

**MINUTES
REGULAR BOARD MEETING
JACKSONVILLE TRANSPORTATION AUTHORITY
THURSDAY, AUGUST 27, 2020 – 2:00 P.M.**

The regular Board meeting of the Jacksonville Transportation Authority (JTA) was held on Thursday, August 27, 2020. Board of Directors and JTA Staff attended virtually.

BOARD MEMBERS

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

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
G. Ray Driver, Treasurer

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, Council Liaison
David Szymanski, UNF President
Karen Bowling, UNF, VP of Jobs

A. CALL TO ORDER - Chairman Holzendorf called the meeting to order at 2:07 p.m.

Chairman Holzendorf provided the safety message for the month of August, “Prepare and prevent instead of repair and repent.” Preparation does not mean getting your house ready or preparing a disaster kits for an emergency. It also means preparing yourself and your family’s mental state so everyone knows what to do in the event of an emergency. Teach your children important numbers. Have a specific location where you will meet if evacuating from different areas of town. This type of preparation will allow you to focus on the bigger picture if and when a disaster strikes.

**B. APPROVAL OF MINUTES FROM JUNE 25, 2020 BOARD MEETING
MOTION (Jolly/Buckland) Motion Approved (4-0).**

C. COMMENTS FROM CITY COUNCIL LIAISON – Council Member Ju’Coby Pittman stated she was excited to be the City Council Liaison. She has been paying more attention to the bus routes and listening to her constituents. Council Member Pittman stated it is good to see the stops and benches in the low income areas. She stated the Jacksonville Transportation Authority (JTA) could count on her to be the Liaison between City of Jacksonville (City) and JTA. Chairman

Holzendorf stated it was exciting to have her. Mr. Ford stated Council Member Pittman and JTA are no strangers. He stated they have worked hand in hand in the past trying to be mutually supportive in the two organizations and excited to have her onboard as the City Council Liaison.

D. COMMENTS FROM THE PUBLIC - None

E. CHIEF EXECUTIVE OFFICER'S REPORT - Mr. Ford stated the JTA positive COVID-19 cases have decreased substantially. He stated the mask enforcement has been very successful. Operators and Road Supervisors are offering masks to passengers. The Road Supervisors are working with the passenger that refuse to wear a masks to encourage them to either wear a mask or assist them with finding alternative transportation. Compliance with the mask mandate is becoming universal and the passengers refusing to wear a mask are very few.

Mr. Ford stated Mass Transit has named two members of the JTA to the 40 under 40 for 2020. These are individuals recognized on an annual basis that are making a difference in the public transportation industry. He asked everyone to congratulate Andy Rogers, Assistant Vice President of Construction & Engineering and Ivan Rodriguez, Director of Government & Industry Affairs. Mr. Ford announced that Katie Smith has been selected as the Chair for the Transit Board Administrators for the American Public Transportation Association (APTA). Mr. Ford stated Katie will sit on the Transit Board Member Executive Council. He stated the JTA presence will significantly expanded throughout APTA, as Katie joins with three members of the APTA Board of Directors - Chairman Holzendorf is also the Chairman of the Transit Board Member Committee, Vice Chair Jolly and Mr. Ford.

Mr. Ford stated ribbon cuttings were held for the Baker Express Select and St. Johns Express Select services this past month. In addition, a virtual groundbreaking was held for the University and Merrill MobilityWorks project, which will be the state's first Turbo Roundabout and will make the intersection safer for pedestrians and motorists alike.

Mr. Ford stated we are continuing a strong winning streak with the highly competitive Discretionary Grant process with the Federal Transit Administration (FTA). We received a \$5.2 million Ferry Grant last month and earlier this month JTA was award \$11.9 million Bus and Bus Facilities Grant, which will help improve our efforts in environmental sustainability. Mr. Ford stated this will enable us to improve the maintenance systems with buses, reduce the amount of water used to clean the buses as well as making the maintenance shops safer for employees by replacing some of the end of life equipment that is currently in our facilities. He stated last month the Board approved the issuance of nearly \$42 million in Local Option Gas Tax (LOGT) bonds and within the past month the rating agencies of S&P and Fitch both announced the reaffirmation

of our bond ratings at double A and double A- respectively. This is a strong financial indication of the JTA and a positive sign for the pricing of our upcoming bond issuance. Also, this past week The JTA signed an agreement to expand our Autonomous Vehicle (AV) Program with Florida State College at Jacksonville (FSCJ). Mr. Ford stated we are pleased with the agreement and announced the partnership with University of North Florida (UNF). The partnership with FSCJ is similar to UNF helping to improve the educational offerings of the local universities as well as benefiting JTA with the partnership.

