

**MINUTES  
REGULAR BOARD MEETING  
JACKSONVILLE TRANSPORTATION AUTHORITY  
THURSDAY, DECEMBER 8, 2022 – 3:00 P.M.**

The regular Board meeting of the Jacksonville Transportation Authority (JTA) was held on Thursday, December 8, 2022.

**BOARD MEMBERS**

Arezou Jolly, Chair  
Deborah Buckland, Vice Chair  
G. Ray Driver, Secretary  
Abel Harding, Treasurer  
Aundra Wallace  
Stephanie Burch

**JTA EXECUTIVE STAFF**

Nathaniel P. Ford Sr., CEO  
Cleveland Ferguson III, SVP Administration  
Charles Frazier, SVP Transit Operations

**BOARD MEMBERS NOT PRESENT**

Greg Evans, FDOT

**OTHERS PRESENT**

Katie Smith, Board Administrator  
Richard Milian, General Counsel

**A. CALL TO ORDER** – Chair Jolly called the meeting to order at 3:05 p.m.

Director Burch led the Pledge of Allegiance and thanked the Board and JTA staff for their time to attend the annual Board Retreat over the last two days.

Mrs. Smith completed roll call confirming a quorum of the Board.

Chair Jolly provided the safety message for the month of December, “Drive with Reason this Holiday Season.”

**B. APPROVAL OF MINUTES FROM NOVEMBER 3, 2022 BOARD MEETING**

**MOTION** (Buckland/Driver) Motion Approved (6-0).

**C. COMMENTS FROM COUNCIL LIAISON** - Councilwoman Pittman was not in attendance at the Board meeting.

**D. EMPLOYEE RECOGNITION AWARDS** – Employee Recognitions were presented for September, October and November 2022.

Bus Operator of the Month for September 2022

Ramon Farfan

Bus Operator of the Month for September 2022

Monica Hodges

Bus Operator of the Month for October 2022

Al Doster, Sr.

Bus Operator of the Month for October 2022

Mario Billings

Bus Operator of the Month for November 2022

Donna Carter

Bus Operator of the Month for November 2022

Kenneth Flournoy

Maintenance Employee for the Month of September 2022

Michael Underwood

Maintenance Employee for the Month of October 2022

Darius Guyton

Maintenance Employee for the Month of November 2022

Jasmin Begonovic

Administration Employee for the Month of September 2022	Denise Martinez LaPorte
Administration Employee for the Month of October 2022	Scott Nyman
Administration Employee for the Month of November 2022	Yetunde Oyewole

E. **COMMENTS FROM THE PUBLIC:** There were no requests to speak.

F. **CHIEF EXECUTIVE OFFICER'S (CEO) REPORT** – Mr. Ford shared that on November 14-17, 2022, JTA was all hands on deck for the Florida Department of Transportation (FDOT) Triennial audit of the Skyway. This audit is among the most thorough reviews a transportation agency can experience. Staff received praise for its compliance and availability throughout the process.

He also shared that the Authority held its first MOVING Day, where the JTA's leadership focused in on year one of the strategic plan and the steps needed to achieve this win. This all-day session will happen once per month and features dialogue with industry experts during the working lunch so that JTA leaders can assess their work against the backdrop of transportation and mobility activities occurring throughout the world.

Mr. Ford announced that on November 17, 2022 there was a ribbon cutting on Paramore Road, one of the final JTAMobilityWorks Phase I program projects. The Paramore Road Extension included the addition of a right turn lane on Youngerman to Paramore and drainage improvements at Keith Pearson Toyota

The JTA has met substantial completion on 5th Street & McDuff Avenue. There will be a ribbon cutting on December 19, 2022.

Staff held the third Strategic Advisory Group meeting on November 18, 2022. Stakeholders provided feedback on the draft workforce development plan framework.

On November 22, 2022, the JTA Cares Team participated in the fourth Annual Sulzbacher Village basket distribution. Chair Jolly joined him in what has become an annual tradition.

The Bay Street Innovation Corridor Project Team held multiple engagements during the month of November as well as on December 2, 2022. Over the course of several meetings and Open Houses, staff engaged businesses along the corridor, the JTAC, and the LaVilla Heritage Society to discuss the design of the proposed Operation and Maintenance Facility on Jefferson Street and to get feedback on the project.

The JTA is hosting the upcoming Florida Autonomous Vehicle (AV) Summit at Amelia Island on December 14-16, 2022. The team has completed multiple demonstration routes and planning for the Summit. JTA will host a panel discussion around overcoming obstacles to AV implementation.

The JTA in collaboration with Clay County, Staff hosted public meetings to garner feedback from stakeholders regarding the update to the 2017 Transit Study. The first stakeholder meeting was held on November 17, 2022 at the Clay County Administration Building, where stakeholders provided input on service offerings to include in the study evaluation.

