

**MINUTES
REGULAR BOARD MEETING
JACKSONVILLE TRANSPORTATION AUTHORITY
MONDAY, DECEMBER 13, 2021 – 3:30 P.M.**

The regular Board meeting of the Jacksonville Transportation Authority (JTA) was held on Thursday, October 28, 2021.

BOARD MEMBERS

Arezou Jolly, Chair
Deborah Buckland, Vice Chair
Kevin J. Holzendorf, Past Chair
Abel Harding

JTA EXECUTIVE STAFF

Nathaniel P. Ford Sr., Chief Executive Officer
Cleveland Ferguson III, SVP Administration
Greg Hayes, VP Finance & Technology
Greer Gillis, SVP System Development
Bernard Schmidt, VP Automation
Rosa Beckett, VP Engagement
Lisa Darnall, Interim SVP Transit Operations
Kimberly Dunham, Chief of Staff

BOARD MEMBERS NOT PRESENT

Greg Evans, FDOT
G. Ray Driver, Secretary

OTHERS PRESENT

Richard Milian, General Counsel
Katie Smith, Board Liaison
Jacquie Gibbs, Interim VP Engagement

- A. **CALL TO ORDER** – Chair Jolly called the meeting to order at 3:30 p.m.

Director Buckland led the Pledge of Allegiance.

Mrs. Smith completed roll call.

Chair Jolly provided the safety message for the month of December, “Your future is bright when safety is right.”

- B. **APPROVAL OF MINUTES FROM OCTOBER 28, 2021 BOARD WORK SESSION AND BOARD MEETING**

MOTION (Holzendorf/Harding) Motion Approved (4-0).

- C. **COMMENTS FROM COUNCIL LIAISON** – Councilwoman Pittman thanked the JTA staff for their work and keeping her informed. She advised staff that she requested the Council President Newby to invite JTA to report out to the full council to share all of the initiatives and great things JTA is doing.

- D. **COMMENTS FROM THE PUBLIC:**

1. **Cornell Oliver:** Mr. Oliver’s stated that the Jacksonville area needs more connectivity, such as commuter rail. He would also like to see more legislation to assist with public transportation. He would like to see the JTA pull together and lead the region in moving transportation forward.

- E. **CHIEF EXECUTIVE OFFICER’S REPORT** – Mr. Ford began his report by introducing the new members of the JTA Senior Leadership team.

Rosa Beckett, Vice President (VP) of Engagement

Charles Frazier, Senior VP of Operations will begin at the JTA on January 10.

Chief Safety and Security Officer, Bob Maniuszko has arrived on site.

Mary Smith, Director of Human Resources and Organizational Development

Mr. Ford then thanked Ms. Darnall for graciously stepped in to assist with the transition of leadership.

Mr. Ford also shared the recognitions and awards that the Authority and members of the staff received in November.

Agape Family Health honored the JTA with an award for the work on the Wellness on Wheels partnership – and the efforts throughout the past two years in helping the community during the pandemic.

The JTA Cares Team was recognized on National Philanthropy Day for their outstanding with Sulzbacher throughout the year.

The JTA was with honored with receiving the Judges Selection Award from the Urban Land Institute for the JRTC at LaVilla.

Mr. Ford stated that many of you were at the APTA Conference in Orlando in November where JTA's presence was certainly notice. Our Autonomous Vehicles were front and center – providing live demos and displaying the innovative spirit of the JTA. APTA celebrated the work we've done with our Mayo Clinic Deployment last spring, as well as our Wellness on Wheels mobile COVID-19 vaccine clinics and presented the JTA with the Innovation Award for 2021. He also recognized and congratulated Ken Middleton, JTA's Director of Diversity, Equity & Customer Advocacy for his recent graduation from Leadership APTA!

Mr. Ferguson, Mr. Schmidt, Mrs. Smith and I all had opportunities to present, speak and lead sessions throughout the week.

Mr. Ford then congratulated Director Holzendorf who was named APTA Vice Chair while during the APTA conference. It is quite an honor for him to serve in that capacity and represent the JTA and the City of Jacksonville (City).

Mr. Ford concluded his report by recognizing and thanking Mrs. Gibbs for serving as the interim VP of Engagement during the search and transition of Ms. Beckett.

Mr. Ford then provided details on the quarterly DBE report.

F. DIVISION REPORTS

1. **ADMINISTRATION MONTHLY REPORT** – Mr. Ferguson shared highlights of the Real Estate and Economic Development Report and Procurement report for the

Administration Division through October 2021.

2. **AUTOMATION MONTHLY REPORT** – Mr. Schmidt provided the Board with the Automation Monthly Report for activities through November 2021.

