



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

Wednesday, November 16, 2011

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

Members Present: Andre Petties and Terri Sharpley

Members Absent: None

Others Present: Debra Anderson-Burse, Robert Ballard, Peter Behrman, Joyce Brooks, Gwen DeRue, Bing Edwards, Jacquese Gary, Richard Goldstein, Lawton Higgs, Sr., Keelon Hobbs, Lee Jackson, Barbara Lawson, Chris Leffert, Dr. Jesse Lewis, Vicki Lewis, Will Manget, Julie McMillan, Dan Raudebaugh, Rev. Patrick Sellers, and Solomon Wilson.

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

Items for Information and/or Discussion:

Procurement Report

Procurement Officer Jacquese Gary gave highlights of the procurement report. There are six contracts expiring within the next 120 days. The SRTP contract has been executed. For the upcoming solicitations, the two of top priority are the exterior lighting maintenance and oils and lubricants.

Hydrogen Fuel Cell Bus

Director of Maintenance Lee Jackson reported that this project was introduced to the BJCTA under the leadership of Acting Executive Director William Copling. Present at the meeting were Dan Raudebaugh and Will Manget of the Center for Transportation and the Environment, a nonprofit organization working to promote clean, advanced transportation technology. Mr. Raudebaugh spoke before the Committee and reported that Senator Richard Shelby gave UAB earmarked funds for the buses that will be manufactured in Georgia. UAB will perform data collection and analysis for the program. The BJCTA's role is to demonstrate the bus for two years, providing labor and maintenance. The start date for bus operation will be in the spring of 2012. Marketing

is part of the project. Birmingham will get a refueling infrastructure. Mr. Petties requested that the board receive a copy of the quarterly reports that are submitted to the FTA.

Update on APTA Peer Review Implementation

Mr. Petties requested that the report be reformatted to include a “status” column.

Governmental Relations Position

Ms. Gary reported that it would take several weeks to develop a job description, let an RFP, and review responses. Mr. Petties stressed the need for having government relations with the legislature and with local city councils. Mr. Behrman announced that the Alabama Transit Association is planning to merge with the Alabama Transit Coalition. He met with Mr. Cooper, director of ALDOT, last week and discussed transit issues. The organization is gearing up for the next legislative session.

Ms. Sharpley suggested that the BJCTA let an RFP as soon as possible and, in the meantime, let someone in-staff start working with Dr. Lewis. In response, Dr. Lewis offered to help train an in-house person at no additional cost other than covering his expenses. Executive Director Peter Behrman suggested that Adrian Solomon be the in-house contact to work with Dr. Lewis. Mr. Petties requested monthly updates on progress made. Chairman Sellers instructed that this item be included in this month’s release of solicitation. Ms. Sharpley and Mr. Petties asked to review the scope of work before its release.

Bus Advertising

The BJCTA is allowed under law to do political advertising; however, language to protect the authority should be crafted. Only a small percentage of total advertising should be allowed for political advertising and not one candidate should be allowed to monopolize that percentage. The consensus of the Committee was to not allow any full wrap advertising on BJCTA buses. Dr. Lewis offered to assist with developing the guidelines for advertising. As a general rule, political advertisements cost 20% more than other advertisements. Chairman Sellers requested this item to be added to the board agenda.

Board Retreat for Strategic Planning

Ms. Lawson was instructed to poll the members for availability to attend a retreat during the first three weeks of December. She will also contact The Legends on Capitol Hill for pricing. Mr. Petties agreed to contact Mr. Will Scott in regards to facilitating at the retreat. Mr. Scott’s focus is transportation. A solicitation will have to be let on any item over \$5,000. Chairman Sellers requested this item to be added to the board agenda.

Resolutions for Consideration & Recommendation –

- A. **Resolution No. 2012-10:** In Recognition and Appreciation of Walter Jones 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. 2012-11:** In Recognition and Appreciation of Guin Robinson 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.
- C. **Resolution No. 2012-12:** Authorization for the Executive Director to Exercise a One-Year Option to the Contract with Petroleum Traders for the Purchase of Low Sulfur #2 Diesel and Unleaded Fuels was duly made, seconded, and forwarded to the full board for its consideration.
- D. **Resolution No. 2012-13:** Authorization for the Executive Director to Approve Ordering Repair Parts for DART Trolleys and Authorization of Payment of Invoices was duly made, seconded, and forwarded to the full board for its consideration.
- E. **Resolution No. 2012-14:** Authorization to Release Solicitations was duly made, seconded, and forwarded to the full board for its consideration.

Discussion: Ms. Sharpley instructed that the governmental relations position be added to this resolution. Rev. Sellers requested that staff check into piggy backing on another organization's procurement process for the purchase of new buses. He also asked about the BJCTA decreasing the headway so that additional buses could be purchased.

- F. **Resolution No. 2012-15:** Authorization to Create a Two-Hour Pass for BJCTA Patrons was duly made, seconded, and forwarded to the full board for its consideration.

Old/New Business: None

Adjournment: The meeting was adjourned.

Minutes submitted by: Barbara Lawson, Executive Administrative Assistant

Date: _____

Approved by: _____
Terri Sharpley, Committee Chairman