

**MINUTES  
REGULAR BOARD MEETING  
JACKSONVILLE TRANSPORTATION AUTHORITY  
THURSDAY, OCTOBER 29, 2020 – 2:00 P.M.**

The regular Board meeting of the Jacksonville Transportation Authority (JTA) was held on Thursday, October 29, 2020. Board of Directors and JTA Staff attended virtually.

**BOARD MEMBERS**

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

**JTA EXECUTIVE STAFF**

Nathaniel P. Ford Sr., Chief Executive Officer  
Cleveland Ferguson III, SVP Administration  
Bonnie Todd, SVP Transit Operations  
Greg Hayes, VP Finance & Technology  
Kelli O'Leary, VP Engagement  
Greer Gillis, VP System Development  
Bernard Schmidt, VP Automation

**BOARD MEMBERS NOT PRESENT**

Greg Evans, FDOT

**OTHERS PRESENT**

Richard Milian, General Counsel  
Katie Smith, Board Liaison  
Larry Parks, FDOT  
Jessica Shepler, AVP Public Affairs  
Chris Geraci, AVP Safety & Security  
Khisha Dukes, AVP Finance  
Andy Rodgers, AVP System Development  
Ju'Coby Pittman, City Council Liaison  
Aundra Wallace, President, JAXUSA  
Partnership  
Carlton Robinson, VP, JAXUSA  
Entrepreneurial Growth

A. **CALL TO ORDER** - Chairman Holzendorf called the meeting to order at 2:00 p.m. Chairman Holzendorf provided the safety message for the month of October, "Be safety smart before you start."

B. **APPROVAL OF MINUTES FROM SEPTEMBER 24, 2020 BOARD MEETINGS AND 2020 BOARD RETREAT SERIES**

MOTION (Padgett/Buckland) Motion Approved (5-0).

C. **COMMENTS FROM CITY COUNCIL LIAISON** – Councilwoman Pittman stated she is excited to hear about the partnership between the JTA and Jacksonville Chamber of Commerce. She stated the vision we have for JTA in building relationships on what we can do for our community is amazing. Councilwoman Pittman stated whatever she can do as the Council Liaison; she is committed to doing it.

D. **COMMENTS FROM THE PUBLIC**

1. **STANLEY SCOTT** – Mr. Scott stated he is with the African American Economic

Recovery Think Tank. The organization is requesting the removal of Mr. Ford the Chief Executive Officer (CEO). Mr. Scott stated the organization is concerned about possible fraud, poor planning and poor management. He stated that Bus #16 for the month of October has not shown up eight times, this is the bus he rides. He stated the organization has done some research and Mr. Ford has let them down. Mr. Scott stated he will be sending in the findings of the research. There has been eight to nine changes in the bus schedule and because of this there has been a drop in service. He stated people are standing in the rain at the JRTC.

**E. CHIEF EXECUTIVE OFFICER'S REPORT** - Mr. Ford thanked the JTA Board of Directors for their work over the past years. He stated that prior to this meeting the Board held a work session wherein the Board was briefed Authority-wide activities to include: the recent bond sale and refinance; the Audit & Compliance Report detailing all internal and external audits; the results from Connexion, Fixed Route and Employee Survey for the past year; the October 2020 Service Changes; and recent Real Estate activity. Mr. Ford added that under new business, the Board will be presented with the A.C Skinner Parcel C for approval, as well as the Innovation Center partnership, both of which the Board was briefed on during the work session. Mr. Ford shared that Mr. Milian also briefed the Board on the process of the annual CEO evaluation.

He also stated that considering what is happening to JTA from a financial standpoint, we are fortunate to have a balanced budget with revenues carried over from last year and the Coronavirus Aid, Relief and Economic Security (CARES) Act has been extremely helpful in that aspect. The pandemic may have unforeseen impact on our financial projects going into next year. Mr. Ford stated with that being said, he asked the Board to go forward with his evaluation and consider whatever bonus he may be entitled to. He stated he would like to defer receipt of any type of bonus payment as the CEO until we get into the next two or three quarters from a financial standpoint and feel comfortable JTA can continue with its mission based on the Authority's financial foundation.

Mr. Ford stated staff had a very successful meeting with Federal Transit Administration (FTA) this week. One of the discussions was around COVID-19 and what actions we were undertaking to ensure the safe passage of our customers and the health of our employees. The FTA will continue to work remotely until further notice. They have restricted all travel until a vaccine has been identified. Following that meeting, we had a debriefing with the Executive Leadership Team (ELT) and we felt it would be in the best interest of JTA and our employees to remain in a hybrid telework status until the end of the year and to share this with our employees as soon as possible. We want to provide them the opportunity to properly manage themselves on a day-to-

day basis and navigate the impacts of the pandemic. Employees were notified every thirty days as to the plan of returning to work or not. Mr. Ford stated ELT thought for some stability, they would notify employees that the hybrid telework will continue at least until January 1, 2021.

