

**MINUTES  
REGULAR BOARD MEETING  
JACKSONVILLE TRANSPORTATION AUTHORITY  
THURSDAY, AUGUST 26, 2021 – 3:00 P.M.**

The regular Board meeting of the Jacksonville Transportation Authority (JTA) was held on Thursday, August 26, 2021.

**BOARD MEMBERS**

Arezou Jolly, Chair  
Deborah Buckland, Vice Chair  
G. Ray Driver, Secretary  
Kevin J. Holzendorf, Past Chair  
Abel Harding

**JTA EXECUTIVE STAFF**

Nathaniel P. Ford Sr., Chief Executive Officer  
Cleveland Ferguson III, SVP Administration  
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  
Mark Benston, AVP Maintenance  
Phillip St. Pierre, AVP CMO

**A. CALL TO ORDER** – Chair Jolly called the meeting to order at 3:00 p.m.

Director Holzendorf led the Pledge of Allegiance.

Mrs. Smith completed roll call and confirmed a quorum.

Chair Jolly led a moment of silence for the loss of two members of the JTA family.

Chair Jolly provided the safety message for the month of August, "If you fail to prepare, prepare to fail."

Chair Jolly shared her appreciation for the time the Board Members took to attend the Board's annual strategic retreat that took place over the last two days. She thanked the JTA staff for all of the updates and information that was provided during the retreat.

**B. APPROVAL OF MINUTES FROM JUNE 24, 2021 BOARD MEETING AND JULY 27, 2021 BOARD WORK SESSION AND BOARD MEETING**

**MOTION** (Holzendorf/Driver) Motion Approved (5-0).

**C. COMMENTS FROM COUNCIL LIAISON** – Councilwoman Pittman was not in attendance.

**D. COMMENTS FROM THE PUBLIC**

Stanley Scott stated he is with the African American Economic Recovery Think Tank. His concerns are related to ensuring benches at all stops and route changes. He also shared his experience with the operators and how gracious they are.

**E. CHIEF EXECUTIVE OFFICER'S REPORT** – Mr. Ford began his report by sharing his condolences and sympathies for Johnny Seay and Joseph Deyorio and their family and friends. He shared that JTA staff has services in place to assist any employee that may need assistance. He also shared the steps that are taking place to ensure employees and customers are safe by moving staff back to hybrid work environment, requiring face coverings, continuing the limited capacity on buses and continuing to educate staff on the safety of vaccines and the importance of getting vaccinated.

Mr. Ford then provided information on the Atlanta-Region Transit-Link Agency visiting the JTA and the important meeting that was held with FDOT Secretary Thibault and his team.

He shared that the last leg of the First Coast Flyer (FCF) will launch in late September and that the JTA is offering free rides to local college students for the fall semester.

Mr. Ford shared his thoughts and prayers for Tommy Hazouri who was just released from the hospital into hospice care at home with him his family.

Mr. Ford concluded with his most recent CEO video message to the JTA staff.

**F. DIVISION REPORTS**

**1. ADMINISTRATION MONTHLY REPORT** – Mr. Ferguson shared highlights of the Real Estate and Economic Development Report and Procurement report for the Administration Division through July 2021.

**2. AUTOMATION MONTHLY REPORT** – Mr. Schmidt provided the Board with the Automation Monthly Report for activities through August 15, 2021.

**3. ENGAGEMENT MONTHLY REPORT** – Mr. Middleton provided an overview of the DBE quarterly report.

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

**5. SYSTEM DEVELOPMENT** – Ms. Gillis shared details of the System Development Report and activities through August 15, 2021.

**6. TRANSIT OPERATIONS** – Mr. Benston provided the Board with the Transit Operations report for July 2021.

**G. CONSENT AGENDA**

**1. APPROVAL OF CONTRACT EXTENSION FOR REAL TIME PASSENGER INFORMATION SYSTEM**

2. **DECLARATION OF SURPLUS PROPERTY**

**MOTION** (Holzendorf/Harding) to concur with staff's recommendation per the Board Memorandums for items G.1 - G.2. Motion Approved (5-0).

