

BJP Finance and Project Administration Committees
Meeting Minutes January 26, 2018
Approved on April 27, 2018

The current FAC Membership consists of the following:

- ✓ Sam Mousa, CAO, City of Jax
- ✓ Paul McElroy, Executive Director of JEA (**designee**/Janice Nelson)
- ✓ Paul Sleiman, Private Citizen Member
Mathew Holdt, Private Citizen Member)
- Vacant (Private Citizen Member with Financial Background)
- ✓ Kyle Billy, Council Auditor, City of Jax (Non-Voting Member)

City Attendees:

Alice Checorski
Judith Garard
Joey Greive
Mario Rubio
Kirk Wendland

JTA Attendees:

Greg Hayes
Ken Middleton
Richard Pereira
Andy Rodgers
Jessica Shepler

The current PAC Membership consists of the following:

- ✓ Nat Ford, JTA Executive Director (**designee**/Carter Rohan)
- ✓ John Pappas, Public Works Director, City of Jax
- ✓ Paul McElroy, Executive Director of JEA (**designee**/Janice Nelson)
- ✓ Alan Ridge, Private Citizen Member
Vacant (Private Citizen Member)

Public:

Thomas Martin, SW
CPAC
Taylor Mejia, IGS

I. Welcome & Introductions

Janice Nelson

Meeting called to order at 8:33 a.m.

II. Approval of Previous Meeting Minutes

Both Committees

Due to lack of a quorum for the Finance Administration Committee (FAC), that portion of the October 27, 2017 Quarterly meeting minutes was not voted on for approval.

John Pappas moved to approve the Project Administration Committee (PAC) portion of the October 27, 2017 Quarterly meeting minutes. Mr. Mousa seconded the motion. The PAC minutes were approved unanimously.

III. FINANCE ADMINISTRATION COMMITTEE

Janice Nelson

A. COJ Financial Report

Judith Garard

- Final 9/30/17 BJP Program Reports, pgs. 9-25
 - Changes from last meeting are minimal, Sales Tax Graph pgs. 9 – 10 did not change
 - Financial Statements pgs. 11 – 14 increase in program cash of \$9.5K, Debt Service cash increase of \$112K due to investment earnings; increase in Receivable from Fiscal Agent of \$2.7 million.
 - There were no changes to the project expenditures or the project reports. Pages 15 – 25.
- First Quarter 12/31 Sales Tax Graphs pgs. 26 – 27
 - First quarter Sales Collections are 5.8% over last year's 1st quarter.
- First Quarter 12/31 Financial Reports pgs. 28 – 31
 - Current cash balance is \$8.1 million. There was a transfer of cash from the BJP Trust Fund of \$4 million increasing the funding for projects. A balance of \$11.9 million in the BJP Trust Fund.
- First Quarter 12/31 Project Reports pgs. 32 – 42.
 - Accounting encumbrance release of \$7.3 million to re-start 3 projects now that funding is available.
 - Old Middleburg Road/103rd to Brannan Field - \$2.7 million
 - Crystal Springs/Chaffee to Cahoon Phase 2B - \$4.0 million
 - Drainage System Rehabilitation - \$.6 million

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Mr. Grieve stated this is the first time in 8 years we have been able to release funds to re-start BJP projects. Janice Nelson asked if all of the debt is "fixed". Mr. Grieve replied that it is.

B. JTA Financial Report

Greg Hayes

Mr. Hayes reviewed the JTA Financial Report spreadsheet and reported that as compared to the last quarter, the only change appears in Columns A-E. The Kernan Blvd. project is now fully funded at \$23,662,322. Column F was updated to reflect interest earned from the LOGT bond proceeds with a life to date total of \$1,500,924. Column G reflects an additional funding source (JEA) totaling \$6,434,863. Column I (estimated project cost) is updated as projects proceed. Column J, Funding Shortfall will fluctuate as we proceed with projects not fully underway. Column K (Life-to-date Committed Spent & Encumbered) reflects a total of \$58,509,601, which is approximately \$20m higher than last quarter due to the Collins Road project getting underway. Next quarter, we will see an increase as the Kernan Blvd. project proceeds. The Estimated Project Costs as % of Funds Committed (Column P), currently at 43.8% life to date will also see a significant change as projects get going.

