



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

Wednesday, June 15, 2011

Opening: The meeting was called to order by the Committee Chairman Rev. Patrick Sellers, at 10:05 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, Peter Behrman, Bing Edwards, Jacquese Gary, Lee Jackson, Barbara Lawson, Chris Leffert, Dr. Jesse Lewis, Julie McMillan, Gil Mobley, Councilor Kim Rafferty, Makeda Smith, 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 an overview of the procurement highlights. The current contract for pest control is a month-to-month agreement. Staff will request to release an RFP for this service. The contract with Dynamic Security Services ends September 9, 2011. It has one renewal option year remaining. The bus washer is in operation. The vacuum system is expected to be operational by July 29, 2011. There are two authorized RFP to be let in June 2011: 1) Automobile liability insurance; and 2) Legal Services. Staff is working on an RFP for the Short Range Transit Plan (SRTP). There are five bus shelters where concrete pads are needed prior to installation of the shelter.

Rev. Sellers requested to know how much is being spent on pest control, especially since we are paying people to clean the buses. Staff replied that pest problems are common in other southern transit systems. The dampness from cleaning attracts pests, especially water bugs. Rev. Sellers also inquired about the status of the bus shelter near Jefferson Avenue. Director of Maintenance Lee Jackson replied that they would try to have everything turned in by the end of the week and he would follow-up.

Mr. Hamilton inquired if there would be an RFP for ridership studies. Behrman replied in the affirmative and said that it was part of the SRTP. He prepared the scope of work and is asking the consultants to bid on two modules: 1) for the BJCTA alone; and 2) to include other service providers in the area. He estimated that it would take nine months to one year to do the study because of the types of funds requested. ALDOT will have to review the process. Mr. Hamilton replied that the time was not acceptable, especially if the funding would only cost \$5,000-\$10,000 to shorten the process.

Transit Advisory Committee (TAC)

Rev. Sellers reported that one of the main issues is that TAC has not been able to function due to a lack of a quorum. Birmingham Councilor Kim Rafferty was welcomed to the meeting and reported on efforts to improve TAC, such as reducing the number of representatives for the City of Birmingham. She has not been able to get fifteen applicants that are interested in serving. Part of the dysfunction is that the members are not sure of their responsibilities and do not act like a committee. Councilor Royal suggested looking into dissolving the committee and redeveloping TAC and the Paratransit Advisory Committee (PAC) as one committee and letting the BJCTA set up the requirements.

Mr. Hamilton moved to schedule a joint meeting of TAC, PAC, and the Board Executive Committee for the purpose of making a recommendation to the Program Development Committee that will make a recommendation, which may include a request for action by the county commission, state legislatures, and city council, to the full Board, seconded by Rev. Sellers, and forwarded to the full Board for its consideration.

Legal Services

Rev. Sellers discussed the options of letting an RFP for legal services or bringing legal a counselor in-house. Mr. Hamilton suggested letting the RFP and simultaneously investigating the pros and cons of bringing an attorney on board full time. If the volume is not sufficient for a full time position, then the person could do double duty.

Grants and Procurement Manager Chris Leffert reported that the BJCTA's version of the RFP for Legal Services was the version corrected by former board member Frank Galloway. Mr. Hamilton moved that the full Board decide who would be responsible for evaluating the proposals and making a recommendation, seconded by Rev. Sellers, and forwarded to the full Board for its consideration.

APTA Peer Review Implementation

Mr. Behrman referred to page 46 of the committee packet. Items 4 and 7 are being presented.

Resolutions for Consideration and/or Recommendation:

- A. **Resolution No. 2011-40:** In Recognition and Appreciation to Frank C. Galloway, Jr., for His Service as a Member of the Board of Directors of the Birmingham-Jefferson County Transit Authority was moved by Mr. Hamilton,

seconded by Rev. Sellers, and forwarded to the full Board for consideration.

- B. **Resolution No. 2011-41:** Authorization for the Executive Director to Exercise the Final Renewal Option of the Contract with Dynamic Security Services to Provide Physical Security Services was moved by Mr. Hamilton, seconded by Rev. Sellers, and forwarded to the full Board for consideration.
- C. **Resolution No. 2011-42:** Authorizing Adoption of an Amendment to BJCTA Purchasing Policies & Procurement Manual, Policy P-160 Bids – Evaluation and Award was moved by Mr. Hamilton, seconded by Rev. Sellers, and forwarded to the full Board for consideration.
- D. **Resolution No. 2011-43:** Authorization for the Executive Director to Approve the Ordering of Two Cummins CNG Engines and Authorize Payment of Invoices to W.W. Williams was moved by Mr. Hamilton, seconded by Rev. Sellers, and forwarded to the full Board for consideration.

Old Business: None

New Business: None

Adjournment: The meeting was adjourned.

Minutes submitted by: Barbara Lawson, Executive Administrative Assistant

Date: _____

Approved by: _____
Rev. Patrick Sellers, Committee Chairman