

November 17, 2025



AGENDA ITEM 5 A

MINUTES

TYPE OF ITEM: Consent

The minutes from the September 16, 2025, CRTPA Meeting are provided as ***Attachment 1***.

RECOMMENDED ACTION

Option 1: Approve the minutes of the September 16, 2025, CRTPA Meeting.

ATTACHMENT

Attachment 1: Minutes of the September 16, 2025, CRTPA Meeting



CRTPA BOARD

MEETING OF TUESDAY, SEPTEMBER 16, 2025, AT 1:30 PM

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

Meeting Minutes

Members Present:

Commissioner Diane Williams-Cox, Chair, City of Tallahassee
Commissioner Nick Maddox, Vice-Chair, Leon County
Commissioner Evelyn Riley-Goldwire, Gadsden Municipalities
Commissioner Rick Minor, Leon County
Commissioner David O'Keefe, Leon County
Commissioner Jeremy Matlow, City of Tallahassee
Commissioner Curtis Richardson, City of Tallahassee
Commissioner Quincee Messersmith, Wakulla County

Staff Present:

Greg Slay, CRTPA; Jack Kostrzewa, CRTPA; Greg Burke, CRTPA; Suzanne Lex, CRTPA;
Yulonda Mitchell, CRTPA; Chris Rietow, ARPC; Franco Saraceno, Kittelson &
Associates; Christie Battles, James Moore & Co; Dana Knox, Federal Highway
Administration; Patrick Twyman, City of Tallahassee Financial Services

1. CALL TO ORDER

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

2. ROLL CALL

3. AGENDA MODIFICATIONS

There were no agenda modifications.

4. PUBLIC COMMENT ON ITEMS NOT APPEARING ON THE AGENDA

There were no public speakers.

5. CONSENT AGENDA

- A. Minutes of the June 16 CRTPA Meeting**
- B. Executive Director's Annual Evaluation**

C. Citizens Multimodal Advisory Committee (CMAC) Appointments
D. Executive Director's Timesheets (April-June 2025)

Board Action: Commissioner Minor made a motion to accept the consent agenda as presented by staff. Commissioner Richardson seconded the motion, and the motion was unanimously passed.

6. CONSENT ITEMS PULLED FOR DISCUSSION

There were no items pulled for discussion.

7. ROLL CALL VOTE AGENDA ITEMS

A. Fiscal Year (FY) 2026– FY 2030 Transportation Improvement Program (TIP) Amendment

This item seeks Board adoption of an amendment to the FY 2026 – FY 2031 Transportation Improvement Program (TIP) to include the following projects:

- CR 59 (Veterans Memorial Drive) over Still Creek Bridge Replacement - No. 550012, Project No. 443330-1: Provide funding for right-of-way associated with bridge replacement in FY 26 (Leon County).

Ms. Lex provided information on the (FY) 2026– FY 2030 Transportation Improvement Program (TIP) Amendment. She stated that the amendment reflects the addition of federal funds associated with the construction of the Veterans Memorial Drive bridge (over Still Creek) replacement in the amount of \$300K for Right-of-Way acquisition. Ms. Lex stated staff recommended approval of the amendment by roll call vote.

Board Action: Commissioner Matlow made a motion to approve the Fiscal Year (FY) 2026– FY 2030 Transportation Improvement Program (TIP) Amendment as presented by staff. Commissioner O'Keefe seconded the motion; a roll call vote was conducted. The motion was unanimously passed.

8. CRTPA ACTION

A. CRTPA Fiscal Year (FY) 2024 Financial Statements

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

Ms. Lex stated the audit was conducted by James Moore & Company and noted this was the sixth year working with the auditors. She briefly explained that there was an expense of \$75,500, of which three quarters of that expense were for services outside of the current fiscal year. As a result, there was a finding regarding accrual of prepaid expenses; however, the CRTPA was still considered a "low risk auditee". She stated there was now a process in place with City of Tallahassee Financial Services to prevent this issue from occurring in future audits. Ms. Lex introduced the James Moore & Company Audit Staff, Christie Battles for the audit presentation.