H. **SAFETY, AUDIT AND COMPLIANCE COMMITTEE** - No Items

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

**ACTION ITEMS**

1. **RESOLUTION 2021-12: AUTHORIZATION TO FILE FISCAL YEAR 2022 PUBLIC TRANSPORTATION BLOCK GRANT PROGRAM** – Mr. Hayes presented staff's recommendation that the Board adopt Resolution 2021-12, authorizing the Chief Executive Officer to enter into Public Transportation Grant Agreement with the Florida Department of Transportation (FDOT) for Fiscal Year 2022 Public Transit State Block Grant Program funds totaling \$5,121,256.

Successfully securing grant funds is an integral part of the Financial Stability for the Authority, as grant funds represent approximately 22 percent of the annual Operating Budget.

**MOTION** (Holzendorf/Harding) Adopt Resolution 2021-012: Authorization to File FY 2022 Public Transportation Block Grant Program. Motion Approved (5-0).

2. **RESOLUTION 2021-13: AUTHORIZATION TO FILE FISCAL YEAR 2022 SECTION 5307 – SURFACE TRANSPORTATION PROGRAM GRANT** - Mr. Hayes presented staff's recommendation that the Board adopt Resolution 2021-13, authorizing the Chief Executive Officer to file and enter into an agreement with the United States Department of Transportation Federal Transit Administration (FTA) for Fiscal Year 2022 under the FTA Section 5307 Federal Highway Administration Transfer of Surface Transportation Program in the amount of \$1 million.

Successfully securing grant funds is an integral part of the Financial Stability for the Authority, as grant funds represent approximately 20 percent of the annual Capital Budget.

**MOTION** (Holzendorf/Driver) Adopt Resolution 2021-013: Authorization to File FY 2022 Section 5307 – Surface Transportation Program Grant Motion Approved (5-0).

J. **SERVICE DELIVERY**

1. **APPROVAL OF CONTRACT AMENDMENT FOR CONNEXION PLUS SERVICE** – Mr. Benston presented staff's recommendation that the Board authorize the Chief Executive Officer to amend the contract with UZURV for Connexion Plus Service. This amendment will increase the contract by \$1 million for a total contract cost of \$2.5 million.

Ridership on Connexion Plus has far exceeded expectations. Due to the popularity of the service, the cost of the service has been much higher than anticipated. This change would provide funding to keep the service operational.

This unbudgeted increase in the Connexion Plus service will be funded through Fiscal Years 2021 and 2022 Operating Budgets.

The DBE goal for this contract is 20 percent and UZURV continues to meet this goal.

**MOTION** (Holzendorf/Harding) Approval of Contract Amendment for Connexion Plus Service. Motion Approved (5-0).

## **2. APPROVAL OF MAJOR SERVICE CHANGES AND TITLE VI ANALYSIS**

– Mr. St. Pierre presented staff's recommendation that the Board approve the major service changes and Title VI analysis related to the proposed September 27, 2021 service change.

JTA staff are recommending service enhancements to the network to support changes in ridership demand and mobility needs of the community. These service enhancements include changes that would be classified as major changes according JTA's Major Transit Services Change Policy, which also requires a Title VI analysis to determine if there exists a disparate impact to minority populations or a disproportionate burden to low income populations.

Based on the consultant evaluation, recommendations, and public feedback, the following are proposed major service changes that result in a new addition or elimination of 25 percent or more in daily revenue miles for a particular route.

The reduction in bus service will result in a savings of approximately \$2,015,000 annually.

Director Holzendorf acknowledged the in-depth discussion that was had on this item during the retreat, and thanked staff for the work on these changes to review all impacts of any change.

**MOTION** (Driver/Harding) Approval of Major Service Changes and Title VI Analysis. Motion Approved (5-0).

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

### **ACTION ITEMS**

1. **APPROVAL OF FISCAL YEAR 2021 MINOR UPDATES TO THE TRANSIT DEVELOPMENT PLAN** – Mrs. Gillis presented staff's recommendation that the Board approve the Second Minor Update to the Transit Development Plan (TDP). The JTA is required to conduct an Annual Update of its TDP. This update serves as the second annual update (2021 Annual Update) to the TDP (Year 2019-2029). The JTA Board of Directors adopted the 2019-2029 TDP at

its regular Board Meeting on December 10, 2019, and approved the first minor update on September 24, 2020.

**MOTION** (Harding/Driver) to approve Fiscal Year 2021 Minor Updates to the Transit Development Plan. Motion Approved (5-0).

