



Birmingham-Jefferson County Transit Authority
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Report to the Board Finance Committee

Wednesday, October 21, 2009

Opening: The meeting was called to order by the Committee Chairman, Walter Jones, at 8:35 a.m. in the Executive Briefing Room, located at Central Station, 1735 Morris Avenue, Birmingham, Alabama 35203.

Members Present: Walter Jones, Ronald Lyas, and Guin Robinson

Members Absent: None

Others Present: Debra Anderson-Burse, Anna Brown, Ernestine Cobb, William Copling, Buddy Gamel, Jacquese Gary, Johnnye P. Lassiter, Barbara Lawson, Chris Leffert, Dr. Jesse Lewis, Tracy Lewis, Richard Nardecchia, Wytangy Peak, Joi Scott, Rev. Patrick Sellers, and Collina Washington.

Adoption of the Agenda: The agenda was adopted by general consent.

Items for Information and/or Discussion

Invoice from Precision Sales & Services

Walter Jones welcomed Buddy Gamel, President of Precision Sales & Services, who was present and answered questions from the Committee. No storage fees were included on the invoice. BJCTA employees were involved in authorizing the repairs for the trolley and in prioritizing the order of his company servicing the BJCTA trolleys at his place of business. Motion was made by Ronald Lyas to pay the bill, seconded by Guin Robinson, and recommended to the full Board for its consideration.

Mr. Robinson requested an internal report from staff as to the BJCTA following proper procedures in submitting a timely report to its insurance carrier, completing local accident/incident reports, and reporting what happened in general with the trolley. Brian Hamilton invited that Mr. Gamel attend the next Board meeting.

Financial Report

Richard Nardecchia, Chief Financial Officer, reported that as of September 30, 2009, assets were \$27,763,848.46 while total liabilities were \$8,497,775.24. The Income Statement details year to date revenues of \$29,316,612.84 and expenses of \$27,449,447.14 resulting in a difference of \$1,867,165.70. The total cash and cash

equivalents were \$1,385,628.61 of which \$1,359,102.65 was the balance in the operating and money market accounts. Total overall variance with the budget is a positive \$4,651,269.74.

Capital Improvement Budget

William Copling, Interim Executive Director, distributed a FY 2010 Capital Improvement Budget and reported that match funds are available in the budget. Mr. Robinson confirmed with Mr. Copling that no action is required by the Board at this time.

Timeline for Bus Procurement

Regarding the assignment for the twelve 31' buses, the test vehicle is expected to arrive by July 2010; the other vehicles by September 2010. There are concerns about the RFP for the Paratransit vehicles, which has been occupying much of staff time in trying to get quotes for the vehicles. Mr. Robinson requested a monthly timeline, in writing, for all planned vehicle purchases. Mr. Hamilton requested that the renovation information for the 8th Avenue Facility also be included on a timeline.

Update from the Chairman

Mr. Robinson expressed concerns regarding the retirement account status. He requested an update to be presented from the attorney at the next Committee meeting. Ms. Burse reported that there is not insurance coverage for Mr. Robinson to serve on the BJCTA Pension Allowance Committee; however, she has a quote for the insurance.

Resolutions for Consideration & Recommendation – None

Old Business –

Invoice from Precision Sales & Service

Mr. Copling reported that the BJCTA insurance company is auditing the invoice from Precision Sales & Services for consideration of paying a portion of the bill. Mr. Jones suggested that the BJCTA establish a contract for the services of Precision Sales & Services.

City of Hoover

Concerns were expressed regarding the BJCTA not having representation at the last meeting where a critical vote was taken to terminate service and whether or not the decision would have been different if a representative had been present to communicate effectively with the council members.

Procedure is to terminate service to the riders thirty (30) days after receiving official notice of Hoover's decision to terminate BJCTA service. Mr. Hamilton requested that staff review the costs of giving the riders a grace period of 30-60-90 days in order for the riders to have an opportunity to arrange other means of getting to work.

New Business –

Review of Travel Expense Reports

Johnnye P. Lassiter presented a summary of her review of BJCTA travel expense reports for the fiscal years 2007, 2008, and 2009. She requested that the Finance Committee review the report and provide comments before the travel policy is finalized by the full Board. Mr. Jones suggested that the Committee review the report and discuss it at the next meeting. He requested that copies of the expense items in question be given to the Committee.

Ms. Lassiter commented that she will soon present her report regarding comp time and leave of absence report.

Terminating Services of Municipalities

Mr. Copling reported that the BJCTA still has outstanding bills from the municipalities of Brighton, Midfield, and Lipscomb. He asked when he should start the process of terminating service. Mr. Robinson instructed that the BJCTA should follow its newly established procedures. He suggested that Mr. Copling update the Board at the next meeting and requested that the related resolutions be placed in the next Board packet for informational purposes.

Mr. Nardecchia addressed the issue of whether or not the municipalities have an understanding of the services to be rendered by the BJCTA and the costs for such services. Ms. Lassiter requested the Board receive a copy of the invoices presented to each municipality, along with the description of services to be provided.

Adjournment – The meeting was adjourned.

Minutes submitted by: Barbara Lawson, Administrative Assistant

Date: _____

Approved by: _____
Walter Jones, Committee Chairman