Mr. Ford stated the Associated Builders and Contractors of Florida First Coast Chapter awarded the JRTC with the Excellence in Construction Project Year Award along with our construction partners. The JTA was also recognized for the Acosta Bridge LED Lighting Project. He stated we have a new staff addition, Leah Brown is the new Controller. Leah has extensive transportation experience at Shoreside Logistics, Verizon Terminal Services and CSX. She has a BA in Accounting and Finance from Florida International University and MBA from UNF. Leah is active in the National Association for Women, Women Center of Jacksonville and National Association of Black Accountants.

F. MONTHLY DIVISION REPORTS

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

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

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

4. **FINANCIAL REPORTS** – Mr. Hayes provided the Board with the Financial Reports for June and July 2020, as well as the month and year-to-date an update on the Processed Invoices Report, Agency Sponsorship and Membership Report. He also provided the quarterly Grants update and the quarterly Investment Report.

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

6. **ENGAGEMENT REPORT** – Ms. O’Leary provided the Board with the quarterly reports for Disadvantaged Business Enterprise, Fixed Route and Connexion Customer Service Experience.

Chairman Holzendorf asked if staff check to see if there was a backlog with employees getting assistance during the pandemic as it relates to mental health. Ms. O’Leary stated employees have three ways to access assistance, through benefits, Wellness Program through Florida Blue, Employee Assistance Program and Teledoc. Chairman Holzendorf stated that as an agency it is great that we provide this access to employees.

Director Rumlin joined the meeting.

G. CONSENT AGENDA (Holzendorf, Chairman)

No Items

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

ACTION ITEMS

1. APPROVAL OF FUNDING SUPPORT AGREEMENT FOR THE OFFICE OF INSPECTOR GENERAL – Mr. Ferguson presented staff’s recommendation that the Board approve the Funding Support Agreement for the Office of the Inspector General. A Charter Referendum was passed in March of 2015 to include Independent Authorities and Agencies. The annual contribution is \$10,000.

MOTION (Rumlin/Jolly) Approval of Funding Support Agreement for the Office of Inspector General. Motion Approved (5-0).

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

ACTION ITEMS

1. RESOLUTION 2020-11: AUTHORIZATION TO FILE PUBLIC TRANSPORTATION GRANT AGREEMENT – PUBLIC TRANSIT SERVICE DEVELOPMENT PROGRAM – Mr. Hayes presented staff’s recommendation that the Board adopt Resolution 2020-11 authorizing the CEO to enter into a Public Transportation Grant Agreement with the Florida Department of Transportation (FDOT) for the Public Transit Service Development Program. The estimated total project cost is \$300,000, and FDOT will fund 50 percent of the total eligible project costs of \$150,000. The JTA match has been included in the Fiscal Year 2021 Budget approved by the JTA Board on June 25, 2020.

2. RESOLUTION 2020-12: AUTHORIZATION TO FILE FISCAL YEAR 2021 PUBLIC TRANSIT BLOCK GRANT PROGRAM – Mr. Hayes presented staff’s recommendation that the Board adopt Resolution 2020-12 authorizing the CEO to enter into a Public Transportation Grant Agreement with the Florida Department of Transportation (FDOT) for Fiscal Year 2021 Public Transit State Block Grant Program funds totaling \$4,986,959.

3. RESOLUTION 2020-13: AUTHORIZATION TO FILE FISCAL YEAR 2021 SECTION 5307 – SURFACE TRANSPORTATION PROGRAM GRANT – Mr. Hayes presented staff's recommendation that the Board adopt Resolution 2020-13 authorizing the CEO to file and enter into an agreement with the United States of Transportation Federal Transit Administration (FTA) for Fiscal Year 2021 Section 5307 funds under the FTA Section 5307 Federal Highway Administration (FHWA) Transfer of Surface Transportation Program Grant funds in the amount of \$1,000,000. The federal share of \$1,000,000 will be matched on an 80/20 basis with \$250,000 being provided through State Transportation Development/Toll Credits.

