

#### **Members Present:**

Nick Maddox, Leon County, Chairman  
Kristin Dozier, Leon County  
Rick Minor, Leon County  
Antony Viegbesie, Gadsden County  
Stephen Walker, Jefferson County  
Randy Merritt, Wakulla County  
Curtis Richardson, City of Tallahassee  
Dianne Williams-Cox, City of Tallahassee  
Jeremy Matlow, City of Tallahassee  
Daniel McMillan, City of Quincy

**Staff Present and Others:** Thornton Williams, CRTPA Attorney; Greg Slay, CRTPA, Greg Burke, CRTPA; Jack Kostrzewa, CRTPA; Yulonda Mitchell, CRTPA; Donna Green, FDOT; Starsky Harrell, FDOT; Bryant Paulk, FDOT; Chris Reitow, ARPC Executive Director; Joe Maleszewski, City of Tallahassee Auditor

#### **1. CALL TO ORDER AND ROLL CALL**

The meeting was called to order at 1:30 pm. with a roll call.

#### **2. AGENDA MODIFICATIONS**

There were no modifications to the agenda.

#### **3. CITIZEN COMMENT**

There were no citizen comments

#### 4. CONSENT AGENDA

##### A. Minutes of the September 18 Meeting

**Board Action:** Commissioner Richardson made a motion to approve the consent agenda as presented by staff. Commissioner Merritt seconded the motion. The motion was unanimously passed.

#### 5. CONSENT ITEMS PULLED FOR DISCUSSION

There were no items pulled from consent for discussion.

#### 6. ROLL CALL VOTE AGENDA ITEMS

##### A. Fiscal Year (FY) 2019 – FY 2023 Transportation Improvement Program (TIP) Amendment

The CRTPA FY 2019 – FY 2023 TIP is proposed to be amended to reflect the addition of the following projects:

- CR 375 Smith Creek Road (from NF-320 to South of Fire Dept (Project #4420602)): Provide design funding in FY 2019 for the addition of 5' bike lanes, overlay roadway and re-stripe (Leon County).
- SR 63 (US 27) (from Faulk Drive to SR 61 Thomasville Road) (Project #444311 & #4443312): Provide design and construction funding in FY 2019 for new roadway lighting at all existing signalized intersections (Leon County).

Mr. Burke provided an overview of the amendments for the Fiscal Year (FY) 2019 – FY 2023 Transportation Improvement Program (TIP). Amendments: Provides design funding in FY 2019 for the addition of 5' bike lanes, overlay roadway and re-stripe (Leon County). CR 375 Smith Creek Road (from NF-320 to South of Fire Dept (Project #4420602)). Amendment also provides design and construction funding in FY 2019 for new roadway lighting at all existing signalized intersections (Leon County). SR 63 (US 27) (from Faulk Drive to SR 61 Thomasville Road) (Project #444311 & #4443312)

**Board Action:** Commissioner Merritt made a motion to approve the amendments to the Fiscal Year (FY) 2019 – FY 2023 Transportation Improvement Program (TIP). Commissioner Richardson seconded the motion and a roll call vote was taken. The motion was unanimously passed.

## 7. CRTPA ACTION

### A. FY 2017 CRTPA Financial Statements & FDOT Program Audit

Staff from Thomas, Howell and Ferguson and City of Tallahassee Financial Services will be on hand for questions related to the FY 2017 Financial Statements and FDOT OIG staff will be on hand for questions related to Program Audit.

Mr. Slay provided information on the FY 2017 CRTPA Financial Statements & FDOT Program Audit. He provided an overview of the audit and requesting approval of the financial statements. Mr. Slay noted there were two audits during the FY 2017 period. The first one was the FY2017 Annual Financial Audit, performed by Thomas, Howell and Ferguson, PA, which covered October 2016 – September 2017. This audit is required annually and includes single audit as required by federal grants. The second audit was performed by the FDOT Office of Inspector General (OIG), which covered July 2016 - December 2017. This is a one-time occurrence audit. Both audits identified issues with work beginning in 2017 to address many of the identified issues. Mr. Slay provided information on additional fees that were charged by Thomas, Howell and Ferguson, PA. Within the audit, it was determined that Mr. Slay's car allowance should be accounted for by separating the personal mileage vs. business mileage. Mr. Slay recommended rolling the car allowance be put into his base salary instead. The board agreed to review Mr. Slay's contract at the next meeting and make a final decision. Mr. Slay provided information and processes that CRTPA has implemented to meet the recommendations of the audits. Commissioner Minor addressed the deficiencies within the audit. He noted there should be some oversight to ensure there are corrective action so there will be better audit. Furthermore, he recommended a mid-year review on the management responses and requested an update in May or April to review the progress.