Mr. Ford stated JTA is in the process of completing a sale for portions of J.T Butler and Philips Highway Parcel to FDOT. He would like to thank Director Parks for his leadership and willingness to work with JTA.

Mr. Ford stated on Friday, October 30, 2020, we will continue our support of the small business community with a ribbon cutting on our partnership with Abundant Harvest Farms. They will begin service tomorrow at the JRTC, 10:00 a.m. – 2:00 p.m. and every Friday thereafter. Abundant Harvest will have a farm to table setup at the JRTC. They were the winners of the JTA's Request for Proposals. He stated they are a local organic sustained based farm located in Baker County. They will provide seasonal produce, fruit, fresh herbs, garden and chef inspired salads at an affordable price to our customers and employees. We are also marketing to our neighbors in the surrounding lofts and apartments, which will further integrate the JRTC in the historic LaVilla community.

Mr. Ford stated we are in Phase 3 of the reopening of the state related to COVID-19. JTA is turning its attention to sustaining ridership. As the first step, we have joined more than one hundred peer agencies across the United States by pledging support to the American Public Transportation Association (APTA) Health and Safety Commitments Program. He stated for every action we are taking, we are asking our customers to share the responsibility and every day we are sharing information with our customers around four core categories. They are:

1. Following health public guidelines from official sources such as Center for Disease Control and Prevention (CDC) or Florida Department of Health (FDOH) for information related to the pandemic
2. Protecting each other by requiring face coverings and other protection
3. Keeping passengers informed and empowered to choose the safest times and routes to ride
4. Putting health first by requiring riders and employees to avoid public transit if they have been exposed to COVID-19 or feel ill

Mr. Ford stated the staff will keep the Board informed of any additional efforts to track our success and our outreach on a continuous basis to ensure our resources are being put to the most efficient use.

Mr. Ford stated as it relates to employees and contractors, we have completed the second round of Authority-wide COVID-19 testing and most results have been returned. The employee positive rate is about 2.5 percent, which is significantly lower than the testing in July. To date, over 900 employees and contractors have been tested through this second round of testing. He stated there are a handful of employees that need to be tested before they are able to return to work.

Mr. Ford stated the first phase of the Ultimate Urban Circulator (U<sup>2</sup>C) Bay Street Innovation Corridor (BSIC) continues to advance through an active two step Procurement process and remains on track for a contract award in March 2021. JTA is remaining laser focus on continuing to develop our technical plans, engineering designs and funding strategies. BSIC phase 1, 2 and 3 will be a full conversion of the Skyway and future connectivity to the BSIC.

Mr. Ford stated on October 8, 2020, the groundbreaking ceremony for the First Coast Flyer (FCF) Bus Rapid Transit Southwest line project, the Orange Line was conducted. The project has twenty-two branded stations, transit signal priority at intersections and the service will operate from the JRTC, south along Park Street and Blanding Boulevard to the end of the line at or near Orange Park Mall, which we are still trying to finalize the last piece. Revenue service will begin in September 2021.

The Downtown Development Review Board has approved JTA's application for the final design of the Kings Avenue Transit Hub. This project can move forward through Procurement next month with an anticipated construction date at the beginning of the New Year. As you recall, the construction work that started on I-95 delayed the construction on Kings Avenue Transit Hub related to our FCF system.

A video of recent JTA activities was shared.

Director Jolly stated she wanted to share her sense of pride as a Board Member to Mr. Ford and the management team for accomplishing a laundry list of items under difficult circumstances in 2020. Not only did they accomplish them but we stood out as an innovator. She thinks about what was done with the Autonomous Vehicles AV at Mayo. That is forward proactive thinking that makes our Authority so unique within the transportation industry. The JRTC is an engaged center for the neighborhood. Director Jolly shared her appreciation of Mr. Ford's sensitivity to the current environment by offering to defer his bonus to later in 2021. This is the type of management and sensitivity we have become to expect and applaud him for it.

## **F. MONTHLY DIVISION REPORTS**

1. **TRANSIT OPERATIONS REPORT** – Ms. Todd provided the Board with the Transit Operations Monthly Report through September 2020.

2. **AUTOMATION REPORT** – Mr. Schmidt provided the Board with the Automation Monthly Report for activities through October 15, 2020.

3. **SYSTEM DEVELOPMENT** – Ms. Gillis provided the Board with an overview of the System Development Monthly Report for the reporting period through October 15, 2020.

4. **FINANCIAL REPORTS** – Mr. Hayes provided the Board with the Financial Reports for September 2020, as well as the month and year-to-date update, the Processed Invoices Report, Agency Sponsorship and Membership Report.

