

**MINUTES
REGULAR BOARD MEETING
JACKSONVILLE TRANSPORTATION AUTHORITY
TUESDAY, JANUARY 28, 2020 – 2:00 P.M.**

The regular Board meeting of the Jacksonville Transportation Authority was held on Tuesday, January 28, 2020 at the Administration Office of the Authority, 121 W. Forsyth Street, Third Floor, Jacksonville, Florida 32202.

BOARD MEMBERS PRESENT

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

JTA EXECUTIVE STAFF PRESENT

Nathaniel P. Ford Sr., Chief Executive Officer
Cleveland Ferguson III, SVP Administration
Lisa Darnall, VP Transit Operations
Greg Hayes, VP Finance & Technology
Kelli O’Leary, VP Engagement
Carter Rohan, VP Construction & Capital Programs
Bernard Schmidt, VP Automation

BOARD MEMBERS NOT PRESENT

Greg Evans, FDOT

OTHERS PRESENT

Richard Milian, General Counsel
Katie Smith, Board Liaison
Larry Parks, FDOT

A. CALL TO ORDER - Chairman Holzendorf called the meeting to order at 2:00 p.m.

Director Driver led the Pledge of Allegiance.

Chairman Holzendorf provided the safety message for the month of January, “Don’t be safety blinded, be safety minded.” Complacency is one of the biggest, yet easily controlled contributor to accidents at home and in the workplace. What is Complacency? It is a false sense of security people get when they have been doing something for so long without incident that they assume there cannot be an incident. Complacent attitudes act as blinders, not allowing you to see the hazards around you. In the spirit of safety, Chairman Holzendorf advised every one of the available exits in the room and of safety precautions in case of an emergency.

Chairman Holzendorf welcomed new Board Member Nicole Padgett.

Chairman Holzendorf announced the Board Committee appointments for 2020.

Finance and Administration Committee: Chair Debbie Buckland and Vice-Chair Nicole Padgett.

Safety, Audit and Compliance (SAC) Committee: Chair Isaiah Rumlin and Vice-Chair Ari Jolly.

Service Delivery Committee: Chair Ray Driver and Vice-Chair Nicole Padgett.

Long Range Planning and System Development (LRPSD) Committee: Chair Ari Jolly and Vice-Chair Ray Driver. The full board will also be members of the LRPSD Committee.

Chairman Holzendorf stated that as Chair of the Board, he is creating an Adhoc Committee that will focus on the Ultimate Urban Circulator (U²C). The Chair of the committee will be Chairman Holzendorf with Nicole Padgett as Vice-Chair. The full board will also be members of this Ad Hoc Committee.

B. APPROVAL OF MINUTES FROM DECEMBER 13, 2019 BOARD WORK SESSION AND BOARD MEETING

MOTION (Jolly/Rumlin). Motion Approved (6-0).

C. COMMENTS FROM CITY COUNCIL LIAISON - None

D. EMPLOYEE RECOGNITION AWARDS – Mr. Ford introduced the following employees of the month who were recognized for their outstanding performance with a plaque and gift card:

Timothy Dukes	Bus Operator of the Month for November
Henry Young	Bus Operator of the Month for November
Scott Fritz	Maintenance Employee of the Month for November
John Horton	Administration Employee of the Month for November
Darrell Jenkins	Bus Operator of the Month for December
Neville Wallace	Bus Operator of the Month for December
Jimmy Gambill	Maintenance Employee of the Month for December
Marcus Dixon	Administration Employee of the Month for December
Lisa Whitfield	Connexion Driver of the Quarter

E. COMMENTS FROM THE PUBLIC - Chairman Holzendorf opened the floor for comments from the public.

1. SHERRY MOLENGRAFT – Ms. Molengraft stated she had concerns with the proposed rate increase on Connexion Plus. She stated she does not use the service all the time but it is important when she does use. Ms. Molengraft has to use the Connexion everywhere she goes. Her other concern was the turnaround time of the regular Connexion. She stated it could take up to five hours and forty-five minutes for her to return home due to the turnaround time. If she takes the Connexion Plus it takes only about one hour and twenty minutes. She appreciates the service is there, but an increase in the rate after ten miles will add up quite a bit as most places she needs to go are over the ten mile distance. Ms. Molengraft stated because she and other customers on a fixed income they have to plan and budget in advance and is concerned that notice of a change in the rate

won't be long enough for people to plan.

