

**MINUTES  
REGULAR BOARD MEETING  
JACKSONVILLE TRANSPORTATION AUTHORITY  
THURSDAY, FEBRUARY 25, 2021 – 2:00 P.M.**

The regular Board meeting of the Jacksonville Transportation Authority (JTA) was held on Thursday, February 25, 2021.

**BOARD MEMBERS**

Arezou Jolly, Chair  
Debroah Buckland, Vice Chair  
G. Ray Driver, Secretary  
Kevin J. Holzendorf, Past Chairman  
Isaiah Rumlin

**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  
Greer Gillis, VP System Development  
Bernard Schmidt, VP Automation

**BOARD MEMBERS NOT PRESENT**

Greg Evans, FDOT  
Nicole Padgett, Treasurer

**OTHERS PRESENT**

Richard Milian, General Counsel  
Katie Smith, Board Liaison  
Larry Parks, FDOT  
Chris Geraci, AVP Safety & Security  
Ken Middleton, Director Diversity & Equity  
Ivan Rodriguez, Director Government Affairs

A. **CALL TO ORDER** – Chairwoman Jolly called the meeting to order at 2:03 p.m. She stated the Governor’s order allowing virtual voting expired at the end of November. Therefore, we required to have an in person quorum for any action to be taken. The Board will continue to hold its meetings with a hybrid approach, meaning that the Board quorum and the Jacksonville Transportation Authority (JTA) Staff that are presenting to the board will be in person. All others are asked to attend, virtually via Webex or by phone. This is to ensure that we continue to follow the social distancing guidelines that are in place and we keep everyone safe.

Director Buckland led the Pledge of Allegiance.

Chairwoman Jolly provided the safety message for the month of February, “Safety rules are your best tools.”

B. **APPROVAL OF MINUTES FROM JANUARY 14, 2021 WORK SESSION AND BOARD MEETING**

**MOTION** (Driver/Buckland) Motion Approved (4-0).

C. **COMMENTS FROM COUNCIL LIAISON** – None

D. **COMMENTS FROM THE PUBLIC** – None

E. **CHIEF EXECUTIVE OFFICER’S REPORT** – Mr. Ford stated in lieu of his regular Chief Executive Officer (CEO) report he wanted to give the Board some exciting news in the form

of an introduction of an item on the agenda under item K.4. He will ask Vice President Greer Gillis to present the item out of order with the approval from Chair Jolly.

Mr. Ford stated in 1971 the City of Jacksonville (City) announced its decision to pursue downtown people mover. And in 1987, after environmental work and a grant from the predecessor of the Federal Transportation Administration (FTA), construction began on the automated Skyway Express. The starter line was completed in 1989, and in 1998 we completed the river crossing via the Acosta. In the intervening years, \$182 million, \$2.5 mile system with its 10 two-car climate control trains, they carried millions of passengers in its Americans Disabilities Act (ADA) compliant, a one of a kind vehicle system. The last station located at Kings Avenue opened up in 2000. Mr. Ford stated that when he arrived at the JTA in 2012 he received a lot of questions about the Skyway related to its condition, age and lack of destination. He stated staff took its time and actually brought the facts and figures and the future of the Skyway forward in 2015. The Board at the time established the Skyway Advisory Committee, which was chaired by Director Rumlin and joined by Director Holzendorf and current Chair Jolly. The Committee formed a Skyway Advisory Group comprised of 15 different stakeholders to review the plans, the studies and shepherd community conversations in public meetings. All of this was designed to enhance the stakeholder input and get the facts and figures related to the skyway out into the public. Ultimately, after input from several thousand members of the community, the group formed of consensus and the committee recommended that the Jacksonville Transportation Authority (JTA) Board keep modernize and expand the Skyway. The Board adopted this position in Resolution 2015-30. Mr. Ford stated it is in that spirit that I come to you today as your CEO to announce that the JTA is ready to award a contract to construct the first station in more than 20 years, and it will expand the Skyway with what we are calling the Brooklyn station. He stated the Brooklyn area has experienced exponential growth of the past 20 years. Bringing residential, commercial and retail development into this historic area. We're very excited about connecting to it. Over 700 new apartment units have opened in Brooklyn, including the Lofts at Brooklyn, the Brooklyn Riverside in 220 Riverside. Vista Brooklyn is currently under construction with another 308 units planned. There are many, many more projects planned for that area.

Mr. Ford stated JTA began its efforts to address the transportation access issue to Brooklyn back in 2013. We applied for a \$10 million Tiger Grant, a discretionary grant program from the USDOT to support the Brooklyn Skyway extension, and a Station Development Project. Unfortunately, at that time we didn't receive the grant, but we continued with our efforts to plan around how we would be able to access the Brooklyn area using our Skyway system and to look

at some creative solutions. One such solution was the JTA partnership with Go Tuck'n. Earlier this year we partnered with Go Tuck'n to create that connectivity for the Brooklyn area, particularly with the JRTC at LaVilla.

