

**MINUTES  
EMERGENCY BOARD MEETING  
JACKSONVILLE TRANSPORTATION AUTHORITY  
FRIDAY, MARCH 20, 2020 – 2:30 P.M.**

The Emergency Board meeting of the Jacksonville Transportation Authority was held on Monday, March 16, 2020 at the Administration Office of the Authority, 100 LaVilla Center Drive, Third Floor, Jacksonville, Florida 32204.

**BOARD MEMBERS PRESENT**

Kevin J. Holzendorf, Chairman - virtual  
Arezou Jolly, Vice Chair  
G. Ray Driver, Treasurer  
Deborah Buckland, Secretary  
Isaiah Rumlin, Immediate Past Chairman

**JTA EXECUTIVE STAFF PRESENT**

Nathaniel P. Ford Sr., Chief Executive Officer  
Cleveland Ferguson III, SVP Administration  
Andy Rodgers, Interim VP System Development  
Lisa Darnall, VP Transit Operations – virtual  
Greg Hayes, VP Finance & Technology-virtual  
Kelli O’Leary, VP Engagement - virtual  
Bernard Schmidt, VP Automation – virtual

**BOARD MEMBERS NOT PRESENT**

Greg Evans, FDOT  
Nicole Padgett

**OTHERS PRESENT**

Richard Milian, General Counsel  
Katie Smith, Board Liaison  
Larry Parks, FDOT - virtual  
Jessica Shepler, AVP Public Affairs - virtual  
Chris Geraci, AVP Safety & Security – virtual

**A. CALL TO ORDER - Chairman Holzendorf called the meeting to order at 2:32 p.m.**

Vice Chair Jolly led the Pledge of Allegiance.

Chairman Holzendorf provided the safety message for the month of March, “Safety starts with “S” but begins with “you”.”

In the spirit of safety, Chairman Holzendorf advised those physically in attendance of every one of the available exits in the room and of safety precautions in case of an emergency.

**B. COMMENTS FROM THE PUBLIC - None**

**C. FINANCE AND ADMINISTRATION COMMITTEE**

**ACTION ITEMS**

**1. RESOLUTION 2020-03: AUTHORIZATION FOR TEMPORARY EXPANSION CHIEF EXECUTIVE OFFICER’S SPENDING AUTHORITY DURING THE STATE OF EMERGENCY RELATED TO THE NOVEL CORONAVIRUS DISEASE 2019** – Mr. Milian stated staff recommends the Board adopt Resolution 2020-03 authorizing the expansion of the Chief Executive Officer (CEO) spending authority during the State of Emergency

related to the Novel Coronavirus Disease 2019 (COVID-19) from the current \$200k to \$1 million. The purpose of the Resolution is to ensure the Authority can continue conducting business during the State of Emergency. Mr. Milian stated the adoption of this Resolution is requested as the restrictions and circumstances imposed by the COVID-19 State of Emergency may impair the ability for the Jacksonville Transportation Authority (JTA) Board of Directors to meet in its normal manor to conduct business which may prevent, hinder or delay necessary action in coping with the emergency. When the Resolution was drafted and presented the Governor had not yet entered any order that suspended the Sunshine Law issues or eliminate the requirements for public meetings. Mr. Milian stated the Governor's office has asked the Attorney General to weigh in on the issue but the Attorney General's office the Governor's office would have to pass a Resolution to suspend the Sunshine Law and the Governor's office pass a Resolution. This helps the Authority to have meetings electronically, vote electronically or vote through WebEx. Mr. Milian stated it is his opinion that Resolution 2020-03 is still recommended to the Board for two reasons. One is a legal technical reason. The JTA Statue states, a resolution, rule, or formal action is not binding unless a quorum is physically present at the noticed meeting location, and only members physically present may vote on any item. The Governor's office has clearly waived the first issue, which is a quorum has to be physically present. Mr. Milian stated the resolution does not say anything about the second requirement, which is only members physically present may vote on any item. This is a very unique the Statue. Because of that, it is Mr. Milian's opinion that the Resolution should be adopted so no one can later challenge any procurement or any actions of the Authority if the CEO implemented this under the \$1 million spending authority. Mr. Milian stated he recommends the Board to adopt the Resolution based eliminating technical issue as to whether the second clause is covered by the Governor's action. If for some unknown reason Board members are not available via video or WebEx the Authority can continue conducting business.

Vice Chair Jolly stated the Resolution was very well written. She also stated she was glad to see the Resolution pointed out, upon termination of the Florida state of emergency, the delegation to the CEO would immediately terminate. In addition, the CEO shall routinely provide to the Board a detailed summary and report of items approved above his normal spending authority. She stated both statements give her enough comfort and the Resolution is necessary.

