



Birmingham-Jefferson County Transit Authority
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BOARD MEETING MINUTES

Wednesday, June 28, 2007

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, Alabama 35203 on June 28, 2007 at 12:00 p.m.

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

Members Absent: Frank C. Galloway, Jr. and Walter Jones

Others Present: David C. Hill, Richard Nardecchia, Kenneth Simon, Mike Vercher, Joi Scott, Dr. Jesse Lewis, Angela Hayden, Julie McMillan, John C. Harris, Marva Douglas, Adrian Green, Tunisia Minnifield, Willie Petty, James Clark, Judy Gordan, Herb Patterson, Kevin Adams, Gilbert Klein, David Russell, Debra Anderson-Burse, Collina Washington, Jacquese Gary, 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**.

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

Adoption of the Minutes: The following minutes were tabled for further review:

- Regular Meeting of the Board of Directors – May 22, 2007
- Human Relations Committee – June 20, 2007
- Finance Committee – June 21, 2007
- Program Development Committee – June 21, 2007

Committee Reports

1. **Finance Committee:** Ms. Lassiter reported that the Finance Committee met June 21 and forwarded Resolution No. 2007-13, Resolution No. 2007-14, and Resolution No. 2007-15 to the full Board for its consideration.
2. **Human Relations Committee:** Mr. Hamilton thanked the members HR Committee and Legal Counsel for ongoing analysis and implementation of strategic objectives. Mr. Hamilton also reported that two students are

completing a six-week summer Executive Internship program at MAX for six (6) weeks. Lena Cantrell is a Senior majoring in Business Management at Payne College and Brittney Lee is a Junior at Tuskegee University majoring in Mechanical Engineering. Mr. Hamilton has explained the Board's expectations to both interns and welcomed them to the MAX family.

Also, Mr. Hamilton reported that he thoroughly enjoyed the COMTO Annual Meeting and thanked staff for well-representing BJCTA.

Rev. Sellers stated that he also enjoyed the COMTO Annual Meeting and learned more about the transit industry at this particular meeting than any other meeting he has attended thus far.

3. **Program Development**: Ms. Powell reported in Mr. Jones' absence that the Program Development Committee met June 21, 2007 and received an update from Planning Manager, Sylvia Kennedy regarding the TDP.

Darryl Howard, RPC, updated Board on the TDP in the absence of Sylvia Kennedy.

The Executive Director recommended his involvement with the consultant in order to expedite completion of the document for presentation at the next board meeting. Ms. Powell concurred and also recommended System Planner, Wytangy Peak's involvement in the process

Transit Advisory Committee: President, James Clark reported the Committee has completed a preliminary budget that will be discussed at the next TAC meeting. Mr. Clark also inquired of the status of the system map. Debra Anderson-Burse reported that the suggestions from the Committee have been submitted and another draft of the map will be presented during the next TAC meeting.

Mr. Clark inquired of the bus stop located at the Galleria mall. It was explained to Mr. Clark that the bus stop has been moved at the mall's request. It is now located near the Parisian department store.

The next TAC meeting is scheduled to be held July 14, 2007 at the Eighth Avenue Operations Facility. TAC members will tour the Operations Facility and then convene for a brief meeting.

Chairman's Report – Mr. Robinson deferred until after New Business.

Executive Director's Report

1. **Bus Stops and Shelters** – Mr. Hill reported that staff is continuing to lead the World Class Customer Service Workshops.

2. **Vestavia Hills Bus Shelters**: ALDOT has accepted the application for the bus shelters. The project should be completed within three months.
3. **CURT**: Citizen's United for Regional Transit will host a mayoral forum at BJCTA.

The customer complaint report has drastically decreased in the total number of the complaints submitted.

Mr. Hamilton invited the interns to attend a session of the World Class Customer Service Workshop.

Ms. Lassiter inquired if BJCTA is sponsoring the mayoral forum. The Executive Director explained that BJCTA has no connection with the mayoral forum and it is totally sponsored by CURT.

Marketing Report – Dr. Jesse Lewis reported that the Lewis Group has completed the Dump the Pump campaign and is currently working to coordinate the newsletter with the MAX DVD media presentation. Additionally, Dr. Lewis explained that the newsletters are distributed to all funding partners, city and county governments, and various business entities and leaders within the Birmingham metropolitan area.

Financial Report – Mr. Richard Nardecchia reported that as of the June 30, 2007 Balance Sheet, assets were \$30,601,730.97 while total liabilities were \$7,813,091.20. The Income Statement for the nine months ending June 30, 2007, details year to date revenues of \$19,710,870.29 and expenses of \$20,633,516.09 resulting in a difference of \$(922,645.80). The total cash and cash equivalents as of June 30, 2007 was \$1,546,391.34 of which \$1,520,411.85 was the balance in our operating and money market accounts. Total debt owed to Compass Bank as of June 30, 2007 was \$1,965,312.65.