Mr. Ford stated in February 2020, Staff decided to move forward with the Brooklyn station concept and move it from a concept to actually building that project. He stated with the agreement of the Board to proceed, I ask that Ms. Gillis come up and give us a presentation on this item and our plan for expanding our services on the Skyway to the Brooklyn area.

Ms. Gillis presented item K.4 which is detailed in the appropriate section below.

Director Holzendorf rejoined the Board meeting.

**F. DIVISION REPORTS**

1. **TRANSIT OPERATIONS MONTHLY REPORT** – Ms. Todd provided the Board with the Transit Operations Monthly Report through January 2021.

2. **AUTOMATION MONTHLY REPORT** – Mr. Schmidt provided the Board with the Automation Monthly Report for activities through February 12, 2021.

3. **SYSTEM DEVELOPMENT MONTHLY REPORT** – Ms. Gillis provided the Board with an overview of the System Development Monthly Report for the reporting period of January 1, 2021 through February 15, 2021.

4. **FINANCIAL MONTHLY REPORTS** – Mr. Hayes provided the Board with the Financial Reports for January 2021, as well as the month and year-to-date update, Processed Invoices Report, Grant Status Update, Agency Sponsorship and Membership Report and Quarterly Investment Report.

5. **ADMINISTRATION MONTHLY REPORTS** – Mr. Ferguson provided the Board with the monthly Real Estate and Economic Development Report and Procurement Expenditures for January 2021.

6. **ENGAGEMENT REPORT** – Ms. O'Leary provided the Board with the quarterly Disadvantaged Business Enterprise Report.

**G. CONSENT AGENDA (Jolly, Chairwoman)**

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

1. **DECLARATION OF SURPLUS PROPERTY**

2. **APPROVAL OF CONTRACT MICROSOFT OFFICE SOFTWARE LICENSING**

**3. APPROVAL OF CONTRACT AWARD FOR FARE SYSTEM PAYMENT SOFTWARE (SS-21-009)**

**4. APPROVAL OF CONTRACT AWARD FOR EXHAUST FANS (P-21-005)**

**MOTION** (Driver/Holzendorf) to concur with staff's recommendation per the Board Memorandums for item G.1 - G.4. Motion Approved (5-0).

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

**ACTION ITEMS**

**1. APPROVAL OF PROCUREMENT RULE AMENDMENTS – RULE 002 -**

Mr. Ferguson presented staff's recommendations that the Board approve the revisions to Procurement Rule 002. Staff proposed to the Safety, Audit and Compliance Committee to include the following General Provisions in terms of summary need and clarify appropriate title changes and reporting relationships due to reorganization. It strengthens the Authority's conflict of interest statement to ensure that real or apparent organizational conflicts of interest are prohibited. It increases transparency to the JTA Board of Directors by lowering threshold to \$25,000, so that all procurements that are 25,000 or more go before the Board in the form of our monthly reports to you, which is consistent with the finance division process invoices policy. It establishes a micro purchase program pursuant to the FTA limits as well as a small business purchase program and to the extent that federal funds are not used. It allows JTA to utilize local small business enterprises as well, which is one of the Board's goals. It aligns with the CEO's approval authority to the Consultants Competitive Negotiations Act for the State of Florida, which is currently \$325,000, which will save hundreds of hours of staff time. Being able now, to look across the portfolio of procurements at the state, federal and local level and understand they are all the same. Finally, provides for internal consistency with these amendments aligning the Vice Presidents spending authority.

Mr. Ferguson stated public hearings were as required and there were no negative comments were received related to these proposals.

**MOTION** (Holzendorf/Buckland) Approval of Procurement Rule Amendments – Rule 002. Motion Approved (5-0).

Director Holzendorf joined the meeting.

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

**ACTION ITEMS**

**1. APPROVAL OF TITLE VI PROGRAM PLAN POLICIES AND SERVICE STANDARDS** – Ms. Todd presented staff's recommendations that the Board approve the JTA

Title VI Policies and Standards for monitoring and evaluating service and fare changes. The FTA now requires the Transit Agency Board of Directors to approve or re-approve the Title IV policies and service standards of their organizations every three years. She stated the applicable JTA standards and policies covered include the JTA Transit Service standards, major service changes policy, disparate impact policy and disproportionate burden policy.

**MOTION** (Buckland/Holzendorf) Approval of Title VI Program Plan Policies and Service Standards. Motion Approved (5-0).