5. **ADMINISTRATION REPORT** – Mr. Ferguson provided the Board with the monthly Real Estate and Economic Development Report and Procurement Expenditures through October 2020.

6. **ENGAGEMENT REPORT** – Ms. O’Leary provided the Board with the quarterly Engagement Report – Fixed Route and Connexion Customer Service Experience for the fourth quarter of Fiscal Year (FY) 2020, July 1, 2020 through September 30, 2020.

Director Rumlin joined.

**G. CONSENT AGENDA** (Holzendorf, Chairman)

Chairman Holzendorf stated that the Consent Agenda, items G.1 – G.4 were before the Board for approval.

1. **APPROVAL TO EXTEND SKYWAY FARE-FREE MODE**

2. **APPROVAL OF DIGITAL VIDEO RECORDER PURCHASE**

3. **APPROVAL OF MAINTENANCE SUPPORT VEHICLES PURCHASE**

4. **APPROVAL OF PARATRANSIT SERVICE SUPPORT VEHICLES PURCHASE**

**MOTION** (Jolly/Padgett) to concur with staff’s recommendation per the Board Memorandum for item G.1 - G.4. Motion Approved (6-0).

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

No Items

**I. FINANCE AND ADMINISTRATION COMMITTEE** (Buckland, Committee Chair)

No Items

**J. SERVICE DELIVERY** (Driver, Committee Chair)

**ACTION ITEMS**

1. **APPROVAL OF CONTRACT FOR FUNCTIONAL ASSESSMENT FOR PARATRANSIT SERVICES (P-20-028)** - Ms. Todd presented staff’s recommendation that the Board approve and authorize the CEO to enter into negotiations with IPS Lynx, Inc., the



only responsive and responsible proposal for P-20-0028 Functional Assessment. The terms of the agreement will be for five years, with an estimated total contract value of \$815,000.

**MOTION** (Padgett/Buckland) Approval of Contract for Functional Assessment for Paratransit Services (P-20-028). Motion Approved (6-0).

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

**ACTION ITEMS**

**1. APPROVAL OF CONTRACT AWARD FOR ST. JOHNS RIVER FERRY PHASE IV DESIGN-BUILD IMPROVEMENT PROJECT (P-20-027)** – Ms. Gillis presented staff's recommendation that the Board approve the ranked shortlist and authorize the CEO to execute a contract with C&D Construction, Inc., for a not-to-exceed amount of \$6,940,492 to provide construction services for the St. Johns River Ferry (Ferry) Phase IV Improvements Design-Build project. Phase IV Ferry Improvements include design-build services for improvements at both the Mayport and Fort George landings that include vertical panel installation, new bulkheads, slipwall catwalk access, mooring bollards, ADA and site safety improvements, asphalt paving, functional landscaping, warehouse and lighting. JTA received funding from the FTA to add Ultra High Molecular Weight vertical panels to the slipwalls. Additionally, JTA received funding from the FTA to complete site safety and ADA improvements at Ferry terminals. Staff issued a Request for Proposal in June 2020. Technical Proposals were received on September 1, 2020 and price proposals were received on September 25, 2020. Three proposers submitted, with C&D Construction, Inc. being the highest ranked proposer. The DBE participation goal for this project is 20 percent. C&D Construction, Inc. has agreed to 23.48 percent.

**MOTION** (Rumlin/Driver) Approval of Contract Award for St. Johns River Ferry Phase IV Design-Build Improvement Project (P-20-027). Motion Approved (6-0).

**2. APPROVAL OF CONTRACT AWARD FOR CONSTRUCTION SERVICES – ALTA DRIVE ROADWAY IMPROVEMENTS (B-20-013)** – Ms. Gillis presented staff's recommendation that the Board authorize the CEO to negotiate and execute a contract agreement with Watson Civil Construction for a not-to-exceed amount of \$20,893,516 to provide construction services for the Alta Drive Roadway Improvements project. The proposed roadway improvements are part of the JTAMobilityWorks program, funded through the Local Option Gas Tax (LOGT).

The project scope includes widening of the existing roadway to a six-lane, divided roadway from the I-295 exit to Faye Road, a four-lane divided roadway to Ashgrove Road and a five-lane roadway to Burkit Lane. The project will also feature bike lanes, sidewalks and a closed drainage

system. There will be an upgraded signal installed at Faye Road and new signals at Port Jacksonville Parkway and Misty Marsh Drive. Staff issued an Invitation to Bid in June 2020. Four proposers submitted their price on July 31, 2020 with Watson Civil Construction, Inc. being the lowest bidder. The project will be funded through LOGT bond proceeds and is included in the approved list of projects under the JTAMobilityWorks program. Notice to Proceed will not be issued until full bond proceeds are in place. The DBE participation goal for this project is 18 percent and Watson Civil Construction has agreed to meet the goal.