Ms. Christie Battles, Auditor and Manager, James Moore & Company, provided the information on the FY 2024 Financial Statements. She noted the audit has a deadline of June 30 of each year and stated there was a plan to work with City of Tallahassee Financial Services and the CRTPA to initiate the process earlier in order to complete the process sooner than this year's audit.

Ms. Battles discussed the process of conducting the audit and outlined the responsibilities of the auditing firm. She discussed the significant estimates and disclosures, stating these totals were related to the net pension and OPEB liability and noted those totals were conducted by outside actuaries. Also discussed were the corrected/uncorrected audit adjustments, noting there were no uncorrected adjustments, and the only significant adjustment was related to the prepaid expense Ms. Lex discussed in the introduction.

The unmodified opinion in the CRTPA audit was the highest rating (A++), consistent with past years' audits. The auditor discussed the report on internal control and compliance, noting the only deficiency was the prepaid expense and highlighted the staff's new process to ensure that it doesn't occur in future audits. She discussed the grant revenues and the total fund balance. Finally, Ms. Battles stated the unrestricted deficit of \$197,000, which was mostly due to the net pension liability that must be recognized as a part of the audit.

Board Action: Commissioner O'Keefe made a motion to approve the FY 2024 Financial Statements. Commissioner Richardson seconded the motion, and the motion was unanimously passed.

B. CRTPA Fiscal Year (FY) 2026 Budget)

The CRTPA's budget for Fiscal Year 2026 has been developed for discussion and approval. This discussion will include the proportional share payments.

Ms. Lex provided information on the CRTPA FY 2026 Budget. She briefly explained there was a request submitted to FDOT to revise the UPWP budget and that a copy was provided for each member.

Ms. Lex provided information on the decreases in the budget and stated this included the proposed COLA raise for employees as well as the CRTPA's pension costs. She provided information on the increase in operating expenditures, noting the increase in the Audit Services and the food budget for the Citizen's Multimodal Advisory Committee meetings and the CRTPA annual retreat.

Board Action: Commissioner Maddox made a motion to approve the FY 2026 Budget as presented by staff. Commissioner Richardson seconded the motion, and the motion was unanimously passed.

C. Regional Mobility Plan (RMP)

The Year 2050 Regional Mobility Plan (RMP) Project Team will be presenting the Year 2050 RMP Draft Cost Feasible Plan.

Mr. Kostrzewa provided a brief project update on two items that have occurred since the June Board Meeting. First, he stated CRTPA staff was informed by FDOT that an additional of \$1.4 Million dollars was added for the right-of-way phase for the Crawfordville Road (Wakulla Springs Road to LL Wallace Road) project, which fully funds the Right-of-Way (ROW) acquisition phase. Second, he added that FDOT

funded the Project Development and Environment (PD&E) study for Capital Circle, NW (I-10 to North Monroe Street).

Mr. Kostrzewa introduced Franco Saraceno, Kittelson & Associates.

Mr. Saraceno provided information on RMP project costs, noting that the total costs for the projects were \$412 million dollars in current year dollars. He further explained that revenues only totaled \$287 million dollars, a significant decrease since the last RMP.

Mr. Saraceno provided information on the Draft Cost Feasible Plan Scenarios.

He began with Scenario 1 “Right-of-Way” focus. He stated this scenario would concentrate on ROW acquisition for key priority projects and outlined the projects, the ROW needed timeframes and costs which totaled approximately \$160 million dollars. Additionally, Mr. Saraceno explained that a portion of the funds were set aside for other types of improvements including Bike/ped, systems management and safety.

Mr. Saraceno stated the other two scenarios focused on completing a roadway project through construction. He outlined Scenario 2, centered on the completion on the completion of Woodville Highway from Paul Russell Road to Capital Circle, Southeast, noting the total costs for scenario would be approximately \$164 million dollars. For Scenario 3, the Crawfordville Road project from the Wakulla County Line to Wakulla Springs Road, Mr. Saraceno outlined the segments and noted the total costs would be approximately \$156 million dollars. Finally, Mr. Saracena noted the recommended action from staff was to approve the Year 2050 RMP Draft Cost Feasible Plan Scenario 1 – Right-of-Way focus as the preferred funding alternative for Year 2050 RMP.

