

September 16, 2025



AGENDA ITEM 5 A

MINUTES

TYPE OF ITEM: Consent

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

RECOMMENDED ACTION

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

ATTACHMENT

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



CRTPA BOARD

MEETING OF MONDAY, JUNE 16, 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
Commissioner Messersmith, Wakulla County

Staff Present: Greg Slay, Executive Director; Jack Kostrzewa, CRTPA; Greg Burke, CRTPA; Suzanne Lex; CRTPA; Yulonda Mitchell, CRTPA; Bryant Paulk, FDOT; Kaylor Collins, FDOT; Chris Rietow, ARPC; 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 April 15 CRTPA Meeting**
- B. Unified Planning Work Program Amendment**
- C. FDOT 2024 Joint Certification of the CRTPA**
- D. Citizens Multimodal Advisory Committee (CMAC) Appointment**

E. CRTPA Safety Action Plan Update

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

5. CONSENT ITEMS PULLED FOR DISCUSSION

There was no consent items pulled for discussion.

6. ROLL CALL VOTE AGENDA ITEMS

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

The FY 2026 – FY 2030 TIP reflecting the projects that have received funding in the Florida Department of Transportation Work Program has been developed for Board adoption.

Ms. Lex provided background information on the adoption of the Fiscal Year (FY) 2026– FY 2030 Transportation Improvement Program (TIP) and the public engagement process. . Ms. Lex outlined the public engagement for both the TIP and PPLs, noting there were virtual and in-person meetings held for the public to provide comments.

Ms. Lex explained each year the TIP is adopted and reflects the programmed funding of projects over the next five-years. The PPLs are also adopted separately each year and seeks funding for future phases and projects.

Ms. Lex explained the TIP is required by the state and federal government regulation and contains projects that were consistent with local and regional goals and the Regional Mobility Plan (RMP). Approved annually, a new fifth year is added to the TIP which consists of Federal, State and Local sources by county, noting the majority of funding is federal funding.

Ms. Lex noted the Legislature allocated \$100 million dollars for SUN Trails and \$100 million dollars last year through the Moving Florida Forward Initiative, to fund Capital Circle (Crawfordville Road to Springhill Road). Funding in these two programs are part of the total \$622 million in the TI. The resurfacing projects to maintain the existing system was the highest priority and total of \$272 million dollars in resurfacing funding.

Commissioner Williams-Cox asked if there were concerns with the federal funding under the current administration. Mr. Slay noted that typically state funds are 75% of the state trust funds and 25% of federal funds but noted there would be a year or two before the full understanding of the impacts on transportation projects. There has not been any cancellation of transportation programs to date and noted there would be a discussion in 2027, when the BIL legislation reauthorization by Congress. Commissioner Richardson asked for any changes to the PPLs. Ms. Lex explained there was a PD&E study added for NW Capital Circle (I-10 to US 27), and that it was currently number seven on the project list. Commissioner Richardson asked about changes to Orange Avenue improvements. Ms. Lex noted SU funds were applied to complete the design phases for two segments.

Board Action: Commissioner Minor made a motion to adopt the Fiscal Year (FY) 2026– FY 2030 Transportation Improvement Program (TIP) as presented by staff. Commissioner O’Keefe seconded the motion. A roll call vote was conducted, and the motion was unanimously passed.

B. Fiscal Year (FY) 2025– FY 2029 Transportation Improvement Program (TIP) Amendment

This item seeks Board adoption of an amendment to the FY 2025 – FY 2029 Transportation Improvement Program (TIP) to include the following projects:

- SR 8 (I-10) from Ochlocknee Relief Bridget to Ochlocknee River Bridge: Provide funding for the design safety improvements in FY 26 (Leon County).
- SR 261 (US 319) & SR 10 (US 90) Intersection Improvements: Provide funding for the development of a Project Development and Environment (PD&E) Study in FY 25 (Leon County).

Ms. Lex introduced the Fiscal Year (FY) 2025– FY 2029 Transportation Improvement Program (TIP) Amendment which adds funding for the two projects. The first project provides funding for the design of safety improvements for the Ochlocknee River Bridge (FY 26) and the second project programs funding for the development of a Project Development and Environment (PD&E) Study (FY 25).

Commissioner O’Keefe asked when citizens should expect public engagement activities for the PD&E study. Mr. Paulk stated the public engagement would be about eight months away, noting there was a significant amount of data collection to complete prior to the public engagement on the project. Commissioner O’Keefe asked for specific details of what would be studied as a part of the PD&E. Mr. Slay explained there were right-of-way constraints and noted any improvement would have a land use impact to businesses. He stated right-of way acquisitions would be required with all alternatives studied.

Board Action: Commissioner Minor made a motion to approve the Fiscal Year (FY) 2025– FY 2029 Transportation Improvement Program (TIP) Amendment as presented by staff. Commissioner O’Keefe seconded the motion. A roll call vote was conducted, and the motion was unanimously passed.

7. CRTPA ACTION

A. Tallahassee to Havana Trail – Consultant Selection

This item seeks CRTPA Board approval to select a consultant to develop a Project Development and Environment (PD&E) Study associated with the Leon County segment of the Tallahassee to Havana Trail.

