

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

The regular Board meeting of the Jacksonville Transportation Authority (JTA) was held on Thursday, May 28, 2020. Board of Directors and JTA Staff attended virtually.

BOARD MEMBERS

Kevin J. Holzendorf, Chairman
Arezou Jolly, Vice Chair
G. Ray Driver, Treasurer
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

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
Sam Newby, City Council Liaison
Dr. Yvette Taylor, FTA

A. CALL TO ORDER - Chairman Holzendorf called the meeting to order at 2:01 p.m.

Chairman Holzendorf provided the safety message for the month of May, "Safety is a race we all can win." The Jacksonville Transportation Authority (JTA) has been very successful in response to the pandemic thus far. With the country and our city beginning to reopen and all of us returning to what is now a new normal we all must continue to pace ourselves and follow official recommendations. We will get through this together.

Chairman Holzendorf recognized special guest, Dr. Yvette Taylor of Federal Transportation Administration (FTA) Region 4 Regional Administrator.

The Chairman then advised that the Board would like to proceed with item L.2, as Dr. Taylor is here to join us for this momentous occasion. The Board will then return to the normal order of the agenda.

Presentation, motion and discussion provided under section L.2 of U²C Committee (Ad-Hoc)

B. APPROVAL OF MINUTES FROM APRIL 30, 2020 BOARD MEETING AND MAY 14, 2020 BOARD WORK SESSION

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

C. COMMENTS FROM CITY COUNCIL LIAISON – Councilman Newby thanked the Board and JTA Staff for their hard work during this difficult time. He also wanted to thank JTA for partnering with the City of Jacksonville (City) to transport citizens to COVID-19 Mortgage, Rent, and Utility Relief Program appointments. Councilman Newby stated there are many citizens in Jacksonville that did not have transportation to get to their appointment.

D. COMMENTS FROM THE PUBLIC – None

E. CHIEF EXECUTIVE OFFICER'S (CEO's) REPORT – Mr. Ford stated that on May 4, 2020, the Rosa Park Transit Station routes transitioned to the Jacksonville Regional Transportation Center (JRTC). The transition was planned with the maximum safety of our customers and employees in mind. He stated the team made the decision to target the transition at the beginning of May to ensure everything was in place. The timing coincided perfectly with the City's Phase I Reopening plan. Two large simulations were held prior to the COVID-19 crisis with a variety of scenarios to pressure the operations. We were well prepared for the opening. The Authority partnered with the private sector and local small businesses to secure masks for customers on opening day, as well as new hand sanitizer stations and placing social distancing signage.

Mr. Ford stated in the mist of all of this, the first Bus Operators graduation and Maintenance Apprenticeship classes occurred under the new Senior Vice President and Chief Operating Officer Bonnie Todd so she has hit the ground running. None of this has been met without challenges. As you are aware, the Authority had its third positive COVID-19 case among our Bus Operators. Mr. Ford stated he reached out to the Bus Operator on May 27, 2020, but did not get a chance to speak with them directly. The Operator is isolating at home. He asked that everyone keep all Bus Operators in their thoughts during this timeframe. Mr. Ford stated the first two operators that tested positive were able to return to work and are in good health. He stated the employees have been dedicated to keep JTA moving in the right direction.

Administrative employees will be returning back to the JRTC on June 8, 2020, as part of the modified work plan. Mr. Ford stated a series of Employee Town Hall Meetings will be hosted the week of June 2, 2020, to further prepare staff for the first stage of the return to work plan.

Cleveland Ferguson, Senior Vice President and Chief Administrative Officer will be presenting the modified goals and objectives for the remainder of this Fiscal Year. He will present this to the

Board so that we will continue to maintain our Standard of Excellence in spite of the pandemic. Greg Hayes, Vice President and Chief Financial Officer and his team continue to focus on the Authority's finances and recently filed the second application for the CARES Act funding in order to recover expenses related to the pandemic.

