



June 15, 2021

AGENDA ITEM 4A

**MINUTES**

TYPE OF ITEM: Consent

The minutes from the May 18, 2021 CRTPA meeting are provided as ***Attachment 1***.

**RECOMMENDED ACTION**

Option 1: Approve the minutes of the May 18, 2021 CRTPA meeting.

**ATTACHMENT**

Attachment 1: Minutes of the May 18, 2021 CRTPA meeting.



## **CRTPA BOARD**

MEETING OF TUESDAY, MAY 18, 2021 AT 1:30 PM

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

### **Meeting Minutes**

#### **Members Present:**

Commissioner Jeremy Matlow, Chair, City of Tallahassee  
Commissioner Kristin Dozier, Leon County  
Commissioner Nick Maddox, Leon County  
Commissioner Rick Minor, Leon County  
Commissioner Curtis Richardson, City of Tallahassee  
Commissioner Dianne Williams-Cox, City of Tallahassee  
Commissioner Randy Merritt, Wakulla County

**Staff Present:** Greg Slay, CRTPA; Jack Kostrzewa, CRTPA; Greg Burke, CRTPA; Suzanne Lex, CRTPA; Yulonda Mitchell, CRTPA; Thornton Williams, CRTPA Attorney; Andrea Rosser, StarMetro; Bryant Paulk, FDOT; Rosemary Bosby, StarMetro

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

Meeting was called to order at 1: 31 pm with a roll call.

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

#### **3. PUBLIC COMMENT ON ITEMS NOT APPEARING ON THE AGENDA**

#### **4. CONSENT AGENDA**

- A. Minutes of the March 16 CRTPA Meeting
- B. CRTPA Staff Services Agreement

**Board Action:** Commissioner Merritt made a motion to approve the consent agenda. Commissioner Minor seconded the motion. The motion was unanimously passed.

**5. CONSENT ITEMS PULLED FOR DISCUSSION****6. CRTPA ACTION****A. StarMetro Public Transportation Agency Safety Plan (PTSAP)**

This item provides a discussion on the recent development of StarMetro's PTASP that is a federal requirement of StarMetro. Relatedly, the CRTPA is required to either support StarMetro's safety targets or develop transit safety targets of its own.

Ms. Rosemary Bosby, Operations and Compliance Manager, StarMetro, presented information on the StarMetro Public Transportation Agency Safety Plan (PTSAP). Ms. Bosby stated the Federal Transit Administration (FTA) requires that StarMetro develop a PTSAP. The PTSAP is a data driven plan based on four pillars of safety:

- Safety Policy-ensures the safety of the employees and patrons by providing a confidential employee reporting program. This allows the employee to report procedures that may not be working as intended. This policy also establishes organizational accountability and responsibility for StarMetro leadership team and employees.
- Safety Risk Management-defines a hazard and establishes processes for hazard identification. Also establishes how the agency plans to conduct risk assessment and development for mitigation.
- Safety Promotion-Establishes how the agency plans to communicate the safety messaging to the public and the StarMetro employees. It also establishes a comprehensive safety training program for all staff, including the leadership staff at StarMetro.
- Safety Assurance-establishes how the agency will monitor and measure safety performances within the system.

The four pillars combined establish the StarMetro safety management system. Strong elements for safety culture include safety as a core value, leadership and management commitment, employee involvement and empowerment, communication, accident reporting and analysis, performance monitoring, training and continuous improvement and resources to ensure a safe system.

**Board Action: Commissioner Merritt made a motion to approve the StarMetro Public Transportation Agency Safety Plan (PTSAP). Commissioner Williams-Cox seconded the motion. The motion was unanimously passed.**

**B. Draft Transportation Alternatives (TA) Project Priority List**

This item seeks adoption of the draft Fiscal Year (FY) 2023 – FY 2027 TA Project Priority List.

