

**MINUTES  
REGULAR BOARD MEETING  
JACKSONVILLE TRANSPORTATION AUTHORITY  
THURSDAY, JUNE 1, 2023 – 2:00 P.M.**

The regular Board meeting of the Jacksonville Transportation Authority (JTA) was held on Thursday, June 1, 2023.

**BOARD MEMBERS**

Deborah Buckland, Chair  
Abel Harding, Secretary  
Aundra Wallace, Treasurer  
Arezou Jolly, Immediate Past Chair  
Stephanie Burch

**JTA EXECUTIVE STAFF**

Nathaniel P. Ford Sr., CEO (Virtual)  
Cleveland Ferguson III, SVP Administration  
Charles Frazier, SVP Operations

**BOARD MEMBERS NOT PRESENT**

Greg Evans, FDOT  
G. Ray Driver, Vice Chair

**OTHERS PRESENT**

Katie Smith, Board Administrator  
Greg Hayes, CFO  
Richard Milian, General Counsel

**A. CALL TO ORDER** – Chair Buckland called the meeting to order at 2:03 p.m. and thanked the Board and JTA staff for their time to attend the meeting, and the work session that took place prior to the Board Meeting.

Director Harding led the Pledge of Allegiance.

Mrs. Smith completed roll call confirming a quorum of the Board.

Chair Buckland then provided the safety message for the month of June, “Safety is the Engine, and You are the Key that Starts it.”

Chair Buckland announced that Mr. Ford would be joining the meeting virtually as he is out of town presenting at the UITP Conference. Mr. Ferguson will act on behalf of Mr. Ford as his delegated authority.

**B. APPROVAL OF MINUTES FROM APRIL 20, 2023 BOARD WORK SESSION AND BOARD MEETING**

**MOTION** (Wallace/Harding) Motion Approved (5-0).

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

**D. EMPLOYEE RECOGNITION AWARDS** – Employee Recognitions were presented for April 2023 Employees of the Month.

Bus Operator of the Month

Barbara Szela

Maintenance Employee for the Month

Zavona Humphries

Administration Employee for the Month

Alfonso Doster, Jr.

**E. COMMENTS FROM THE PUBLIC:** There were no public comments.

**F. CHIEF EXECUTIVE OFFICER'S (CEO) REPORT** – Mr. Ford joined the meeting virtually as he is currently with the American Public Transportation Association (APTA) and Federal Transit Administration (FTA), which includes the FTA Administrator Nuria Fernandez. They are meeting with industry professionals to discuss public policy and safety. He will then attend the UITP Global Summit, where he will present on the JTA's Ultimate Urban Circulator.

Mr. Ford provided information related to opportunities that he and JTA staff have had recently to share best practices and challenges for a wide range of topics, at several industry conferences and seminars. He also shared that the JTA hosted Generation WOW, a group of local high school females to hear from industry professionals on opportunities women have for their professions.

He then shared that May 3, 2023 the St. Johns River Ferry was put back into service and ridership is coming back strong.

He also had the opportunity, along with Director Jolly, to become a Neurosurgeon for a day. This gave the JTA an opportunity to collaborate with Baptist Health to identify ways to improve the community's health options.

Mr. Ford provided updates on the regional work and mobility integration across the region. He also shared that during the month of May he had the opportunity to present to the Jacksonville Civic Council and the Northeast Florida Chapter of the Florida Engineering Society's annual gala.

He announced that Angela Brown, Director of Fixed Route has been selected to join the Florida Transit Leadership Development Program, which is sponsored by the Florida Department of Transportation (FDOT).

Mr. Ford provided details on the National Autonomous Vehicle (AV) Day, which JTA co-hosted and that it was a great success. Industry professionals from across the world are talking about the day.

He stated that he regrets to share that Operator 164, Mr. Amos Ealey. He was one of the first African American bus operators for the JTA. He will be missed but the JTA is blessed to have him as a member of the JTA family.

Mr. Ford concluded his report with a video highlighting the activities during the month of May.

The Chair thanked staff for the recognition of Mr. Ealey in the video.

