

November 21, 2023



AGENDA ITEM 4 A

MINUTES

TYPE OF ITEM: Consent

The minutes from the September 19, 2023, CRTPA Meeting are provided as ***Attachment 1***.

RECOMMENDED ACTION

Option 1: Approve the minutes of the September 19, 2023, CRTPA Meeting.

ATTACHMENT

Attachment 1: Minutes of the September 19, 2023, CRTPA Meeting



CRTPA BOARD

MEETING OF TUESDAY, SEPTEMBER 19, 2023 AT 1:30 PM

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

Meeting Minutes

Members Present:

Commissioner Rick Minor, CRTPA Chair, Leon County
Commissioner Quincee Messersmith, CRTPA Vice Chair, Wakulla County
Commissioner Kimblin NeSmith, Gadsden County
Commissioner Evelyn Riley Goldwire, Gadsden Municipalities
Commissioner Austin Hosford, Jefferson County
Commissioner David O’Keefe, Leon County
Commissioner Nick Maddox, Leon County
Commissioner Jeremy Matlow, City of Tallahassee
Commissioner Curtis Richardson, City of Tallahassee
Commissioner Dianne Williams-Cox, City of Tallahassee

Staff Present: Jack Kostrzewa, CRTPA; Greg Burke, CRTPA; Suzanne Lex, CRTPA; Yulonda Mitchell, CRTPA; Bryant Paulk, FDOT; Donna Green, FDOT; Chris Rietow, ARPC

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 1:30 pm with a roll call and introduction of the new Commissioner, Evelyn Riley Goldwire, representing the Gadsden Municipalities.

2. AGENDA MODIFICATIONS

None

3. PUBLIC COMMENT ON ITEMS NOT APPEARING ON THE AGENDA

None

4. CONSENT AGENDA

- A. Minutes of the June 19 CRTPA Meeting**
- B. Citizens Multimodal Advisory Committee (CMAC) Appointment**
- C. CRTPA Bylaws**
- D. Executive Director’s Timesheets**
- E. Executive Director’s Evaluation**
- F. Extension of Professional Services Agreement - Legal Services**
- G. Amendment to the FY 2023 – FY 2024 Unified Planning Work Program**

Board Action: Commissioner Richardson made a motion to approve the consent agenda. Commissioner O’Keefe seconded the motion, and the motion was unanimously passed.

5. CONSENT ITEMS PULLED FOR DISCUSSION

CRTPA Attorney Thornton Williams noted Agenda Item 4.C CRTPA Bylaws must have an independent vote by the Board.

Board Action: Commissioner Richardson made a motion to approve the CRTPA Bylaws. Commissioner Messersmith seconded the motion, and the motion was unanimously passed.

6. ROLL CALL VOTE AGENDA ITEMS

- A. Fiscal Year (FY) 2023 – FY 2027 & FY 2024 – FY 2028 Transportation Improvement Program (TIP) Amendment Ratification**

This item seeks Board ratification of a roll-forward amendment to the FY 2023– FY 2027 and to the FY 2024– FY 2028 Transportation Improvement Programs (TIPs) to reflect the following:

- CR 268/Adams St. from CR 274 Martin Luther King Jr Blvd. to Clark St. (Project No. 436992-1) (Gadsden County): Provide \$627,615 in funding in FY 23/24 for the construction of a five-foot wide sidewalk on the west side of the road.
- Amend Appendix F (Eastern Federal Lands Information) of the TIP to include information related to replacing the boardwalks on the St. Marks Wildlife Refuge Plum Orchard Pond Trail Boardwalks (Wakulla County) in FY 27 (\$1,576,883.24).

Board Action: Commissioner Nesmith made a motion to ratify the Fiscal Year (FY) 2023 – FY 2027 & FY 2024 – FY 2028 Transportation Improvement Program (TIP) Amendment. Commissioner O’Keefe seconded the motion. A roll call vote was conducted, and the motion was unanimously passed.

7. CRTPA ACTION

The public is welcome to comment on any discussion item after a motion has been made and seconded. Each member of the public is provided three (3) minutes to address the CRTPA.

A. **CRTPA Fiscal Year (FY) 2022 Financial Statements**

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

Ms. Lex stated this was the fourth year working with the consultant James Moore & Company. She noted CRTPA was considered a low-risk Agency and CRTPA has no findings this year. Ms. Lex introduced Mr. Ben Clark, James Moore & Company.