MOTION (Jolly/Buckland) Adoption of Resolutions 2020-11: Authorization to File Public Grant Agreement – Public Transit Service Development Program, 2020-12: Authorization to File Fiscal Year 2021 Public Transit Block Grant Program and 2020-13: Authorization to File Fiscal Year 2021 Section 5307-Surface Transportation Program Grant. Motion Approved (5-0).

4. APPROVAL OF CONTRACT AWARD FOR DARKTRACE MACHINE LEARNING NETWORK SYSTEM (SS-20-13) – Mr. Ferguson presented staff's recommendation that the Board authorize the CEO to negotiate and enter into a contract with Darktrace for four years in an amount not-to-exceed \$769,000, plus a 15 percent contingency. In 2017, the Authority took an in-depth look at how to establish its cybersecurity presence. At this point, to fully cover the entire JTA network, particularly with the addition of the JRTC local area network and Internet of Things elements, staff is requesting to purchase an additional appliance. This will provide further processing capabilities in addition to extended geographical coverage of the security capabilities throughout the JTA network.

MOTION (Buckland/Jolly) Approval of Contract Award for Darktrace Machine Learning Network System. Motion Approved (5-0).

J. SERVICE DELIVERY (Driver, Committee Chair)

ACTION ITEMS

1. APPROVAL OF SERVICE CHANGES – Ms. Todd presented staff's recommendation that the Board approve the major service changes: elimination of Routes 26 and 86; a major route change to Route 85; and a minor route change to Route 28. In addition, staff plans to increase service on numerous routes that are experiencing overloading due to the current capacity limitations. The reductions of bus service will result in savings of approximately \$1,050,000 annually. The revenue hours for the proposed service change will be a 24 percent increase from the emergency schedule JTA is currently running. However, it will be a 16 percent decrease from the scheduled revenue hour's pre-Covid-19.

MOTION (Buckland/Jolly) Approval of Service Changes. Motion Approved (5-0).

Chairman Holzendorf asked if all parties affected by the services changes were contacted and that the changes were communicated. Ms. Todd and Mr. Ford stated all parties were contacted.

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

ACTION ITEMS

1. APPROVAL OF INTERGOVERNMENTAL AGREEMENT WITH UNIVERSITY OF NORTH FLORIDA BOARD OF TRUSTEES – Mr. Ferguson presented staff's recommendation that the Board approve the Intergovernmental Agreement between the University of North Florida (UNF) Board of Trustees and the JTA. The UNF and JTA will promote appropriate joint opportunities for students in various administrative disciplines within the JTA, research projects and courses of study based on one another's experience in the areas of transportation and logistics, finance and accounting, data science and business intelligence, information technology and automation. Academic members of staff, students and other personnel of UNF may spend periods of time, not normally exceeding one academic year, embedded in JTA's programs or projects as mutually agreeable between the Parties.

MOTION (Jolly/Buckland) Approval of Intergovernmental Agreement with University of North Florida Board of Trustees. Motion Approved (5-0).

Mr. Ford thanked the Board for approving this item. He stated for the community, partners and stakeholders as part of the strategy we need to retain the best and brightest minds in Northeast Florida and this partnership helps with that. If we cannot keep the young people here we will not be able to enhance the economic vitality. We also give back to them by creating professional growth and development. This is part of the JTA mission. This opportunity will give us access to Entrepreneurship, Information Technology Facilities, Data Science Labs as well as their Transportation and Logistics offerings.

UNF President Szymanski stated this is exactly the type of partnership we need for our institution and the City. It's like Mr. Ford said, the key is to get students to come and stay in our area. One thing that does distinguish us as a University, our students come, they graduate and get jobs within the Jacksonville area. When we create the next generation of leaders it's about having experience before they get to the job market. It is about having internships, engagements, relationships, and other level of mature and in-depth learning. President Szymanski thanked the Board. He also thanked Mr. Ford for all that he is doing for JTA and the community.

Item K.1 was taken up and approved at the start of the meeting. Director Jolly concurred.

2. APPROVAL TO AMEND INTERLOCAL AGREEMENT BAKER COUNTY COUNCIL OF AGING FOR SHUTTLE SERVICE – Ms. Gillis presented staff's

recommendation that the Board approve the Interlocal agreement renewal and amendment with the Baker County Council on Aging (CoA) to operate shuttle service between Jacksonville and Macclenny. This will extend the agreement to September 30, 2021 to align with the funding agreement. The shuttle service between Jacksonville and Macclenny serves as a vital link to employment, medical appointments and educational opportunities to the residents of Baker County. The Authority is the recipient of U.S.C Section 5311 Non-urbanized Area Formula Program funds, as administered by the FDOT, for the operation of transit service in the rural area of Jacksonville. An analysis has been conducted determining that it is more cost effective for the service to originate in Macclenny verses Jacksonville. The CoA is the designated Community Transportation Coordinator for Baker County and has been operating this service since March 2013.