3. **ENGAGEMENT MONTHLY REPORT** – Mr. Beckett provided an overview of activities in the Engagement Division.

4. **FINANCIAL MONTHLY REPORTS** – Mr. Hayes provided the Board with the Financial Reports for October 2021, as well as the month and year-to-date update, Processed Invoices Report, Grant Status Update, and Agency Sponsorships and Memberships, as well as the quarterly investment report.

5. **SYSTEM DEVELOPMENT** – Ms. Gillis shared details of the System Development Report and activities through November 2021.

6. **TRANSIT OPERATIONS** – Ms. Darnall provided the Board with the Transit Operations report for October 2021.

G. CONSENT AGENDA

1. **APPROVAL OF CONTRACT AMENDMENT FOR JANITORIAL SERVICES**

2. **APPROVAL OF CONTRACT AMENDMENT FOR VEHICLE FIRE SUPPRESSION SYSTEM INSPECTIONS FOR FIXED ROUTE AND PARATRANSIT**

3. **APPROVAL OF CONTRACT AWARD FOR ELECTRICAL CONTRACTOR SERVICES (P-21-007)**

4. **APPROVAL OF CONTRACT SERVICES FOR TRANSIT ASSET MANAGEMENT CONSULTANT SERVICES FOR 2022 TIER 1 (P-21-036)**

5. **DECLARATION OF SURPLUS PROPERTY**

6. **APPROVAL TO TERMINATE PRIOR CHIEF EXECUTIVE OFFICER'S DEFERRED COMPENSATION AGREEMENT**

7. **APPROVAL OF SUPPLEMENTAL AGREEMENT FOR POST-DESIGN SERVICES FIRST COAST FLYER EAST CORRIDOR**

MOTION (Holzendorf/Harding) to concur with staff's recommendation per the Board Memorandums for items G.1 - G.6. Motion Approved (4-0).

H. SAFETY, AUDIT AND COMPLIANCE COMMITTEE (Harding, Committee Chair)

Director Harding confirmed that there are no items under this committee.

I. FINANCE AND ADMINISTRATION COMMITTEE (Driver, Committee Chair)

Director Holzendorf presented the items under the Finance and Administration Committee, as Director Driver was unable to attend the meeting.

INFORMATION ONLY

CONTRACT AWARD FOR BANKING SERVICES: Mr. Hayes stated that JTA completed the Request for Proposal (RFP) process for banking services and selected Bank of America. He shared that the contract does not need to be approved by the Board as the cost is minimal; however, Mr. Ford felt that the Board needed to be advised of this contract and the services being provided to ensure transparency.

ACTION ITEMS

1. **RESOLUTION 2021-15: AUTHORIZATION TO AMEND FISCAL YEAR 2021 OPERATING BUDGET:** Staff recommends the Board adopt Resolution 2021-15 authorizing the amendment of the Authority's Operating Budget for Fiscal Year 2021. Pursuant to the City Municipal Ordinance Code 2020-504-E, expenses not budgeted in the annual budget ordinance shall not be encumbered or expended by any independent agency without appropriation by the City Council. All expenses included in the Amendment were recorded in Fiscal Year 2021. The Amendment is an increase in operating expenses of \$2,298,962 in the Bus fund, \$730,673 in the Skyway fund and \$466,480 in the General fund. After the Amendment, the total net expense variance for all fund categories remains lower than budget, and total expenses remain unchanged.

MOTION (Buckland/Harding) Adoption of Resolution 2021-15. Motion Approved (4-0).

2. **RESOLUTION 2021-16 :AUTHORIZATION TO FILE FISCAL YEAR 2022 SECTION 5310 GRANT – VEHICLE PURCHASE FOR CLAY COUNTY**

3. **RESOLUTION 2021-17: AUTHORIZATION TO FILE FISCAL YEAR 2022 SECTION 5310 GRANT – VEHICLE PURCHASE FOR DUVAL COUNTY**

Resolutions 2021-16 and 202-17 are for 5310 grant funding in the amount of \$200,000 for Clay County and \$495,000 for Duval County, respectively for paratransit vehicle purchases. These are Federal Transit Administration (FTA) funds administered through the Florida Department of Transportation (FDOT).

In Clay County, federal funding is \$160,000 (80%) and the match is split as \$20,000 from the FDOT and \$20,000 from Clay County. These funds will purchase two new vehicles to replace vehicles that have reached the end of their useful life.

In Duval County, federal funding is \$396,000 (80%) and the match is split as \$49,500 from the FDOT and \$49,500 from the JTA. These funds will purchase eight vehicles which will replace older vehicles that have reached the end of their useful life.

MOTION (Harding/Holzendorf) Adoption of Resolutions 2021-16 and 2021-17. Motion Approved (4-0).