In continuing JTA's commitment to safety at the JTA, we hosted the U.S. DOT's Transportation Safety Institute (TSI) on the Myrtle Avenue Operations Campus the week of December 5, 2022. This was TSI's end-of-year weeklong national safety training. JTA personnel were able to participate in the TSI, which covered best practices associated with the Federal Transit Administration (FTA) agency safety plan updates.

Mr. Ford stated that he is honored to share that the JTA is being recognized by the Natural Gas Vehicles (NGV) for America with its Natural Gas Transit Fleet Program award. The award was for the public-private partnership with Clean Energy and for the 100 percent Compressed Natural Gas (CNG) bus rapid transit fleet, known as the First Coast Flyer. NGV America is a nationwide trade association that promotes natural gas as a transportation fuel. We joined twelve other honorees across the nation.

He also announced the successful kickoff of the MyJTA app. As part of the #customerWORKS initiative in the MOVE2027 strategic plan and in support of the complete trips strategy, the JTA launched phase 1 of the MyJTA app on Monday, October 24.

Mr. Ford also acknowledged Director Harding taking the time to state-of-the-art bus simulator. The simulator is used for training for new operators as well as refresher training for seasoned operators.

The CEO Report concluded with a video looking back at JTA activities.

Chair Jolly and the Board recognized Mr. Ford's 10-year anniversary at the JTA and presented him with his certificate, 10-year pin, and photo book.

#### **G. DIVISION REPORTS**

1. **ADMINISTRATION MONTHLY REPORT** – Mr. Ferguson shared highlights of the Administration Division through November 2022.

2. **SYSTEM DEVELOPMENT** – Ms. Gillis shared details of the System Development Report and activities through November 15, 2022.

3. **OPERATIONS** – Mr. Frazier provided the Board with the Operations report for October 2022.

#### **H. CONSENT AGENDA No Items**

#### **I. ADOPTION AGENDA**

**1. RESOLUTION 2022-14: AUTHORIZATION TO FILE FISCAL YEAR 2023  
SECTION 5310 VEHICLE PURCHASE GRNT – CLAY COUNTY**

**2. RESOLUTION 2022-15: AUTHORIZATION TO FILE FISCAL YEAR 2023  
SECTION 5310 VEHICLE PURCHASE GRANT – DUVAL COUNTY**

**3. RESOLUTION 2022-16: AUTHORIZATION TO FILE FISCAL YEAR 2023  
SECTION 5310 SCHEDULING SOFTWARE – DUVAL COUNTY**

Mr. Ferguson presented staff's recommendation that the Board adopt Resolution 2022-14 to file a grant application not-to-exceed \$780,000 with the FDOT; Resolution 2022-15 to file a grant application in the estimated amount of \$1,170,000 with the FDOT for the purchase of eight paratransit vehicles for Duval County; and, Resolution 2022-16 to file a grant application in the amount of \$275,960 with the FDOT for scheduling software and maintenance for TransPortal in Duval County.

**MOTION** (Harding/Wallace) to Adopt of Resolutions 2022-14, 2022-15 and 2022-16 Authorization to File Fiscal Year 2023 Section 5310 Grant Agreements. Motion Approved (6-0).

**4. RESOLUTION 2022-17: APPROVAL OF REVISED PUBLIC  
TRANSPORTATION AGENCY SAFETY PLAN** – Mr. Ferguson presented staff's recommendation that the Board adopt Resolution 2022-17 approving the revised JTA Public Transportation Agency Safety Plan (PTASP) in accordance with regulatory requirements. The FTA mandates that all transit agencies who are recipients or sub-recipients of FTA grant funding, and/or operators of rail systems subject to FTA's State Safety Oversight Program, develop safety plans that include the processes and procedures for implementing Safety Management System.

**MOTION** (Driver/Harding) to Adopt of Resolutions 2022-17, Approval of the revised PTASP. Motion Approved (6-0).

The Board thanked Mr. Ferguson for providing details on PTASP during the work session held prior to the meeting.

**5. RESOLUTION 2022-18: AUTHORIZATION TO SUBMIT APPOINTEE  
RECOMMENDATIONS FOR FINANCIAL ADMINISTRATION COMMITTEE AND  
PROJECT ADMINISTRATION COMMITTEE TO THE CITY OF JACKSONVILLE** - Staff recommends the Board adopt Resolution 2022-18 authorizing the CEO to submit appointee recommendations to the City for the Financial Administration Committee (FAC) and the Project Administration Committee (PAC). The JTA is tasked with recommending appointees for the City FAC and PAC. Appointee recommendations include Mark Griffin (FAC), Willard Payne (FAC) and Jacquie Gibbs (PAC). The appointees will need to go before City Council for approval.