Board Action: Commissioner Maddox made a motion to approve staff recommendation, approve the Year 2050 RMP Draft Cost Feasible Plan Scenario 1 – Right of Way as the preferred funding alternative for Year 2050 RMP. Commissioner Richardson seconded the motion, and the motion was unanimously passed.

D. CRTPA Federal Certification

The Federal Highway Administration (FHWA) staff will provide information related to the Transportation Management Area (TMA) Certification of the CRTPA that occurred in February 2025.

Mr. Slay introduced Ms. Dana Knox, Federal Highway Administration, for the CRTPA Certification, stating that earlier this year CRTPA completed the Quadrennial Federal Certification and Ms. Knox would be providing information on the findings of the site visit and the process.

Ms. Knox provided information on CRTPA’s Quadrennial Certification findings. The in-person site visit was held on 2-19-25 at Tallahassee City Hall with the Federal Highway Administration, Federal Transit Administration team, and the CRTPA staff. The findings include three noteworthy practices, zero corrective actions and two recommendations.

Ms. Knox noted noteworthy practices related to transit, including StarMetro's efforts associated with securing multiple competitive grants from the Federal Transit Administration for the Southside Transit Center. She noted the C RTPA's safety considerations in the planning process and highlighted efforts to understand and use crash data to enhance selection and prioritization for safety projects. Ms. Knox further noted the C RTPA working with law enforcement to examine incidents and identify corridors or intersections in order to prioritize safety enhancements/improvements. She noted that the Congestion Management Process studied the traffic impacts of teleworking, noting the Telecommute Study. Ms. Knox noted the study results determined that robust telework during the pandemic reduced the congestion on key corridors by about 20%.

There were zero corrective actions.

Ms. Knox noted recommendations for outreach and public participation and recommended the layering demographics maps over priorities to help the MPO with targeting the nature and locations of its outreach and activities. Additionally, she discussed recommendations for the Congestion Management Process and recommended consideration of freight related intermodal connectors when developing the congestion management process to ensure systemwide linkage via operations and management within the metropolitan planning area.

Board Action: Commissioner Minor made a motion to accept the C RTPA Federal Certification results as presented by Federal Highway Administration's staff. Commissioner O'Keefe seconded the motion, and the motion was unanimously passed.

9. FLORIDA DEPARTMENT OF TRANSPORTATION REPORT

Mr. Bryant Paulk, FDOT, provided information on one project on Capital Circle (Crawfordville Road to Springhill Road), which was funded by the Moving Florida Forward initiative. He stated the bidding process was scheduled to begin in December 2025 and that the Department was finalizing the ROW acquisition for the \$40 million project at this time. Mr. Paulk noted that this segment as well as the segment from Springhill to Orange were moving smoothly and construction of both segments would be occurring at the same time.

Commissioner Matlow asked about the issue associated with decorated sidewalks and crosswalks and if there were any allowances related to installing stamped imprinted concrete crossings or other safety features. Mr. Paulk noted this was a statewide issue and noted any interactions must be cleared by the FDOT Central Office.

Commissioner Williams-Cox asked if there were conversations about improvements on Highway 20 where many fatalities have occurred. Mr. Paulk stated the FDOT safety office would review any area where regular occurrences have happened and noted the Department was already studying the area for improvements and would provide another update at the next board meeting.

Commissioner O'Keefe stated there were efforts to work with FHP for increased speeding enforcement, as requested by Leon County.

10. EXECUTIVE DIRECTOR'S REPORT

A status report on CRTPA activities was provided. Mr. Slay stated the final results of the High Injury Network would be presented at the November board meeting. He also noted the October meeting may be cancelled, but a notification would be sent out to members at a later date.

11. CRTPA INFORMATION

- A. Future Meeting Dates (Next Board Meeting Tuesday, October 21, 2025)**
- B. CRTPA Committee Actions**
- C. Budget Utilization**

12. ITEMS FROM CRTPA BOARD MEMBERS

13. ADJOURNMENT

The meeting was adjourned at 2:25pm.