



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

Wednesday, April 20, 2011

Opening: The meeting was called to order by the Committee Chairman Rev. Patrick Sellers, at 10:23 a.m. in the Executive Briefing Room, located at Central Station, 1735 Morris Avenue, Birmingham, Alabama 35203.

Members Present: Brian Hamilton and Rev. Patrick Sellers

Members Absent: Walter Jones

Others Present: Debra Anderson-Burse, Leon Barkan, Peter Behrman, Martin Edwards-Clark, Jacquese Gary, Lee Jackson, Barbara Lawson, Chris Leffert, Dr. Jesse Lewis, Julie McMillan, Nicholas Porterfield, and Solomon Wilson.

A moment of silence was observed in memory of the late Doris Powell.

Items for Information and/or Discussion:

Procurement Report

Procurement Officer Jacquese Gary gave an overview of the procurement highlights. There are two contracts expiring in the next 120 days. All thirty (30) paratransit vans have been delivered. There were ten (10) respondents to the IT RFP; a recommendation of nMomentum will be presented to the board in the form of a resolution. The tire lease responses are due April 29, 2011. A new RFP to hire a consultant to prepare a short range transit plan will be let soon. BJCTA executive director Peter Behrman and RPC deputy director of planner Darrell Howard will be writing the plan RFP.

Mr. Leon Barkan of Volkert presented an update on the bus wash and vacuum system to the Committee. The change order to clean and paint the walls and floor of the bay went into effect on Monday, April 18, 2011. The installation of the bus wash will be delayed; the start up date is estimated at May 27, 2011. The vacuum system will be installed with an estimated start up of July 29, 2011 – August 10, 2011.

Update on Triennial BJCTA Response

Grants and Procurement Manager Chris Leffert referred the Committee to page 45 of the packet and reported that the status of each BJCTA response was highlighted in bold

print. The FY2010 Triennial Review cannot be closed until all the findings are adequately addressed. He estimated that this should be completed within the next thirty (30) days.

APTA Peer Review Implementation

Mr. Behrman referred to page 48 of the committee packet. Items 4, 6, and 27 will be addressed today and hopefully presented to the full board next week.

Eliminating Some of the Looping of Routes in the Central Business District

Transportation Manager Solomon Wilson reported that the purpose of eliminating the loops would be to improve on time performance. Service will be provided to the riders who normally take advantage of the looping. Two weeks notice will be given to the riders. Mr. Hamilton requested the number of riders affected be included in the staff summary and a copy of policy that allows minor route modifications be attached.

Dr. Jesse Lewis of the Lewis Group requested that his office be informed whenever there is a route change so that he can send out a publicity story and any required advertisements.

Highest Ridership Routes

Planning Manager Martin Edwards-Clark presented the top fifteen routes by ridership by month, comparing March 2010 to March 2011. Even while some routes have lost ridership, the overall ridership for these routes has increased by 1,722. The Committee requested that the report be provided monthly.

Dr. Lewis advised that ridership information be related to the mayor, City of Birmingham.

Public Hearings for Brighton and Lipscomb

Dr. Lewis reported that there is a policy in place regarding non payment by municipalities. However, because there was some controversy at the last board meeting, he suggested bringing the matter back to the board to make a decision of whether or not to obey policy or to amend it.

Mr. Hamilton requested that board support add the item to the board agenda and that staff detail the amounts owed, the ridership data and the VIP impact.

Resolutions for Consideration and/or Recommendation:

- A. **Resolution No. 2011-30:** APTA Peer Review Implementation: Authorizing the Executive Director to Eliminate Sunday Service and Close All BJCTA Facilities was moved by Mr. Hamilton, seconded by Rev. Sellers and forwarded to the full board for its consideration, provided that staff provide a memorandum that verifies that they have complied with all the policies and acknowledges procedures needed to effect the policy.

Discussion: Mr. Hamilton asked staff to check policy and verify with legal counsel to see if the state law requires approval from the City of Birmingham and Jefferson County when service is cut, in addition to and after board approval. There should also be advertising and public hearings. Mr. Behrman would like to use the savings for improvement of service on other routes.

- B. **Resolution No. 2011-31:** Authorization for the Executive Director to Enter into Contract with nMomentum to Provide an Information Technology Assessment and Strategic Plan was tabled.

Discussion: Rev. Sellers inquired whether or not it would be more cost effective if the BJCTA Information Technology (IT) personnel visited other transit systems to review their IT and bring back a recommendation. BJCTA network administrator Nicholas Porterfield responded that he does not have the transit experience required for such a complicated process. Hiring a consultant would eliminate the trial and error aspect by providing a comprehensive study that would get the technology implemented correctly the first time. The five-year plan would detail what to purchase and a timeline. According to Mr. Behrman, the real driver is the unused technology on the new buses, such as the passenger counters and automatic vehicle locators. The assessment would take approximately four months to complete.

Old Business: None

New Business:

Mr. Hamilton announced that the City of Birmingham is going through its budget cycle for their fiscal year that starts in July. The BJCTA needs to be on the front end of the budget cycle, letting the City know how much we require for the next fiscal year. Board members should be made aware of what information the BJCTA will present to the City of Birmingham prior to doing so.

Mr. Behrman responded that a BJCTA budget meeting is scheduled for Thursday, April 21, 2011. Information will most likely be ready to present to the board in May 2011.

Adjournment: The meeting was adjourned.

Minutes submitted by: Barbara Lawson, Executive Administrative Assistant

Date: _____

Approved by: _____
Rev. Patrick Sellers, Committee Chairman