Mr. Ford announced that the JTA held its first ever virtual ribbon cutting on May 14, 2020, which celebrated the completion of the Kernan Boulevard JTAMobilityWorks project six months ahead of schedule. Mr. Ford congratulated Greer Gillis and her team with special commendations to Andy Rodgers, Director of Construction and Angie Williams, Project Manager. Both should be saluted for a job well done. Mr. Ford stated the Public Affairs and Technology departments ensured the ceremony went smoothly and was well received. He stated future ribbon cuttings may be the venue JTA utilizes as we recognize the successes in a virtual manner versus face to face.

He then stated that when the lights went out on the Acosta Bridge a few years ago, downtown Jacksonville lost an iconic part of the skyline. He stated the old lighting system was replaced with the newest LED technology to ensure downtown Jacksonville shines brighter than ever before. The lights were completed two months ahead of schedule and were debuted over Memorial Day weekend. Another light show is scheduled for Flag Day, June 14, 2020.

Mr. Ford advised the Board that staff is working through the JTAMobilityWorks program and have identified some funding issues. He stated the Authority is down to the last remaining projects on the list. Mr. Ford stated a challenge from the beginning of the program was how to match up funding to stay in line with the projects inherited years ago and the assumptions related to the cost of the projects. In some cases, the project cost was estimated decades ago. Mr. Ford stated he was pleased with the accomplishments the Authority made to this program of projects to this point; however, there remains work to be done alongside the City and FDOT to manage costs. He stated that he is certain JTA will bring all of the projects in this program to a successful close. He advised the Board that a full presentation and briefing on the projects will be presented to the Board at the Board Work Session on June 10, 2020. He stated the presentation will include projects and finances secured to date, remaining projects to be completed, financial challenges and the plan to work through the challenges in order to complete the list. Also, to fulfill the Board's commitment to complete the list from the resolution that was passed two years ago.

On June 1, 2020, JTA was asked by Councilman Terrance Freeman to present to the Transportation, Energy & Utilities (TEU) Committee of the City Council in order to provide an update on the Kernan Boulevard project and San Pablo Road project as well as a general overview of the JTAMobilityWorks program. The Board will receive a memo by close of business on May

29, 2020, providing an overview of what will be shared at the TEU meeting. In addition, staff will brief Councilman Aaron Bowman on the San Pablo Road project on May 29, 2020. Mr. Ford stated the staff has also been in conversations with Councilman Al Ferraro regarding the Alta Road project, the largest project of the program both in size and cost. Mr. Ford will provide an update to Councilman Ferraro prior to the TEU meeting. Specific to that project in his district and plans to put the project out for bid this summer.

In addition to supporting local businesses through the meal program for our frontline staff, the JTA CARES Program partnered with the City, Farm Share Florida and paratransit contractor MV Transportation to deliver more than 66,500 pounds of food to 1,900 families at ten housing projects identified by the Jacksonville Housing Authority. These meals mean so much during times like this. Mr. Ford thanked the JTA CARES team and each agency that partnered with JTA to help those in need in our community.

F. MONTHLY DIVISION REPORTS

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

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

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

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

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

6. **ENGAGEMENT REPORT**

QUARTERLY DISADVANTAGED BUSINESS ENTERPRISE – Ms. O’Leary provided the Board with the Quarterly Disadvantaged Business Enterprise Report.

Chairman Holzendorf stated the productivity of the Executive Leadership Team (ELT) and their teams have not changed. He thanked them on behalf of the Board.

Mr. Ford asked Mr. Hayes, if there is a deficit for the month of April and year to date, does that take into account the CARES Act Funding that was received. Mr. Hayes stated it does not. He stated the CARES Act Funding was received in the month of May. The financial report was for the month of April. Mr. Hayes stated the CARES Act funding will be fully reported in the next

work session and during any scheduled one-on-one's. Mr. Ford stated he wants to ensure nothing was overlooked as to where the Authority stands today based on what is being reported versus what is known from a revenue standpoint on the tax side and CARES Act Funding side that will hit the books on the next report.

