



**NORTHEAST FLORIDA REGIONAL TRANSPORTATION  
COMMISSION (NEFRTC)  
MEETING SUMMARY**

Wednesday, March 8, 2017 - 1:30 PM  
NFTPO Board Room  
980 North Jefferson Street  
Jacksonville FL 32209

**MEMBERS PRESENT:**

Commissioner Doug Conkey, Clay County, **Chairman**  
Commissioner James Bennett, Baker County, **Vice Chairman**  
Commissioner Chip Laibl, Putnam County, **Treasurer**  
Commissioner Jimmy Johns, St. Johns County  
Commissioner Sam Newby, Duval County  
Commissioner Bill Bishop, Duval County  
Commissioner Ennis Davis, Duval County  
Doreen Joyner-Howard (for Jim Knight, FDOT, non-voting Board Advisor)

**MEMBERS ABSENT:**

Commissioner Lindsey Brock, Duval County, **Secretary**  
Commissioner Danny Leeper, Nassau County

**OTHERS PRESENT:**

Carolyn Morgan, Clay County Planning Dept.  
Liz Peak, RTC and Ride Solution  
Richard Milian, Broad and Cassel (via phone)  
Mike Hays, Nassau Transit/COA  
Maryann Magers, Magers & Associates  
Geanelly Reveron, JTA  
Stephen Tocknell, Tocknell Planning Services  
Alan Mosley, JaxChamber

**STAFF PRESENT:**

Joe Stephenson, Executive Director  
Ginny Montgomery, North Florida TPO Staff  
Angela Session, North Florida TPO Staff

1. **CALL TO ORDER**

Chairman Doug Conkey called the meeting to order at 1:55 pm. He then led the Invocation and Pledge of Allegiance. Introductions were made around the room.

2. **PUBLIC COMMENT**

None at this time.

▶ 3. **APPROVAL OF THE FEBRUARY 8, 2017 MEETING SUMMARY**

Chairman Doug Conkey asked for review and approval of the February meeting summary.

**Chip Laibl made a motion to approve the February 8, 2017 meeting summary; seconded by Bill Bishop; motion carried unanimously.**

▶ 4. **TREASURER'S REPORTS FOR FEBRUARY 2017**

Treasurer Chip Laibl reviewed the Treasurer's Report for February. He reported there was nothing significant to report that would not be covered in the audit.

**Bill Bishop made a motion to approve the Treasurer's Report as presented; seconded by Ennis Davis; motion carried unanimously.**

▶ 5. **ANNUAL AUDIT REPORT AND ACCEPTANCE**

Maryann Magers, of Magers and Associates, presented the completed Fiscal Year 2016 Audit Report. She reported there were no disagreements or announcements. All appropriate entries were recorded.

Joe Stephenson stated that an invoice for rent and support services provided by the TPO for the final quarter of FY 2016 was received late and retroactively included as a FY 2016 expense. Additionally, purchase of the laptop and docking station was initially booked as an expense but re-booked and partially depreciated upon recommendation of the auditor. These two audit adjustments drive the budget amendment that is next on the agenda.

**James Bennett moved to approve the 2016 Audit Report as presented; seconded by Bill Bishop; motion carried unanimously.**

► 6. **RESOLUTION 2017-02 AMENDING THE ADOPTED FISCAL YEAR 2017 BUDGET**

Mr. Stephenson stated the budget amendments were highlighted in yellow on the first spreadsheet in the agenda book. Professional services was increased by \$3000 to cover an unexpensed invoice from the North Florida TPO. A depreciation expense of \$478.45 was recognized and the capital outlay was increased to include the fixed asset of the laptop and docking station. These actions decrease the carry forward amount.