**2. APPROVAL OF CONTRACT AWARD FOR AUTONOMOUS VEHICLE-DESIGN OPERATE MAINTAIN – BAY STREET INNOVATION CORRIDOR (BSIC) PHASE I (P-21-008)** – Mr. Schmidt presented staff's recommendation that the Board authorize the Chief Executive Officer to negotiate and execute a contract with Balfour Beatty Construction, LLC (Balfour Beatty), the single, responsive and responsible proposer, to design and, (subject to the following conditions), build, operate, and maintain, the first phase of an autonomous transportation network known as the Ultimate Urban Circulator System (U<sup>2</sup>C). This will authorize the JTA to commence negotiations with Balfour Beatty to finalize the terms of the draft autonomous vehicle (AV) progressive design-build-operate-maintain Contract, which will be presented to the Board for final approval at a later date.

Project design, operations and maintenance services are required to construct and maintain the components of the BSIC. This includes the procurement and implementation of AVs.

There is no DBE participation goal established for this project due to grant funding requirements; however, Balfour Beatty Construction, LLC is proposing DBE participation.

Director Buckland thanked Mr. Schmidt for his comprehensive presentation on the Automation program that he provided at the Board Retreat.

Chair Jolly thanked the entire Automation Team and congratulated them on this monumental moment.

Director Holzendorf also thanked the team and shared his excitement about this major step in the Automotous Vehicle program.

Mr. Ford stated everyone should be happy about this historic day as the JTA moves forward in this new space as the nation watches.

**MOTION** (Buckland/Harding) to approve the contract award for autonomous vehicle design, operate, maintain for BSIC, Phase 1. Motion Approved (5-0).

**3. APPROVAL OF CONTRACT AWARD FOR CONSTRUCTION, ENGINEERING, INSPECTION SERVICES - ULTIMATE URBAN CIRCULATOR PROGRAM (P-21-026)** - Mr. Schmidt presented staff's recommendation that the Board approve and authorize the Chief Executive Officer to execute a contract with England Thims Miller (ETM) for Construction, Engineering, and Inspection (CEI) services for Phase 1 of the Ultimate Urban

Circulator (U<sup>2</sup>C) Program. Total compensation for this solicitation is an estimated amount of \$2 million.

In response to the complexity of the AV-DBOM procurement, and the need to effectively deliver Phase 1 of the U<sup>2</sup>C System Program within the allocated time and budget, the approval of the CEI Project Management Services contract will allow proper construction oversight to satisfy the Authority's commitment to support the management of the BSIC, and ensure it is constructed in accordance with its plans and specifications.

There is no DBE participation goal established for this project due to grant funding requirements; however, Balfour Beatty Construction, LLC is proposing DBE participation.

**MOTION** (Harding/ Buckland) to approve the contract award for CEI Services for the U2C. Motion Approved (5-0).

**4. DECLARATION OF SURPLUS AND DISPOSITION OF REAL PROPERTY – FLORIDA BOULEVARD** – Mr. Ferguson presented staff's recommendation 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 0 Florida Boulevard, known as RE# 173297-0000.

Staff also recommends the Board authorize the CEO, to negotiate and execute a Purchase and Sale Agreement, with the Florida Department of Transportation (FDOT) for the Florida Boulevard parcel. The subject parcel is comprised of 0.14 acres.

This surplus and disposition follow the policies set by the Authority and approved by the Board.

**MOTION** (Driver/Harding) to approve the declaration of surplus and disposition of real property for 0 Florida Boulevard. Motion Approved (5-0).

**L. OLD BUSINESS** – Mr. Milian provided that the Board spoke in detail at the July Work Session and August Retreat about the CEO's Contract. After lengthy discussions and input from the Board, he drafted a Contract Amendment and extension; which is before the Board for approval at their request.

Mr. Milian presented the Motion: The Board hereby approves and the Chair is authorized to execute the Fourth Amended Executive Director Employment Agreement and the Deferred Compensation Plan attached thereto.

**MOTION** (Driver/Buckland) Motion Approved (5-0).

**M. NEW BUSINESS** – none

Director Holzendorf shared his appreciation of the Chair, Mr. Ford and the staff for all of

the information that was shared at the Retreat over the last two days.

Chair Jolly also shared her thoughts on the Retreat and all of those working in the background to ensure success.

Chair Jolly announced the next Board meeting is scheduled for September 28, 2021.

There being no further business, the meeting adjourned at 3:52 p.m.

SEAL



G. Ray Driver, Secretary

  
Ari Jolly, Chair