

June 16, 2025



AGENDA ITEM 4 A

MINUTES

TYPE OF ITEM: Consent

The minutes from the April 15, 2025, CRTPA Meeting are provided as ***Attachment 1***.

RECOMMENDED ACTION

Option 1: Approve the minutes of the April 15, 2025, CRTPA Meeting.

ATTACHMENT

Attachment 1: Minutes of the April 15, 2025, CRTPA Meeting



CRTPA BOARD

MEETING OF TUESDAY, APRIL 15, 2025, AT 1:30 PM

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

Meeting Minutes

Members Present:

Commissioner Williams-Cox, Vice Chair, City of Tallahassee
Commissioner Maddox, Vice-Chair, Leon County
Commissioner Minor, Leon County
Commissioner O'Keefe, Leon County
Commissioner Matlow, City of Tallahassee
Commissioner Richardson, City of Tallahassee

Staff Present: Greg Slay, Executive Director; Jack Kostrzewa, CRTPA; Greg Burke, CRTPA; Suzanne Lex; CRTPA Kaylor Collins, FDOT; Lindsay Slautterback, KHA; Thornton Williams, CRTPA Attorney

1. CALL TO ORDER AND ROLL CALL

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

2. AGENDA MODIFICATIONS

There were no agenda modifications.

3. PUBLIC COMMENT ON ITEMS NOT APPEARING ON THE AGENDA

There were no public speakers.

4. CONSENT AGENDA

- A. Minutes of the February 18 CRTPA Meeting**
- B. CRTPA Performance Measures Update (PM2 & PM3)**
- C. Sun Trails Agreements**
- D. Unified Planning Work Program and Contract Amendment**
- E. CRTPA Audit Contract**

- F. CRTPA Transportation Alternatives (TA) Project Priority List Adoption**
- G. Citizens Multimodal Advisory Committee (CMAC) Appointment**
- H. Executive Director's Timesheet Approval (January-March 2025)**

Board Action: Commissioner Minor made motion to approve the consent agenda with 4E Audit Services Contract being pulled for discussion under Agenda Item 5 Consent Items Pulled for Discussion. Commissioner Richardson seconded the motion, and the motion was unanimously passed.

5. CONSENT ITEMS PULLED FOR DISCUSSION

Agenda Item 4E CRTPA Audit Contract was pulled by the Executive Director for clarification. Mr. Slay provided clarification on the contract. He noted the contract was still under final review and the item was recommended for approval pending final Attorney/Legal Review.

Attorney Williams explained the agenda item contained the letter for the Auditors, which is normally signed by the Board but there was also a contract and the terms in the contract were not currently in the Audit letter. He explained that normally there was a hierarchy, with the contract, the RFP and the engagement letter. Mr. Williams noted the terms of this contract were standard but needed to be finalized. He requested the board allow for the contract to be finalized by Legal and executed prior to the next meeting.

Board Action: Commissioner O'Keefe made a motion to approve the Audit Services Contract, pending final legal review and allow the contract to be executed prior to the next meeting. Commissioner Richardson seconded the motion, and the motion was unanimously passed.

6. ROLL CALL VOTE AGENDA ITEMS

There were no roll call vote agenda items.

7. CRTPA ACTION

A. CRTPA School Safety Study

This item seeks approval of the CRTPA's School Safety Study ("Take the Safe Route - Safe Access to School Study").

Mr. Burke introduced the study and the consultant, Lindsay Slautterback, Kimley-Horn and Associates. He noted the Board was most recently provided information on the CRTPA School Safety Study at the January 2025 Board Retreat and subsequently the study has been completed for Board approval.

Ms. Slautterback, Kimley-Horn and Associates provided information on the Take the Safe Route study. She outlined the first phase of the report which involved data collection and analysis and noted that it involved narrowing down the number of schools from a total of 80 schools within the region to the ultimately selected twelve schools. Next, Ms. Slautterback explained phase two, which consisted of site visits during school arrival and departure times, and the development of practical recommendations

related to infrastructure, behavioral and programmatic recommendations. Lastly, she discussed other components of the study including the student and parent surveys, stakeholder engagement and the development of the draft plan.

Ms. Slautterback next outlined the report. She noted the report was implementation friendly so that the partners and local governments in charge of requesting funds for the projects can use the report easily. She provided information on how to use the plan noting that there were designated sections that would be appropriate for each partners' purpose in the plan. Ms. Slautterback stated the engagement for the plan was mostly with stakeholders noting that coordination occurred with 20 stakeholder agencies who provided technical input and information on the ground.

She explained the process included an evaluation of the existing conditions and infrastructure at the schools in the region. Ms. Slautterback noted that the evaluation identified the schools with the most need. She noted that following school identification site visits were conducted and that subsequently staff developed recommendations that could be submitted to local governments including for use in grant applications to request funding for improvements. She noted the purpose of the study was to encourage a culture of safe routes for walking and biking.

Ms. Slautterback noted the Safe Routes to School Program requires surveys to be completed and stated that there were 17 classrooms that participated for a total of 327 students and 165 parent surveys. Results from the surveys identified that most students were driven in the family vehicle and that this data was in the plan's appendix. Ms. Slautterback noted parents' concerns identified in the surveys included distance to walk/bike to the school, speeding, traffic volumes, and concerns related to children crossing at intersections. She next noted that recommendations have been developed for each of the schools in the plan and outlined the grant funding matrix. Ms. Slautterback explained that the potential identified grants match up with the glossary of recommendations and this can be a useful tool for the partners to implement the recommendations. She stated that there were currently 18 relevant grant opportunities but noted after adoption by the Board, the grant funding matrix would be updated with changes that have been implemented by the current federal administration.

