



January 4, 2024

EXECUTIVE COMMITTEE AGENDA ITEM 3A

MINUTES

TYPE OF ITEM: Consent

The minutes from the August 22, 2023 Executive Committee meeting are provided as ***Attachment 1***.

RECOMMENDED ACTION

Option 1: Approve the minutes of the August 22, 2023 Executive Committee meeting.

ATTACHMENT

Attachment 1: Minutes of the August 22, 2023 Executive Committee meeting.



CRTPA EXECUTIVE COMMITTEE

MEETING OF TUESDAY, AUGUST 22, 2023, AT 1 PM

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

Meeting Minutes

Members Present:

Commissioner Rick Minor, Chair
Commissioner Quincee Messersmith, Vice Chair
Commissioner Jeremy Matlow, Past Chair

Staff Present: Greg Slay, Executive Director, CRTPA; Jack Kostrzewa, CRTPA; Greg Burke, CRTPA; Suzanne Lex, CRTPA; Yulonda Mitchell, CRTPA; Linda Caines, Financial Reporting; Rita Stevens, Financial Reporting; Patrick Twyman, Financial Services; Roberta McManus, Grants & Enterprise Resources; Andrew Ferguson, James Moore & Company; Ben Clark, James Moore & Company

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order by the Chair at 1:02 with a quorum present.

2. AGENDA MODIFICATIONS

3. CONSENT AGENDA

A. Minutes of the August 15, 2022, Executive Committee Meeting

Committee Action: Commissioner Matlow made a motion to approve the consent agenda as presented. Commissioner Messersmith seconded the motion. The motion was unanimously passed.

4. CRTPA EXECUTIVE COMMITTEE ACTION

A. CRTPA Annual Audit – Fiscal Year 2022 Financial Statements

This item provides information related to the Annual Single Audit Report. Staff from James Moore and Company, and City of Tallahassee Financial Services and Grants Departments will be on hand for questions related to the FY 2022 Annual Financial Statements.

Mr. Ben Clark, CPA, James Moore & Company, provided information on the CRTPA Annual Audit – Fiscal Year 2022 Financial Statements. Mr. Clark provided an overview of the audit process and explained the required communications in relationship to the Financial Statements. He noted there were no significant or uncorrected audit adjustments for this year and there were no difficulties performing the audit. Next, he discussed the audit reports and provided an overview of the Report on Financial Statements, followed by the Report on Internal Control and Compliance. There were no material weaknesses identified in the audit. He discussed the Report on Compliance for Major Federal programs and noted there was unmodified opinion on this report as well. Next, the Independent Accountant’s Examination Report was presented, in which the CRTPA was found to be compliance with the grant. Lastly, Mr. Clark discussed the management letter required by the Auditor General. The letter contained a recommendation for the CRTPA to work to reconcile the Grant Revenue with the expenditures on a more regular basis.

Ms. Lex stated the CRTPA and Grants staff was currently working to develop a process for quarterly reconciliation. She stated the expectation was to have a process in place this year.

Mr. Slay noted this item would be on the agenda for the September 19, 2023, CRTPA Meeting for approval by the Board.

Committee Action: Commissioner Messersmith made a motion to accept the CRTPA Annual Audit – Fiscal Year 2022 Financial Statements. Commissioner Matlow seconded the motion. The motion was unanimously passed.

A. Fiscal Year 2024 CRTPA Budget

The CRTPA’s budget for Fiscal Year 2024 has been developed for Executive Committee discussion and approval.

Ms. Lex provided information on the Fiscal Year 2024 CRTPA Budget. She noted there were increases to the budget for the computer software line item. Mr. Slay explained the Urban SDK platform accounted for most of the increase on the line item. He noted CRTPA would be purchasing a higher tier for the platform and there was an increased cost to upgrade which will provide additional safety information for the region. Mr. Slay noted the cost was increased from \$32,500 to \$65, 000. He explained the total in the line item would cover an 18-month period.

Committee Action: Commissioner Messersmith made a motion to approve the CRTPA FY 2024 Budget. Commissioner Matlow seconded the motion. The motion was unanimously passed.