**G. DIVISION REPORTS**

**1. ADMINISTRATION MONTHLY REPORT** – Mr. Ferguson shared highlights of

the Administration Division through April 2023. He also shared that June 1<sup>st</sup> kicks off hurricane season. Staff attended the City of Jacksonville’s (City) two hour briefing on the upcoming season.

2. **SYSTEM DEVELOPMENT MONTHLY REPORT** – Mr. Frazier shared details of the System Development Report and activities through April 2023 in Ms. Gillis’ absence.

3. **OPERATIONS MONTHLY REPORT** – Mr. Frazier provided the Board with the Operations report for April 2023.

**H. CONSENT AGENDA**

1. **APPROVAL OF MULTIFUNCTION DEVICES PURCHASE (B-23-011)**

2. **APPROVAL OF CONTRACT RENEWAL FOR MYTHICS ORACLE LICENSING SUPPORT**

3. **APPROVAL OF CONTRACT AMENDMENT FOR MICROSOFT WINDOWS SERVER DATA CENTER ENTERPRISE CORE LICENSES (B-23-005)**

**MOTION** (Wallace/Harding) Approval of Consent Agenda items H. 1 through H.3, as recommended by Staff. Motion Approved (5-0).

**I. ADOPTION AGENDA**

1. **RESOLUTION 2023-05: APPROVAL OF MOBILITY ACCESS PROGRAM:**

Staff recommended the Board adopt Resolution 2023-05 approving the 2023 Mobility Access Program (MAP) Update as the current guidance for the planning, design, and construction of transit stops, facilities, and passenger amenities throughout the JTA’s transportation system.

The MAP was initially established in 2003 to specify guidelines for the design and construction of bus stops throughout the JTA service area. The MAP was updated in 2015. The MAP 2023 Update. MAP 2023 serves as a manual to ensure a consistent approach to safety, equity, and accessibility in the implementation of JTA’s mobility services and facilities.

The MAP has not been updated or revised since 2015. This update brings the MAP guidebook up to date with the most current local, state, and federal standards and criteria and to address the modification and expansion of JTA services and facilities.

**MOTION** (Jolly/Harding) to Adopt Resolution 2023-05: Approval of MAP. Motion Approved (5-0).

2. **RESOLUTION 2023-06: APPROVAL OF LOCAL AGENCY PROGRAM AGREEMENT WITH FLORIDA DEPARTMENT OF TRANSPORTATION:** Staff

recommends the Board adopt Resolution 2023-06 authorizing the Chief Executive Officer to enter into a Local Agency Program (LAP) Agreement with the FDOT for the Timucuan Preserve Access St. John ‘s River Ferry with funds totaling \$163,200.

**MOTION** (Burch/Jolly) to Adopt Resolution 2023-06: Approval of Agreement with FDOT. Motion approved (5-0).

**J. SAFETY, AUDIT AND COMPLIANCE COMMITTEE** (Wallace, Committee Chair)

Director Wallace stated that there were no items under the Safety, Audit and Compliance Committee but wanted to share some information related to Safety. He stated that there were two separate incidents involving JTA Fixed Route on Route 19. The buses were hit by gunfire but there were no injuries. JTA Safety and Security is working with Jacksonville Sheriff's Office to ensure the safety of the operators and customers. Detours around this area were put in place while the incidents were investigated.

**K. FINANCE AND ADMINISTRATION COMMITTEE** (Harding, Committee Chair)

Director Harding stated that before asking for staff to present the action items under the Finance and Administration Committee he wanted to thank the finance team for the information they have provided over the last few months related to the Fiscal Year 2024 Budget. In April, the Board received a preliminary overview of the budget, then during the month of May, each of the Board members had the opportunity to sit down with the team, for in-depth discussions related to the budgets, operating and capital. They also received a presentation from Deloitte that shows the Authority's financial projections. And prior to this June 1, 2023 meeting the team provided another look at the budget during the work session to allow for any additional questions.