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

**ACTION ITEMS**

**1. RESOLUTION 2021-02: APPROVAL OF CLAY COUNTY VETERANS ADMINISTRATION ROUTE** – Ms. Gillis presented staff's recommendations that the Board adopt Resolution 2021-02 approving the new Clay County route that services the new Veterans Administration (VA) Clinic in Middleburg, Florida. Clay County has requested a route to serve the new VA Clinic. The flex route will begin in Keystone Heights and travel to the new Middleburg VA Clinic on College Drive. It will also serve one of the COVID-19 vaccination sites located at the Clay County Fairgrounds. The program goal is to coordinate transportation services in Clay County and provide safe, reliable and cost-effective transportation services. The project is funded by the Coronavirus Aid, Relief, and Economic Security (CARES) Act. This will allow the route to run for Fiscal Year 2021 and covers 100 percent of the cost. A 5311 grant has been submitted to continue the service for Fiscal Year 2022.

**MOTION** (Buckland/Rumlin) Adoption of Resolution 2021-02: Approval of Clay County Veterans Administration Route. Motion Approved (5-0).

**2. APPROVAL OF CONTRACT AWARD FOR SKYWAY TRAIN MOTOR REPAIR (SS-21-010)** – Mr. Schmidt presented staff's recommendations that the Board authorize the CEO to award a sole source contract to DRS in the approximate amount of \$1,130,000 for the repair of rotors within the Skyway train motors. Traction motors are original to the Skyway vehicles, which requires repair due to the age of the fleet and increased failures of the rotors. The company DRS has been selected and is the original equipment manufacturer of the rotors within the Skyway motors.

Mr. Schmidt stated the acceptance of this recommendation aligns with the JTA's goals of financial stability and organizational efficiency. Repairing the Skyway motors will maintain the fleet availability while reducing costs.

**MOTION** (Buckland/Holzendorf) Approval of Contract Award for Skyway Train Motor



Repair (SS-21-010). Motion Approved (5-0).

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

**ACTION ITEMS**

**1. RESOLUTION 2021-03: ADOPTION OF SUSTAINABILITY ACTION PLAN** – Ms. Gillis presented staff's recommendations that the Board adopt Resolution 2021-03 approving the Sustainability Action Plan (SAP) in accordance with regulatory requirements. This plan will be the guiding framework for the newly established Sustainability Program Office that will contribute to the Authority's goals of Financial Sustainability, Organizational Efficiency and Effectiveness, and Sustainability.

Ms. Gillis stated the SAP developed planning level costs for 23 projects and identify's potential funding sources for each project. As projects from the Planner advance, they will be added to the annual budget to proceed forward. The portfolio of projects is estimated generate a return on investment of nearly \$2.3 million over ten years, and paying for itself in seven years.

**MOTION** (Holzendorf/Buckland) Resolution 2021-03: Adoption of Sustainability Action Plan. Motion Approved (5-0).

**2. APPROVAL OF CONTRACT AWARD FOR ORIGIN AND DESTINATION STUDY (P-21-006)** – Ms. Gillis presented staff's recommendations that the Board approve the ranked shortlist and authorize the CEO to negotiate and execute a contract with Widener, Burrows & Associates, Inc. (WBA Research) the highest ranked proposer for the Origin and Destination (O&D) Study. The origin and destination study will collect key information about the characteristics and trip behaviors of riders utilizing JTA Services. Surveys will be conducted on the JTA fixed route and express services as well as the Skyway, St. Johns River Ferry, ReadIRide, and the Clay County Transportation flex routes. O&D studies are typically done every five years per FTA guidelines. JTA's last O&D study was conducted in 2016.

Ms. Gillis stated the project is funded through the Federal 5307 Unified Planning Work Program and a local match of 20 percent. The DBE goal for this project is 25 percent. WBA Research is a DBE firm and will meet the goal.

**MOTION** (Holzendorf/Buckland) Approval of Contract Award for Origin and Destination Study (P-21-006). Motion Approved (5-0).

**3. APPROVAL OF UTILITY AGREEMENT – ALTA DRIVE** – Ms. Gillis presented staff's recommendation that the Board authorize the CEO to execute a utility agreement with Dames Point Signature Land, LLC for the Alta Drive project. The developer has requested

development of parcels 108675-0000 and 108680-0000 south of the railroad adjacent to Alta Drive which requires public utilities, specifically water and sewer. JTA has agreed, pending payment by the developer, to include the construction of said utilities in the Alta Drive project. The Dames Point Signature Land parcels that require public utilities are located south of the railroad adjacent to Alta Drive.

