



Birmingham-Jefferson County Transit Authority
1801 Morris Avenue · Post Office Box 10212 · Birmingham, Alabama 35203-0212 Phone: (205) 521-0161
Website: www.maxtransit.org

REGULAR MEETING OF THE BOARD OF DIRECTORS

Wednesday, February 6, 2019
12:00 p.m.

AGENDA

- I. Call to Order**
- II. Roll Call & Establishment of Quorum**
- III. Invocation**
- IV. Pledge of Allegiance**
- V. Safety Message**
- VI. Adoption of the Agenda**
- VII. Adoption of Minutes**
 - A. Committee of the Whole Meeting- December 3, 2018
 - B. Regular Board Meeting- December 5, 2018
 - C. Special Called Board Meeting- December 10, 2018
- VIII. Chairman's Report**
- IX. Transit Citizens Advisory Board (TCAB) Update**
- X. Birmingham Xpress Update- Howard Richards**
- XI. Interim Executive Director's Report- Frank T. Martin**

XII. Consent Calendar

- A. Resolution 2019-01:** Authorization for the Interim Executive Director to Exercise the Second of Two (2) Optional, one (1) Year Extensions, of the Existing Agreement with **Aramark Services, LLC** to Provide Maintenance Uniforms/ Shop Supplies
- B. Resolution 2019-02:** Authorization for the Interim Executive Director to exercise the First of two (2) Optional, one (1) Year Renewal options of the existing Contract with **C.P. Construction** to provide Installation and Maintenance services for Bus Shelters
- C. Resolution 2019-03:** Authorize the Interim Executive Director to Exercise the first of three (3) Optional, one (1) Year Extensions, of the Existing Agreement with **Skye Connect Inc.** to provide Business Training & Development, Research Services, Retreat Mgmt. & Event Planning to BJCTA
- D. Resolution 2019-04:** Authorization for the Interim Executive Director to Exercise the Third of Four (4) Optional, one (1) Year Extensions, of the Existing Contracts with **Whitman, Requardt and Associates (WRA)** to Perform Task Order Engineering and Architectural (A&E) Services as Needed

XIII. Resolutions for Consideration and Approval

- E. Resolution 2019-05:** Approval for the Interim Executive Director to authorize funding for construction and sustainment of a Farmer's Market at Site C on BJCTA property at an amount not to exceed \$50,000.00.
- F. Resolution 2019-06:** Approval for the Interim Executive Director to authorize funding for Upgrading Jefferson County Radio System to Allcomm Radio System from **Allcomm Wireless Inc** at an amount not to exceed **\$643,375.20**, to be expended over 5 years.
- G. Resolution 2019-07:** Approval for the Interim Executive Director to award **Petroleum Traders Inc.** to provide Diesel and Regular Unleaded fuel to BJCTA for revenue and non-revenue fleet.
- H. Resolution 2019-08:** Approval for the Interim Executive Director to award a contract to Thomas E. Stringer to perform an oversight evaluation, assessment and administration for BJCTA's fixed route and paratransit operations.

XIV. Executive Session

XV. Public Comment*

XVI. Adjournment

Upcoming Activities

- APTA Legislative Conference, Washington, D.C.- March 17-19, 2019
- COMTO Women Who Move the Nation, Washington, D.C.- March 20, 2019
- BJCTA Board of Directors Workshop and Training Session (2 days), - **TBD**
 - March 1- 2
 - April 19- 20



Birmingham-Jefferson County Transit Authority
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**COMMITTEE OF THE WHOLE
MEETING OF THE BOARD OF DIRECTORS
MINUTES**

Monday, December 3, 2018
11 a.m.

Call to Order

Chairman Theodore Smith called the meeting to order at 11 a.m. in the Birmingham-Jefferson County Transit Authority Board Room located at 1801 Morris Avenue, Birmingham, AL.

Roll Call

(P) Present (A) Absent (T) Tardy

Directors

Ruby Davis (P); LeDon Jones (P); Kevin Powe (T); Sam Parker (P); Theodore “Ted” Smith (P); Martin Weinberg (T); Donald Harwell (P); Johnnye P. Lassiter (P); Darryl Cunningham (P)

Alisha Hinson, Board Administrator, announced that a quorum was present.

BJCTA Staff/ Others Present

Christopher Ruffin, Alisha Mitchell, Johnathan Mitchell, Christopher Brewster, Josh Johnson, Phyllis Goode, Myrna Pittman, Toney Chestnut, Deirdre Byrd, Christy Howard, Shahanica Gales, April Penchion, Allen Perdue, Justin Ridgeway, Khaia Wheeler, Courtney French (Fuston, Petway & French); Sam Ford (Fuston, Petway & French), Earl Hilliard, Jr. (City of Birmingham), Meredith Dale (Skye Connect), Cory Pettway (City of Birmingham), Don Moseley (City of Birmingham), Pat Bell (Citizen), Ebony O’Brian (BFW & Co.), James White (BFW & Co),

Adoption of the Agenda

Director Jones motioned to adopt the agenda. The motion was seconded by Director Harwell and approved by general consent.

