



November 15, 2022

AGENDA ITEM 4 A

MINUTES

TYPE OF ITEM: Consent

The minutes from the October 18 CRTPA Meeting are provided as ***Attachment 1***.

RECOMMENDED ACTION

Option 1: Approve the minutes of the October 18, 2022, CRTPA Meeting.

ATTACHMENT

Attachment 1: Minutes of the October 18, 2022, CRTPA Meeting



CRTPA BOARD

MEETING OF TUESDAY, OCTOBER 18, 2022 AT 1:30 PM

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

Meeting Minutes

Members Present:

Commissioner Kristin Dozier, Leon County, Chair
Commissioner Betsey Barfield, Jefferson County
Commissioner Quincee Messersmith, Wakulla County
Commissioner Decorkus Allen, Gadsden Municipalities
Commissioner Dianne Williams-Cox, City of Tallahassee
Commissioner Curtis Richardson, City of Tallahassee
Commissioner Minor, Leon County

Staff Present: Greg Slay, CRTPA Executive Director; Jack Kostrzewa, CRTPA; Greg Burke, CRTPA; Suzanne Lex, CRTPA; Yulonda Mitchell, CRTPA, Ronnie Shelley, StarMetro

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 1:35 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 May 17 CRTPA Meeting**
- B. Audit Contract Extension**
- C. FY 2022 - FY 2026 Transportation Improvement Program (TIP) Amendment and FY 2023 – FY 2027 TIP Amendment**
- D. Executive Director's Timesheets**
- E. Fiscal Years 2023 – 2024 Unified Planning Work Program Modification**
- F. Updated CRTPA Fiscal Policies and Procedures**

Board Action: Commissioner Minor made a motion to approve the Consent Agenda as present by staff. Commissioner Williams-Cox seconded the motion. The motion was unanimously passed.

5. CONSENT ITEMS PULLED FOR DISCUSSION**6. ROLL CALL VOTE AGENDA ITEMS****A. FY 2023 – FY 2027 Transportation Improvement Program (TIP) Amendment**

The CRTPA FY 2023 – FY 2027 TIP is proposed to be amended to reflect the following projects:

- 451044-2 SR 10 (US 90) from Leon County Line to East of MLK Avenue (Jefferson County) – Add PD&E Funding
- 450513-2 Big Bend Transit - Federal Section 5311 CRRSAA Funding- Operating (Gadsden County) – Add Operating Funding
- 451243-1 City of Tallahassee- StarMetro – Federal Sect 5311 CRRSAA Funding – Operating (Leon County) – Add Operating Funding
- 439383-1 CR 268 High Bridge Rd Over Little River Bridge (Gadsden County) – Add new project
- 441188-1 Hanna Mill Pond Road Over Hanna Pond Bridge (Gadsden County) – Add new project
- 403931-3 SR 57 (US 19) FL GA Parkway from CR 57A to Martin Rd (Jefferson County) – Delete design funding

Ms. Lex introduced the FY 2023 – FY 2027 Transportation Improvement Program (TIP) Amendments. She explained that some of these projects are a result of additional funds that were received as a part of the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA). Ms. Lex next outlined each of the projects that are added, amended or deleted:

- Big Bend Transit - Federal Section 5311 of 2021 CRRSAA Funding - Operating (Project No. 450513-2): (Gadsden County) which provides \$884,126 in operating funding in FY 23 for transit services. She also noted that this project was in the Gadsden County section, however, funds can also be used in Jefferson County because both counties are serviced by Big Bend Transit.
- StarMetro Transit - Federal Section 5311 CRRSAA Funding – Operating (Project No. 451243-1): (Leon County) which provides \$309,228 in funding in FY 23 for operating expenses associated with transit services.
- High Bridge Road (CR 268) over Little River Bridge No. 504043 (Project 439383-1): (Gadsden County) which provides \$19,280,389 in funding in FYs 23 thru FY 26 for the Preliminary Engineering, Right-of-Way, Construction and Environmental Phases for the replacement of the bridge over the Little River.
- Hannah Mill Pond Road over Hanna Pond Bridge No. 500045 (Project 441188-1): (Gadsden

County) which provides \$13,882,847 in funding in FYs 23 thru FY 27 for the Preliminary Engineering, Right-of-Way, Construction and Environmental Phases for the replacement of the bridge over the Hannah Mill Pond.

Ms. Lex noted the projects will be initiated this year and construction would begin in FY 26 or FY 27.

- US 90 (SR10) from Leon County Line to East of MLK Avenue (Project 451044-2): (Jefferson County) which provides \$810,000 in funding in FY 23 for the Project Development and Environment Study phase of the US90 Multi-use Trail.