**Bill Bishop made a motion to approve Resolution 2017-02 amending the FY 2017 budget; seconded by Jimmy Johns; motion carried unanimously.**

► 7. **EXECUTIVE DIRECTOR SEARCH AND SCREENING COMMITTEE REPORT AND RECOMMENDATION**

James Bennett, Chairman of the Executive Director Screening and Selection Committee, reported that the committee met on March 6<sup>th</sup>. Six resumes were received and reviewed in detail by the committee. The committee reached consensus that one applicant seemed best suited to serve the RTC. The committee recommends the Board authorize Chairman Conkey or Vice Chairman James Bennett to negotiate a contract with Mr. Alan Mosley to perform the duties of Executive Director and present that contract for approval at the next scheduled meeting on April 12, 2017.

The committee also recommends by consensus that Mr. Stephenson's contract be amended to provide for payment at an hourly rate after the start date for the new executive director and covering whatever period is judged appropriate for support during transition.

**Jimmy Johns moved to accept the committee's report, authorize Vice-Chairman Bennett to negotiate a contract with Mr. Alan Mosley to perform the duties of executive director, present that contract for approval by the RTC Board at their next regularly scheduled meeting on April 12, 2017 and to negotiate an amended contract with Mr. Joe Stephenson to provide for invoicing monthly on an hourly fee basis to provide support through the transition; Seconded by Ennis Davis; motion carried unanimously.**

A question was asked if this transactions were included in the 2017 Budget. Mr. Stephenson stated there was enough money in professional services to cover these expenses.

**8. STATUS OF PUBLIC HEARING & COUNTY PREVIEW PRESENTATIONS**

Mr. Stephenson reported he made the final preview presentation to the Clay County Commission at their meeting on February 28. The public hearing is expected to be held March 23, 2017 from 5:30 to 7:00 pm in the Clay County Commission meeting room in Green Cove Springs. We will now begin the process of revising and finalizing the Regional Multimodal Transportation Plan and scheduling County Commission appearances to request resolutions adopting that plan. This resolution process should be completed by the end of July, 2017.

**9. REGIONAL TRANSIT COORDINATING COMMITTEE (RTCC) UPDATE**

Liz Peak updated the Commission on the activities of the RTCC committee. She reported the monthly meetings have been very helpful and have improved communication among the region's transit agencies.

Ms. Peak stated they are preparing a list of prioritized shovel-ready locations for the Regional Park and Ride and Transfer Hub. The list will be submitted to FDOT in 2018 for funding. The Committee approved a request to add and prioritize a Regional Multi-Modal Hub at the Palatka Train Station.

She reported a Regional Fare Best Practices and Feasibility Study is being launched. The study will evaluate fare collection technologies with emphasis on emerging mobile applications. A Shirley Conroy grant application will be submitted by The Ride Solution in June for fall 2017 funding of regional fare technology project implementation.

Ms. Peak told of the Public Transportation and Transportation Disadvantaged Legislative Awareness Day in Tallahassee on March 15. This event informs legislature of the need for more TD funding and transit needs in Northeast Florida.

The Committee discussed sharing brokerage procurement best practices for insurance regulations. The Committee currently works together to share information and exchanging surplus equipment: The most recent example is the Sunshine Bus surplus tire changer now in use by Baker County Transit.

The RTCC has requested marketing assistance for our transit partners. They would like to use the RTC marketing consultant. Ms. Pennington has been requested to prepare a basic assessment, plan and budget for consideration at the April RTC meeting. Preparation of the proposal will be at the expense of the RTC under the existing contract. Implementation of the proposal will likely require a modest amount of additional funding, the source of which has yet to be determined.

**10. EXECUTIVE DIRECTOR'S REPORT**

Mr. Stephenson announced an event being hosted this afternoon by JTA displaying an autonomous transit vehicle. JTA is looking into this kind of transport for possible the Skyway expansion. He stated it starts at 4:00 until 6:00 at Intuition Ale Works.

**11. PUBLIC COMMENT**

None at this time.

**12. ADJOURN**

There being no further business, the meeting was adjourned at 3:00 p.m.

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Doug Conkey, Chairman

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Lindsey Brock, Secretary