Items for Information and/or Discussion

- A. Interim Executive Director Update-Interim Executive Director, Christopher Ruffin, reported that the agency received 2.5-million-dollar payment from the City of Birmingham. He also shared that the buses for the BRT project will be electric buses and should be eleven (11) in total. Lastly, he shared that he met with Jefferson County Commissioner, Sheila Tyson, whom requested that the agency revisit providing service to the cities of Lipscomb and Brighton.
- *Director Lassiter asked if Commissioner Tyson discussed paying the agency to provide service to those cities. Mr. Ruffin responded that Commissioner Tyson spoke about meeting with the Board of Directors to discuss cost.*
 - *Chairman Smith inquired about the electric buses for the BRT project. Mr. Ruffin confirmed that they are looking to use electric buses and explained how the decision was reached.*
 - *Director Lassiter asked for clarity about BJCTA absorbing the cost for the MOU with the City of Birmingham for the new maintenance facility. Mr. Ruffin confirmed that was correct. He shared that he met with Andre Bittas and Howard Richards, representatives from the City of Birmingham about this project.*
 - *Director Lassiter asked if Howard Richards was still employed with STRADA Professional Services. Mr. Ruffin stated that Mr. Richards is now employed with the City of Birmingham as the project manager over the BRT.*

****Director Weinberg arrives****

- B. Departmental Updates-
- a. Operations- Allen Perdue, Interim Operations Manager for fixed routes, gave the report for October and November. He stated that they had been in meetings with the Amalgamated Transit Union Local #725 and are finalizing the new contract for operators and maintenance employees. He also reported that the operations department had just completed a revised sign up to accommodate new route changes that took effect today. The department is still short 30 fixed route operators and about 8 paratransit operators, which is affecting their on-time performance. However, they are conducting interviews. Lastly, he reported that Sunday, holiday bus service began the Sunday after Thanksgiving and will continue through Christmas Eve. *Director Jones stated that the Operator Login rate looked to slowly be improving, but asked if there was any dialogue being had with the operators about this and inquired if it was a process issue. Mr. Perdue stated that it was a mixture of both process issues and operator issues.*

Chairman Smith asked if there were any issues with the route changes. Mr. Perdue stated that today is the first day for the changes and he had not heard of any issues at this time. Director Lassiter asked if we provided schedules to the public of the new changes. Mr. Perdue stated that there were schedules available for the public and the information was available online. Director Lassiter requested that the schedules be placed in Bessemer City Hall and Library because she did not see any when she visited those places.

- b. Finance- Carissa Pickett, representative from the finance department reported that the total cash and cash equivalent is \$5,936,468.91. The balance in the operational and money market account is \$5,014,605.84. *Director Parker inquired about the status of staffing in the finance department. Ms. Pickett stated that there are currently four (4) employees and one open position for a Finance Director. Director Weinberg asked how the situation about the Blue Cross- Blue Shield insurance being handled and if there were any updates. Ms. Pickett stated that there is no issue with the Blue Cross- Blue Shield insurance as of now and moving forward they would have payments automatically deducted from the agency's account. Director Weinberg inquired about the past issues and how they were being handled for anybody who may have been affected. Ms. Pickett stated that she had not heard of anyone with an issue, but she was told that if there are any issues they could be reimbursed or the claim could be resubmitted. Director Lassiter asked for clarity about employees having to resubmit claims to the insurance company. Director Parker asked what the status was for closing the books for the previous fiscal year. Ms. Pickett said that Gerald Smith is the new senior staff accountant and he is currently working on it. Director Lassiter inquired about Gerald Smith. Ms. Pickett responded, stating that he was one of two (2) new employees hired in the finance department. The other person hired is Jasmine Bowie. Director Lassiter asked who were working with these employees since they were new. Ms. Pickett stated that Shepherd Harris firm comes in to help Mr. Smith. Director Jones stated that the questions about Blue Cross- Blue Shield are great questions but they should be directed to the appropriate department that handles benefits, which is the Human Resources department and requested to revisit those questions so that they could be answered by the right person.*

****Director Powe arrives****

- c. Maintenance- The report was given by Sammy Kato, maintenance manager. He reported that the miles between road calls were 4,505, which he said was a good number that was up from last month. They have hired three (3) new mechanics. He also shared that they are working to rectify the problems with low sensor cooling on the buses, which cause the buses to shut off. He said this is a nation-wide problem.