**MOTION** (Rumlin/Buckland) Approval of Contract Award for Construction Services- Alta Drive Roadway Improvements (B-20-013). Motion Approved (6-0).

**3. APPROVAL OF CONTRACT AMENDMENT FOR JANITORIAL SERVICES** – Ms. Gillis presented staff's recommendation that the Board approve and authorize the CEO to execute a contract amendment with D&A Building Service, Inc. for Janitorial Services. This contract amendment will provide additional janitorial services for all JTA properties for an amount estimated to be \$684,026. This brings the total estimated contract amount to \$2,217,568. This continuing services contract was approved by the Board on September 12, 2019. Due to the COVID-19 pandemic that began in March 2020, there has been additional janitorial services required for sanitizing areas. This effort has resulted in additional time and costs. In order to continue providing the original scope of services, the contract amount needs be amended with the increased contract amount. The Procurement Review Committee met October 26, 2020 and recommended this be taken to the JTA Board for approval. The additional funding will be funded through Fiscal Year 2021 operating budget and CARES Act Funds. The DBE goal for this contract is 30 percent. D&A Building Services, Inc. has agreed to meet the goal.

**MOTION** (Jolly/Padgett) Approval of Contract Amendment for Janitorial Services. Motion Approved (6-0).

**4. APPROVAL OF LEASE WITH JAXUSA PARTNERSHIP** – Mr. Ferguson presented staff's recommendation that the Board authorize the CEO to negotiate and execute a Lease Agreement with the Jacksonville Chamber of Commerce (JAXUSA Partnership) for a technology accelerator/learning center.

Mr. Wallace stated they are excited to have their Innovation Center at the JRTC. He stated it would be a great innovation hub for the City and a great service for LaVilla. Mr. Wallace introduced Dr. Robinson who explained what the Innovation Center would do for the community. Dr. Robinson stated spend offs were used with the Jax Bridge Program and they ran a pre-accelerated pilot last summer. In addition, three of the larger organization in Jacksonville were

engaged with open innovation activity. Dr. Robinson stated Open Innovation charts a different path for us as a community. He stated with Open Innovation creates an infrastructure of working with both entrepreneurs and institutions throughout Northeast Florida to advance us forward. Dr. Robinson stated they are looking forward to the partnership.

Mr. Ford stated we could not have better partners than Mr. Wallace and Dr. Robinson. We saw the vision of innovation and what that would mean to the City and Northeast Florida. JTA has built a reputation of being one of the most innovative transportation agencies in the nation. As we approach the development of the BSIC and the U<sup>2</sup>C it is fitting for us to partner with JAXUSA to create the Innovation Center at the JRTC at LaVilla. It is a benefit from a technology standpoint but also a learning standpoint for our employees, as well as creating activity in LaVilla to continue development around JRTC. Mr. Ford stated he is pleased about the partnership and it is an exciting day for JTA, the City, JAXUSA and Jacksonville Chamber.

Chairman Holzendorf stated he is excited that we are about to have a partnership with the Chamber. It shows our commitment to the community.

**MOTION** (Jolly/Padgett) Approval of Lease with JAXUSA Partnership. Motion Approved (5-0).

**L. OLD BUSINESS** - None

**M. NEW BUSINESS**

**1. AUTHORITY TO AMEND PURCHASE AND SALE AGREEMENT – A.C. SKINNER PARCEL C** – Mr. Ferguson presented staff's recommendation that the Board authorize the CEO to negotiate and execute an amendment of the Purchase and Sale Agreement with PG Investco, LLC. This subject property is identified as a Duval County Property Appraiser's Real Estate Number 154271-0100 and a portion of Real Estate Number 154378-0000 comprised of 42.55 acres. Due to unforeseen market conditions and development costs, the Buyer has requested a reduction of the Purchase Price from \$12 million to \$11.2 million for the feasibility of the project to be completed successfully. Staff has worked with a number of experts and determined this amendment is keeping with market conditions.

**MOTION** (Jolly/Rumlin) Authority to Amend Purchase and Sale Agreement – A.C. Skinner Parcel C. Motion Approved (6-0).

Director Jolly stated great work by Mr. Ferguson and the Real Estate team.

**2. 2020 NOMINATING COMMITTEE** – Chairman Holzendorf stated the 2020 Nominating Committee would include Chairman Holzendorf, Director Jolly and Director Buckland.



Chairman Holzendorf stated there is no Board Meeting in November 2020. The next Board Meeting is scheduled on December 10, 2020.

There being no further business, the meeting adjourned at 2:54 p.m.

  
Debbie Buckland, Secretary

  
Kevin J. Holzendorf, Chairman