Ms. Lex noted these funds were SU Funds and that FDOT placed these funds on the segment from the Leon County Line to the City of Monticello of the US 90 Multi-use Trail.

She noted the amendment also included a deleted project:

- Florida- Georgia Parkway/US 19 (SR 57) from David Road CR 57A to Martin Road (Project 403931-3): (Jefferson County) which deletes from the FDOT Work Program and the CRTPA FY 2023 –FY 2027 TIP \$750,094 in funding for the Preliminary Engineering Phase of the Monticello Multi-Use Trail Extension.

Board Action: Commissioner Barfield made a motion to approve the FY 2023 – FY 2027 Transportation Improvement Program (TIP) Amendments. Commissioner Minor seconded the motion. A roll call vote was conducted, and the motion unanimously passed.

Mr. Slay explained that the cost estimates have substantially increased with some costs up 600%. He provided a list of construction materials and the corresponding prices in June 2021, and the increased prices in October 2022. Commissioner Minor asked if the materials pricing could potentially decrease. Mr. Slay stated the last time the construction materials were marked up significantly was in the early 2000s building boom. He stated he assumed that over time the construction materials cost will come down, he just wasn't sure what to expect as far as decreases in cost of materials. Commissioner Dozier asked if there were alternative construction materials that could be used and possibly reduce the cost. Mr. Paulk noted he was unaware of any construction materials that were "production ready", due to the volume needed by the Department. He noted that it would be hard to bring items to the market quickly that would have an impact statewide. Mr. Paulk explained the Department was working through the price increase, just as everyone else.

Agenda was modified to move items 7D, 7E, 7F forward for action due to members needing to leave early.

D. CRTPA Travel Policy

A resolution adopting the U.S. General Services Administration per diem rates for meals, incidental expense and mileage, and the CRTPA process travel in accordance with the City of Tallahassee Travel Policy has been developed for CRTPA adoption.

Ms. Lex introduced the CRTPA Travel Policy. She explained the CRTPA could adopt different travel rates but that they must be adopted by the Board via resolution. Commissioner Williams-Cox asked about potential policy changes to the COT Policy and how this would be addressed related to the CRTPA's adopted Travel Policy. Ms. Lex noted that the CRTPA's policy will be updated annually, and, therefore, any COT changes will be captured.

E. CRTPA Fiscal Year (FY) 2023 Budget

The CRTPA's budget for Fiscal Year 2023 has been developed for discussion and approval. This discussion will include the proportional share payments.

Ms. Lex discussed the CRTPA FY 23 Budget and explained the individual budgetary increases for FY 23.

Board Action: Commissioner Williams-Cox made a motion to approve the CRTPA Fiscal Year (FY) 2023 Budget. Commissioner Allen seconded the motion. The motion was unanimously passed.

F. Fiscal Year 2023 – 2024 Unified Planning Work Program (UPWP) Amendment

This item seeks approval of an amendment to the FY 2023- 2024 UPWP to add the Safe Streets for All (SS4A) Safety Action Plan project and associated budget in FY 2023.

Ms. Lex noted this item was approved by the Executive Committee; however, staff is bringing it the full Board for an explanation of the project and approval.

Mr. Kostrzewa stated there were grant opportunities from the Bipartisan Infrastructure Law. He noted there were two components for grant opportunities (1) development of an Action Plan Grant; and (2) Submission of an application to receive an Infrastructure Grant for projects within the Action Plan. He noted, due to timing and implementation, the potential grantee for the action plan, could miss some opportunities to apply for infrastructure grants that will be available. With this in mind, CRTPA opted to begin the Action Plan with current funds and have the Action Plan developed before June 2023. He noted by having the Action Plan completed, the CRTPA's local governments would be able to apply for infrastructure grants.

Mr. Barr, Kimley Horn and Associates, provided a brief presentation on the Safety Action Plan. Mr. Barr stated the Safety Action Plan was aimed at preventing and significantly reducing roadway fatalities and serious injuries for all users. The Safety Action Plan would also include the following: work with the Community Transportation Safety Team (CTSTs) in the area to provide leadership and goal setting; includes a comprehensive safety analysis; includes engagement and collaboration with the counties in the region and the general public; includes equity considerations to the underserved populations; includes policy and process changes; and lastly identify projects. Mr. Barr noted the project goals were safety, public health, multi-modalism, security, economic development and access. He noted these goals are in line with the Regional Mobility Plan Goals. He stated the next steps would include conducting safety and equity analysis; begin collecting project lists from the counties and attend the Winter Festival to receive input on the Safety Plan. Commissioner Williams-Cox noted the FAMU Homecoming and stated there would be a huge opportunity to gather information.

