

**MINUTES OF THE
JACKSONVILLE TRANSPORTATION AUTHORITY
BOARD WORK SESSION WORK SESSION
APRIL 15, 2020**

The JTA Board of Directors held a Work Session on April 15, 2020. Board of Directors and Staff attended electronically. The Work Session included Committee Updates by the committee(s).

BOARD ATTENDEES: Kevin Holzendorf, Arezou Jolly, Isaiah Rumlin, Ray Driver, Nicole Padgett and Deborah Buckland.

JTA STAFF ATTENDEES: Nathaniel P. Ford Sr., Cleveland Ferguson III, Bonnie Todd, Bernard Schmidt, Greg Hayes, Greer Gillis, Andy Rodgers, Kelli O'Leary, Katie Smith, Khisha Dukes and Monique Thompson.

OTHER ATTENDEES: Richard Milian, General Counsel and Richard Pengelly

I. WELCOME: Chairman Holzendorf called the work session to order at 2:00 p.m. and welcomed the Board Members and JTA staff.

II. PUBLIC COMMENT: Chairman Holzendorf asked for public comments. There were no public comments.

III. FINANCE AND ADMINISTRATION COMMITTEE

a. Investment Update: Mr. Hayes introduced Richard Pengelly from PFM Asset Management, LLC. Mr. Pengelly, JTA's Investment Advisor provided an overview of JTA's Investment Performance for the second quarter of Fiscal Year 2020. . He also detailed JTA's portfolio and provided highlights of economy and its impact to investments going forward.

b. FY20 and FY21 Budget: Mr. Hayes provided the Board with the proposed Fiscal Year 2021 budgets. He provided details on the shortfalls and the steps staff is taking to balance the proposed budget. He explained that the COVID-19 pandemic has created some challenges and the true impact to the budget will take some time to determine. Mr. Hayes added that even when things return to the new norm, there would still be areas that will pose a concern, particularly related to ridership.

Chairman Holzendorf asked Mr. Hayes when the budget was due to be presented to the City Council. Mr. Hayes stated that the JTA reports to the City Council, according to the City Ordinance on June 1 of each year. He stated that this due date may be able to be waived and the Authority's Public Affairs Director, Jessica Shepler is working on getting an extension.

Chairman Holzendorf asked Mr. Ford if there would be any additional funds available to JTA for road projects. Mr. Ford replied that there may be another stimulus package and Ms. Gillis is the lead on determine what projects are considered shovel ready if funds are available. She is categorizing the projects by size, complexity and timeline, as to how fast it can be procured by the JTA Board, get the work started, how many jobs can be created and the economic impact. There are some Transit Oriented Development projects that are ready

to go and they have the ability for job creation. Mr. Ford added that he hopes to have a document created and submitted to the City the week of April 20, 2020.

Director Driver inquired about the assumption for fuel cost for the Fiscal Year 2021 budget. Mr. Hayes stated it is six percent. Director Driver also asked Mr. Hayes if the Authority's Insurers have been contacted to determine if there may be a reduction in premiums due to reduced routes. Mr. Hayes stated that has not been discussed as of yet but he and Ms. O'Leary will look in to that option.

IV. SERVICE DELIVERY COMMITTEE

a. Service Changes: Ms. Todd provided the Board with an overview of the planned Service Changes in 2020. She also discussed the move from Rosa Parks to the Jacksonville Regional Transportation Center (JRTC) at LaVilla on May 4, 2020.

Ms. Todd added that due to low ridership, the Nassau Express Select service will be suspended until further notice and that the St. Johns and Baker Express Select services will be delayed. The Skyway will remain closed until further notice, but the needed connections for downtown and the southbank will be made through the bus network.

V. SAFETY, AUDIT AND COMPLIANCE COMMITTEE:

a. Audit Update: Ms. Thompson provided the Audit Update to the Board. She stated that several external audits were postponed due to COVID-19. However, the Florida Department of Transportation (FDOT) Triennial Review for Skyway and Driver and the Vehicle Information Database (DAVID) Memorandum of Understanding (MOU) Audit were completed. There was only one finding with the Skyway review and no findings with the DAVID MOU. Mr. Ferguson stated that with respect to Enterprise Risk Management, CyberSecurity and Telework issues staff is working in earnest and abiding by the policies and procedures.