**MOTION** (Wallace/Buckland) to Adopt of Resolutions 2022-18, Approval to submit the recommendations for FAC PAC to the City. Motion Approved (6-0).

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

No items

**K. FINANCE AND ADMINISTRATION COMMITTEE** (Driver, Committee Chair)

No items

**L. SERVICE DELIVERY** (Wallace, Committee Chair)

No items

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

**ACTION ITEMS**

**1. DECLARATION OF SURPLUS REAL PROPERTY – GILLESPIE AVENUE** – Mr. Ferguson stated that staff recommends the Board officially declare certain real property as surplus and eligible for disposal through public sale or transfer to other governmental agencies. The subject parcel is identified as a portion of the Duval County Property Appraiser's Real Estate Number 107586- 0000 comprised of 0.46 acres.

The subject property was acquired as part of the East/West Connector (Airport Center Drive) Better Jacksonville Plan project. The subject property was not required for the project and remains vacant.

**MOTION** (Harding/Driver) Approval of Real Property Disposition for Gillespie Avenue. Motion Approved (6-0).

**2. APPROVAL OF CONTRACT AWARD FOR LANDSCAPE AND IRRIGATION SERVICES (P-22-028)** – Mrs. Gillis stated that staff recommends the Board approve the ranked shortlist of firms and authorize the CEO to negotiate and execute a contract with J&D Maintenance and Services of North Florida, LLC and Sunshine's Choice, LLC for Landscape and Irrigation Services. The estimated cost for services is \$1 million annually, for a five-year total not-to-exceed amount of \$5 million.

The LSBE participation goal for this project is 30 percent. J&D Maintenance and Sunshine's Choice are LSBE certified firms and have committed to achieving this goal.

**MOTION** (Wallace/Harding) Approval of Contract Award for Landscape and Irrigation Services. Motion Approved (6-0).

### **3. APPROVAL OF ANNUAL UPDATE OF THE TRANSIT DEVELOPMENT**

**PLAN** – Mrs. Gillis presented staff’s recommendation that the Board review and approve the JTA’s 2022 annual update of the Transit Development Plan (TDP). The JTA is required to conduct an annual update of its TDP. This document serves as the third annual update to the 2019 TDP major update (Year 2019-2029). This TDP annual update reflects JTA’s role in enhancing public transportation choices in the Northeast Florida region by working to increase ridership, improve connectivity, implement new services, encourage integrated transportation and land use decisions, including transit oriented development (TOD), and fostering public and private partnerships to achieve regional mobility and economic development goals.

The recently completed 2022 TDP has been approved by the FDOT.

**MOTION** (Harding/Buckland) Approval the Annual Update of the TDP. Motion Approved (6-0).

Chair Jolly recognized the discussion that was held during the work session held prior to the meeting which laid out the details of the TDP.

### **4. APPROVAL OF CONTRACT AWARD FO BUS SHELTER CLEANING**

**AND MAINTENANCE SERVICES (P-22-027)** – Mrs. Gillis presented staff’s recommendation that the Board approve the ranked shortlist and authorize the CEO to negotiate and execute a contract with M&M Maintenance Plus, Inc., the number one ranked proposer, for a five-year year term. The cost is \$700,000 annually, with a five-year total not-to-exceed amount of \$3,500,000. If negotiations are not successful with the number one ranked firm, JTA would then move to the second firm, respectively.

The DBE participation goal for this project is 30 percent. M&M Maintenance Plus, Inc., a DBE certified firm, has committed to achieving this goal.

**MOTION** (Buckland/Wallace) Approval of Contract Award for Bus Shelter Cleaning and Maintenance Service. Motion Approved (6-0).

**N. OLD BUSINESS:** There was no old business.

**O. NEW BUSINESS:** Chair Jolly stated that the Board Nominating Committee met prior to the Board Meeting. She announced the slate of 2023 Board Officers as presented by the Nominating committee.

Chair	Debbie Buckland
Vice Chair	Ray Driver
Secretary	Abel Harding
Treasurer	Aundra Wallace



**MOTION** (Harding/Wallace) Approval of the slate of officers as presented by the Nominating Committee. Motion Approved (6-0).

Chair Jolly congratulated the incoming Board leadership. She also provided comments and appreciation for the Board. It has been her honor to serve as the Chair for the last two years. The JTA is wonderful, dedicated agency.


Chair Jolly thanked the Board and attending the Board Work Session and Meeting.

There being no further business, the meeting adjourned at 4:11 p.m.

SEAL

A handwritten signature in dark ink, appearing to be 'A. Harding', written over a horizontal line.

Abel Harding, Secretary

A handwritten signature in dark ink, appearing to be 'Deborah Buckland', written over a horizontal line.  
Deborah Buckland, Chair