Mr. Burke provided information on the Draft Transportation Alternatives Project Priority List and noted every two years the CRTPA solicits applications for the TA Program for funding consideration. He stated the TAC/CMAC subcommittees guided the ranking of the projects and the recommended ranking of the project list was included in the agenda item. Information was provided information on the schedule for the TA Program with Mr. Burke noting the following:

- April 28, 2020-Virtual Public Meeting to present the Draft FY 2023-FY 2027 Transportation Alternative Project Priority List.
- May 4, 2021-Draft FY 2023-FY 2027 Transportation Alternatives Project Priority List were presented to the CRTPA Committees (TAC/CMAC).
- May 18, 2021 (Current meeting) CRTPA scheduled to adopt FY 2023-FY2027 Transportation Alternatives Project Priority List.
- Late May 2021-Subsequent to adoption, CRTPA transmits adopted FY 2023-FY 2027 Transportation Alternatives Project Priority List to Florida Department of Transportation.
- Late Fall 2021-Florida Department of Transportation releases tentative State Work Program identifying projects that have received funding.
- December 2021-CRTPA initiates call for new Transportation Alternatives applications for FY 2024-FY 2028.

Finally, Mr. Burke stated that US 90 Sidewalks in Quincy (Strong to Chalk Road), last year's number one ranked project, has received design funding this fiscal year and in the draft fiscal year Work Program there are construction funds in FY 24 and FY 25.

**Board Action: Commissioner Merritt made a motion to approve the Draft Transportation Alternatives (TA) Project Priority List. Commissioner Dozier seconded the motion. The motion was unanimously passed.**

Mr. Slay discussed the funding for the Transportation Alternatives Program. He stated CRTPA was usually allocated 350k/year. He noted some projects far exceed the amount allocated and are better suited for smaller projects. Commissioner Dozier discussed the option to "match" funding from other sources of funds. Mr. Slay noted the recent Blountstown Sidewalk TA project which was jointly funded by CRTPA, City of Tallahassee and FDOT funds. Furthermore, he noted there was always the opportunity for matching funds if other funds are available for a project. Commissioner Williams-Cox discussed the need to communicate any new processes to all the local governments. Mr. Slay noted that information on the process would be included in the information in the solicitation of applications later this year.

Commissioner Williams-Cox discussed the infrastructure bill from President Biden and noted interest from citizens regarding rail. Mr. Slay stated that information could be brought back to the board at a later meeting or could be a topic discussed at the retreat in October.

**Board Action: Commissioner Williams-Cox made a motion to request staff to add a Rail discussion to the Retreat Agenda in October 2021. Commissioner Minor seconded the motion. The motion was unanimously passed.**

## **7. FLORIDA DEPARTMENT OF TRANSPORTATION REPORT**

Bryant provided an update on public hearing for the I-10 widening, specifically, the segment from west of the Midway exit, to west of the 6-lane section of Capital Circle. He noted that the public hearing is scheduled for Thursday May 20 at the Public Safety institute, 75 Academy Drive, Havana FL with an open house from 5 p.m. -6 p.m. and a formal presentation at 6:30 p.m.

Commissioner Richardson expressed concerns regarding pedestrian safety on Orange Avenue near Nims Middle School and at the Liberty Park neighborhood. Mr. Paulk stated the FDOT has been working within the Traffic Safety Office and he would follow up on the request and provide information back to the Board.

## **8. EXECUTIVE DIRECTOR'S REPORT**

A status report on CRTPA activities will be provided including a discussion on CRTPA Executive Committee appointments.

Mr. Slay provided update on MCORES Legislative Bill SB 100, which was passed by House and Senate but has not been signed by the Governor as of this date. Commissioner Richardson requested an update on widening on Orange Avenue (Adams to Lake Bradford Road). Commissioner Dozier suggested the CRTPA update the projects section on the website to assist citizens with questions regarding project status.

## **9. CRTPA INFORMATION**

- A. Future Meeting Dates**
- B. Committee Actions (Citizen's Multimodal Advisory Committee & Technical Advisory Committee)**
- C. CRTPA Project Updates**

## **10. ITEMS FROM CRTPA BOARD MEMBERS**

Commissioner Maddox provided an update on MPOAC including noting that the MPOAC was seeking a new Executive Director due to the resignation of Carl Mikyska. He noted an advertisement for the position would be forthcoming and that the job description is currently being rewritten with a job search expected to begin around July. Furthermore, he discussed the need for alternative funding related to the gas tax due to vehicles becoming more gas efficient and the growth in electric vehicles.

Commissioner Richardson discussed the sidewalks on Blountstown Highway. He noted the work has been completed and the citizens were very excited and satisfied with the sidewalks.

**11. Adjournment**

The meeting was adjourned at 2:19p

**Attested:**

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Yulonda Mitchell, Recording Secretary

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Jeremy Matlow, CRTPA Chairman