



Birmingham-Jefferson County Transit Authority
1735 Morris Avenue · Post Office Box 10212 · Birmingham, Alabama 35202-0212
Phone (205) 521-0161 · Fax (205) 252-7633 · www.bjcta.org

**Report to the Board
Program Development Committee**

Wednesday, July 20, 2011

Opening: The meeting was called to order by the Committee Chairman Rev. Patrick Sellers, at 9:03 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: None

Others Present: Debra Anderson-Burse, Robert Ballard, Peter Behrman, Ernestine Cobb, Martin Edwards-Clark, James Dean, James O. Hill, Lee Jackson, Johnnye P. Lassiter, Barbara Lawson, Chris Leffert, Julie McMillan, Gil Mobley, Makeda Smith, and Solomon Wilson

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

Items for Information and/or Discussion:

Procurement Report

Grants and Procurement Manager Chris Leffert gave an overview of the procurement highlights. There are seven contracts expiring in the next 120 days, with the legal services and the collective bargaining agreement being the highest priorities. The vacuum system has been delayed by seven days due to re-engineering of the equipment to fit our site. Mr. Gil Mobley of Volkert, Inc., was present and responded that the work is expected to be complete during the first week in August 2011. The bus shelter at Lawson State is now completed. Other shelters are awaiting the permitting process. The duct work at the 8th Avenue Facility is now complete and the air flow will be tested next week.

Update on Triennial BJCTA Response

Mr. Leffert reported that the BJCTA has addressed all the known issues and is waiting for the official notification letter from the FTA to close out the reporting.

APTA Peer Review Implementation

Executive Director Peter Behrman referred to page 45 of the committee packet. Regarding item 6, the contract is with the IT consultant and the BJCTA is waiting for an

executed copy. For item 11, training is delayed due to the resignation of the safety and training manager and reduced staff. The BJCTA is advertising the safety and training manager position.

Ridership Count

Planning Manager Martin Edwards-Clark presented five graphs each for routes 1 South Bessemer, 3 Jefferson Wenonah, and 17 Century Plaza, which depicted how many riders got on and off at each stop, both outbound and inbound. Data was also presented on time consumed between points. The data timeframe was one day, taken on a Tuesday, Wednesday, or Thursday. Hopefully, this timeframe was representative of the average ridership. Once the automatic passenger count is usable and collecting data on a daily basis, the reports generated will be most accurate for planning purposes. A complete report of all routes will be made to the full board.

Rev. Sellers requested to learn the actual travel time spent for the City of Lipscomb and questioned why the BJCTA does not service the area of Dolomite, which is part of the City of Birmingham. The neighboring area of Hueytown may be a good market for transit, especially for the residents who might enjoy having rides to the Wal-Mart in Bessemer.

Naming a Bus Stop or Route in Memory of the Late Ms. Doris Powell

Mr. Hamilton moved to name the bus shelter located at 18th Street and 16th Court North, Birmingham, Alabama in memory of Ms. Powell, seconded by Rev. Sellers and forwarded to the full board for its consideration.

Bus Design

Mr. Behrman distributed a proposed bus design to the Committee and reported that the bus design was basically the same as currently in use but was never approved by the board. The difference is the tape on the windows which peels in the bus wash and also presents problems for the riders viewing out the windows.

Mr. Behrman introduced Robert Ballard to the Committee as the new BJCTA Director of Transportation. Mr. Ballard gave a brief overview of his transit experience, which included bus design and branding.

Mr. Hamilton moved to adopt the design, minus the slogan and branding. It was seconded by Rev. Sellers, and forwarded to the full board for its consideration.

In-House Legal Services

Rev. Sellers reported that the BJCTA is exploring the options of using in-house legal services. Three documents were distributed for informational purposes: 1) a summary of BJCTA monthly costs incurred for legal services since October 2010; 2) a printout from the Bureau of Labor showing wage estimates for legal occupations in the Birmingham-Hoover area; and 3) a printout of mean salary by size of employer representing transit systems that use in-house legal services. Mr. Leffert reported that

there would likely be the necessity for out-sourcing some legal services for special issues.

Resolutions for Consideration and/or Recommendation:

- A. **Resolution No. 2011-45:** Authorization for the Executive Director to Continue the Authority's Membership in the American Public Transportation Association (APTA) for Fiscal Year 2012 was moved by Mr. Hamilton, seconded by Rev. Sellers and forwarded to the full board for its consideration.

- B. **Resolution No. 2011-46:** Authorization to Release Solicitations was moved by Mr. Hamilton, seconded by Rev. Sellers and forwarded to the full board for its consideration.

- C. **Resolution No. 2011-47:** Authorization to Extend the Existing Legal Services Contract with Balch and Bingham LLP For a Period Not To Exceed Sixty (60) Days was moved by Mr. Hamilton, seconded by Rev. Sellers and forwarded to the full board for its 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