**ACTION ITEMS**

**1. RESOLUTION 2023-07: APPROVAL OF FISCAL YEAR 2024 OPERATING**

**BUDGET:** Mr. Hayes stated that Florida Statute 149.941 and the City's ordinance code requires the submission of the annual budget to the City by June 1<sup>st</sup> of each year. The Operating Budget for Fiscal Year 2024, Authority-wide and excluding any transfers between funds totals \$51,83,975. Therefore, staff requests the Board adopt Resolution 2023-07 and approve Fiscal Year 2024 Operating Budget and its submission to the City.

**MOTION** (Wallace/Burch) to Adopt Resolution 2023-07: Approval of Fiscal Year 2024 Operating Budget. Motion approved (4-1).

**2. RESOLUTION 2023-08: APPROVAL OF FISCAL YEAR 2024 CAPITAL**

**BUDGET:** Mr. Hayes stated the Capital Budget is similar to the Operating Budget and has been reviewed in detail. The Capital Budget totals \$66,663,712. Staff requests the Board adopt Resolution 2023-08 and approve Fiscal Year 2024 Capital Budget and its submission to the City.

**MOTION** (Harding/Wallace) to Adopt Resolution 2023-08: Approval of Fiscal Year 2024 Capital Budget. Motion approved (5-0).

**3. APPROVAL OF CONTRACT AWARD FOR ENGINE AND ENGINE PARTS**

**PURCHASE (B-23-003)**: Mr. Ferguson stated that staff requests the Board to authorize the CEO to negotiate and execute a contract with Cummins, Inc, for engine and engine parts purchase, as the sole responsive and responsible Bidder, for a period of five years. The total contract value is not-to-exceed \$3,000,000.

**MOTION** (Burch/Jolly) to Approve Contract Award for Engine and Engine Parts Purchase. Motion approved (5-0).

**4. APPROVAL OF DIESEL AND UNLEADED FUEL PURCHASE (B-23-013)**: Mr. Ferguson stated that staff recommends that the Board authorize the CEO to execute a contract with L.V. Hiers on Florida State Contract #15100000-19-1 which expires on June 30, 2025. The total cumulative contract value is not-to-exceed \$8,000,000 for the period of performance of two years.

**MOTION** (Jolly/Burch) to Approve Diesel and Unleaded Fuel Purchase. Motion approved (5-0).

**L. SERVICE DELIVERY** (Burch, Committee Chair)

Director Burch stated that there were no items for action under the Service Delivery Committee this month; however, she wanted to provide some information that ties into the MOVE 2027 Plan. She stated that as part of transitWORKS' network optimization strategy, the team successfully implemented the May 22, 2023 Service Enhancement as part of the associated Continuous Service Evaluation and Improvement Program tactic. In total, 18 fixed route schedules were modified in order to 1) improve on-time performance and 2) provide more reliable schedule adherence and 3) allow for appropriate rest time for operators in between trips.

Also, as part of regionalWORKS' waterborne transportation strategy, the team successfully completed the 2023 maintenance project on the Jean Ribault and returned the St. Johns River Ferry to service on May 3, 2023.

**M. LONG RANGE PLANNING AND SYSTEM DEVELOPMENT** (Driver, Committee Chair)

Chair Buckland stated that Director Driver was unable to join us today due to a family conflict and she would handle the Long Range Planning and System Development Committee. She stated that there some information to share before moving to the action item and shared the following:

As a follow up to the Board's request at the April 2023 Board meeting, staff updated the Board on their engagement with City and State stakeholders regarding the request of dedicated

lanes for the Bay Street Innovation Corridor (BSIC) project. Based on the outreach, staff has requested to seek stakeholder approval for the use of one dedicated lane on Bay Street, to which the Board approved.

Staff also presented the status of the BSIC project upon which staff recently completed the 60 percent design and discussed the plans for the Operations & Maintenance Facility. Staff will present to the Board at the June 29, 2023 Board Meeting requesting formal approval of these two items.

Staff also presented the details of the three-party Emerald Trail Memorandum of Understanding (MOU) between the JTA, City and Groundwork Jacksonville. The entities have come to consensus on the terms of the working agreement for the design and construction of the remaining segments. The MOU is currently with the City awaiting signature. However, staff wanted to bring the MOU details before the Board to show that the JTA and Groundwork Jacksonville (who has already signed the MOU) are ready to move forward with the project.