Mr. Hayes reported that at the last meeting, JTA was asked if there is a pre-payment option on the LOGT bonds. After 2025, they can be paid off if funding is available.

C. General Discussion

None

IV. FAC ADJOURNED – 8:57 a.m.

V. PROJECT ADMINISTRATION COMMITTEE (PAC)

CARTER ROHAN

PAC CALLED TO ORDER AT 8:57 a.m.

A. COJ Project Status Reports

John Pappas

• **Public Facilities**

John Pappas

Mr. Pappas reported that all Public Facilities projects have been identified as completed. Current improvements underway at the County Courthouse and the State Attorney's Office are outside of BJP funding.

• **Environment/Quality of Life**

John Pappas

➤ **Land Acquisition through the Preservation Project**

Mr. Mousa stated that the original \$25m in funding was initially placed in one account line item. Funds were moved into individual projects. Mr. Pappas asked Judith Garard how much is left in the BJP account. Ms. Garard replied most expenditures occurred in 2002. She will go through the accounting details and pull the respective ordinances.

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Action Item:

Judith Garard will research how much is remaining in the BJP Land Acquisition through the Preservation Project account which has not been tagged for a BJP project.

- **Council Districts 1 through 14 (Recreation & Infrastructure)** **John Pappas**
At the last BJP FACPAC meeting, Council District Discretionary Fund reports were distributed. Kyle Billy stated that he prepared an updated report last week. He will send the report to Alice Checorski for distribution to the committee.

Action Item:

Kyle Billy will provide Council District Discretionary Fund reports at each quarterly committee meeting.

- **Environmental Clean- Up** **John Pappas**
For the reporting period October 1, 2017 through December 31, 2017, Project New Ground (PNG) has remediated 1,650 parcels and removed 642,462 tons of contaminated soil from the sites. The soil was transported to the Trail Ridge Landfill for reuse as a daily cover. Overall, the project is approximately 91% complete. There are currently five active areas:

- Brown's Dump site – 97% complete
- 5th & Cleveland Incinerator site – 80% complete
- Forest Street Incinerator site – 93% complete
- Lonnie Miller Site – 97% complete
- Lonnie Miller Park – Partnering with Parks Department; ash remediation \$4.6m and park improvements \$5.7m. The design is underway. The bid should go out this summer.

Action Item:

John Pappas will provide environmental clean-up account balances.

- **Targeted Economic Development** **Kirk Wendland**
 - **Northwest Jacksonville Economic Development Fund (NWJED)**
 - Mr. Wendland reported that no new approvals were received during this quarter.
 - A total of \$236,000 has been encumbered.
 - All outstanding loans are current.
 - Site visits were conducted at the Farmer's Market and Four Fathers Distillery.
 - Funds will be disbursed once all required documentation is received.

Action Item:

Mr. Wendland will provide the NWJED fund balance on each quarterly report.

B. COJ Roadway and Infrastructure Improvements **John Pappas**

Mr. Pappas reviewed the COJ Roadway Project Status Report, pages 13-21. He reported that an additional \$7.3m funding is available and has been freed up for 3 projects:

- Old Middleburg Road/103rd to Brannan Field - \$2.7 million
- Crystal Springs Phase 2B (Ramona-Hammond to Cahoon) - \$4.0 million
- Drainage System Rehabilitation (Hartley Road) - \$0.6 million

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Janice Nelson asked how the projects are prioritized as additional funding becomes available. Mr. Pappas explained that we look at where the projects are at the time and how quickly they can move forward. Old Middleburg Road was selected due to the volume on the road and the need to get that project going.

Asked by Mr. Greive if the \$4m for Crystal Springs is the total project cost, Mr. Pappas replied that it is.

C. JTA Road Program/JTA Mobility Works

Carter Rohan

Mr. Rohan directed the committee to the JTAMobilityWorks January 2018 Quarterly Program Summary Report booklet.