B. Annual Evaluation of the Executive Director

The annual evaluation of the Executive Director will be discussed.

Executive Committee members provided written evaluations for the Executive Director. They each stated Mr. Slay was exceeding expectations and spoke of instances where Mr. Slay worked to resolve issues with citizens within the community.

Mr. Slay noted this item would be on the agenda for the September 19, 2023, CRTPA Meeting for approval by the Board. He requested the item be on the consent agenda. The Executive Committee agreed the item would be best suited for the consent agenda at the regular board meeting in September.

Committee Action: This item was informational; therefore, no action was taken.

C. CRTPA Bylaws Update

This item seeks approval of the updated to the CRTPA Bylaws.

Ms. Lex stated the update to the CRTPA Bylaws would update the language in the current bylaws to reflect the increase to the Executive Director expenditure authority to a maximum of \$25,000 and provided the Executive Director the authority to approve minor amendments to the Unified Planning Work Program. She explained the update would also allow regular meetings to be conducted as a hybrid virtual meeting provided there was a quorum present at the meeting.

In addition, the update would clarify the process for notification to the local governments for the proportionate share cost. Ms. Lex briefly explained the billing of the local governments. She explained the local governments shall pay a proportionate share of the cost that is not covered by the Grants. Ms. Lex stated staff will be providing information to the local governments annually to follow the fiscal year and send out invoices for payment with the hopes of receiving payment by March of the following year and those revenues will be shown in the final audit reports when the audit is conducted.

Lastly, Ms. Lex explained the update removes the process associated with amending the Long Rang Transportation Plan.

Commissioner Minor recommended that the language relating to the hybrid virtual meetings be modified to mirror the language in the City of Tallahassee/Leon County's bylaws related to virtual meetings. Commissioner Matlow stated there was language relating to the individual attending virtually cannot be a deciding vote on any issue. He recommended leaving that language out of the developed language when mirroring the City of Tallahassee/Leon County's. Mr. Slay noted this change would be incorporated into the Bylaws update that will be presented at the September 19, 2023, CRTPA meeting for approval by the Board.

Committee Action: Commissioner Messersmith made a motion to approve the CRTPA Bylaws update with the development of language discussed to mirror the City of Tallahassee/Leon County's bylaws language as it relates to the hybrid virtual meetings. Commissioner Minor seconded the motion. The motion was unanimously passed.

D. Reapportionment Plan

A discussion of the CRTPA’s reapportionment plan will be provided.

Mr. Slay explained the requirements associated with the Reapportionment Plan as it relates to population changes for the CRTPA region based on the 2020 Census Data. He noted overall the proportional population of each jurisdiction within the Region had very few changes compared to the 2010 Census Data.

Committee Action: This item was informational; therefore, no action was taken.

E. Amendments to the Fiscal Year (FY) 2023 - FY 2027 and FY 2024 – FY 2028 Transportation Improvement Programs (TIP)

This item seeks, by Roll Call vote, approval of Resolution 2023-08-4F authorizing the two TIP amendments.

Ms. Lex provided information on the Amendments to the Fiscal Year (FY) 2023 - FY 2027 and FY 2024 – FY 2028 Transportation Improvement Programs (TIP). She stated the amendment adds the project CR 268/Adams St. from CR 274 Martin Luther King Jr Blvd. to Clark St. (Project No. 436992-1): (Gadsden County) Provide funding in FY 23 for the construction of a five-foot wide sidewalk on the west side of the road.

Committee Action: Commissioner Messersmith made a motion to approve the Amendments to the Fiscal Year (FY) 2023 - FY 2027 and FY 2024 – FY 2028 Transportation Improvement Programs (TIP). Commissioner Matlow seconded the motion. A roll call vote was conducted, and the motion unanimously passed.

5. CRTPA CITIZEN COMMENT

None

6. EXECUTIVE DIRECTOR’S REPORT

7. ITEMS FROM CRTPA EXECUTIVE COMMITTEE MEMBERS

None

8. ADJOURNMENT

The meeting was adjourned at 1:49 PM.