Lastly, staff presented the MAP 2023 update. The MAP handbook is the JTA's policy and procedures for design and construction of bus stops and placement of associated transit amenities at stations and stops and has been updated to include flexibility for placement of transit amenities based on ridership, proximity to major activity centers, proximity to major transfer points and locations in or near environmental justice areas.

### **ACTION ITEMS**

**1. APPROVAL OF REAL PROPERTY ACQUISITION – ARMSDALE ROAD:** Mr. Ferguson stated that staff recommends the Board authorize the CEO to execute a Purchase Sale Agreement (PSA) with Gardenview Baptist Church, Inc. for \$3,193,000. The subject parcel is described as a portion of Duval County Property Appraiser's Real Estate Number 019463-0000.

He also stated that it is the triangular piece of the property as shared during the work session. This purchase benefits the MOVE 2027 Plan and will serve as the north maintenance hub to allow a number of routes to transfer to that facility to reduce costs on dead miles.

Mr. Milian stated that there is one specific unusual component to the purchase agreement and that negotiations include a restricted covenant on the property and asks that the record reflect that.

**MOTION** (Jolly/Wallace) Approval of Real Property Acquisition for Armsdale Road. Motion Approved (5-0).

Director Buckland asked if this would be the first time JTA purchased property from a church and Mr. Ferguson responded that it is.

N. **OLD BUSINESS**: The Chair stated that there were a few items under old business and turned the floor over to Mr. Ferguson.

1. **APPROVAL OF AMENDMENT FOR ST. JOHNS EXPRESS SELECT SERVICE CONTRACT**: Mr. Ferguson stated that staff recommends the Board approve an amendment to the Contract for St. Johns Express Select Service with Owl Inc. with a not to exceed amount of \$1.3 million through the Fiscal Year 2024.

He advised that this is one of the contracts that as the national emergency orders, as well as the state came down the Authority had to provide additional service which required additional funds. As a result, this approval will approval the payments for these services and allow the existing contract to continue through Fiscal Year 2024.

**MOTION** (Wallace/Harding) Approval of Amendment for St. Johns Express Select Service Contract. Motion Approved (5-0).

2. **APPROVAL OF ADDITIONAL FUNDS FOR CONSTRUCTION ENGINEERING AND INSPECTION CONTRACT TASK ORDER**: Mr. Ferguson stated that staff recommends the Board authorize the CEO to amend the JTAMobilityWorks Construction Engineering & Inspection contract P-16-037 with Eisman & Russo in the amount of \$452,195. The new total cost of the contract is \$10,652,162 to provide contract administration, inspection, and materials testing services necessary to complete the JTAMobilityWorks Alta Drive Roadway Improvements project.

He added that that the amendment is being presented as the Board authorized the full contract amount, but this amendment exceeds the CEO spending authority.

**MOTION** (Harding/Burch) Approval of Additional Funds for Construction Engineering and Inspection Contract Task Order. Motion Approved (5-0).

3. **APPROVAL OF TRANSIT STOPS CONTINUING DESIGN-BUILD SERVICES CONTRACT**: Mr. Ferguson stated that staff recommends the Board authorize the CEO to execute an amendment to the Transit Stops Continuing Design-Build Services Contract in a not to exceed amount of \$634,000 to EltonAlan to provide design/build services inclusive of right-of-way surveys, design, and construction of ADA-compliant transit bus stop pads and adjoining sidewalk improvements for 66 bus stops.

He added that similar to the previous item, the Board has already approved this contract, but this amendment exceeds the CEO spending authority.

**MOTION** (Harding/Burch) Approval of Transit Stops Continuing Design-Build Services Contract. Motion Approved (5-0).

O. **NEW BUSINESS:** There was no new business.

Chair Buckland thanked the Board and staff for attending the Board Work Session and Meeting.

There being no further business, the meeting adjourned at 3:06 p.m.

SEAL

---

Debbie Buckland, Chair

---

Abel Harding, Secretary