CONSENT AGENDA (Holzendorf, Chairman)

Chairman Holzendorf stated that the Consent Agenda, items G.1 – G.2 were before the Board for approval.

1. APPROVAL OF CONTRACT AWARD FOR MISCELLANEOUS HARDWARE , FASTENERS AND SUPPLIES (P-20-010)

2. DECLARATION OF SURPLUS PROPERTY

MOTION (Rumlin/Jolly) to concur with staff's recommendation per the Board Memorandums for items G.1 – G.2. Motion Approved (6-0).

H. FINANCE AND ADMINISTRATION (Buckland, Committee Chair)

ACTION ITEMS

1. RESOLUTION 2020-04: AUTHORIZATION TO FILE FISCAL YEAR 2021 TRIP AND EQUIPMENT GRANT – TRANSPORTATION DISADVANTAGED PROGRAM CLAY COUNTY – Mr. Hayes presented staff's recommendations that the Board adopt Resolution 2020-04 authorizing the Chief Executive Officer (CEO) to file and execute the application documents required by the Florida Commission for the Transportation Disadvantaged (FCTD) for the Fiscal Year 2021 Trip and Equipment Grant Transportation Disadvantaged (TD) Program in the amount of \$429, 849 for services in Clay County. The local match will be provided by the Clay County Board of Commissioners in the amount of \$47,761.

2. RESOLUTION 2020-05: AUTHORIZATION TO FILE FISCAL YEAR 2021 TRIP AND EQUIPMENT GRANT – TRANSPORTATION DISADVANTAGED PROGRAM DUVAL COUNTY - Mr. Hayes presented staff's recommendations that the Board adopt Resolution 2020-05 authorizing the CEO to file and execute the application documents required by the FCTD for the Fiscal Year 2021 Trip and Equipment Grant TD Program in the amount of \$1,660,767 for services in Duval County. The local match will be provided by the City in the amount of \$184,530.

MOTION (Jolly/Buckland) to adopt Resolutions 2020-04 (Clay) and 2020-05 (Duval): Authorization to File Fiscal Year 2021 Trip and Equipment Grant – TD Program Duval County. Motion Approved (6-0).

3. RESOLUTION 2020-06: AUTHORIZATION TO FILE FISCAL YEAR 2021 FLORIDA DEPARTMENT OF TRANSPORTATION 5311 CARES ACT FUNDING – CLAY COUNTY – Mr. Hayes presented staff’s recommendations that the Board adopt Resolution 2020-06 authorizing the CEO to file grant application with the FDOT for U.S.C Section 5311 CARES Act Funds for Rural Areas from the FTA. These funds, totaling \$69,913, will be used to provide operating assistance for Clay County. The Section 5311 CARES Formula for Rural Areas provides capital, planning, and operating assistance to states to support public transportation in rural areas with populations less than 50,000, where many residents often rely on public transit. This is 100 percent in federal funding.

4. RESOLUTION 2020-07: AUTHORIZATION TO FILE FISCAL YEAR 2021 FLORIDA DEPARTMENT OF TRANSPORTATION 5311 CARES ACT FUNDING – DUVAL COUNTY - Mr. Hayes presented staff’s recommendations that the Board adopt Resolution 2020-07 authorizing the CEO to file grant application with the FDOT for U.S.C Section 5311 CARES Act Funds for Rural Areas from the FTA. These funds, totaling \$511,155, will be used to provide operating assistance for Duval County. The Section 5311 CARES Formula for Rural Areas provides capital, planning, and operating assistance to states to support public transportation in rural areas with populations less than 50,000, where many residents often rely on public transit. This is 100 percent in federal funding.

MOTION (Rumlin/Buckland) to adopt Resolutions 2020-06 (Clay) and 2020-07 (Duval): Authorization to File Fiscal Year 2021 FDOT 5311 CARES Act Funding – Duval County. Motion Approved (6-0).