4. RESOLUTION 2021-18: AUTHORIZATION TO FILE FISCAL YEAR 2022 SECTION 5310 SCHEDULING SOFTWARE – TRANSPORTAL FOR DUVAL COUNTY:

Mr. Hayes stated that this item represents funding in the amount of \$286,488, primarily FTA funds administered through the FDOT, for scheduling software and ongoing operation of, and upgrades to, the regional One Call/One Click Transportation Resource Center program known as Transportal. The total of \$286,488 represents \$229,140.40 (80%) in federal funding, and the match is split as \$28,648.70 from the FDOT and \$28,648.70 from the JTA.

MOTION (Harding/Holzendorf) Adoption of Resolution 2021-18. Motion Approved (4-0).

5. RESOLUTION 2021-19: APPROVAL OF PUBLIC TRANSPORTATION GRANT AGREEMENT WITH FLORIDA DEPARTMENT OF TRANSPORTATION – FISCAL YEAR 2022 ST. JOHNS EXPRESS SELECT ROUTE

6. RESOLUTION 2021-20: APPROVAL OF PUBLIC TRANSPORTATION GRANT AGREEMENT WITH FLORIDA DEPARTMENT OF TRANSPORTATION – FISCAL YEAR 2022 CLAY COUNTY EXPRESS SELECT ROUTE

Mr. Hayes stated that Express Select routes have previously been implemented in three of the counties surrounding Duval County. The first of these two is a renewal, and the second is a transition.

Resolution 2021-19 will provide funding for the St Johns County Express Select route for FY22. The total amount of \$240,000 is 100 percent grant funded with no local commitment required.

Resolution 2021-20 will provide funding for the Clay County Express Select route for FY22. The total amount of \$258,500 is represents \$129,250 in federal funding, with the remainder split between Clay County and JTA based on the percentage of the route in each county. This route will replace the 201 Clay Regional Express following the same route, but at a cost savings to the JTA.

MOTION (Buckland/Holzendorf) Adoption of Resolutions 2021-19 and 2021-20. Motion Approved (4-0).

7. RESOLUTION 2021-21: APPROVAL OF PUBLIC TRANSPORTATION GRANT AGREEMENT WITH FLORIDA DEPARTMENT OF TRANSPORTATION – FISCAL YEAR 2022 CLAY COUNTY BLUE FLEX LINE:

8. RESOLUTION 2021-22: APPROVAL OF PUBLIC TRANSPORTATION GRANT AGREEMENT WITH FLORIDA DEPARTMENT OF TRANSPORTATION – FISCAL YEAR 2022 CLAY COUNTY RED FLEX LINE

The Blue and Red Flex routes began in March, 2019 as an extension of JTA-provided services and a restoration of service that Clay County had previously provided through the Council on Aging.

The Blue Line runs from Orange Park to Green Cove Springs, and is funded through the FDOT at 100 percent in the amount of \$178,000 through March 31, 2023.

The Red Line runs from Orange Park to Middleburg, and is funded through the FDOT at 100 percent in the amount of \$110,000 through March 31, 2023.

MOTION (Harding/Holzendorf) Adoption of Resolutions 2021-21 and 2021-22. Motion Approved (4-0).

9. RESOLUTION 2021-23: AUTHORIZATION TO FILE FEDERAL FISCAL YEAR 2022 SERVICE DEVELOPMENT FUNDING – CLAY COUNTY GREEN LINE:

The Clay County Green Line began in March, 2019 as an extension of JTA-provided services and a restoration of service that Clay County had previously provided through the Council on Aging.

The Green Line runs from Keystone Heights to the Middleburg VA Clinic. The total amount is \$584,000, and is funded through the FDOT at 50 percent and Clay County at 50 percent.

MOTION (Buckland/Harding) Adoption of Resolution 2021-23. Motion Approved (4-0).

10. APPROVAL OF DISASTER RECOVERY AND INTERNET EDGE EQUIPMENT PURCHASE AND IMPLEMENTATION:

Mr. Schmidt stated that staff recommends the Board authorize the Chief Executive Officer to negotiate the purchase of hardware, software, and implementation services for Disaster Recovery/Internet Edge Infrastructure with CDW-G in the amount of \$2,289,136.08

This project will address the critical need to decentralize the production network environment and allow for seamless failover of network devices in the event the Primary Data Center becomes incapacitated. This is to address a shortcoming of the current environment

MOTION (Buckland/Harding) Approval of Disaster Recovery and Internet Edge Equipment purchase and implementation. Motion Approved (4-0).

J. SERVICE DELIVERY

Chair Jolly presented the item under the Service Delivery Committee.