- d. Safety and Training- Christopher Brewster, Interim Safety Director, reported that they have four (4) trainees in revenue training and an additional three (3) in CDL training. He also shared that all of their NTD reporting is up to date.
- e. Planning- Joshua Johnson, Planning Director, reported about the public meetings held before the route changes took effect. He shared that he met with the Mayor of Center Point to discuss their increased frequency in service. He stated that they also collaborated with the City of Homewood and RPC to get the Magic City Connector route extended from Uptown Birmingham to Downtown Homewood. He is not sure when the service will start. He reported that he hired David Powe as the new senior planner in November. *Mr. Powe addressed the Board.* Mr. Johnson shared that he hopes to improve the on time performance issues by revamping the routes. *Director Lassiter inquired about the meeting with Bessemer. Mr. Johnson stated that he didn't report about the meeting because it did not happen in October, but he shared that he did meet with Director Lassiter and the City of Bessemer and there is an upcoming planning session to present their ridership, on time performance and information about the Amazon site.*
- f. Procurement- Darryl Grayson, Procurement manager reported that he is in the process of procuring three (3), 35 ft. buses. The initial grant was for nine (9) buses, but all of the funds have not come in and he is waiting on the approval of the grants for the other six (6) buses. He reported that Site C is up and running along with the charging stations and the electric gate.
- g. Human Resources- Justin Ridgeway, Human Resources Recruiter, reported that there were a total of eleven (11) number of people hired, and eleven (11) terminations. In regard to operators for fixed route, there are 119 operators and we are budgeted for 130. The department is working to get those numbers up. He also stated that there are currently 37 paratransit operators and we are budgeted for 45. He stated that for total operator occupancy we are at 80%. There are two (2) employees on full FMLA and three (3) who are on FMLA Intermittent and there are a total of three (3) worker's compensation claims. *Director Jones inquired about the Blue Cross-Blue Shield questions addressed earlier. Mr. Ridgeway stated that he is not involved in those issues, but he would report their concerns to his supervisor and request that they receive a detailed summary. Director Parker asked if there was an active search going on for a Director of Finance. Mr. Ridgeway confirmed that there is.*
- h. Customer Service/ Marketing- Director of Customer Service and Marketing, Myrna Pittman, reported that she is seeing some changes in performance for the month. The calls were up about 4000 and the abandonment rate was down 4%. She also reported that the calls were up about 1000 on the paratransit side and the abandonment rate was down about 5% from the previous month. There were 16 fixed route complaints during the month of October. Central Station's revenue increased from \$38,000 to \$42,000 from the previous month. She also

reported that they are continuing to work with the marketing firm to produce the marketing plan for the coming year. They will be working more toward community education about public transit in the upcoming year. *Director Lassiter questioned how the agency came to work with the PR firm when the Board did not vote for them. Ms. Pittman deferred to Interim Executive Director, Christopher Ruffin who addressed the question stating that there was a vote to work with the firm. Director Lassiter requested to see documentation about the issue. Director Harwell confirmed that there was a vote for the firm.*

- i. Information Technology- Toney Chestnut, I.T. Director, reported that Site C parking lot is open for revenue and the security center is open to provide 24-hour surveillance for the property. He stated that he is in monthly meetings with Howard Richards concerning the I.T. portion of the BRT. They are working with other vendors to conduct a study about integrated technology and data improvements for the project. He added that those meetings are going very well. Lastly, he shared that the Beacon project is on the way, which prevents operators from leaving the bus to manually enter information when they pull into the bus bay. This new project will perform this function automatically. *Director Harwell asked if the parking lot will be open for Board and Committee meetings. Mr. Chestnut stated that the gates could be open for those meetings and added that there is employee badge access and an intercom which allows the gate to be opened, if needed. Director Lassiter expressed concerns about the video and audio from Board meetings. She stated that she is always told that the videos are not available. She has only received video for one meeting, which was later removed from her iPad. She also stated that she has not received audio from the meetings and asked about the issues preventing the availability of the information. Mr. Chestnut stated that the system had been neglected when he first returned, but since then there have been improvements made and there should be video and audio available from the last three (3) Board meetings. Director Lassiter requested on the record that she receives the video and audio from the last three (3) meetings and she wants the information placed back on her iPad.*

Other Discussion:

Director Weinberg asked for clarity on the chain of command since the Chief of Staff and Finance Director were dismissed and the Interim Executive Director was away from the office at the time. Interim Executive Director, Christopher Ruffin, stated that Myrna Pittman usually oversees the administrative staff and operations in his absence. Director Lassiter asked for clarity about Myrna Pittman being in charge when the Chief of Staff is present or not. Mr. Ruffin stated that anytime he or the chief of staff are out of the office, Myrna Pittman is in charge. Director Lassiter emphasized the importance of notifying the Board whenever the Executive Director is out of the office because they were not aware that Mr. Ruffin was on vacation until it was almost over, and they need

to know who to direct concerns to when there are changes. Director Harwell stated for clarity that Mr. Ruffin was not resigning from BJCTA, but from a position and would be returning to his previous position, as Mr. Ruffin requested in his letter. Mr. Ruffin confirmed that he is not leaving BJCTA and only moving back to his previous position. Director Davis asked Mr. Ruffin if he notified anyone in authority that he would be out for a week prior to taking vacation. Mr. Ruffin stated he did not recall. He said that he did not really take a vacation. He took a couple of days. Director Davis asked if Mr. Ruffin notified the Board Chair or anyone that he would be taking a few days off. Mr. Ruffin stated that the Board Chair did know that he was taking those days off. Director Cunningham stated that he wanted to congratulate Mr. Ruffin and the entire executive team on a job well done. Chairman Smith stated that he wanted to clear the record and say that he was notified two (2) or three (3) days after Mr. Ruffin's vacation had already started. He added that he appreciates everything that Mr. Ruffin has done. Director Weinberg interjected stating that he wants to be sure there is clarity on how the operations will be handled until there is someone placed in the Executive Director position. Chairman Smith added that Mr. Ruffin stated that he is willing to stay in the position until a replacement is found. Mr. Ruffin clarified that he is not abandoning the position until there is a replacement. Director Lassiter stated that this decision is not one that can be made between Mr. Ruffin and the Board Chair. It is one that has to be made by the nine (9) member Board. Chairman Smith stated that the Board has not accepted Mr. Ruffin's resignation yet because of the issue of finding a replacement. Director Davis agreed with Director Lassiter. Director Weinberg expressed concern about leaving Mr. Ruffin in the position after he clearly expressed that he no longer wants the role. Chairman Smith stated that there is a Board meeting scheduled in two (2) days and they should bring the matter up in that meeting. There can be no vote on the issue in this meeting. Director Weinberg asked for clarity on the chain of command until Wednesday. Mr. Ruffin stated that he would act as the Interim Executive Director and Myrna Pittman will be next in charge.