5. APPROVAL OF REVISED FISCAL YEAR 2020 GOALS AND OBJECTIVES - Mr. Ferguson presented staff’s recommendation that the Board approve revisions to the Fiscal Year 2020 Goals and Objectives as identified in the mid-year Assessment and in accordance with the Board-approved Goal areas of Customer Service, Financial Sustainability, Organizational Efficiency and Effectiveness and Employee Success. On May 14, 2020, staff presented the recommendations to the Finance and Administration Committee during the Board Work Session. The committee consented to these recommendations proceeding to the full Board for its consideration. The effects of the COVID-19 pandemic require the staff to refocus its efforts on the most critically affected goal areas.

MOTION (Jolly/Buckland) Approval of Revised FY 2020 Goals and Objectives. Motion Approved (6-0).

6. APPROVAL OF FISCAL YEAR 2021 GOAL REORDERING – Mr. Ferguson presented staff’s recommendation that the Board approve Fiscal Year 2021 Goal Reordering as follows: Safety and Security, Customer Satisfaction, Employee Success, Financial Sustainability, Organizational Efficiency and Effectiveness, Transformative Mobility Solutions and Sustainability. This will allow the staff to focus on the strategic plan as we move into the Board Retreat, Division Retreats and Department Retreats so that through Mr. Ford, staff can present the Board a work plan that will be effective and successful for everyone in Fiscal Year 2021.

MOTION (Driver/Buckland) Approval of FY 2021 Goal Reordering. Motion Approved. (6-0)

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

1. RESOLUTION 2020-08: APPROVAL OF PUBLIC TRANSPORTATION AGENCY SAFETY PLAN – Mr. Geraci presented staff’s recommendation that the Board adopt Resolution 2020-08 approving the JTA Public Transportation Agency Safety Plan in accordance with regulatory requirements. In July 2018, the FTA published Final Rule 49 C.F.R Part 673, requiring all applicable transit agencies to certify they have a plan in place that meets their requirements. In 2017, the Board adopted a Safety Management System as the accepted plan the Authority utilizes to manage safety hazards and risks.

MOTION (Rumlin/Driver) to adopt Resolution 2020-08: Approval of Public Transportation Agency Plan. Motion Approved (6-0).

J. SERVICE DELIVERY (Driver, Committee Chair) - None

K. LONG RANGE PLANNING AND SYSTEM DEVELOPMENT (Jolly, Committee Chair) Director Jolly needed to step away from the meeting briefly and Chairman Holzendorf addressed the items under this committee.

ACTION ITEMS

1. APPROVAL TO EXECUTE REAL PROPERTY ACQUISITION – PARRAMORE ROAD – Mr. Ferguson presented staff’s recommendations that the Board authorize the CEO to execute a Right-of-Way (ROW) Agreement with Youngerman and Parramore, LLC. For \$810,000, plus attorney fees. The subject parcels, which are described as portions of Duval County Property Appraiser’s Real Estate Number 016503-2005 and 016503-2800 are needed for the Parramore Road Extension Project under the JTAMobilityWorks Program. The JTA is in the process of extending Parramore Road, as agreed to in the Interlocal Agreement with the City. In order to complete the road extension project, JTA must obtain certain ROW and stormwater retention to

support roadway improvements.

Mr. Milian stated a retention pond is needed. He stated JTA originally went to the City because the ROW was City property, and felt this property could be used as a retention pond. The developer, Youngerman and Parramore, LLC went to the City and stated they had a pond that JTA could jointly use. The City requested JTA to pursue this option. An agreement was negotiated and the developer would permit additional capacity in the pond that is sufficient for JTA retention pond purposes. The developer would also deed JTA certain ROW the developer owns for JTA to widen the road. Mr. Milian stated Parcel 103 is owned by the City. JTA will acquire this and deed it to the developer. The City has issued a Quit Claim Deed for the property to JTA, at no cost and JTA will deed this to the developer at no cost. JTA had an appraisal performed by Florida Valuation, which provided a value of \$657,000. Mr. Milian stated the agreement is \$152,000 above the appraised amount.