**Board Action: Commissioner Richardson made a motion to review and discuss the Director's employee contract to comply with the recommendation of the audit. Commissioner Merritt seconded the motion. The motion was unanimously passed.**

**Board Action: Commissioner Merritt made a motion to accept the FY 2017 CRTPA Financial Statements and Audit with a progress report in six months. The motion was seconded by Commissioner Richardson. The motion was unanimously passed.**

### B. Fiscal Year (FY) 2020 – FY 2024 Tentative Work Program

The Florida Department of Transportation (FDOT), District 3 staff will present the FY 2020 – FY 2024 Tentative Work Program. Written comments on the FY 2020 – FY 2024 Tentative Work Program are due to the FDOT by December 20.

Mr. Bryant Paulk provided an overview of the Fiscal Year (FY) 2020 – FY 2024 Tentative Work Program. He provided information on the select newly funded projects in each county.

Commissioner Viegbesie discussed the Leon-Gadsden Bike Trail Connectivity and suggested consideration in the work program. He additionally discussed the need for sidewalks on Post Plant Road as well as the need for replacement or repair of the Attapugus Bridge on Attapugus Road. Mr. Slay noted most of these projects would be under the SCOP program and staff would evaluate these projects. Mr. Slay noted this fiscal year was a very lean funding year and noted other MPOs are facing deletion of projects. Here in our area we have only had a deferment of Capital Circle project and no deletions.

**Board Action: Commissioner Dozier made a motion to approval of the Fiscal Year (FY) 2020 – FY 2024 Tentative Work Program. Commissioner Merritt seconded the motion. The motion was unanimously passed.**

**C. 2019 CRTPA Meeting Calendar**

The 2019 CRTPA meeting calendar has been developed for Board approval.

**Board Action: Commissioner Merritt made a motion to approve the CRTPA meeting calendar for 2019. Commissioner Richardson seconded the motion. The motion was unanimously passed.**

**D. Election of Chair/Vice Chair**

Annually, CRTPA member elect a new Chair and Vice Chair to serve for the upcoming calendar year. Currently, Commissioner Nick Maddox and Commissioner Anthony O. Viegbesie hold the CRTPA Chair and Vice Chair positions, respectively.

**Board Action: Commissioner Richardson nominated Commissioner Viegbesie for the Chairman of the CRTPA Board 2019. The motion was seconded by Merritt. The motion was unanimously passed.**

**Board Action: Commissioner Viegbesie nominated Commissioner Merritt for the Vice-Chairman of the CRTPA Board 2019. The motion was seconded by Dozier. The motion was unanimously passed.**

**E. Additional Fee Request from Thomas, Howell And Ferguson P.A.**

This item seeks approval of supplemental funding associated with an invoice from Thomas, Howell and Ferguson stemming from increased risk due and out-of-scope services provided during the FY 2017 financial statement audit.

Mr. Slay noted this was tied to the Audit requesting “out of scope” work and additional services due to the OIG audit (\$44,370.00). Staff was recommending approval.

Commissioner Williams-Cox requested there be discussions on any additional or out of scope work be provided to the Board prior to work being performed. Commissioner Richardson stated this process was not acceptable and agreed with paying the current invoice for the additional cost. Commissioner Minor noted cost overruns can happen within an audit.

**Board Action: Commissioner Dozier made a motion to approve the Additional Fee Request from Thomas, Howell And Ferguson P.A. with this amount being the capped amount and any issues unique to MPOs be addressed in during the development of the scope of work. The motion was seconded by Commissioner Viegbesie. The motion was passed with Commissioner McMillan voting in opposition to the motion.**

**8. FLORIDA DEPARTMENT OF TRANSPORTATION REPORT**

Commissioner Merritt discussed maintenance of sidewalks US 319 to Wakulla County. Commissioner Walker discussed the wildflower policy that does not allow for mowing. He noted the policy change will be discussed within Jefferson County.

**9. EXECUTIVE DIRECTOR'S REPORT**

Mr. Slay provided an update on the Regional Mobility Plan Update

**10. CRTPA INFORMATION**

**A. Future Meeting Dates**

**B. Committee Actions (Citizen's Multimodal Advisory Committee & Technical Advisory Committee)**

**11. ITEMS FROM CRTPA BOARD MEMBERS**

Commissioner Maddox discussed MPOAC and requested Karl Mikyska, Executive Director provide an overview of the upcoming Legislative Session and other topics.

Commissioner Maddox also discussed the MPOAC Weekend Institute and recommended new members attend. Commissioner Viegbesie noted he has attended twice. He noted the institute was very informational and highly recommended the training.

Meeting was adjourned at 3:13pm.

**Attest:**

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Yulonda Mitchell, Recording Secretary

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Nick Maddox, Chairman