Commissioner O'Keefe asked if there were any discussions with the Leon County School Board on the programmatic changes for drop-off and pick-ups and was there coordination with the School Board. Mr. Slay noted there were discussions but it was determined that the schools would determine the best practices for the carline setups. He noted if anything was noted in the field and site visits, those things would be noted but the schools would be the deciding agency. Commissioner Richardson noted this was an urgent issue and asked how to ensure that the improvements are made as quick as possible. Mr. Slay noted the improvements would primarily be handled by Leon County Public Works and City of Tallahassee Underground Utilities departments. He stated that conversations have been ongoing and noted there have instances where those partners have requested Safe Routes to Schools funding. Commissioner Richardson emphasized the urgency and noted one life lost is one too many.

Board Action: Commissioner Richardson made a motion to approve the CRTPA School Safety Study. Commissioner O'Keefe seconded the motion, and the motion was unanimously passed.

B. CRTPA Title VI Policy

The CRTPA's Title VI Plan outlining processes for handling grievances related to alleged violations of Title VI of the Civil Rights Act of 1964 and other nondiscrimination statutes, regulations, and authorities has been developed for CRTPA approval.

Ms. Lex stated this was a minor update for the CRTPA Title VI Policy and was a part of the update to the Public Involvement Plan. She explained the policy statement mostly remains the same. Ms. Lex stated this was separated into a formal and informal process. She explained the difference between verbal and non-written complaints. She noted there were no past Title VI complaints for the CRTPA. Ms. Lex noted the recommendation was to approve the minor update to the policy.

Board Action: Commissioner Maddox made a motion to approve the update to the CRTPA title VI Policy. Commissioner Richardson seconded the motion, and the motion was unanimously passed.

8. FLORIDA DEPARTMENT OF TRANSPORTATION REPORT

A status report on FDOT activities will be provided.

Mr. Bryant Paulk, FDOT, provided an update to the Board on an upcoming Project Development and Environment (PD&E) Study under contract at the Capital Circle and Mahan Drive intersection. He further explained the data collection efforts would begin in early summer and the public outreach at the end of this calendar year. Mr. Paulk stated the evaluation would include looking for opportunities for increasing the level of service and various other improvements of the intersection. He noted as the study progresses, there would be updates presented to the Board.

Commissioner Williams-Cox asked what could be expected as far as improvements to the intersection. Mr. Paulk explained the intersection level of service was deficient, therefore, increasing capacity, right of way acquisitions would likely be required to complete most improvements and other things would be included in the PD&E study.

Commissioner O'Keefe asked if there would be a public website for the public to keep track of the project. Mr. Paulk stated that once the project was initiated there would be a public facing website containing meeting and environmental documents (this information will be located at Northwestfloridaroads.com). He further noted the website should be set up around mid-summer and will be a part of the consultant's assignments as a part of the data collection.

9. EXECUTIVE DIRECTOR'S REPORT

Mr. Slay stated the USDOT has issued a notice of funding opportunity for the Safe Streets for All (SS4A) program. He stated two applications are under development, one being submitted by Leon County for North Monroe Street and the second by the CRTPA for a safety study on West Tennessee Street (Monroe Street to Aenon Church Road). He noted these were applications submitted from last year that will be resubmitted.

Mr. Slay noted the MPOAC meetings on April 24 would be held in Tallahassee in the Commission Chambers and more information would be provided to the Board.

Mr. Slay noted last year there was a request to update the SIS designation. He noted many of the CRTPA's capacity projects were not currently on the SIS system.

Mr. Slay noted a change to the September Board meeting date to September 15, 2025.

Commissioner Richardson asked for an update on the funding for Orange Avenue. Mr. Slay noted there was additional funding for Orange Avenue from Cypress Lake Road to South Lake Bradford Road. Mr. Slay stated there were discussions with FDOT for the section from Monroe Street to Cypress Lake Road. He next discussed cost estimates and noted that construction costs are currently estimated at \$23 - \$26 million per mile for construction.

Commissioner Williams-Cox noted there was an agenda item scheduled on the Multimodal District at the City Commission meeting on April 16, 2025, that was requested by Commissioner Matlow. Commissioner Matlow stated that would be an update on the Multimodal District related to the success and impacts over the last ten years.

Mr. Slay noted the May meeting would potentially be cancelled but a notification would be sent out to the board.

10. CRTPA INFORMATION

- A. Future Meeting Dates (Next Board Meeting May 19, 2025)**
- B. CRTPA Committee Actions**
- C. Budget Utilization (October-December 2024)**

11. ITEMS FROM CRTPA BOARD MEMBERS

Commissioner Minor provided an update on the Southern Rail Commission (SRC). He stated the SRC Bill was filed in both the Florida House and Senate during the Legislative Session. In the House, the bill was heard in Committee and it passed committee and at this point it was scheduled for the House Commerce Committee. Commissioner Minor noted this was a small victory that can be built on during the next session. He stated there was no movement on the bill in the Senate.

Mr. Rietow noted the ARPC has completed the Regional Rural Transportation Plan. He noted staff has worked the with FDOT District 3 and stakeholders in the counties for the past two years.

12. ADJOURNMENT

The meeting was adjourned at 2:05 pm.