Director Rumlin stated the word "routinely" he understands but if the contract is approved the Board should be notified at that time. Mr. Milian stated that the staff debated whether the language should be to update the Board routinely or on a weekly basis. He stated Katie Smith is the one that provides the information to the Board and what if she is sick and that becomes a

difficulty. The staff is not sure what routinely means whether it is seven days or five days. Mr. Milian stated his advice to the staff was to up the Board routinely. The intent is to immediately notify the Board. Mr. Milian stated the Resolution could be modified to say weekly or immediately. Chairman Holzendorf stated he read the Resolution and talked through it with Mr. Ford and Mr. Milian. He stated they wanted to be careful not to create a bureaucracy around the Resolution. Chairman Holzendorf stated communication is key and Mr. Ford does that with the Board. Director Rumlin stated he understands this; however, with the JEA situation we need to be as transparent as possible. Mr. Ford stated the responsibility the Board is providing him will require him to communicate with the Board of any procurement above his current spending authority of \$200k. He stated the Board can expect to be notified more than routinely. As different actions occur, Mr. Ford will ensure communication is sent to the Board. Mr. Ford stated as a Board you have always had transparency because the monthly Procurement Report and invoices paid on a monthly basis are provided to the Board. He stated the staff will keep the consistent current practices and anything above \$200k the Board will receive a timely communication. Director Driver stated as soon as practical. Director Buckland inquired as to how often staff expects this in a normal case. Mr. Ford stated it is hard for him to say because when you talk about procurements over a million dollars those are rare. There are two that are current today. There are some procurements that are over \$200k. Most procurements are over \$200k and falls within the \$200k - \$1 million range. This will not be done on a daily basis and will be handled as normal. Mr. Ford stated the Board will be notified on a monthly basis of procurements that are between \$200k - \$1 million. He stated he will not allow staff to bring him something like this every other day. The information will be gathered every two weeks in order to manage and make those decisions. Mr. Milian asked the Chairman is there now a proposal for the Resolution 2020-03 to be amended and the word routinely be changed to as soon as practical. He stated the Board will need to vote on the amendment.

**MOTION** (Jolly/Driver) to adopt Resolution 2020-03.

**MOTION** (Jolly/Rumlin) to amend Resolution 2020-03. Motion Approved (4-0).

**MOTION** (Jolly/Rumlin) to adopt Resolution 2020-03, as amended. Motion Approved (4-0).

Mr. Ford stated he checked with the Staff and over the next 90 days six procurements that will fall in between the \$200k - \$1 million range.

**D. LONG RANGE PLANNING AND SYSTEM DEVELOPMENT**

**ACTION ITEMS**

**1. APPROVAL OF CONTRACT AWARD FOR CONSTRUCTION SERVICES – MCDUFF AVENUE AND 5<sup>TH</sup> STREET ROADWAY IMPROVEMENTS (B-20-008)** – Mr.

Rodgers stated staff recommends the Board authorize the CEO to negotiate and execute a contract agreement with MAER Construction for a not-to-exceed amount of \$3,391,106 to provide construction services for the McDuff and 5<sup>th</sup> Street Roadway Improvements project. The proposed roadway improvements are part of the JTAMobilityWorks programs, funded through the Local Option Gas Tax (LOGT). The contract will cover all scopes associated with the project, which includes widening of the existing roadway to a three lane urban typical section with curb and gutter, sidewalks and installation of drainage improvements. MAER Construction was the lowest responsive bidder. The contract will follow DBE goals for invitation to bid.

**MOTION** (Rumlin/Buckland) to approve Contract Award for Constructions Services – McDuff Avenue and 5<sup>th</sup> Street Roadway Improvements. Motion Approved (4-0).

**2. APPROVAL OF CONTRACT AWARD FOR CONSTRUCTION SERVICES – UNIVERSITY BOULEVARD AND MERRILL ROAD ROUNDABOUT (B-20-010)** – Mr.

Rodgers stated staff recommends the Board authorize the CEO to negotiate and execute a contract agreement with Watson Civil Construction, Inc. for a not-to-exceed amount of \$4,017,058 to provide construction services for the University Boulevard and Merrill Road Roundabout project. The proposed roadway improvements are part of the JTAMobilityWorks programs, funded through the LOGT. The contract will cover all scopes associated with the project, which includes site clearing, earthwork, asphalt and concrete pavement, curb and gutter, sidewalk, water and sewer main installation, signing and pavement markings, signalization, and landscaping. Watson Civil Construction, Inc. was the lowest Responsive bidder. The contract will follow DBE goals for invitation to bid.

**MOTION** (Jolly/Buckland) to approve Contract Award for Constructions Services University Boulevard and Merrill Road Roundabout. Motion Approved (4-0).

Chairman Holzendorf thanked everyone for attending the meeting and asked everyone to ensure social distance. He thanked the JTA Leadership Team and staff for getting the meeting together.

