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Birmingham-Jefferson County Transit Authority
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**Report to the Board
Program Development Committee**

Wednesday, October 19, 2011

Opening: The meeting was called to order by Committee Chairman Terri Sharpley at 9:00 a.m. in the Executive Briefing Room located at Central Station, 1735 Morris Avenue, Birmingham, Alabama 35203.

Members Present: Andre Petties, Guin Robinson, and Terri Sharpley

Members Absent: None

Others Present: Debra Anderson-Burse, Robert Ballard, Peter Bruno, Martin Edwards-Clark, Mindy Falkner, Butch Ferrell, Jacquese Gary, Lawton Higgs, Sr., James O. Hill, Keelon Hobbs, Lee Jackson, Mark Johnson, Laura Land, Barbara Lawson, Chris Leffert, Dr. Jesse Lewis, Ronald Lyas, Julie McMillan, Charles Ridley, and Rev. Patrick Sellers.

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

Items for Information and/or Discussion:

BJCTA Pension Allowance Committee

The motion of appointing Rev. Sellers to serve on the Pension Allowance Committee was duly made, seconded, and forwarded to the full board for its consideration. Mr. Robinson stated that matters of this committee are very complex. He suggested that since one of the new board members is a banker, this member might be of some assistance to the board chairman in these matters.

Procurement Report

Procurement Officer Jacquese Gary gave highlights of the procurement report. There are several contracts expiring in the next 120 days. The pest control RFP has been sent to the attorneys for review. The Ghost Rider solicitation was expected to be let within three to four weeks, followed by the Oils & Lubricants RFP.

The BJCTA evaluation team recommended Lumenor Consulting Group to prepare the Short Range Transit Plan and their senior projects manager Peter Bruno was present to answer questions from the board. Mr. Bruno confirmed that the first task was to review

previous work to see what could be incorporated in the new plan. Key elements of the plan were:

- public outreach to learn the customers' needs by holding focus groups and open houses;
- review of bus stop inventory, shelters and amenities; and
- involvement of drivers.

The project should be completed within six to eight months. Periodic updates would be given to the BJCTA.

Update on Triennial Review

Grants & Procurement Manager Chris Leffert referred the Committee to page 39 of the packet and reported that the BJCTA received the FTA close out letter, which stated that all corrective actions had been satisfactorily resolved. Executive Director Peter Behrman was instructed to send a copy of the FTA letter with his personal cover letter to Birmingham officials Chuck Faush, Jarvis Patton, and Council.

Update on APTA Peer Review Implementation

Cynthia Dowdell was the new manager of Safety and Training. Safety reports were listed in committee and board packets and a detailed training program was to be forthcoming.

Alternative Routes for Lowest Ridership Routes/DART Route Changes

Of the six lowest ridership routes, three were DART routes. Staff recommended eliminating the south side east-west line and combining the downtown east-west line with the north-south line. The new DART line would be both a downtown shuttle between downtown and Central Station with a connection to the south side UAB area and Vulcan Park. This followed the needs to make the BJCTA system more efficient and effective. Dr. Jesse Lewis of The Lewis Group was asked to help with the publicity of the DART route changes.

Per the concerns of Mr. Petties, Mr. Behrman responded that the next route for redesign will be the #20 Zion City. Rev. Sellers encouraged staff to continue working on route efficiency.

Board Retreat for Strategic Planning

Rev. Sellers reported that there were three locations being considered for a retreat site - YMCA Hargis Retreat in Chelsea; Magnolia Park in Odenville, and Guntersville State Park Lodge in Guntersville. Director Joyce Brooks is preparing questionnaires that would help decide the scope of work. Mr. Robinson stated that all nine members should be in agreement on the scope of work. Mr. Lyas suggested getting a local facilitator for cost-effectiveness. Ms. Sharpley offered to work with Mrs. Brooks on the Retreat agenda and to reach out to members for names of facilitators.

Jefferson County Delegation for Transit Funding

Rev. Sellers stated that there was a need to pull the Jefferson County Delegation together and express our needs for state funding. There are two bills with an element of transit funding to be presented in the upcoming special session. He instructed staff to move expeditiously on the position of governmental relations. Mr. Behrman offered to research information for a job description. Ms. Sharpley offered to work with Dr. Lewis and come back with a recommendation to the board.

Transit Advisory Committee (TAC)

The Committee has experienced difficulties in getting a quorum to conduct official business. Legal Counsel Bing Edwards explained that a majority of filled seats would make a quorum; vacant seats are not considered in the calculation. He advised that it may be beneficial to amend the by-laws, whether by TAC or the BJCTA since TAC is a committee of the BJCTA. Mr. Petties suggested that the BJCTA Program Development Committee continue working with the attorney on TAC matters.

Resolutions for Consideration & Recommendation –

- A. **Resolution No. 2012-01:** In Recognition and Appreciation to Brian Hamilton for His Service as a Member of the Board of Directors of the Birmingham-Jefferson County Transit Authority was duly made, seconded, and forwarded to the full board for its consideration.

- B. **Resolution No. 2012-03:** Authorization for the Executive Director to Enter into Contract with Lumenor Consulting Group to Prepare a Short Range Transit Plan (SRTP) was duly made, seconded, and forwarded to the full board for its consideration.

- C. **Resolution No. 2012-04:** Authorization to Release Solicitations was duly made, seconded, and forwarded to the full board for its consideration.

Old/New Business:

Road Supervisors

Mr. Robinson requested that Mr. Behrman address the issues of road supervisors in his Executive Director's report. Director of Transportation Robert Ballard reported that he was aggressively addressing the issues of road supervisors. He was of the opinion that several supervisors had not received proper training.

Card Access Keys

Card access keys to BJCTA facilities were issued to all board members. Mr. Robinson stated that he did not feel that it was appropriate and returned his key. Directors Sharpley, Lyas, and Hobbs returned their keys also. (Some board members were not present.) Mr. Robinson suggested that it might be a good time for members to re-read the BJCTA by-laws. He said that, according to the by-laws, after members leave a meeting, they are not entitled to do anything. The chairman runs the meetings; the vice chair runs the meetings when the chair cannot. He said that the chair and vice-chair

have no special duties outside of board meetings.

Intermodal Facility

Mr. Lyas reported on an article in *The Birmingham News* regarding the proposed plans of demolishing the BJCTA facilities when constructing the new intermodal facility. He expressed concerns and said that he was opposed to demolishing the building. Mr. Leffert reported that the City of Birmingham was dealing directly with the FTA on Phase II of the project. Since the FTA provided 80% of the BJCTA construction costs, this was an FTA issue.

Bus Design

Mr. Behrman requested permission to test a slogan line on new buses. He was cautioned against using "Magic City" in the slogan. "MAX Motion" was suggested.

BJCTA Central Station 1st Floor

Mr. Behrman announced that renovations to the new office were complete. He requested to know how much of the proposed plans for the first floor should be continued. Rev. Sellers responded to go forward with the cleaning, painting, and repair of the restrooms.

Adjournment: The meeting was adjourned.

Minutes submitted by: Barbara Lawson, Executive Administrative Assistant

Date: _____

Approved by: _____
Terri Sharpley, Committee Chairman