- **Old St. Augustine / Greenland Intersection:** (beginning on p.14)
 - Project has been completed, all project files have been transferred and the project closed out.
- **Kernan Boulevard (Atlantic Boulevard to McCormick Road):** (beginning on p.16)
 - Final design-build contract negotiated and signed in November.
 - Notice-to-Proceed was issued to the Superior design-build team on December 6th.
- **Parramore Road Extension (Parramore Road to Youngerman Circle):** (beginning on p.18)
 - The team negotiated with HNTB on the professional services fee during the period.
 - Notice to Proceed is expected to be issued this month.
- **Girvin Road (Atlantic Boulevard to Wonderwood Drive):** (beginning on p.20)
 - Construction is proceeding with reinforced concrete pipe drainage structure installation from Atlantic to Ashley Melisse, subgrade stabilization, water main installation, and the placement of sod at Pond #2.
 - Completed the first section of curb and gutter between Ashley Melisse and Wilderland Drive.
 - During the period we held a preconstruction meeting with FDOT regarding the upcoming construction of the eastbound to northbound turn lane at the Atlantic intersection in FDOT right-of-way.
- **Mobility Corridors: Transit Enhancements Work:** (beginning on p.23)
 - Completed construction of transit enhancements projects in all of the 14 mobility corridors. As part of the work the JTA has improved the ADA accessibility at 197 bus stops in FY 2017.
 - The team continues working to establish the scopes for Phase II to include side streets along several of the corridors.
- **Mobility Corridors: Complete Streets Work:** (beginning on p.25, with updates on pp.26 & 27)
 - Mandarin Road Sidewalk Project
 - All tree removal is complete.
 - The first phase of the work between Orange Picker and Mandarin Estates was completed this week, and work is underway between Tayo Lane and Mandarin Oaks Lane.
 - Executed agreements with residents that have brick driveways for the removal and replacements. Two driveway entries have been completed with architectural stamped pavers. (all three selected stamped paver replacements)

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- Completed initial clearing and grubbing throughout, and construction continues on the clearing and grubbing, excavation for drainage swales, water line relocation, and driveway replacements.
- During the period we experienced impacts and performance issues which required adjustment.
 - Based on meetings with the contractor it was agreed that the overall completion date for all sidewalk work (April 30th) would be held,
 - New interim schedules were established to mitigate and work around continuing AT&T work in the Phase I area, and
 - Due to weather impacts non-compensable time (18 days) was given to the contractor after April 30th to perform final pavement repairs.
- Main Street Corridor
 - Traffic study & preliminary design is underway for the Springfield area lane conversion.
 - Staff working on revised conceptual design alternatives that address FDOT concerns.
- 8th Street
 - Obtained FDOT's approval of the revised conceptual plans.
 - Staff working to begin 30% design and preparing for community/stakeholder updates.
 - Additionally, staff is working with JEA on potential new utilities scope in the corridor.
- University & Merrill:
 - Received comments from FDOT on the 60% plan submission, and the team responded and made revisions as necessary.
 - In December the JTA board approved the supplemental agreement for final design, bid support and post design services.
 - Chairman Pappas we would like to extend our thanks for the letter of support for the project received on December 12th.
 - FDOT continues to work with Church of God, CVS and Jacksonville University to acquire the right-of-way needed for the project.
 - As indicated by FDOT at the Public Hearing in September the final construction completion date for the project is February 2020 and we believe that we are on track
- Lenox Avenue
 - In December the design team made presentations to the City on the traffic study and proposed design improvements to Lenox Avenue. I believe that the presentation was well received and we look forward to the City's acknowledged support.
- **Blanding Boulevard Intersection Improvements:** (beginning on p.28)
 - 30% Design work on the intersections at Collins Road and 103rd continues.
 - In December the team coordinated plan reviews, and in the meetings FDOT recommended placing the project on hold upon completion of the 60% design until construction funding is programmed.