Mr. Ford stated Connexion Plus has grown beyond the Authority's expectation. There has been a challenge with the length of some of the trips. It was budgeted on average eight miles per trip and the average is much higher than forecasted, almost ten percent. Staff is working with the customers to come up with a win-win solution to maintain the service, which is a premium service above the normal Connexion service. There will be more flexibility and door-to-door service, but also fit within the financial constraints. Mr. Ford advised the Board that staff will bring a recommendation to the Board after a thorough review of the options.

2. JOSE MORALES – Mr. Morales is part of the management at the Center for Independent Living. He has concerns with an increase in Connexion Plus rates. As the regular Connexion Service travel time is not consistent, the disabled clients they service are having a hard time obtaining employment and making it to interviews on time. If a client has a medical treatment at a specific time, Connexion Plus is the best option for them. Mr. Morales wanted to congratulate JTA for bringing the Connexion Plus Service to Jacksonville. It has made us very innovative and top in the state. He is also concerned about the change in mileage as he has several clients that are will not able to use Connexion Plus for work because the mileage increase will raise their rate significantly.

Chairman Holzendorf stated the JTA Staff is working on recommendations to present to the Board.

F. CHIEF EXECUTIVE OFFICER'S (CEO's) REPORT – Mr. Ford stated the construction at the Jacksonville Regional Transportation Center (JRTC) at LaVilla continues. The JTA logo is on the building and that sends a major message to our community that we are heading toward the finish line. Mr. Ford stated the Authority continues with Outreach, both in person and using social media to keep the community informed of the opening date for the JRTC, relocation of Rosa Parks and opening date for service on March 30, 2020. The ribbon-cutting event will be on March 26, 2020. Mr. Ford stated he will transition to the JRTC on February 3, 2020. The remaining Administrative and Myrtle staff, as well as staff located at the Prudential will be relocating over the next several weeks. Mr. Ford stated the plan is to have all staff at the JRTC by the end of February.

Mr. Ford stated the First Coast Flyer (FCF) received a letter from Secretary Chao of the United States Department of Transportation (USDOT), awarding \$16.6 million grant for the Southwest Bus Rapid Transit (BRT). This is a total of \$33.5 million. The final phase of the FCF system is scheduled to be completed by February 2021. This will be a fifty-seven-mile system and the largest BRT network in the Southeast of the United States. In addition, we will open the Philips

Highway/University Transit Hub, which will service the FCF Blue Line as well as other JTA routes.

Mr. Ford stated that a Request for Information (RFI) for the U²C was issued to the entire world. The Authority is looking for interested parties to build, operate, maintain, as well as finance the world-class infrastructure. The RFI is an advance notice that JTA is ready to move forward. On February 18-20, 2020, a U²C Industry Forum will be held at the Prime Osborn Convention Center and the Autonomous Vehicle (AV) Industry has been invited to talk about the U²C, Bay Street Innovation Corridor, Autonomous Avenue project, conversion of the Skyway and expansions into the neighborhoods. Mr. Ford stated the Authority is looking forward to sharing the JTA plan with the world in order to receive feedback, which will go into a Request for Proposal (RFP). Mr. Ford hopes the RFP will be issued in the mid-summer of 2020 for the entire design, build, operate, and maintain for the entire strategy for the U²C. Mr. Ford stated the JTA has been busy over the last six weeks with different events, initiatives in the community and internal projects.