- C. Governmental Relations Update- Daryl Perkins of Master Solutions provided an update to the Board. He stated that he spent a great deal of time working with the chief of staff going to the City of Birmingham to secure funding. They have received a portion, but he is still working to get the rest. He has also been working with the Planning department to rectify issues. Director Lassiter asked what is Birmingham's status since the last payment. (inaudible response from Carissa Pickett). Director Lassiter stated that according to the procedure Birmingham is supposed to pay in advance like other municipalities. She asked for clarity if the City of Birmingham should owe another 2.5 million again at the end of December. She stated that she did not recall them paying the last balance and asked if the team would check on it.
- D. Transit Citizens Advisory Board (TCAB) Update- None

Resolutions for Consideration and Recommendation

- A. Resolution 2018-49:** Authorization for the Interim Executive Director to Exercise the First of Two (2) Optional, One (1) Year Renewal Options of the Existing Contract with COBBS ALLEN Liability Insurance Broker Services. - Director Harwell motioned to forward the resolution to the full board for a vote. The motion was seconded by Chairman Smith. The motion passed by majority vote.

Discussion: Darryl Grayson addressed the Board about this resolution. He stated that the RFP for the executive search firm went out on November 19, 2018. He will be responding to all questions from vendors by December 10, 2018. All responses are due December 21, 2018. Mr. Grayson stated that the Board had some concerns as to what Cobbs Allen handled for the agency. He read a list of things the firm covers. *Director Davis asked how long the firm had this contract. Mr. Grayson stated that they have had it for about six (6) or seven (7) years. Director Parker asked for clarity if the amount of 1.7 million dollars is the premium that we will pay Cobbs Allen to the carrier or underwriters. Mr. Grayson confirmed that was correct. Director Parker stated that he recalled in a previous meeting that there was an amount of \$236,000.00 requested to be paid to Cobbs Allen and the question is what are we paying that amount for? Mr. Grayson stated that he was not in that meeting, but he would guess that would be the Cobbs Allen brokerage fee. Director Parker stated that the brokerage fee is usually paid by the underwriting companies to the broker. He stated that in his experience as a controller and chief financial officer for several companies, he has never known those companies to pay the brokerage fee directly to those companies. Mr. Grayson stated that he only handled the RFP and the contract and there may be more discussion needed on that issue. Director Davis asked when the contract was up. Mr. Grayson replied that the contract ended at the end of September. It is late because there was no meeting held last month. Director Davis asked if we still had coverage right now. Mr. Grayson stated that we still have coverage and everything is still being continued. Director Lassiter stated that no one knows that for sure and that is what happened with the health insurance. Mr. Grayson stated that the HR Director is not present, but could address those concerns and offer clarity. Director Davis asked what other options are available if they decide not to renew the contract and would they continue to cover us until the Board has time to discuss the issue. Mr. Grayson stated that they will cover us and the agency has worked diligently with the agency. Director Lassiter stated that this matter calls for further discussion and they are not prepared to discuss it today because they do not have the information. Director Jones requested that contracts are handled with a sense of urgency in the future. Mr. Grayson stated that he understands and that this contract slipped through the cracks because it was left off of the contract log that he goes by since taking those responsibilities of the previous contract administrator.*

Director Lassiter stated that the Board put in place years ago for all contracts to be brought before them 90 days before renewal and she does not understand how this one fell through the cracks. Director Davis asked what the protocol was for notifying the Board of contract expirations. Mr. Grayson stated that depending on what it is; it would be 60-90 days' notice given. Director Davis expressed concerns about other contracts that may not be on the contract log. Mr. Grayson stated that he has been working to make sure that does not happen again. Chairman Smith asked if the Board wanted to vote on this matter. Director Parker stated that this is an urgent matter and that he would suggest that a representative from Cobbs Allen be present at the Board meeting Wednesday to address their concerns. Director Lassiter asked about the status of the Union contract negotiations. Mr. Ruffin responded. (Response inaudible). Director Davis asked when the Union contract was up. Mr. Ruffin answered her question (Response inaudible). Mr. Perdue addressed the Board stating that the Union is presenting the contract to their people and it should be completed soon. However, it is written in the contract that things would continue as normal until an agreement is reached. Director Davis asked that the Board be kept aware of this issue. Director Lassiter asked who represented the company in those discussions. Mr. Perdue stated the HR Director, Deirdre Byrd, is the representative. Director Lassiter inquired about the Finance Director being involved in the discussions. Mr. Perdue stated that the previous Finance Director was not involved in all discussions, only the ones pertaining to finances.