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- **Soutel Transit Hub:** (beginning on p.30)
 - The project is complete, and continuing working on closeout.
 - The team is working on additional improvements requested.
- **Alta Drive (South of Faye Road North to Burkit Lane):** (beginning on p.32)
 - During the period a design kick-off meeting was held and the design team of England Thims & Miller are proceeding with the design.
 - In November the team met with representatives of the developer and contractors at the Alta Lakes development to coordinate the work for the signal at Misty Marsh Lane and the drainage pond requirements.
 - In December discussions were held with Councilman Ferraro regarding design elements related to manhole locations and tree planting enhancements in the corridor to improve the tree canopy. The team is working to address those requests.
 - Just executed an agreement with CSX for plan review of proposed improvements to surface and signals, and the preparation of cost estimates for the railroad crossing modifications work.
- **Collins Road (Old Middleburg Road to Rampart Road):** (beginning on p.34)
 - Notice to Proceed #1 was issued to the contractor on November 13th for early construction activity. (Notice to Proceed #2 for major works is anticipated to be issued in May 2018.)
 - Project notifications went out to the residents in November.
 - Site clearing permit was obtained and clearing and grubbing began. As of today clearing and grubbing has been completed along the north side between Schindler and Rampart.
 - Contractor has erected project signage and began relocating resident fences in areas impacted by the construction.
- **San Pablo (Beach Boulevard to Atlantic Boulevard):** (beginning on p.38)
 - During the period staff concluded negotiating with Pond & Company on the design and professional services fees.
 - Notice to Proceed with the design is expected to be issued this month.
- **McDuff Avenue/5th Street - Phase III (Melson Avenue to Huron Avenue):** (beginning on p.40)
 - The team negotiated with HNTB on the professional services fee during the period.
 - Notice to Proceed for the design is expected to be issued this month.
- **Collins Road (Blanding Boulevard to Pine Verde Lane):** (beginning on p.42)
 - Design team continues working on the Project Development & Environmental study.
 - Meeting held with the City in December to review the draft traffic report. It was agreed that the limits of the study be taken out to Roosevelt to assess the impact of a new connection with Collins Road and the resultant traffic diversion from I-295.
 - We expect to complete the study, with broadened traffic area in June this year.

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- **Southside Boulevard / Atlantic Boulevard Intersection:** (beginning on p.44) (Project is not currently funded for construction)
 - The contract for design services for Parramore Road, and McDuff Avenue, Phase II includes this project as optional design services.
 - FDOT directed JTA not to proceed with any design until construction funds are identified.
- **Tinseltown Intersections:** (beginning on p.46) (Project is not currently funded for construction)
 - The contract for design services for Parramore Road, and McDuff Avenue, Phase II includes this project as optional design services.
 - FDOT advised that they have budgeted funds for design and construction at the Gate Parkway intersection in their 5-year work program.
 - FDOT directed JTA not to proceed with any design on the Touchton Road and Hogan Street intersections until construction funds are identified.

In summary, the JTA continues to aggressively move forward on all 13 JTAMobilityWorks projects, and is embarking on additional improvements in the 14 Countywide Mobility corridors.

D. EBO/JSEB/DBE

- **COJ** **Mario Rubio**
Mr. Rubio reported there has been no activity by Small Emerging and Minority Businesses during the 1st quarter of the fiscal year.
- **JTA** **Ken Middleton**
Mr. Middleton reported that for the 1st quarter, JTAMobilityWorks Projects for Capital (construction) improvements had total expenditures (paid to primes w/DBE Participation) of \$1,519,163.00, 11.2% minority participation with a life to date total of 16.7%.

Total expenditures for Professional Services during the 1st quarter were \$789,908.00, 14.5% minority participation with a life to date total of 22.7%.

The St. Johns River Ferry Fender Rehabilitation Project report indicated total expenditures for Capital (construction) improvement of \$911,897.00, 67.5% minority participation for the 1st quarter, life to date 24.8%.

The St. Johns River Ferry Fender Rehabilitation Project report indicated total expenditures for Professional Services of \$93,450.00, 100% minority participation for the 1st quarter, life to date 97.0%.

E. General Discussion

None

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VI. Public Comment pursuant to §286.0114, F.S.

Mr. Thomas Martin, 8019 Leafcrest Drive, asked the committee for an update on Old Middleburg Road from 103rd Street to Brannan Field Road. Mr. Pappas reported that BJP funds have been identified for the design component of this project, \$2.6m.

Mr. Martin stated that in 1999, the PUD approved rezoning of property west of Blanding to Cecil Airport for the development of the Villages of Argyle. The developers were supposed to negotiate a route which would be a limited access freeway. Mr. Martin said he wonders what the State is doing to mitigate the tolls.

Mr. Martin reported that FDOT is building sidewalks from Blanding to Collins. He asked if JTA would coordinate with them.

The committee chairs thanked Mr. Martin for his time.

VII. PAC ADJOURNED – 9:40 a.m.