MOTION (Buckland/Jolly) Approval to Amend Interlocal Agreement Baker County Council of Aging for Shuttle Service. Motion Approved (5-0).

3. APPROVAL OF STIPEND PAYMENTS – U2C PHASE 1 BAY STREET INNOVATION CORRIDOR PROJECT – Mr. Schmidt presented staff's recommendation that

the Board authorize the CEO to administer Stipend Payments to the approved shortlist of suppliers selected from the Request for Qualifications (RFQ). Specifically, those firms selected to progress forward in responding to the Request for Proposal (RFP) with a not-to-exceed total amount of \$400,000. The stipend payments to shortlisted suppliers will be fully funded through Fiscal Year 2021 through local operating funds. The RFQ is a 2-step procurement process, to solicit Autonomous Vehicles and Infrastructure for the Ultimate Urban Circulator U²C) Program, Phase 1: The Bay Street Innovation Corridor.

MOTION (Jolly/Buckland) Approval of Stipend Payments – U²C Phase 1 Bay Street Innovation Corridor Project. Motion Approved (5-0).

Chairman Holzendorf stated he is excited about the program and to keep up the great work.

L. OLD BUSINESS

1. APPROVAL OF SETTLEMENT AGREEMENT AND RELEASE OF ALL CLAIMS IN RE: ESTATE OF JEANIE ROZAR – Mr. Ferguson presented staff's

recommendation that the Board approve the Settlement Agreement and Release of All Claims between the JTA and the Estate of Jeanie Rozar (Estate) and authorize the CEO to execute said agreement for the gross sum of \$250,000. The Estate provided two pre-suit notices dated August

27, 2019 related to the death of the decedent on June 22, 2019. Since that time, parties have been in settlement negotiations. The Estate has approved the settlement. Because the beneficiary of the Estate is a minor, Board approval is required prior to the Court of jurisdiction approving the settlement. The court will review the settlement and determine if it will be final or not.

MOTION (Rumlin/Buckland) Approval of Settlement Agreement and Release of All Claims in Re: Estate of Jeanie Rozar. Motion Approved (5-0).

M. NEW BUSINESS

1. APPROVAL OF REAL PROPERTY DISPOSITION – J. TURNER BUTLER BOULEVARD PARK-N-RIDE – Mr. Ferguson presented staff’s recommendation that the Board approve the disposition of real property and authorize the CEO to execute a Purchase and Sale Agreement (PSA), with the FDOT for a portion of the J. Turner Boulevard Park-n-Ride parcel at a purchase price of \$5,830,000, plus other good and valuable consideration. The subject parcel is identified as a portion of the Duval County Property Appraiser’s Real Estate Number 147996-0000 comprised of 17.24 acres.


MOTION (Rumlin/Jolly) Approval of Real Property Disposition – J. Turner Butler Boulevard Park-n-Ride. Motion Approved (5-0).

The Board and Mr. Ford discussed the budget and breakdown of the expenses incurred due to the COVID-19 pandemic. Mr. Ford stated that when you add in the CARES Act funding, the cost containment and the measures the staff are undertaking the COVID-19 expenses are not as prominent as he would like them to be. Mr. Ford stated when he take a look at the numbers, roughly, since March 17, 2020, we’ve incurred about \$4 million in COVID-19 related expenses, overtime, hazard pay, cleaning, material, supplies and PPE. He wants to make sure the impact of COVID-19 on the JTA is clearly visible in a separate financial reporting document. He asked Mr. Hayes to put the report together for the Board’s benefit and the public’s benefit going forward. Mr. Hayes stated they are breaking out expenses but will do a separate report. Chairman Holzendorf stated it would be important from a Board standpoint for them to know that. He does not think an itemized list is needed but it would be to see what the running tally is. Chairman Holzendorf stated as we look at the CARES Act money we need to be transparent and utilizing the dollars for what they are meant for, which is to ensure the agency is financially sustainable through this pandemic.

There being no further business, the meeting adjourned at 3:48 p.m.

SEAL


Debbie Buckland, Secretary


Kevin J. Holzendorf, Chairman