**E. CHIEF EXECUTIVE OFFICER’S (CEO’s) REPORT** - Mr. Ford stated JTA has a great team of employees. Many of the activities that JTA has executed and have underway continue to be a struggle for some peers across the country. He thanked the Board for attending the Emergency Board meeting to execute the actions for the Authority. Mr. Ford stated there are two new members of the team that were able to join the meeting via phone. He introduced Bonnie

Todd the new Sr. VP of Transit Operations and Greer Johnson Gillis who will be the new VP of System Development.

Mr. Ford stated the Board meeting on March 31, 2020 will continue. There has been ongoing meetings with the JTA Staff is managing the existing crisis, employees, customer service and continue to operate the system. One factor due to the existing crisis is the impact on the Authority's finances. The JTA is largely funded by the Sales Tax and Local Option Gas Tax and the staff has been watching those numbers. Mr. Ford stated the Authority has received an estimation of the impact for the near future and long term. On March 31, 2020, the staff would like to present to the Board what has done over the last few weeks in order to keep the system up and running and what needs to be done from an operations standpoint. Mr. Ford stated more importantly the current financial status and the future financial projection. He has asked the staff to work very creatively to help identify cost controls in order to hit the budget on target for this fiscal year and actions to take this year that will help in subsequent years. No one knows when things will be back to normal, so the Authority needs to prepare for the worst and hope for the best. The main point of the meeting on March 31, 2020 is to give the Board a clear picture of the Authority's financial environment and the Board could help with the decision-making going forward.

Chairman Holzendorf asked if the meeting will be remotely for everyone. Mr. Ford stated the staff believes the meeting can be held electronically due to the Governor's order. There are actions items that need to be discussed and Mr. Ford will discuss with Mr. Milian. According to what Mr. Milian explained it does appear votes can be taken electronically. The JTA statute may be in a bit of conflict but this needs to be sorted out. Mr. Ford stated the main purpose of the meeting is informational. He stated if there are actions items that need to be presented to the Board it will be sorted out before the March 31, 2020 Board meeting.

Chairman Holzendorf asked if there is an accounting cost coding system for JTA. Mr. Ford stated it is a routine practice as it relates to hurricane season. He stated since Hurricane Irma cost accounts were setup to track cost. At the end of the event, the Authority is able to account for the cost and get reimbursed for expenditures. This is being considered as the staff examines the finances for potential of reimbursement from the Federal government. Mr. Ford stated the staff does not know what the value maybe. It may require the staff to take some actions now and if there are any reimbursements in the future it will help. Mr. Ford stated the early estimate is between 15 percent – 20 percent loss in revenue over the next six months. This will require the staff to take some type of action. There is a reserve and a contingency that was built into the budget. Mr. Ford


stated the staff is in the process of developing the Fiscal Year 2021 budget. He stated downturns will have to be taken into account as the Fiscal Year 2021 is being developed. Mr. Ford wants to ensure the Board has full visibility of factors and trends. Director Buckland stated it would be a good idea to review the finances in Procurement because this event is going to have a dramatic effect of business of all sizes. The staff is looking at what projects that do not impact the operations budget because they are paid from the Capital budget. He stated there are some Capital cost that will increase the Operation budget. For example, the Orange Line Bus Rapid Transit (BRT) that increases the number of buses and operators.

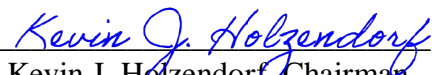
Chairman Holzendorf asked how does the JTA ensure passengers are separated on the buses. Mr. Ford stated that is one of the challenges of the JTA due to moving from a daily scheduled to a modified schedule. He stated during the peak periods in the morning and afternoon, there are large crowd on the buses. Mr. Ford stated are plug buses are on standby if there is overcrowding. Dispatch will contact the standby bus in order to alleviate the crowding. This is being done on an as needed basis. The staff examined the six foot separation in their discussion but this will require more service in order to keep this type of separation on the buses. Mr. Ford stated the staff also examined boarding from the rear doors but this would essentially be going to a fare free system by allow passengers to board from the rear doors. This could create a more crowding situation because passengers could ride for free. The staff is monitoring this three times a day. Mr. Ford stated the Executive Team is having meetings three times a day in order to discuss these types of issues. He stated some of the peer systems have given lead way to drivers to pass passengers at stops if they feel the bus is overcrowded and taping off the front of the bus for passenger to load only from the rear. The challenge is a lot of customers that use the system has no other choice and have to balance out the crowding issue and six foot separation rule with providing them with the service within constraints.

Chairman Holzendorf commend the staff and JTA for the great work in the community. He stated JTA is a part of the conversation from different agencies. JTA is a part of the leading industry.

There being no further business, the meeting adjourned at 3:05 p.m.

SEAL

  
Debbie Buckland, Secretary

  
Kevin J. Holzendorf, Chairman