A video was shared highlighting events and projects since the December Board meeting.

G. MANAGEMENT REPORTS

1. **TRANSIT OPERATIONS MONTHLY REPORT** – Ms. Darnall provided the Board with the Transit Operations Monthly Report through December 2019.

2. **AUTOMATION MONTHLY REPORT** – Mr. Schmidt provided the Board with the Automation Monthly Report for activities through January 15, 2020. He added that the JTA has submitted a draft of the Paper Grant Agreement (PGA) to the Federal Transportation Authority (FTA) and the Region 4 District offices for their review of the Better Utilizing Investments to Leverage Development (BUILD) Grant.

3. **CONSTRUCTION AND CAPITAL PROGRAMS MONTHLY REPORT** – Mr. Rohan provided the Board with an overview of the Construction and Capital Programs Monthly Report for the reporting period through January 15, 2020.

4. **FINANCIAL REPORTS** – Mr. Hayes provided the Board with the Financial Reports for November and December 2019, as well as the month and year-to-date. He also provided the Board with an update on the Processed Invoices Report, Grants Status Update, Procurement Expenditures Report, Agency Sponsorship and Membership Report.

5. **ADMINISTRATION REPORT** – Mr. Ferguson provided the Board with the Real Estate and Economic Development Report. He also stated to the Board, attachment L.1 in their binders was a draft, the updated version will be presented to the Board during the committee business.

6. **ENGAGEMENT AND FIXED ROUTE QUARTERLY CUSTOMER**

SERVICE EXPERIENCE REPORT – Ms. O’Leary provided the Board with the Engagement and Fixed Route Customer Quarterly Report of Fiscal Year 2020, October 1, 2019 through December 31, 2019.

H. CONSENT AGENDA (Chairman Holzendorf)

Chairman Holzendorf stated that the Consent Agenda, items H.1 – H.3 were before the Board for approval.

1. DECLARATION OF SURPLUS PROPERTY

2. APPROVAL OF VEHICLE TITLE CONVEYANCE – DON’T MISS A BEAT

3. APPROVAL OF REAL PROPERTY ACQUISITION – ALTA DRIVE

MOTION (Jolly/Buckland) to concur with staff’s recommendation per the Board Memorandums for items H.1 – H.3. Motion Approved (6-0).

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

ACTION ITEMS – None

J. SAFETY, AUDIT, AND COMPLIANCE (Rumlin, Committee Chair)

ACTION ITEMS

1. APPROVAL OF MEMORANDUM OF UNDERSTANDING WITH CITY OF JACKSONVILLE OFFICE OF INSPECTOR GENERAL – Mr. Ferguson presented staff’s recommendation that the Board approve the Memorandum of Understanding (MOU) between the City of Jacksonville (City) Office of Inspector General (OIG) and The JTA. A Charter Referendum was passed in March of 2015 to include Independent Authorities and Agencies. The Board approved funding of the OIG through the Fiscal Year 2019. This MOU replaces Board Policy Number 3485 with a formal protocol.

MOTION (Driver/Jolly) to approve the MOU with City of Jacksonville Office of Inspector General. Motion Approved. (6-0).

K. SERVICE DELIVERY (Driver, Committee Chair)

ACTION ITEMS

1. APPROVAL OF SERVICE CHANGES – ST. JOHNS SELECT AND BAKER EXPRESS SELECT – Ms. Darnall presented staff’s recommendation that the Board approve service changes that add both St. Johns Express Select service and Baker Express Select service beginning March 30, 2020. The Board approved and authorized the CEO at the December 10, 2019 to negotiate and execute a contract with Owl, Inc. The new services will be provided by Owl, Inc., the current provider of the Nassau Express Select. The St. Johns Express Select is 100

percent funded by the Florida Department of Transportation (FDOT). The Baker Express Select is 50 percent funded by the FDOT and remaining cost of \$50,000 annually will come from the JTA fixed route operations budget.

