

BJP Finance and Project Administration Committees
Meeting Minutes July 28, 2023
For Approval on October 27, 2023

The current FAC Membership consists of the following:

- ✓ Karen Bowling, CAO, City of Jax
- ✓ Joe Orfano, JEA designee
- ✓ Chris Butler, Private Citizen Member
- ✓ Oliver Schnusenberg, Private Citizen Member
- ✓ Ryan Smith, Private Citizen Member
- ✓ Kim Taylor, Council Auditor, City of Jax (or designee Phillip Peterson)

City Attendees:

- LaQuieta Brown, Liaison
- Paul Barrett
- Sandy Simpson
- Ed Randolph

JTA Attendees:

- Greg Hayes
- Bill Joyce
- Julian McKinley
- Ken Middleton

The current PAC Membership consists of the following:

- ✓ Nat Ford, JTA Executive Director (or designee/Greer Gillis)
- ✓ Steve Long, Public Works Director, City of Jax
- ✓ Joe Orfano, JEA designee
- ✓ Alan Ridge, Private Citizen Member
- ✓ Cal Walton, Private Citizen Member

Public:

- Thomas Martin
- Mollie Peterson

I. Welcome & Introductions

Chairperson Karen Bowling called the meeting to order at 8:30 a.m.

Karen Bowling

II. Approval of Previous Meeting Minutes

Joe Orfano made a motion to move the FAC portion of the October 28, 2023, meeting minutes. Oliver Schnusenberg seconded the motion. The motion carried and the FAC meeting minutes for October 28, 2022, were approved unanimously. Ryan Smith made a motion to move the PAC portion of the October 28, 2023, meeting minutes. Cal Walton seconded the motion. The motion carried and the PAC meeting minutes for October 28, 2022, were approved unanimously.

Both Committees

III. Finance Administration Committee (FAC)

A. JTA Financial Report

Mr. Hayes the Local Option Gas Tax (LOGT) revenue graph reflects the JTA Mobility Works Project Totals funds available of \$176,786,005 with an estimated project cost of \$176,188,059 with the remaining sum of \$17,684,673 funds available. He also reports there are only two active projects remaining with JTA, which are San Pablo Road and Alta Drive. According to the chart, LOGT – JTA Mobility Works Projects are 90.3% committed.

Mr. Hayes also reports for LOGT 2, there was an economic analysis done, and it reports there have been 7k jobs created out of the 30-year program project.

Greg Hayes

B. COJ Financial Report

Mr. Phillips reports the BJP Trust Balance is tracking out at about 7% growth. It was also reported that transportation figures or the trust are showing a negative balance because of spending and what is being invoiced. But we are on track to have three major transactions for the BJP which are below.

Roger Phillips

1. Agreement to do a Bank loan with BOA, which is a 15-million-dollar piece.
2. 2017 B Series, 33.5-million-dollar piece which has been completed.
3. 2013 C Series, which is refunding.

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FINANCE ADMINISTRATION COMMITTEE (FAC) CONT'D.

The JTA LOGT-JTA MobilityWorks Project Report for the 1st quarter is as follows:

- Column A reflects the JTA Revised Program Budget (JTA Series 2015 Bond), which totals \$100,550,000
- Column B shows Fair Share dollars amounting to \$8,418,103 contributed by the city
- Column C shows the JTA Additional Funding Source total of \$13,014,453 which includes \$2m in LOGT Program Management, \$4,981,452 life to date interest through 9/30/22 from bond proceeds
- Column D shows additional funding received from JEA in the amount of \$13,703,449
- Column E shows additional funding source from JTA Series 2020 Bonds \$41,100,000
- Column F indicates Total Funds available \$176,786,005
- Column G reflects Estimated Project Costs of \$176,188,059
- Column H shows Funding Status \$258,412 (sufficient funding to complete projects)
- Column I shows life-to-date spending of \$144,100,899
- Column J reports funds encumbered \$15,000,433
- Column K reflects spent and encumbered \$159,101,332
- Column L shows remaining funds available of \$17,684,673
- Column M indicates 90.3% of estimated project costs as % of funds committed

C. General Discussion - None

IV. Public Comment pursuant to §286.0114, F.S. - None

V. Adjourn FAC – 8:46 a.m.

VI. PROJECT ADMINISTRATION COMMITTEE (PAC)

Steve Long

Chairperson Steve Long called the PAC meeting to order at 8:46 a.m.