Mr. Robinson inquired of Mr. Nardecchia's primary concerns. Mr. Nardecchia explained that maintenance is always a concern. Additionally, he is equally concerned about the Board not yet approving the FY 2008 budget. He explained that the budget must be approved by the City of Birmingham and Jefferson County and no ad valorem will be received until that process has been completed.

Mr. Lyas inquired about Board's status regarding the budget and what must be done in order for it to be approved. Mr. Robinson explained that the Committee of the Whole evaluated the entire budget draft and inquired of the next step. Mr. Lyas recommended that the full board receives another copy and approves the FY 2008 budget. Mr. Robinson asked for the Board to receive another copy and for the FY 2008 budget to be discussed in every Committee Meeting next month.

Ms. Lassiter explained that the Finance Committee shares the concerns of the budget and inquired of the current deficit. Mr. Nardecchia explained that it comprises primarily of maintenance expenses. Mr. Hill explained that a large number of major repairs is to blame for the large variance.

Mr. Hamilton added that the implementation of the Light Duty Program has aided in returning employees to work after injury. He also applauded staff for the great implementation of the program.

Resolutions for Consideration and Approval

Resolution 2007-13 – Authorization to Upgrade BJCTA Computer Hardware for an Amount Not to Exceed \$38,000 was moved by Sellers, seconded by Hamilton and approved by general consent.

Resolution 2007-14 – Authorization for the Executive Director to Negotiate a Contract with Sheppard-Harris & Associates, P.C. to Conduct an Independent Audit was moved by Sellers, seconded by Lyas and approved by general consent.

Resolution 2007-15 – Authorization to Purchase Replacement Support Vehicles was moved by Sellers, seconded by Hamilton and approved by general consent.

Old Business - None

Mr. Hamilton stated that the HR Committee and Board entertained idea to increase the compensation for the Executive Director; however that decision was never implemented. Therefore, the HR Committee has asked Legal Counsel to develop a policy that governs the compensation for the Executive Director.

It was moved by Hamilton and seconded by Sellers to add the Compensation Policy to agenda.

It was moved by Hamilton and seconded by Sellers to accept the Compensation Policy as written and read into the record. The motion carried. The following votes were recorded:

Hamilton	Yes
Kelly	Yes
Lassiter	No
Lyas	Yes
Powell	No
Sellers	Yes
Robinson	Yes

Mr. Robinson stated that he voted yes because a policy is needed; however, it should not come before Board for the first time at the Board meeting.

It was moved by Hamilton and seconded by Sellers to implement compensation for Executive at Step 5 effective July 1 2007. The motion carried. The following votes were recorded:

Hamilton	Yes
Kelly	Yes
Lassiter	No
Lyas	Yes
Powell	No
Sellers	Yes
Robinson	Yes

New Business - None

Finance Committee requested a Vendors' List that includes total amounts spent from 2005 to date.

Mr. Hamilton suggested staff to prepare an RFP for web-based software to be used for tracking vendors.

Employee of the Month: Angela Hayden, from the Maintenance Department, was recognized as the Employee of Month.

Public Comment - None

John C. Harris addressed the Board regarding the TAC Bylaws. The current bylaws do not address position of TAC Staff and Board Liaisons. Mr. Harris also requested written response.

Marva Douglas, Chairman of Citizens United for Regional Transit (CURT), addressed the Board regarding the CURT mayoral forum. CURT would like to have a picnic and mayoral forum at same time on August 11. CURT is also soliciting an award for riders that will encourage riders to participate and asked for BJCTA to donate 10 bus passes at \$32 each (\$320) to be donated for awarding.

Ms. Powell suggested that Ms. Douglas asks each Mayoral candidate for the money to purchase the bus passes.

Gilbert Klein congratulated the Board and The Lewis Group for the Dump the Pump Campaign. Mr. Klein suggested that staff seeks professional advice when making new bus purchases. He also added that he does not think the time is right for a fare increase.

The **Meeting Adjourned** at 1:36 p.m. The next **Regular Meeting of the Board of Directors** will be held **Wednesday, July 25, 2007, 12:00 p.m.** at Central Station, 1735 Morris Avenue, Birmingham, AL.

Minutes submitted by: LaChaune N. Slater

Date: _____

Approved by: _____
Guin Robinson, Chairman

Attest: _____
Johnnye P. Lassiter, Secretary/Treasurer