Board Action: Commissioner Richardson made a motion to approve the Fiscal Year 2023 – 2024 Unified Planning Work Program (UPWP) Amendment. Commissioner Minor seconded the motion. The motion was unanimously passed.

7. CRTPA ACTION

A. SIS Cost Feasible Plan Update

The Florida Department of Transportation will provide an update on the Strategic Intermodal System (SIS) Cost Feasible Plan.

Mr. Pettis outlined the SIS Cost Feasible Plan. He stated the purpose of the Cost Feasible Plan was to ensure consistency with the goals of the Florida Transportation Plan (FTP) and the objectives of the SIS Policy Plan. The Cost Feasible Plan also evaluates the SIS needs in light of future revenues and develops a phased plan for cost feasible improvements. The Cost Feasible Plan meets statutory requirements of Chapter 339.64(4)(d) F.S. Mr. Pettis provided a summary of the SIS Planning Process. He stated the Planning Process provides the framework for planning, programming, and implementing transportation projects and supports effective investment of limited transportation funds. Mr. Pettis noted that the 2050 SIS Cost Feasible Plan will reflect the projects deferred during the previous Work Program development cycles; the remaining project phases from the SIS 2045 Cost Feasible Plan; projects advanced from the SIS 2045 Multimodal unfunded needs plan; and new projects identified by MPOs, FDOT Districts and Executive Management as priorities. Mr. Pettis also discussed the Long-Range Transportation Plan adoption dates. The next adoption date for the CRTPA is November 23, 2025.

Commissioner Richardson asked if electronic vehicle use including charging stations. Mr. Pettis stated the FDOT was currently conducting a separate effort to locate charging stations for electric vehicles. Commissioner Williams-Cox asked about rail as a part of the Cost Feasible Plan. Mr. Pettis stated this specific plan was geared to roadways. He noted there was a separate plan from the FDOT Freight and Rail Office that provides and evaluates rail component.

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

B. CRTPA Fiscal Year (FY) 2021 Financial Statements

A presentation on the findings of the annual audit of the CRTPA will be provided.

Ms. Lex discussed the CRTPA Fiscal Year (FY) 2021 Financial Statements. She introduced the consultant, James Moore & Company.

Mr. Andrew Ferguson, Sr. Accountant, James Moore and Company provided information on the CRTPA Annual Audit FY 21 Financial Statements. Mr. Ferguson discussed the audit process. He stated annual audits are required by the federal government, with this type of interlocal agency and also required for the types of grants that CRTPA receives. Mr. Ferguson also outlined the required communications and the responsibilities of the Auditors and the audit reports.

Mr. Ferguson also noted that the CRTPA was now a Low-Risk Auditee. Further stating that means within the last two out of the last three years the CRTPA has had “No Significant Findings” and the CRTPA has submit the audit to the Federal Clearing house on time (June 30th each year).

Commissioner Minor stated Audits were a tremendous amount of work and thanked the entire team (Staff with the City, CRTPA, James Moore & Co.) who provided the service and the daily work of maintaining records for the audit to be completed.

Commissioner Dozier stated the Executive Committee approved the Audit in August, but the item would be voted on at the next meeting, due to lack of a quorum at this point in the meeting.

Board Action: Due to lack of a quorum, Mr. Slay stated this agenda item will be a part of the Consent Agenda at the next Meeting.

C. Congestion Management Process (CMP) Update

An update will be provided on the recently initiated CRTPA’s Congestion Management Process Update.

Mr. Burke introduced the item and the consultant for the CMP. He introduced Gary Phillips, Halff Associates and his team: Tim Smith, Halff and Associates and Tyrone Scorone, Kittleson Associates.

Mr. Phillips presented information on the Congestion Management Plan update. Mr. Phillips stated the purpose of the Congestion Management Plan (CMP) was to have a systematic and regionally accepted approach for managing congestion. A CMP is required in Metropolitan areas that have a population of 200K and is developed and implemented as a part of the MPO planning process. He noted there will be a list of operational strategies and projects; however, capacity projects are not the focus the CMP update.

Mr. Phillips also discussed the eight steps of the congestion management process:

- Develop congestion management objectives
- Identify area of application
- Define system network
- Develop performance measures
- System monitoring plan
- Identify /evaluate strategies
- Implementation of strategies
- Monitor strategies effectiveness

Mr. Phillips noted the scope of work will be a 16-month schedule for the project. He noted the first 5 tasks (Project Management and Coordination; Review and updated goals and objectives; Review CMP network; development of performance measures and data collection) will be discussed today and remaining tasks will be completed next year. The final Plan should be completed in September 2023.