A. COJ Project Status Reports

Steve Long

- ✓ **Environmental Clean Up**
For the reporting period April 1,2023 to June 30,2023, the five active projects associated with EPA ash remediation are approximately 97% complete. Out of approximately 3,194 parcels, 1,848 have been remediated; and removed 777,573 tons of contaminated soil.
- The final phase of the PNG program, which is the Remnant Parcel Ash Remediation will be included in the Long-Term O&M contract and remediation will be done as funds allow.

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PROJECT ADMINISTRATION COMMITTEE (PAC) CONT'D.

There are currently five active areas:

1. Brown's Dumpsite – 98% complete. 223 have been remediated to date and 266 parcels do not require remediation and 7 parcels remain, which require access agreements.
2. 5th & Cleveland Incinerator site – 95% complete. Out of 933 total parcels, 720 have been remediated to date; 124 do not require remediation and 41 parcels remain. We are still pursuing access agreements.
3. Forest Street Incinerator site
There are two components:
 - a. Residential - 96% complete. Out of 773 total parcels, 484 have been remediated to date; 256 parcels do not require remediation and 33 parcels remain. We are pursuing access agreements for all 33.
 - b. Park –The project is 100% complete. The Forest Street Charter School completed the remediation.
4. Lonnie Miller site
There are two components:
 - a. Residential - 99% complete. 3 parcels remain.
 - b. Lonnie Miller Park - Remediation is being done as part of the City's Park Improvement Project
 - Phase 1 – Lonnie Miller Park Design-Build is complete. It incorporates the Parks Department improvements at the same time. The bid came in very high; we will put it back out this month.
 - Phase 2 – Design is 90% complete. Currently, the effort to conduct the site improvements is in the 5-year plan. The design plans for the proposed recreational facilities will be prepared prior to that time.
5. 5th & Cleveland and Forest Street OU2 Incinerator Sites. Out of 703 total parcels, 99% complete.

McCoys Creek Restoration

The City's consultant for this project is Wood Environment & Infrastructure Solutions, Inc. They prepared a restoration plan for McCoys Creek to reduce flooding of infrastructure and private properties, provide a robust creek-side recreational trail thereby connecting adjacent neighborhoods to downtown and increasing economic value and re-development opportunities, and utilize a variety of multi-disciplinary goals and resources to achieve a model project. The project includes the following components:

Channel Improvement/Restoration
Bulkhead Restoration
Boulevard Closures
Greenway Creation
Creek Remediation/Restoration
Parcel Remediation

The project has now completed Phase 1.

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o **Targeted Economic Development**

Ed Randolph

Northwest Jacksonville Economic Development Fund (NWJEDF) reported that \$1,000,000 was set aside for the Non-Residential Septic and Sewer Connection Program. To date, \$578,217 has been disbursed to grant recipients.

First Coast No More Homeless Pets (FCNMHP) was approved for a \$400,000 loan and a \$183,587 grant to fund the acquisition and renovation of the property at 464 Cassat Ave to create a Veterinary clinic.

Clara White Mission, Inc. was approved for a \$1,500,000 grant to prepare and develop an approximately 9-acre site at 4850 Moncrief Road to include design, permitting and construction of capital improvements related to White Harvest Farms to include an educational facility /classroom, fencing market area, irrigation, parking greenhouse and processing center.