MOTION (Jolly/Rumlin) to approve the Service Changes – St. Johns Express Select and Baker Express Select. Motion Approved. (6-0).

L. LONG RANGE PLANNING AND SYSTEM DEVELOPMENT COMMITTEE
(Jolly, Committee Chair)

ACTION ITEMS

1. AUTHORIZATION TO EXECUTE AN OPTION FOR GROUND LEASE FOR TRANSIT SUPPORTIVE URBANISM ON MONTANA AVENUE – Mr. Ferguson presented staff's recommendation that the Board approve and authorize the CEO to negotiate and, subject to review of the Chair of the Long Range Planning and System Development Committee, execute an Option for Ground Lease with CLD-CP I, LLC. for transit supportive urbanism at the Montana property. The subject property is identified by the Duval County Property Appraiser's Real Estate Numbers: 080098-0000, 080099-0000, 080100-0000, 080101-0000, 080102-0000, 080103-0000, 080104-0000 comprising 3.8 acres. On May 5, 2019, the Authority listed certain real property for disposition as Transit-Oriented Development (TOD) pursuant to Rule 012 with its broker. The Authority held public forums on May 15, 2019 and October 8, 2019 on all real property designated as TOD. The broker presented its recommendation to staff based on the Board's TOD policy. Staff presented its recommendations to the Board on October 24, 2019 and December 10, 2019.

Mr. Milan stated the final lease will be presented to the Board for approval.

MOTION (Driver/Rumlin) Authorization to Execute an Option For Ground Lease For Transit Supportive Urbanism on Montana Avenue. Motion Approved (6-0).

2. APPROVAL OF CONTRACT AMENDMENT FOR PURCHASE OF BUS STOP SHELTERS, AMENITIES AND OUTDOOR EQUIPMENT – Mr. Rohan presented staff's recommendation that the Board authorize the CEO to negotiate and execute a contract amendment with Tolar Manufacturing Company, Inc. to purchase bus stop shelters, amenities and outdoor equipment, including totems for the amount not-to-exceed \$2 million. The contract amendment will ensure that shelters and amenities matching those of the other BRT lines can be procured in time for the completion of FCF BRT Southwest Corridor in February 2021. Mr. Rohan stated that funding will be a combination of federal, state and local funds.

MOTION (Rumlin/Jolly) to approve the Contract Amendment for Purchase of Bus Stop Shelters, Amenities and Outdoor Equipment. Motion Approved (6-0).

M. OLD BUSINESS - None

N. NEW BUSINESS

1. RESOLUTION 2020-01: RECOGNITION OF JEANNE M. MILLER - Chairman Holzendorf stated that before the Board is a resolution to recognize Jeanne M. Miller for her service to the JTA Board from 2015 – 2019. She will be invited to attend the next Board meeting where we will present her with this resolution.

MOTION (Jolly/Rumlin) to adopt Resolution 2020-01: Recognition of Jeanne M. Miller. Motion Approved (6-0).

2. RESOLUTION 2020-02: THANKING CARTER R. ROHAN FOR HIS SERVICE TO THE JACKSONVILLE TRANSPORTATION AUTHORITY - A video highlighting Carter's contributions to the JTA and the impact he had on the JTA was shared.


The Board and Mr. Ford shared a few words of appreciation, as did Mr. Rohan for his time with the Authority.

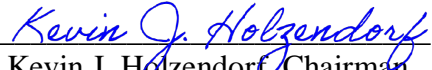
Chairman Holzendorf presented Resolution 2020-02 for adoption by the Board.

MOTION (Jolly/Driver) to approve Resolution 2020-02: Thanking Carter R. Rohan for his Service to the Jacksonville Transportation Authority. Motion Approved (6-0).

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

SEAL


Debbie Buckland, Secretary


Kevin J. Holzendorf, Chairman