Mr. Smith discussed the federal requirements related to development of the CMP. He noted that a CMP must address congestion management through a process that provides for safe and effective integrated management and operation of the multimodal transportation system. The CMP is intended to be an ongoing process continually evolving to address the results of performance measures, concerns of the community, new objectives and goals of the MPO and up-to-date information on congestion issues. The CMP also is integrated with other CRTPA Plans (LRTP, UPWP and TIP).

As a part of this update to the CMP, there will be a review and update of the CMP goals and objectives. The developed draft goals include incorporating multimodal options as strategies to reduce congestion in the CMP; increasing the connectivity of the network providing additional person trip alternatives; providing increased access to key destinations and modes of travel; and provide safety improvements through the CMP process. The updated CMP will also include updated to the CMP performance measures that will include a method to monitor and evaluate the performance of the multimodal transportation system. Mr. Smith noted that performance measures are used at two levels: the regional level-entire network and the local level-corridor/segment/intersection.

Mr. Scorsone stated the CMP is conducting a network analysis for the region. He stated the process included staff meeting with county/municipal representatives to discuss the data collection. The Hotspot/Site analysis identifies problematic spots with safety concerns. This analysis study's and identifies intersections with a higher history of crashes and identifies high accident locations along a particular segment by using the crash rate to rank the sites. From there a micro analysis of spots is conducted to identify cause of problem, location of problem and identify factors that may be contributing to the problem. Included in the analysis will be the system safety planning process by identifying target crash types (roadway departure, speeding related or fatal crashes).

Commissioner Dozier asked if the evaluation includes multiple modes or was the crash data only involving vehicles. Mr. Scorsone explained that the crash rates the data can be selected to include pedestrian/bike crashes. Mr. Slay noted CRTPA staff has been reviewing crash data to have information on pedestrian/bike crashes.

Mr. Phillips discussed next steps for the project which included: refining performance measures and benchmarks; preparing data catalogue; identification of critical congested corridors and safety hotspots; identification of strategies and projects; and, finally, development of an implementation plan. He noted that the Final Report should be completed in September 2023.

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

8. FLORIDA DEPARTMENT OF TRANSPORTATION REPORT

Mr. Paulk provided information on three of the Department's resurfacing projects that will host virtual project updates. The projects are located on US 19 (Jefferson County); Woodville Highway and Mahan Drive (Leon County). Mr. Paulk noted the Department tries to complete other improvements during resurfacing projects, when possible. The Department will be seeking comments from staff and board members on these projects.

9. EXECUTIVE DIRECTOR'S REPORT

Mr. Slay provided a status report on CRTPA activities including an update on the R. Frank Nims Middle School pedestrian safety project. Mr. Slay stated there have been a few changes since the March update which included a proposal to install overhead signals similar to the South Adams Street project. The cost estimates for the project at the time (March) was \$750,000 for both the design and construction phases. Subsequent, FDOT notified the CRTPA that the cost estimates have increased to \$1.2 million. As a result, CRTPA, FDOT and City of Tallahassee staff met to identify other options and are pursuing the installation of rectangular Rapid Flashing Beacons (RFBs) similar to Thomasville Road at the Holton Street and Orange Avenue intersection. He noted there was still work to be completed including the signing of various agreements.

Mr. Slay also noted that the CRTPA, Blueprint, StarMetro and Leon County jointly submitted a Reconnect Communities Grant application for Tharpe Street (Ocala Street to Capital Circle NW) for the development of a PD&E study to include a 30% design phase. The application was submitted by October 13, 2022 and CRTPA would have award information in March 2023. If successful, the CRTPA would need to be LAP certified to complete the PD&E.

Lastly, Mr. Slay pointed out the public message signage that was present at the meeting and had been provided to the CRTPA from the FDOT. He stated the signage will be used at the public meetings that will be held for the Safe Streets for All project as well as other public meetings.

10. CRTPA INFORMATION

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

11. ITEMS FROM CRTPA BOARD MEMBERS

Commissioner Minor briefly discussed the Tallahassee-Leon County E-Bike Expo that is scheduled to occur on October 26, 2022 at 5:30 pm at the Anita Favors Plaza at Lake Anita, Tallahassee, FL.

Commissioner Barfield stated new HAWK devices were installed in the City of Monticello near the Opera House.

12. ADJOURNMENT

Meeting was adjourned at 3:18 pm.