Ed Randolph reported that the program's available balance was \$3,403,347. This includes \$2,102,945 from BJP/NW Pay-As-You-Go funds (Fund 35103) and \$1,300,402 from the NWJED fund (Fund 00117).

B. COJ Roadway and Infrastructure Improvements

Steve Long

Mr. Long reviewed the COJ Roadway Project Status Report, pages 33-43, noting that 8 COJ projects remain from the BJP list.

1. Cahoon Road (Lenox to Beaver) Contract fully executed April 13, and Notice to proceed was issued on April 25th. Design & Permitting completion is scheduled for August 22,2024.
2. *Collins Road (Blanding to Pine Verde) – Contract fully executed on April 20, and Notice to proceed was issued on April 26. Design and permitting completion is scheduled for May 6, 2025.
3. *Hartley Road (Old St. Augustine to San Jose) Phase I (drainage) is complete. The contract was executed June 26th and notice to proceed for preliminary design was issued on July 7. No completion date, project schedule being developed.
4. *Old Middleburg Road (103rd to Branan Field)
Phase 1 – Final plans are being reviewed and acquisition of permits is in progress.
Phase 2 – 90% of the plans have been completed and submitted for SJRWMD and COJ Permits. Still working through ROW acquisitions, which will be the critical path for the project schedule.
Old Middleburg & Collins intersection interim improvements completed.
5. *Ricker Road (Old Middleburg to Morse) Plans have been submitted for 90% review and a recommendation has been received to remove the bike lanes to widen one sidewalk to provide a 12-foot multi-use path. Consultant investigating the impact this will have on the design cost/schedule.
6. Shindler Road (Collins to 103rd) Has been approved, Project in the scope and fee negotiation.
7. *Cecil Field Connector (Branan Field to Commerce Center) Plans are 90% complete and consultant has commenced the permit acquisition process for both state and local permits.
8. *Eastport (I-95 to Zoo Parkway/Pulaski Road, part of east-west corridor improvements (Main to New Berlin) – Contract was fully executed on May 22 and Notice to proceed was issued on May 31st. Design/Build permitting completion is scheduled for Mayo 30, 2025.

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C. JTA Road Program/JTA Mobility Works

Greer Gillis

Greer Gillis reviewed the JTAMobility Works project status and activity for the third quarter of this fiscal year.

- **Old St. Augustine Road / Greenland Road Intersection Improvements**
 - Construction of the project was completed in 2016.
- **Kernan Boulevard (Atlantic Boulevard to McCormick Road)**
 - Construction of the project was completed in 2020.
- **Parramore Road Extension (to Youngerman Circle)**
 - Construction – Construction 100 percent complete.
 - Ribbon cutting event scheduled for November 17, 2022.
 - Construction Operations complete.
 - Project team working on close out documentation.
 - Preparing COJ acceptance package for submission.
- **Girvin Road (Atlantic Boulevard to Wonderwood Drive)**
 - Construction of the project was completed in 2019.

Mobility Corridors

- **Transit Enhancements**
 - All planned work is complete on all corridors.
- **Complete Streets**
 - **Mandarin Road:** Construction is complete.
 - **Main Street:** A preliminary engineering study was developed. The project will be incorporated into JTA's U2C program for future implementation.
 - **8th Street:** Design plans were completed and held pending funding for construction. Construction will be funded through the recently approved Local Option Gas Tax expansion. The scope of work is complete and the JTA looks to procure the design of the 8th Street corridor this Spring 2023
 - **University/Merrill Turbo Roundabout:** Project is complete and JTA is working with the City of Final Acceptance of the project.
 - **Lenox Avenue:** Design plans were completed and held pending funding for construction. Construction will be funded through the recently approved Local Option Gas tax expansion. The JTA is planning to procure this project in FY2038.