Chairman Holzendorf asked if employees had access to an anonymous complaint line during this time. Mr. Ferguson stated this information is captured through the Navex Report System. The Staff meets on a weekly basis and provides a report to the Executive Leadership Team. The Board is provided with the report on a quarterly basis.

VI. LONG RANGE PLANNING AND SYSTEM DEVELOPMENT COMMITTEE:

a. Real Estate Update: Mr. Ferguson provided the Board with an overview of the AC Skinner Parcel C Disposition and Kings Avenue Phase II Proposal.

Mr. Milian stated the buyer of the AC Skinner Parcel C property has a 270-day due diligence period. When COVID-19 began, the buyer requested a 90-day extension. It was recommended that at the end of the 270 days, end of contract, there would be three 30-day extensions in the amount of \$25,000 each. Director Jolly asked Mr. Milian when he expects a response from the buyer. Mr. Milian responded that he does not know when he will receive a response.

Mr. Ferguson stated in late March a proposal was received by Michael Balanky for the Kings Avenue Station. Mr. Milian gave a history of the lease between JTA and Mr. Balanky and stated he has a right to develop Phase II as long as it is approved by the City. The Board and staff had an in-depth discussion on the history and the options related to this lease agreement. After timelines and plans were discussed, the Board agreed that staff and general counsel should proceed with the discussions with Mr. Balanky as it relates to the Phase II proposal and the right of first refusal on the adjacent property, which is included in the lease agreement.

VII. ROUNDTABLE

a. COVID-19 Update: Mr. Ford stated the Incident Management Team is meeting daily. He stated the Administrative Staff is still teleworking, which is going exceptionally well. The IT Department is doing a great job getting the staff up to speed and connected. JTA is supporting the City by providing buses and operators at TIAA Field test site. They are using the buses as mobile offices and safe spaces to support staff at the drive-thru testing facility. JTA is getting media attention for support with the Autonomous Vehicles (AV) at Mayo Clinic.

In order to help customers with social distancing, decals have been placed on the ground at Rosa Parks.

JTA has partnered with Manifest Distillery to provide hand sanitizer. The first 20 gallons was received on April 14, 2020. There are over 4,000 mask, 52,000 gloves, 100's of gallons of hand sanitizer and 900 gallons of disinfect available to staff. Mr. Ford stated thermometers will be distributed to employees. Two days a week lunch is provided to the frontline employees and this effort also provides support to local restaurants.

Mr. Ford stated he received a recommendation in regards to thermal scanners. He stated these devices are being used at hospitals and the Miami-Dade Sheriff Offices. The device scans an individual for a fever. Staff is researching this technology for possible use at the Myrtle Campus and the JRTC.

Mr. Ford stated Customer Service is doing well but there are customer complaints because the buses were not stopping. The buses are not stopping due to the new restriction on number of riders on a bus. Bus operators were informed to let customers know about the changes and that another bus would pick them up shortly.

A MOU with the Mayo Clinic and Florida State College of Jacksonville (FSCJ) are being drafted for AV.

JTA will host a Virtual Town Hall Meeting for Small and Disadvantage Business Enterprise (DBE) businesses. The will allow JTA to share the contract opportunities, the funding that is available and the partnership with Vystar. The president of Vystar will also participate.

Mr. Ford stated there are three unions at the JTA and they meet on a daily basis with leadership to discuss any concerns or issues.

System Development continues with projects.


A virtual ribbon cutting is being planned for the Kernan Boulevard project. The details will be shared as soon as possible.

Mr. Ford shared that he was just informed that there have been 479 million impressions on social media related to the AV project at the Mayo Clinic.

Director Jolly stated she saw the news regarding what is happening with Mayo. She is very proud of what is happening with the organization.

There being no more discussion, the Work Session adjourned at 3:36 pm

SEAL


Debbie Buckland, Secretary


Kevin J. Holzendorf, Chairman