INFORMATION ONLY

PILOT PROGRAM FOR FREE RIDES FOR DUVAL COUNTY STUDENTS: Ms. Darnall provided the Board with an update on JTA's partnership with Duval County Public Schools (DCPS). This partnership will provide free rides to middle and high school students for the remainder of the school year. This pilot program is offered to all schools in the area, charter, private and DCPS.

The pilot will run from January 4, 2022 through May 27, 2022, Monday through Friday from 6 am to 7 pm. Staff will provide updates the Board on the pilot midway through and then again when the pilot ends to determine continuation and/or changes in preparation for the new school year that will begin in August.

Chair Jolly inquired about the ridership expectation is with this pilot. Ms. Darnall responded that currently this age group is one percent of the JTA's ridership, but staff does expect to see an increase in these numbers as the rides will be free.

Director Holzendorf stated that he is excited about this program and the exposure and opportunities this will provide to the youth.

ACTION ITEMS

1. **APPROVAL OF CONTRACT AGREEMENT FOR CLAY COUNTY EXPRESS SELECT:** Staff recommends the Board approve and authorize the Chief Executive Officer to execute a three- year contract with Owl Inc. to operate the Clay County Express Select. This contract will provide services for the Clay County Express Select for an estimated amount of \$787,301 for the three years.

Owl Inc. currently operates Express Select routes for Nassau and St. Johns Counties under separate contracts. The JTA operates Route 201 Clay Regional Express between Clay County and Duval County. The end of lines are the Black Creek Park and Ride and the JRTC with intermediate stops along US17 and Kingsley Avenue. The plan is to rebrand the Route 201 into the Clay County Express Select and operate in conjunction with the other regional services under contract with Owl, Inc. This route will begin on January 10 with the planned service changes.

This service receives funding through FDOT's Service Development Grant. Funding is in place for approximately two years and staff seek additional grant funds to continue this service.

MOTION (Holzendorf/Harding) Approval of Contract Agreement for Clay County Express Select. Motion Approved (4-0).

K. **LONG RANGE PLANNING AND SYSTEM DEVELOPMENT** (Buckland, Committee Chair)

ACTION ITEMS

1. **APPROVAL TO RECONFIGURE KINGS AVENUE RETENTION POND:** Staff recommends the Board authorize the Chief Executive Officer to negotiate and execute agreements and actions to reconfigure the retention pond at the Kings Avenue Garage for the benefit of Transit Oriented Development (TOD). The subject parcel is identified by the Duval County Property Appraiser's Real Estate Number 080660-1500.

The JTA intends to reconfigure the existing King Avenue retention pond to outfall into the St Johns River. This project would provide significant benefit for the area to allow greater density and development in proximity to JTA's transit system and garage facility, while complying with existing drainage agreements with Baptist Health and Kings Avenue Redevelopment. JTA will retain a new developable pad immediately adjacent to the Kings Avenue Garage that will attract dense TOD. A preliminary cost to reconfigure the pond is estimated to cost \$2,000,000.

MOTION (Holzendorf/Buckland) to approve the reconfiguration of Kings Avenue Retention Pond. Motion Approved (4-0).

L. OLD BUSINESS

1. **RATIFICATION OF CONTRACT AWARD FOR REAL ESATE SERVICES:** Mr. Ferguson stated that staff requests the Board retroactively ratify the award of contract P-19-013 Real Estate Services to Colliers International Florida LLC. the highest ranked proposer to provide Real Estate Services. This is a one year contract with four one year renewal options. Total compensation is not to exceed \$200,000 annually. The total contract value is \$1,000,000.

Due to the original threshold, the contract award was not brought before the JTA Board for approval. The contract was executed in January 2020 and the work commenced. The contract was amended in 2021 to exercise the full four year option, which brings it over the procurement threshold.

Director Buckland confirmed the CEO threshold

MOTION (Holzendorf/Harding) to ratify contract award for real estate services. Motion Approved (4-0).

M. NEW BUSINESS

1. **NOMINATING COMMITTEE:** Mr. Milian shared that the Nominating Committee met prior to the Board meeting.

Director Buckland, as Chair of the nominating committee presented the board with the slate of officers for 2022.

Chair, Ari Jolly

Vice Chair, Debbie Buckland

Secretary, Ray Driver

Treasurer, Abel Harding

MOTION (Holzendorf/Buckland) to approve the slate of officers as presented by the nominating committee. Motion Approved (4-0).

Mr. Ford acknowledged that the case study related to building the Jacksonville Regional Transportation Center at LaVilla has been provided to each of the Board members.

Chair Jolly announced the next Board meeting is scheduled for January 27, 2022.

There being no further business, the meeting adjourned at 4:40 p.m.

SEAL



G. Ray Driver, Secretary

Arezou Jolly, Chair