Director Driver rescued himself from the vote due to a potential conflict.

MOTION (Rumlin/Buckland) Approval to Execute Real Property Acquisition – Parramore Road. Motion Approved (4-0).

2. APPROVAL OF CONTRACT AMENDMENT FOR AUTONOMOUS VEHICLES SOLUTION TEST PROGRAM – Mr. Schmidt presented staff's recommendation that the Board approve and authorize the CEO to execute amended agreements with each of the Board approved Autonomous Vehicle (AV) and Autonomous Solutions (AS) suppliers. The amended agreements will provide provisions for short-term vehicle leases and the ability to exercise purchase options in the best interest of the Authority with selected AV/AS suppliers. The amendment does not impact the originally approved funding limit. The original approval of Autonomous Solutions Test Program neglected to include the flexibility to consider purchase options for AV/AS solutions, which are financially beneficial to the JTA. The program will continue to provide JTA the ability to demonstrate, test, and evaluate multiple autonomous solutions.

MOTION (Rumlin/Buckland) Approval of Contract Amendment for Autonomous Vehicles Solution Test Program. Motion Approved (5-0).

L. U²C COMMITTEE (AD-HOC)

ACTION ITEMS

1. APPROVAL OF BAY STREET INNOVATION CORRIDOR ALIGNMENT AND CONCEPTS – Mr. Schmidt presented staff's recommendation that the Board approve the Bay Street Innovation Corridor (BSIC) Alignment and Concepts as detailed in the Design Concept

Technical Memorandum and resolution. The Design Concept Technical Memorandum and resolution outlines key components, assumptions and design considerations for the BSIC.

MOTION (Driver/Rumlin) Approval of Bay Street Innovation Corridor Alignment and Concepts. Motion Approved (5-0).

2. AUTHORIZATION TO EXECUTE BETTER UTILIZING INVESTMENTS TO LEVERAGE DEVELOPMENT PAPER GRANT AGREEMENT – Mr. Schmidt

presented staff's recommendation that the Board approve and authorize the CEO to execute the Better Utilizing Investments to Leverage Development (BUILD) Paper Grant Agreement entering JTA into a grant agreement under the consolidated appropriations act, 2018 (Pub. L. 115-1141. March 23, 2018) for the National Infrastructure Investment Discretionary Grant Program (Fiscal Year 2018 BUILD Transportation Discretionary Grants). This agreement aligns with the Authority's goals of Transformative Mobility Solutions by providing the JTA access to the United States Department of Transportation's (USDOT) discretionary grant funds in the amount of \$12.5 million toward the development of the Bay Street Innovation Corridor (BSIC) Project.

MOTION (Rumlin/Buckland) Authorization to Execute BUILD Paper Grant Agreement. Motion Approved (5-0).

Mr. Ford stated today is another major milestone when the Board took another decisive and forward looking action to keep, expand and modernize the Skyway. Through the process the Authority launched what will be the first transportation network of its kind not only in Jacksonville, Florida, but the United States. This network is the Ultimate Urban Circulator (U²C). This is an incredible project using AV to repurpose a federally funded asset and serve as a national model for the public transportation industry. The first phase of the project BSIC is a critical step in the overall vision that is the U²C, and includes the first deployment of AV in downtown Jacksonville. The Authority would not have accomplished so much on the U²C project without partners from the City, TPO, FDOT and other partner agencies in Jacksonville. Today would not be possible without the support of the JTA Board, USDOT and colleagues from the FTA. Mr. Ford stated the FTA contribution early in the program is something that needs to be recognized repeatedly. While we always highlight the \$12.5 million received from the USDOT BUILD Grant Program, which is making this a reality. We must also recognize the hard work by our colleagues in FTA Region 4 and FTA Headquarters. He stated we need to thank them for their continued support and believing in what we are doing here in Jacksonville to enhance mobility through innovation. FTA personnel have dedicated countless hours to assist JTA with this project, and for that, we thank you. Mr. Ford stated he was happy to virtually welcome Dr. Yvette Taylor, Region 4 Regional