Mr. Burke introduced the Tallahassee to Havana Trail consultant selection item. He explained the CRTPA successfully applied for SUN Trails grant funding for this phase of the project. Mr. Burke outlined that the selection process was completed with the City of Tallahassee’s Procurement Department and the Selection Committee. He stated the Selection Committee’s recommendation was the selection of Halff &

Associates to complete the PD&E Study and that today's action seeks approval of the selection as well as allowing the CRTPA Executive Director to initiate the agreement for the project to be signed by the Chair.

Board Action: Commissioner Minor made a motion to approve the Tallahassee to Havana Trail – Consultant Selection of Halff and Associates as presented by staff. Commissioner Richardson seconded the motion, and the motion was unanimously passed.

B. Fiscal Year (FY) 2027 – FY 2031 Project Priority Lists (PPLs)

The FY 2027 – 2031 Project Priority Lists has been developed for Board adoption. The following lists have been developed for Board approval:

1. Regional Mobility Plan (Capacity) Project Priority List
2. Bicycle and Pedestrian Project Priority List
3. Regional Shared Use Paths (Trails) Project Priority List
4. StarMetro Project Priority List
5. Intelligent Transportation Systems (ITS) Project Priority List
6. Tallahassee International Airport Project Priority List
7. Urban Attributable Funds (SU) PPL

Ms. Lex provided information on the Fiscal Year (FY) 2027 – FY 2031 Project Priority Lists (PPLs). She explained the PPLs would be used in the development of next year's TIP and noted that after adoption, funding will be sought with the FDOT. Ms. Lex provided highlights for each project priority list. She noted that for the RMP PPL, funding for right-of-way acquisition would be sought for the Crawfordville Road segments and that, once programmed, they would be ready for construction phase.

Board Action: Commissioner Richardson made a motion to approve the Fiscal Year (FY) 2027– FY 2031 Project Priority Lists (PPLs) as presented by staff. Commissioner O'Keefe seconded the motion, and the motion was unanimously passed.

C. Regional Mobility Plan (RMP) Update

An update on the development of the CRTPA's RMP will be provided.

Mr. Kostrzewa introduced the Regional Mobility Plan (RMP) Update. He stated the project was initially introduced at the retreat in January and provided an update on the progress since January. He stated the identification of the projects, costs and revenues have been developed. Mr. Kostrzewa explained the survey component that was conducted had a few issues, noting Apple products/phones were problematic when completing the survey. He stated additional language was added to advise citizens to use a different device and the deadline for comments was extended to June 23rd. He noted there were discussions to provide a second survey, if the budget allows, after the September meeting and have the draft cost feasible plan completed. Mr. Kostrzewa stated the Goals and Objectives were still being developed. He introduced the consultant Franco Saraceno, Kittelson and Associates.

Mr. Saraceno provided an update on the schedule and tasks that were being developed or completed. He noted the completed items included the establishment of goals and objectives and assigned weights for each; modeling components; analysis of mobility and safety; public engagement and coordination; needs assessment and beginning of the priority prioritization task and determine cost feasibility.

Mr. Kostrzewa discussed the transportation model. He explained the process to develop the model including a base-year model that reflects current conditions. He explained the next step was an “Existing Plus Committed” model, which uses the base-year model plus any project that has been built or committed to be built which results in an E+C model and concurrently, year 2050 data is projected for population, employment and future land use. Mr. Kostrzewa further explained, the data is input into the E+C model to produce a Year 2050 model. He stated the process develops the needs model, and after board adoption of the model, there would be a cost feasible plan model. The cost feasible plan model would add in the projects in the plan and determine the impacts to the system.

Mr. Kostrzewa discussed “constraints” that inhibit or prohibit the ability to provide additional capacity that are related to physical, fiscal, or policies. He explained physical constraints are those that will make it extremely difficult to widen the road. Mr. Kostrzewa stated fiscal constraints relate to the ability to fund a project due to the estimated cost of the improvements. Lastly, he explained, policy constraints are those based on the protection of the environment, businesses or residences along a corridor.

Mr. Kostrzewa stated after the models were run, the results develop the needs assessment. Mr. Kostrzewa briefly explained the “volume to capacity” ratio, or V/C ratio. He noted this was utilized to determine how well a road is being used compared to its maximum capacity. He further explained a V/C ratio of 1.0 or greater indicates congestion, while values below 1.0 suggest the facility has more capacity than demand. He discussed the projects, and included updated project costs totaling \$412 million dollars and noted costs continue to increase. Mr. Kostrzewa discussed the current funding and noted the decrease in funding from the last five-year cycle.

Mr. Kostrzewa explained the Draft Cost Feasible Plan. He stated the revenues are used to determine a 3-tiered system and the RMP focuses on the first five years and noted the funding was spread out over period of time and stated there would not be many projects moving from the list.

Board Action: The Regional Mobility Plan (RMP) Updated was an informational item, therefore, no action was taken.

8. FLORIDA DEPARTMENT OF TRANSPORTATION REPORT

A status report on FDOT activities will be provided.

9. EXECUTIVE DIRECTOR’S REPORT

A status report on CRTPA activities will be provided including information related to the public meeting for the Tallahassee to Havana Trail (held on May 7).

10. CRTPA INFORMATION

A. Future Meeting Dates (Next Board Meeting Monday, September 15, 2025)

B. CRTPA Committee Actions

11. ITEMS FROM CRTPA BOARD MEMBERS

12. ADJOURNMENT

The meeting was adjourned at 2:30 pm.