Old Business

- A. **Warren Averett** – will be added to the Board meeting agenda for Wednesday.
- B. **Waller Group** – will be added to the Board meeting agenda for Wednesday.

New Business

- A. **Lunch & Learn** – Item tabled until next meeting
- B. **Interview-** Introduction of Frank T. Martin, a consultant who has been in the transit industry for over 44 years. Mr. Martin addressed the Board and shared information about his background.

BJCTA Board conducts interview of Mr. Frank T. Martin

Adjournment



Birmingham-Jefferson County Transit Authority
1801 Morris Avenue · Post Office Box 10212 · Birmingham, Alabama 35203-0212

BJCTA BOARD OF DIRECTORS REGULAR MEETING MINUTES

Wednesday, December 5, 2018
12 p.m.

Call to Order

Chairman Theodore Smith called the meeting to order at 12 p. m. in the Birmingham-Jefferson County Transit Authority Board Room located at 1801 Morris Avenue, Birmingham, AL.

Roll Call

(P) Present (A) Absent (T) Tardy

Directors

Ruby Davis (A); LeDon Jones (P); Kevin Powe (P); Sam Parker (P); Theodore “Ted” Smith (P); Martin Weinberg (A); Donald Harwell (P); Johnnye P. Lassiter (A); Darryl Cunningham (A)

Alisha Hinson, Board Administrator, announced that a quorum was present.

BJCTA Staff/ Others Present

Christopher Ruffin, Alisha Mitchell, Gary Collins, Johnathan Mitchell, Christopher Brewster, Josh Johnson, Phyllis Goode, Myrna Pittman, Toney Chestnut, Deirdre Byrd, Christy Howard, Shahanica Gales, April Penchion, Allen Perdue, Justin Ridgeway, Khaia Wheeler, Courtney French (Fuston, Petway & French); Sam Ford (Fuston, Petway & French), Earl Hilliard, Jr. (City of Birmingham), Meredith Dale (Skye Connect), Cory Pettway (City of Birmingham), Don Moseley (City of Birmingham), Pat Bell (Citizen), Ebony O’Brian (BFW & Co.), James White (BFW & Co),

Adoption of the Agenda

Chairman Smith made a motion to make the following changes to the agenda: Add the Interim Executive Director vote under resolutions for consideration as item A and move the Warren Averett proposal under resolutions for consideration as item B. The motion was seconded by Director Parker and approved by roll call vote.

Directors: Harwell- Yes; Parker- Yes; Powe- Yes; Jones- Yes; Smith- Yes

Adoption of Minutes

- A. Special Called Board Meeting- November 14, 2018- Director Harwell requested to let the record reflect that he did not attend the executive session for this meeting. Director Jones motioned to adopt the minutes. Director Parker seconded. The minutes were approved by general consent.

Chairman's Report

Finance representative, Carissa Pickett presented the finance report. She stated that the total cash and cash equivalent was \$6,120,791.34. The balance of the operating and money market accounts are \$4,833,488.65.

Item for Consideration and Approval

- A. Interim Executive Director Vote-** Authorize the BJCTA Board of Directors or Authorize Board Chair to enter into an agreement with Frank T. Martin Consulting, LLC for Frank Martin to serve as Interim Executive Director for the Birmingham-Jefferson County Transit Authority.

Director Jones moved and Director Parker seconded the motion to approve the recommendation.

Discussion: Director Harwell inquired about compensation for Mr. Frank Martin being determined after negotiations. Chairman Smith stated that he wished to have another meeting to discuss compensation. The motion was approved by roll call vote:

Directors: Harwell- Yes; Parker- Yes; Powe- Yes; Jones- Yes; Smith- Yes

- B. Proposal from Warren Averett-** Presented by Attorney French- Whereas the BJCTA Board of Directors agreed in its October 2018 meeting to engage a public accounting firm to perform certain services, to review the operations of the authority (Particularly those of the department of finance), and whereas the Board having considered a proposal presented by the accounting firm Warren Averett CPA's and Advisors to perform such services for phase I and only phase I of their proposal. Now therefore be it resolved by the BJCTA Board of Directors on December 5, 2018 hereby accept Phase I of Warren Averett's proposal and agrees to pay the firm no more than \$15,000.00 for the performance of their services. Warren Averett shall commence their work once a new executive director has been appointed by the BJCTA Board of Directors.

Director Harwell moved to approve the proposal. It was seconded by Director Parker and approved by general consent. *Representatives from Warren Averett were introduced to the Board*

- C. **Resolution 2018-49:** Authorization for the Interim Executive Director to Exercise the First of Two (2), One (1) Year Renewal Options of the Existing Contract with **COBBS ALLEN Liability Broker Services.**

Director Parker motioned to accept resolution 2018-49 as presented. The motion was seconded by Director Harwell and approved by general consent. *Eddie Thomas, a representative from Cobbs Allen, addressed the Board.*

Director Jones leaves the meeting

Old Business

- A. **Blue Cross/ Blue Shield Update-** Human Resources Director, Deirdre Byrd, addressed the Board stating that the agency is current on the Blue Cross- Blue Shield bill. It is paid up until January 2019. She went on to report that the HR department has posted the job for Finance Director and they have extended an offer to a candidate. The candidate is expected to start the second week in January 2019. She assured the Board that the HR department is doing its due diligence to conduct a complete and thorough background check on the candidate.