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 for this year. Next, he discussed the audit reports and provided an overview of the Report on Financial Statements. Mr. Clark next discussed the Report on Internal control and compliance and noted there were no material weaknesses. 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, and he noted the CRTPA was found to be complying with this grant. Lastly, Mr. Clark discussed the management letter required by the Auditor General. He noted that there was a recommendation for the CRTPA to work to reconcile the Grant Revenue with the expenditures more frequently.

Board Action: Commissioner O’Keefe made a motion to approve the CRTPA Fiscal Year (FY) 2022 Financial Statements. Commissioner Messersmith seconded the motion, and the motion was unanimously passed.

B. **SR 267 (Bloxxham Cutoff Shared-Use Trail) Shared-Use Trail Feasibility Study**

A feasibility study evaluating the SR 267 corridor between Wakulla Springs State Park and the St. Marks Trail for the addition of a shared-use trail has been developed for Board approval.

Mr. Kostrzewa introduced the consultant from Halff & Associates.

Mr. Gary Phillips, Halff Associates, provided information on the SR 267 Trail Feasibility Study stating the study initially started in August of 2022. He stated the study assessed the ability to construct a shared-use path along SR 267, also known as Bloxxham Cutoff, between the Edward Ball Wakulla Springs State Park and the St. Marks Trail. Mr. Phillips discussed the existing conditions, environmental characteristics, design criteria and recommendations, and finally the alternatives analysis. He stated that four alternatives were developed and presented to the CRTPA committees.

Mr. Phillips noted the off-system options had potential for environmental concerns and additional cost, therefore alternatives 3 and 4 were not recommended for the trail. The four alternatives developed are as follows:

- Alternative 1: Wakulla Park Service Road/North Side of SR 267 – from the service road the trail would then cross SR 267 to the north side and connect to the Rosa Shingles Trailhead. From the Rosa Shingles Trailhead, the trail would continue east on the north side of SR 267 right-of-way until connecting to the St. Marks Trail.
- Alternative 2: Park Service Road/South Side of SR 267 – From the service road the trail would then continue east along SR 267 right-of-way until connecting to the St. Marks Trail. This would require crossing Shadeville Road at the intersection with SR 267.
- Alternative 3: Park Service Road/North Side Off-System – From the service road the trail would then cross SR 267 to the north side and connect to the Rosa Shingles Trailhead. The trail would then turn north and east with State Forest property until connecting back to the north side of SR 267 near the Wakulla State Forest Ranger Station. The trail would continue on the north side of SR 267 until connecting to the St. Marks Trail.
- Alternative 4: Park Service Road/South Side Off-System - From the service road the trail would then continue east along SR 267 right-of-way until turning south and following the eastern perimeter of Wakulla Springs State Park property. The trail would then head east until reaching the Electric transmission easement where the trail would head north until reaching SR 267. The trail would then follow along the southside of the SR 267 until crossing Shadeville road and connecting to the St. Mark's trail.

Lastly, Mr. Phillips discussed the public engagement for the project. He stated after the development of the alternatives, the CRTPA held a public meeting at the Wakulla Springs State Park Lodge to receive input from the public and answer questions relating to the project.

Next steps, include the design phase of the project which is scheduled to begin in January 2024. Mr. Phillips noted the construction of the project has not been funded. He informed the Board the project was added to the FDEP Priority Trail system earlier in 2023 and the next funding cycle of the SUN Trails is released in the fall 2023 and that CRTPA staff is planning to apply for construction funding through the program.

Board Action: Commissioner Richardson made a motion to approve the SR 267 (Bloxham Cutoff Shared-Use Trail) Shared-Use Trail Feasibility Study. Commissioner Messersmith seconded the motion, and the motion was unanimously passed.

C. CRTPA Fiscal Year (FY) 2024 Budget

The CRTPA's budget for Fiscal Year 2024 has been developed for discussion and approval. This discussion will include the proportional share payments.

Ms. Lex introduced the CRTPA 2024 Budget. She noted the Computer Services line item was increased to purchase additional software capabilities for an internal platform for CRTPA and the law enforcement partners in the region. This will provide trip data, safety data and allow for real-time speed data for law enforcement.

Board Action: Commissioner O’Keefe made a motion to approve the CRTPA Fiscal Year (FY) 2024 Budget. Commissioner Richardson seconded the motion, and the motion was unanimously passed.

D. Project Priority List (PPL) Amendment

The Regional Trails Project Priority List has been revised for review and approval.

