



Birmingham-Jefferson County Transit Authority
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BOARD MEETING MINUTES

Wednesday, November 22, 2006

Opening: The Regular Meeting of the Board of Directors of the Birmingham-Jefferson County Transit Authority was called to order by the Chairman, Guin Robinson, in the Public Meeting Room, located at Central Station, 1735 Morris Avenue, Birmingham, AL 35203 on November 22, 2006 at 12:20 p.m.

Members Present: Brian Hamilton, Robert Kelly, Johnnye P. Lassiter, Ronald Lyas, Doris Powell, Guin Robinson and Rev. Patrick Sellers.

Members Absent: Walter Jones and Hugo Isom

Others Present: David C. Hill, Richard Nardecchia, Julie McMillan, Kenneth Simon, Mike Vercher, Joi Scott, Dr. Jesse Lewis, Chianti Clegget, James Clark, William Muhammad, Judy Gordon, Herb Patterson, Marva Douglas, Kevin Owens, Willie Petty, L. A. Moss, Collina Washington, Officer Christopher Bolling and LaChaune Slater.

Mr. Robinson asked the assembly to observe a moment of silence.

Rev. Sellers led the assembly in the recitation of the **Pledge of Allegiance**.

Public Comment:

Mr. William Muhammad, 411 Lorain Street, addressed the Board concerning BJCTA's agreement with ClasTran. Mr. Muhammad stated that he is an advocate for transit and is concerned about the limited service provided by ClasTran. Individuals who reside outside of the BJCTA service area are often inconvenienced due to ClasTran's limited hours of operation.

The Executive Director explained that Mr. Muhammad's community is outside of the BJCTA service area. Because there is no contract between BJCTA and ClasTran, ClasTran is completely responsible for providing transportation services outside of the BJCTA service area.

The Chairman asked that the Program Development Committee addresses Mr. Muhammad's concerns. Mr. Robinson also requested that representatives from ClasTran, the City of Birmingham and other community officials are invited to the next Program Development Committee.

Ms. Marva Douglas, 716 Rutledge Dr, Midfield, AL 35228, requested that the hours of operation for Sunday Service are extended.

The Executive Director explained that the special holiday Sunday Service is paid for directly by the City of Birmingham. A previous request for permanent service on Sunday has been made to the City of Birmingham; however, the primary concern is funding.

The Chairman requested the Program Development Committee to address this request. He also requested that Councilor Reynolds is invited to the next Program Development Committee Meeting.

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

Adoption of the Minutes: The following minutes were adopted by consent:

- Committee of the Whole – October 13, 2006
- Finance Committee – October 18, 2006
- Program Development – October 18, 2006
- Human Relations Committee – October 18, 2006
- Regular Meeting of the Board of Directors – October 25, 2006
- Finance Committee – November 15, 2006
- Program Development – November 15, 2006
- Human Relations Committee – November 15, 2006

Committee Reports

Finance: Ms. Lassiter reported that the Finance Committee met on Wednesday, November 15. The Committee recommends the approval of Resolution No. 2007-04.

Program Development: In Mr. Jones' absence, Ms. Powell stated that the Program Development Committee met and recommends the approval of Resolution No. 2007-01, Resolution No. 2007-02 and Resolution No. 2007-03.

Human Relations Committee: Mr. Hamilton reported that the Human Relations Committee met on Wednesday, November 15. The committee is continuing to develop the strategic plan for FY 2007.

Transit Advisory Committee: Mr. James Clark, TAC Chairman, reported that the TAC By-laws have been reviewed by Attorney Ken Simon. The Committee is reviewing the suggested recommendations. The Transit Advisory Committee is scheduled to meet in January 2007.

Chairman's Report – Mr. Robinson requested that The Lewis Group and the Program Development Committee develop a campaign to positively promote MAX. Further details will be discussed at the next Program Development Committee Meeting.

Executive Director's Report

1. **Funding Partners** – The Executive Director is continuing to meet with municipalities.
 - a. Fairfield – Have issued a timeline and still awaiting a response.
 - b. Lipscomb – Ms. Lassiter is going to meet with the new Mayor.
 - c. Jefferson County – Mr. Robinson will meet with the President of the County Commission and report to the Board.
2. **Bus Stops and Shelters** – 1537 of 1680 bus stops have been installed, and a bus stop was recently installed near Piggly Wiggly in Bessemer.