New Business

- A. **Waller Firm Update-** Representatives from the Waller firm addressed the Board and shared that they were limited on the information they could discuss in a public setting. There was not a quorum to enter into executive session and their meeting will be rescheduled.

Public Comment

Ms. Anna Brown addressed the Board about changes to the route #3.

Adjournment



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1801 Morris Avenue · Post Office Box 10212 · Birmingham, Alabama 35203-0212

BJCTA BOARD OF DIRECTORS SPECIAL CALLED BOARD MEETING MINUTES

Monday, December 10, 2018
12 p.m.

Call to Order

Chairman Theodore Smith called the meeting to order at 12 p. m. in the Birmingham-Jefferson County Transit Authority Board Room located at 1801 Morris Avenue, Birmingham, AL.

Roll Call

(P) Present (A) Absent (T) Tardy

Directors:

Ruby Davis (P); LeDon Jones (P); Kevin Powe (P); Sam Parker (P); Theodore “Ted” Smith (P); Martin Weinberg (P); Donald Harwell (P); Johnnye P. Lassiter (P); Darryl Cunningham (P)

Alisha Hinson, Board Administrator, announced that a quorum was present.

BJCTA Staff/ Others Present

Christopher Ruffin, Alisha Mitchell, Johnathan Mitchell, Christopher Brewster, Josh Johnson, Phyllis Goode, Myrna Pittman, Toney Chestnut, Deirdre Byrd, Christy Howard, Shahanica Gales, April Penchion, Allen Perdue, Justin Ridgeway, Khaia Wheeler, Courtney French (Fuston, Petway & French); Sam Ford (Fuston, Petway & French), Earl Hilliard, Jr. (City of Birmingham), Meredith Dale (SkyeConnect), Cory Pettway (City of Birmingham), Don Moseley (City of Birmingham), Pat Bell (Citizen), Ebony O’Brian (BFW & Co.), James White (BFW & Co),

III. Adoption of the Agenda

Director Jones made a motion to adopt the agenda. It was seconded by Director Parker and approved by general consent.

IV. Item for Recommendation and Approval

A. Approval of Contract for Frank T. Martin Consulting, LLC: Contract period of four (4) months- and month to month thereafter.

Director Jones motioned to discuss and approve this item. Director Parker seconded the motion.

***Discussion:** Director Harwell asked that the edits to the contract be pointed out to the Board. Attorney French addressed the Board and made them aware of all changes. Director Davis asked for clarity of terms for termination. Attorney French responded that Mr. Martin originally requested that the contract be paid out in full if terminated and the terms were changed to 30-day notice, which is the same for all vendors. Director Weinberg asked for clarity on the terms of Mr. Martin being able to represent other clients. Attorney French answered that the Board is retaining Frank T. Martin, LLC to hire Frank T. Martin to serve in the capacity of Interim Executive Director. Attorney French stated that the difference is that Mr. Martin is not an employee; he is an independent contractor. Director Weinberg asked if there was anything in the contract about moving expenses. Attorney French stated there is nothing in the contract about moving expenses. Director Lassiter asked for clarity about the nature of the vote and if the contract had been sent to Mr. Martin. Attorney French clarified that the contract had been sent to Mr. Martin to review, but the contract has not been approved. Director Weinberg asked that if the contract is approved is it certain that Mr. Martin will come and if the Board accepts this contract that Mr. Martin will not try to renegotiate. Chairman Smith answered that Mr. Martin will certainly come and he will not try to negotiate any further. Director Lassiter inquired about the fee for Mr. Martin's services.*

Chairman Smith requested a **Roll Call** vote for this item:

Darryl Cunningham (Y)
Ruby Davis (Y)
Donald Harwell (Y)
Johnnye P. Lassiter (Y)
Sam Parker (Y)
Martin Weinberg (Y)
Kevin Powe (Y)
LeDon Jones (Y)
Theodore "Ted" Smith (Y)

The Motion Passes

V. Adjournment



**Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS**

TITLE / DESCRIPTION: Authorization for the Interim Executive Director to Exercise the Second of Two (2) Optional, One (1) Year Extensions, of the Existing Agreement with Aramark Services, LLC to Provide Maintenance Uniforms/ Shop Supplies	RESOLUTION NO.: 2019-01
	DATE: January 2019
	INITIATOR: Contracts & Procurement
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other	

- 1.0 Purpose/Objective:** To authorize the Interim Executive Director to exercise the Second of two (2) optional, one (1) year extensions, of the existing agreement with Aramark Services, LLC to provide Maintenance Uniforms/ Shop Supplies.
- 2.0 Description/Justification:** The Birmingham-Jefferson County Transit Authority (BJCTA) is requesting approval to exercise the Second of two (2) optional, one (1) year extensions of the existing agreement with Aramark Services, LLC. The existing agreement will terminate on March 31, 2018, and has established the two (2) optional, one (1) year extensions at the discretion of BJCTA.
- 3.0 Procurement Background:** In the year of 2015, the Invitation for Bid (IFB) #15-05 was issued to secure companies to provide maintenance uniforms and shop supplies to BJCTA. The contract was awarded to **Aramark Services, LLC**, based on the IFB process of price alone.
- 4.0 Policy Impact:** The Board of Directors must approve Expenditures exceeding \$25,000.
- 5.0 Economic Impact:** FY 2019-2020 maintenance uniforms and shop supplies have been budgeted
- 6.0 Recommendations:** To authorize the Interim Executive Director to Exercise the Second of Two (2) Optional, One (1) Year Extensions, of the Existing Agreement with **Aramark Services, LLC** to Provide Maintenance Uniforms/ Shop Supplies
- 7.0 Alternatives:** Do not authorize the Interim Executive Director to Exercise the Second of Two (2) Optional, One (1) Year Extensions, of the Existing Agreement with **Aramark Services, LLC** to Provide Maintenance Uniforms/ Shop Supplies