Ms. Lex introduced the Project Priority List Amendment and noted that this was a request to amend the Regional Mobility Plan Regional Trails PPL. She stated the amendment involves the US 90 Multi Use Trail (from SR 12 in Quincy to west of Chattahoochee) for inclusion on the CRTPA’s priority list. Ms. Lex stated this project was currently a Department of Environmental Protection’s Priority Trail and included on the SUN Trails network.

Board Action: Commissioner Nesmith made a motion to approve the Project Priority List Amendment. Commissioner Williams-Cox seconded the motion, and the motion was unanimously passed.

E. CRTPA Reapportionment Plan & Metropolitan Planning Boundary

A discussion of the CRTPA’s Reapportionment Plan and Metropolitan Planning Boundary will be provided.

Mr. Kostrzewa discussed the CRTPA Reapportionment Plan & Metropolitan Planning Boundary. Mr. Kostrzewa stated as a part of the census, the CRTPA must develop an apportionment plan. He discussed the population changes and noted that there was not a major change to the region. As a result, Mr. Kostrzewa stated the recommendation made by staff was to have the board voting percentages remain the same.

Board Action: Commissioner Richardson made a motion to approve the CRTPA Reapportionment Plan and Metropolitan Planning Boundary. Commissioner Williams-Cox seconded the motion, and the motion was unanimously passed.

8. FLORIDA DEPARTMENT OF TRANSPORTATION REPORT

Mr. Paulk updated the Board on a project on Capital Circle from Apalachee Parkway to Park Avenue. He noted a construction start date would be in January 2024 and that public involvement should occur in December 2023.

Commissioner Williams-Cox requested the School Boards be included in the information regarding the project, so that parents and the school’s transportation department was aware of the project.

Commissioner Matlow asked about West Pensacola Street with the trash and illegal dumping on the corridor. Mr. Paulk stated the Department would investigate the issue on the corridor and make adjustments if necessary.

Commissioner Bill Proctor provided comments at the meeting. He discussed US 319 South and stated Leon County made a commitment to four-lane Crawfordville Road. He noted that portions of the four-lane of the corridor were complete in Wakulla County. Additionally, he discussed the need to improve the Adams Street corridor to reach the State Capitol.

9. EXECUTIVE DIRECTOR'S REPORT

Mr. Kostrzewa discussed the applications for the SUN Trails program. He stated those applications would be for SR 267 Trail, Havana Trail, and US 90 West Trail. Ms. Lex noted the Department of Environmental Protection would be holding a ride event as a kickoff to Mobility Month in October at the St Marks Trail Head. Furthermore, she noted the CRTPA would be provided free helmet fitting and providing free helmets at the event.

10. CRTPA INFORMATION

- A. Future Meeting Dates**
- B. Committee Actions**
- C. Utilization Report Q4 FY 23**
- D. Correspondence**

11. ITEMS FROM CRTPA BOARD MEMBERS

Commissioner Williams-Cox briefly discussed and requested an update on bringing passenger rail to Tallahassee. Commissioner Minor discussed the restoration of passenger rail. He noted Alabama, Mississippi and Louisiana are members of the Southern Rail Commission (SRC) and that they have been working with the Federal Government to restore the rail. Commissioner Minor stated Florida should join the SRC and figure out a connection from Mobile to Tallahassee then to Jacksonville. Commissioner Williams-Cox discussed the Brightline service and stated this area should join the SRC and get a better understanding of the hurdles and moving forward with having passenger in this area.

Commissioner Richardson discussed the upcoming agenda for the Blueprint Intergovernmental Agency and discussed the North Monroe Gateway project. He noted the citizens committee suggested the project be extended from I-10 to Fred George Road and that the cost for the extension of the project would be approximately 15 million dollars. Commissioner Richardson requested that the gateway be added to the CRTPA's priorities. Autumn Calder with the Blueprint Intergovernmental Agency stated that the project limits are currently from 7th Avenue to I-10. Ms. Calder stated the IA Advisory Committee request additional information on extending the project north of I-10. She stated the infrastructure improvements would be made along the FDOT right-of-way and that improvements would include sidewalks and

medians along the corridor. Commissioner Richardson asked the process for adding this amendment include this project. Ms. Lex stated the Board could direct staff to amend the Bike Ped PPL and the amended PPL would be submitted to FDOT for a request for funding. Attorney Williams noted the Board would have to direct staff to add the item to the agenda for the next meeting and provide proper public notice. Mr. Burke stated the Congestion Management Plan is scheduled to be before the board at the November meeting. He noted the High Injury Network included Monroe Street.

12. ADJOURNMENT

Meeting was adjourned at 2:33 pm.