Ms. Gillis stated the DBE participation goal for the Alta Drive Project is 18 percent and Watson Civil Construction has agreed to meet the goal.

**MOTION** (Rumlin/Driver) Approval of Utility Agreement – Alta Drive. Motion Approved (5-0).

**4. APPROVAL OF CONTRACT AWARD FOR BROOKLYN STATION CONSTRUCTION (B-21-008)** – Ms. Gillis presented staff's recommendations that the Board authorize the CEO to negotiate and execute a contract agreement with Superior Construction Company, Inc. for a not-to-exceed amount of \$1,211,233 for the Brooklyn Station project.

Ms. Gillis stated the proposed station will provide new service connectivity leveraging existing skyway infrastructure to place the station service adjacent to the Skyway Operations and Maintenance Center. Work includes but is not limited to, concrete flat work, loading and unloading platform, ADA accessible ramps, stairs and hand rails. A canopy system, electrical and site amenities will also be added to the project to provide a complete project. Access control will be established to separate the employee parking area from the customer parking area and accessible sidewalk connection to the Brooklyn area.

Ms. Gillis stated the project will connect the urban cores of LaVilla and Riverside, while serving as a pedestrian extender between downtown and Brooklyn. The station will expand transportation options to those living and working in downtown, Brooklyn and San Marco. While providing an immediate service expansion, the project will also assist in developing the market, an expansion for the future, Ultimate Urban Circulator (U<sup>2</sup>C). As you are aware, the U<sup>2</sup>C program was developed to rehabilitate the existing Skyway infrastructure and will ultimately convert it for use with Autonomous Vehicles (AV). Service to the Brooklyn Station will begin in September of 2021 in conjunction with the opening of the First Coast Flyer Southwest, or the Orange Line.

**MOTION** (Driver/Rumlin) Approval of Contract Award for Brooklyn Station Construction (B-21-008). Motion Approved (5-0).

**5. DECLARATION OF SURPLUS REAL PROPERTY – NEW BERLIN COURT**

**6. APPROVAL OF REAL PROPERTY DISPOSITION – NEW BERLIN**

**COURT** – Mr. Ferguson presented to the Board items K.5 and K.6 recommending that the Board officially declare certain real property as surplus and eligible for disposal through public sale or transfer to other governmental agencies. The property to be declared surplus is 0 New Berlin Court real estate number 108897-0010. Mr. Ferguson stated the governmental agency that is interested in this parcel is the Jacksonville Port Authority (JPA). He stated that several years ago the Board set the policy under the disposition rule that governmental agencies get the first right of refusal. When the property became available the Port wanted to purchase it. The property is 9.49 acres. The market value is \$84,000 and the Port has agreed to pay the market value. Mr. Ferguson stated as a result the staff brings both items to the Board for approval.

**MOTION** (Holzendorf/Buckland) to Declare New Berlin Court as Surplus Real Property and authorize the disposition of the property at New Berlin Court. Motion Approved (5-0).

**L. OLD BUSINESS**

1. **RESOLUTION 2021-04: TAKING OF CERTAIN PROPERTY FOR SAN PABLO MOBILITYWORKS PROJECT** - Mr. Milian presented staff recommendations that the Board adopt Resolution 2021-04 approving and authorizing exercise of eminent domain by the JTA roadway and mobility corridor improvements related to the MobilityWorks program and to proposed improvements to San Pablo widening project. The resolution is that the JTA hereby adopts Resolution 2021-04 to authorize staff and Council to initiate an eminent domain action to condemn various property rights necessary to widen San Pablo Road. Mr. Milian stated the legal description of the property rights to be acquired are attached to the resolution as part of the record in this meeting.

**MOTION** (Holzendorf/Buckland) Adoption of Resolution 2021-04: Taking of Certain Property for San Pablo MobilityWorks Project. Motion Approved (5-0).

**M. NEW BUSINESS –**

1. **CONTRACT AGREEMENT FOR BAY STREET INNOVATION CORRIDOR**– Mr. Milian stated the new business is related to the active BSIC procurement that the Authority has out. He stated that after discussion and presentation at the Board Work Session, the motion before the Board is for the Board to approve staff recommendation to proceed with the BSIC procurement with one remaining proposer. The CEO is authorized to proceed to negotiation, subject to advice from procurement Counsel and subject to any negotiated contract being brought back to this Board for approval.

**MOTION** (Holzendorf/Buckland) to approve proceeding with the one proposer for the BSIC procurement. Motion Approved (5-0).



Chair Jolly stated the next Board meeting is scheduled for March 25, 2021

There being no further business, the meeting adjourned at 2:44 p.m.

SEAL

  
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G. Ray Driver, Secretary  
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Ari Jolly, Chair