Administrator of the FTA and thanked Dr. Taylor for her guidance and support and asked her to relay thanks to everyone at her office FTA Region 4, FTA Administrator Jane Williams and her team, Secretary Elaine Chao and the entire USDOT Family. The strong bond between JTA and FTA is leading the way to make the future of transportation a reality.

Dr. Taylor stated this is an exciting moment and on behalf of the Acting Administrator Jane Williams and Secretary Elaine Chao we want to extend a congratulations to JTA, the Board, Stakeholders and Partners for making this possible. Dr. Taylor stated FTA is proud to join JTA for the virtual signing ceremony of JTA's BUILD Paper Grant. This will advance an initial phase of the U²C by introducing AV along Bay Street in the Jacksonville urban corridor. The BUILD Paper Grant is a highly discretionary program and speaks volumes to the exemplary leadership of JTA's CEO Nat Ford and his team in securing \$12.5 million of USDOT funds. Dr. Taylor recognized that the BSIC exemplifies the unique collaboration of community leaders which created the initial phase of the AV transportation network that will support economic development and is truly a vision for a safe vibrant accessible downtown Jacksonville. Dr. Taylor stated congratulations on today's signing ceremony.

The BUILD Paper Grant Agreement was executed by Mr. Ford and Dr. Taylor.

Chairman Holzendorf thanked Dr. Taylor for attending the Board meeting. He shared his excitement of seeing the project moving forward.

Director Jolly also thanked Dr. Taylor as well.

3. **APPROVAL OF MEMORANDUM OF UNDERSTANDING – FLORIDA STATE COLLEGE OF JACKSONVILLE** – Mr. Schmidt presented staff's recommendation that the Board authorize the CEO to sign a Memorandum of Understanding with Florida State College at Jacksonville (FSCJ) pursuant to initiatives within the JTA's Automation Division. The establishment of JTA's partnership with FSCJ revolves around, but is not limited to three initiatives:

- The incorporation of FSCJ's Commercial Driver's License Test Track into the JTA's Test and Learn program.
- A potential AV Deployment referred to as "Agile Plan"
- Curriculum development and educational initiatives relative to AV's and innovative technologies

MOTION (Buckland/Driver) Approval of Memorandum of Understanding – Florida State College of Jacksonville. Motion Approved (5-0).

M. OLD BUSINESS – None

N. **NEW BUSINESS**

1. **RETURN TO WORK PLAN** - Ms. O'Leary presented to the Board as information only, JTA's Return to Work plan for administrative and non-essential employees. The Return to Work plan will begin on Monday, June 8, 2020, and continue through Friday, August 28, 2020. During this time, the ELT will address and consider any adjustments to the plan beyond August.


In order to provide and maintain a safe and healthy work environment at the JRTC, and to abide by social distancing guidelines, each division will be split into an A-Team and a B-Team that rotate between working in the office and working from home.

Plexiglas dividers are also being installed in each individual workstation as an additional precaution.

Capacity limits signage will be posted in breakrooms, restroom, copy/print rooms and other shared spaces. Occupancy limit signage in conference rooms will be determined according to size. Elevators will be limited to two people at a time and social distancing decals will be placed on the floors. Proper personal protective equipment will be provided for all staff, and will be available in each Division. As previously communicated, employees are required to wear masks while at all JTA facilities when they are not at their workstation.

There being no further business, the meeting adjourned at 3:10 p.m.

SEAL


Debbie Buckland, Secretary


Kevin J. Holzendorf, Chairman