Birmingham-Jefferson County Transit Authority
1801 Morris Avenue, Birmingham, Alabama 35203
Phone (205) 521-0161 x117 Fax (205) 252-7633
Website: www.maxtransit.org

Resolution No. 2019-01

Authorization for the Interim Executive Director to Exercise the Second of Two (2) Optional, One (1) Year Extensions, of the Existing Agreement with Aramark Services to Provide Maintenance Uniforms/ Shop Supplies

WHEREAS, the Birmingham-Jefferson County Transit Authority (“BJCTA”) is a duly authorized public corporation established by the Alabama Legislature to provide public transportation in Jefferson County and the metropolitan area of Birmingham, Alabama; and

WHEREAS, the Birmingham-Jefferson County Transit Authority (BJCTA) is requesting approval to exercise the Second of two (2) optional, one (1) year extensions of the existing agreement with Aramark Services, LLC., which will terminate on March 31, 2018; and

WHEREAS, in the year of 2015, the Invitation for Bid (IFB) #15-05 was issued to secure companies to provide maintenance uniforms and shop supplies to BJCTA. The contract was awarded to **Aramark Services, LLC**, based on the IFB process of price alone, establishing the contract with two (2) optional, one (1) year extensions; and

WHEREAS, the BJCTA deems the proposal submitted by **Aramark Services, LLC**, to be fair, reasonable, and **not to exceed \$27,892.80**.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the BJCTA as follows:

Section 1. Authorization for the Interim Executive Director to Exercise the Second of Two (2) Optional, one (1) Year Extensions, of the Existing Agreement with **Aramark Services, LLC** to Provide Maintenance Uniforms/ Shop Supplies and not to exceed \$28,000; and

Section 2. This resolution is effective immediately upon approval and adoption.

Adopted: February 6, 2019

Theodore Smith, Chairman

Attest: _____
Kevine Powe. Secretary



**Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS**

TITLE / DESCRIPTION: Authorization for the Interim Executive Director to exercise the First of two (2) Optional, One (1) Year Renewal options of the existing Contract with C.P. Construction to provide Installation and Maintenance services for Bus Shelters	RESOLUTION NO.: 2019-02
	DATE: January 2019
	INITIATOR: Contracts & Procurement
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other	

1.0 Purpose/Objective: To authorize the Executive Director to enter into agreement with C.P. Construction Company, LLC.

2.0 Description/Justification: The Contractor will continue provide the necessary excavation at a BJCTA designated site for a bus shelter or a bus stop pad, remove and dispose of present site materials (e.g., asphalt, soil, or concrete), pour a concrete pad according to required specifications, including a ramp for ADA accessibility, securing and bolting to the concrete pad either a large or small pre-fabricated bus shelter with trash receptacle, and bench and clean up the area. The Contractor will provide, as may be requested by BJCTA, bus shelter installation or bus stop pads on a turnkey basis at such Proposer’s listed bid price.

Procurement Background: On December 18, 2015 the Procurement department issued RFP# 16-04 for Bus Shelter/Bus Stop maintenance and construction. BJCTA received two (2) bids. One (1) proposal was deemed non – responsive due to inadequate pricing, incomplete RFP documentation and project schedule not provided.

3.0 Policy Impact: Expenditures exceeding \$25,000 must be approved by the Board of Directors.

4.0 Economic Impact: Maintenance on all pre-existing bus shelter and bus stops at an amount not to exceed \$150,000.00 for a period of one year. Also to provide new constructed shelters and stops at the specified rate on attached price structure.

This item is budgeted through the 5307 preventive maintenance grant.

5.0 Recommendations: To authorize the BJCTA to exercise first renewal option C.P. Construction, LLC.

6.0 Alternatives: Construct and Maintain Shelters and Stops Internally

7.0 Attachments: N/A



Birmingham-Jefferson County Transit Authority
1801 Morris Avenue, Birmingham, Alabama 35203
Phone (205) 521-0161 x117 Fax (205) 252-7633
Website: www.maxtransit.org

Resolution No. 2019-02

Authorization the Interim Executive Director to exercise the First of two (2) Optional, One (1) Year Renewal options of the existing Contract with C.P. Construction to provide Installation and Maintenance services for Bus Shelters

WHEREAS, the Birmingham-Jefferson County Transit Authority (“BJCTA”) is a duly authorized public corporation established by the Alabama Legislature to provide public transportation in Jefferson County and the metropolitan area of Birmingham, Alabama; and

WHEREAS, on December 18, 2015 the BJCTA Request for Proposal (RFP) #16-04 was issued to provide bus shelter and bus stop maintenance and construction. The procurement staff has reviewed the responsive and responsible proposal and recommends awarding the contract to C. P. Construction Company, LLC, to provide this service to BJCTA.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the BJCTA as follows:

Section 1. Authorization the Interim Executive Director to exercise the First of two (2) Optional, One (1) Year Renewal options of the existing Contract with C.P. Construction to provide Installation and Maintenance services for Bus Shelters

Section 2. This resolution is effective immediately upon approval and adoption.