Survey work has been completed for the bus shelters in Vestavia Hills. Arlington Engineering has begun drafting for the areas where surveys have been completed. ALDOT should issue permits within 6 weeks. Installation will take place upon receipt of permits.

Mr. Robinson inquired the status of information regarding the free audit mentioned during the Board Meeting held October 25. Mr. Hill explained that APTA does not sponsor a free audit sponsored. Regarding previous audit findings, preventive maintenance has been performed. The files in question have been located in another cabinet.

Transit Development Plan (TDP) – Darryl Howard of the Regional Planning Commission and Sylvia Kennedy, BJCTA Planning Manager, presented an overview of the projected initiatives for the Transit Development Plan.

Attorney Ken Simon inquired if it is possible for the Board to adopt the TDP even without funding in place. Mr. Robinson responded that it is possible, as well as a great tool to outline what is needed.

Mr. Hamilton stated that the Human Relations Committee is in the process of identifying existing MAX relationships. He also requested for staff to identify potential students that may benefit from training through a MAX internship or apprenticeship program.

Marketing Report – Dr. Jessie Lewis provided the following report:

1. A News Release detailing the holiday schedule was published.
2. Paratransit Guides have been printed in Large Print and are now available.
3. The Magic City Chapter of COMTO Reception was published nationally.
4. The November Newsletter has been completed and has been distributed to each Board Member.

5. The agency continually notifies the press regarding all BJCTA meetings.

Financial Report – Mr. Richard Nardecchia reported that the fiscal year began October 1, 2006. As of the October 31, 2006 Balance Sheet, assets were \$31,366,117.69 while total liabilities were \$7,692,657.35. The Income Statement for the twelve months ending October 31, 2006, details year-to-date revenues of \$2,130,018.44 and expenses of \$2,167,843.67, resulting in a negative difference of \$(37,825.26). The total unencumbered cash balance at October 30, 2006 was \$1,160,593.67, leaving us short of our 3 month reserve requirement by \$4,320,362.98. The total long term debt was \$2,405,245.05. The Actual versus Budget variances are \$52,373.27 for Revenues and (\$31,719.55) for Expenses. That results in an overall positive variance of \$20,653.72.

Negative variances are largely due to the continued fuel, repair parts, repair costs and retirement expenses.

Resolutions for Consideration and Approval

Resolution No. 2007-01 - Authorization to Amend the Current Public Comment Policy to Include Written Public Comment was moved by Hamilton, seconded by Powell and approved by general consent.

Resolution No. 2007-02 - Authorization for the Executive Director to Enter into a Tire Lease and Service Agreement with Bridgestone Firestone North American Tire, LLC was moved by Hamilton, seconded by Powell and approved by general consent.

Resolution No. 2007-03 - Authorization to Purchase Bus Shelters as Needed to Facilitate the Adopt-a-Shelter Program was moved by Sellers, seconded by Kelly and approved by general consent.

Resolution No. 2007-04 - Authorization to Amend Renewal with McGriff, Seibels & Williams (Broker) for the Auto & General Liability Insurance, Including Public Officials Coverage was moved by Lyas, seconded by Powell and approved by general consent.

Old Business

The Chairman requested that future Board Meetings continue to rotate to locations other than Central Station.

New Business

The Conference on Minority Transportation Officials (COMTO) Reception – The Magic City Chapter of COMTO held a reception on November 9 at Central Station in observance of National COMTO Week. Mr. Robinson expressed his

gratitude and commented that it wouldn't have been a success without Mr. Lyas' support.

Announcements

Doris Powell expressed her gratitude to staff and the City of Birmingham for the recent installation of bus signs in the Fountain Heights community.

Judy Gordon is serving as President of Citizens United for Regional Transit, a newly created transit advocacy group.

BJCTA Committee Meetings and the Regular Meeting of the Board of Directors will not be held in the month of December.

The **Meeting Adjourned** at 1:40 p.m. The next **Regular Meeting of the Board of Directors** will be held **Wednesday, January 24, 2007, 12:00 p.m.** at Central Station, 1735 Morris Avenue, Birmingham, AL.

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