Blanding Boulevard Intersection Improvements

- All scheduled JTA work is complete. Ninety percent of design plans were completed for the intersections of Blanding at Collins Road and Blanding at 103rd Street. The design plans were submitted to FDOT for use with future implementation.
- FDOT has incorporated the bus queue jump lanes project (to support the JTA's First Coast Flyer Bus Rapid Transit Southwest operations) into their FY24 Work Program pending approval by the state legislature. FDOT plans to begin the design project in July 2023.

Soutel Transit Hub

- Construction of the project was completed in 2016.

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Alta Drive (South of Faye Road to Burkit Lane)

- Construction completion percentage is 85%.
- Contractor completed embankment, subgrade, and lime rock base course throughout the corridor for paving left roadway.
- Contractor continues to form and pour sidewalk, curb, and planned driveways throughout the project limits.
- Contractor completed roadway paving on west side of Alta Dr.
- Contractor has completed deep excavation of unsuitable materials at two locations on Alta during the 60-day detour.
- Construction is still anticipated for completion in the Fall/October 2023.

Collins Road (Old Middleburg Road to Rampart Road)

- Construction – 100 percent complete
- JTA has received the final acceptance letter for the project from the City of Jacksonville.

San Pablo Road (Beach Boulevard to Atlantic Boulevard)

- Construction is 50% complete.
- JTA continues to reach out to HOAs, property owners and local schools to keep them informed and address any concerns.
- Drainage Pipes and structure installation on the East side of San Pablo Rd.
- JEA Watermain installations are complete.
- Sheet pipe wall and bulkhead installation at the intracoastal canal is underway.
- Temporary pavement widening from intercoastal Sound Drive to Beach Blvd West side of San Pablo.
- The drainage pond at Beaver Dam Road was completed.

McDuff Avenue / 5th Street (Phase III)

- All work completed with project team working on project close out and COJ acceptance package.
- Ribbon cutting was held on December 19, 2022

Collins Road (Blanding Boulevard to Pine Verde Lane)

- A PD&E Study was completed as part of the program and turned over to the city to assist in planning for the City's future project.

Southside Boulevard / Atlantic Boulevard Intersection Improvements

- Design has been awarded but is on hold. FDOT will handle future design and construction.

Tinseltown Intersection Improvements

- Design has been awarded but is on hold. FDOT will handle future design and construction.

Local Option Gas Tax / Jobs for Jax
JTA MobilityWorks II Program Status

8th Street NW

- Preliminary Study complete.

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University Blvd / Merrill Road Complete Street

- Construction Complete.

University Blvd from Arlington Road to Arlington Blvd Complete Street

- Construction Complete.

Emerald Trail

- The JTA, COJ and Groundwork Jacksonville are final discussions to move towards a 3-way MOU.
- The JTA and GWJax have submitted for the USDOT Reconnecting Communities grant seeking funds to begin PD&E efforts.

D. EBO/JSEB/DBE

○ **COJ**

Sandy Simpson

Ms. Simpson reported the COJ JSEB 3rd quarter expenditures:

1. Capital Improvement: \$23,619.70
2. Professional Services: \$298,330.27
3. Contractual Supply & Services: \$0

The total JSEB 3rd quarter Payment: \$321,949.97.
Life-to-Date Expenditures total \$1,007,906,485.73

○ **JTA**

Ken Middleton

For the 3rd quarter, JTAMobilityWorks Projects for Capital (construction) improvements had total expenditures (paid to certified DBE vendors) of \$2,205,790, 31.1% minority participation with a life to date total of 12.0%

Total expenditures for Professional Services during the 3rd quarter were \$1,026,503, 19.1% minority participation with a life to date total of 25.9%.

The St. Johns River Ferry Fender Rehabilitation Project had no expenditures for Capital (construction) improvement for the 3rd quarter, life to date total of 16.1%

The St. Johns River Ferry Fender Rehabilitation Project had no expenditures for Professional Services of minority participation for the 1st quarter, life to date 100%.

E. General Discussion – None

VIII. Public Comment pursuant to §286.0114, F.S. - None

IX. Adjourn PAC – 9:15 am