Adopted: February 6, 2019

Theodore Smith, Chairman

Attest: _____
Kevin Powe, Secretary



**Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS**

TITLE / DESCRIPTION: Authorize the Interim Executive Director to Exercise the first of three (3) Optional, One (1) Year Extensions, of the Existing Agreement with Skye Connect Inc. to provide Business Training & Development, Research Services, Retreat Mgmt. & Event Planning to BJCTA	RESOLUTION NO.: 2019-03
	DATE: January 2019
	INITIATOR: Contracts & Procurement
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other	

- 1.0 **Purpose/Objective:** To authorize the Interim Executive Director to Exercise the first of three (3) Optional, one (1) Year Extensions, of the Existing Agreement with **Skye Connect Inc.** to provide Business Training & Development, Research Services, Retreat Mgmt. & Event Planning to BJCTA.

- 2.0 **Description/Justification:** The Birmingham-Jefferson County Transit Authority (BJCTA) is requesting approval to exercise the first of three (3) optional, one (1) year extensions of the existing agreement with Skye Connect Inc. The existing agreement will terminate on January 3, 2019, and has established three (3) optional, one (1) year extensions at the discretion of BJCTA.

- 3.0 **Procurement Background:** In the year of 2015, the Request for Qualification (RFQ) #17-04 was issued to secure companies to provide DBE Coordination and Certification Services to BJCTA. The contract was awarded to **Skye Connect Inc.** based on the RFQ process.

- 4.0 **Policy Impact:** The Board of Directors must approve Expenditures exceeding \$25,000.

- 5.0 **Economic Impact:** FY 2019-2020 not to exceed \$75,000

- 6.0 **Recommendations:** To authorize the Interim Executive Director to Exercise the first of three (3) Optional, one (1) Year Extensions, of the Existing Agreement with **Skye Connect Inc.** to provide Business Training & Development, Research Services, Retreat Mgmt. & Event Planning to BJCTA.

- 7.0 **Alternatives:** Do not authorize the Interim Executive Director to renew Contract



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Resolution No. 2019-03

Authorize the Interim Executive Director to Exercise the first of three (3) Optional, one (1) Year Extensions, of the Existing Agreement with Skye Connect Inc. to provide Business Training & Development, Research Services, Retreat Mgmt. & Event Planning to BJCTA

WHEREAS, the Birmingham-Jefferson County Transit Authority (“BJCTA”) is a duly authorized public corporation established by the Alabama Legislature to provide public transportation in Jefferson County and the metropolitan area of Birmingham, Alabama; and

WHEREAS, the Birmingham-Jefferson County Transit Authority (BJCTA) is requesting approval to exercise the First of three (3) optional, one (1) year extensions of the existing agreement with Skye Connect LLC., which will terminate on January 3, 2019; and

WHEREAS, in the year of 2015, the Request for Qualification (RFQ) #17-04 was issued to secure companies to provide DBE Coordination and Certification Services to BJCTA. The contract was awarded to **Skye Connect**, based on the RFQ process, establishing the contract with three (3) optional, one (1) year extensions; and

WHEREAS, the BJCTA deems the proposal submitted by **Skye Connect LLC**, to be fair, reasonable, and **not to exceed \$75,000.00**.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the BJCTA as follows:

Section 1. Authorize the Interim Executive Director to Exercise the first of three (3) Optional, one (1) Year Extensions, of the Existing Agreement with **Skye Connect Inc.** to provide Business Training & Development, Research Services, Retreat Mgmt. & Event Planning to BJCTA **and not to exceed \$75,000**; and

Section 2. This resolution is effective immediately upon approval and adoption.

Adopted: February 6, 2019

Theodore Smith, Chairman

Attest: _____
Kevin Powe. Secretary



Birmingham-Jefferson County Transit Authority
STAFF SUMMARY AND COMMENTS

TITLE / DESCRIPTION: Authorization for the Interim Executive Director to Exercise the Third of Four (4) Optional, One (1) Year Extensions, of the Existing Contracts with Whitman, Requardt and Associates (WRA) to Perform Task Order Engineering and Architectural (A&E) Services as Needed	RESOLUTION NO.: 2019-04
	DATE: January 2019
	INITIATOR: Contracts & Procurement
ACTION REQUEST: <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Review/Comment <input type="checkbox"/> Information Only <input type="checkbox"/> Other	

- 1.0 Purpose/Objective:** To authorize the Interim Executive Director to exercise the third of four (4) optional, one (1) year extensions, of the existing engineering and architectural (A&E) services contracts with Whitman, Requardt and Associates.
- 2.0 Description/Justification:** On October 28, 2015, the BJCTA Board of Directors approved Resolution 2016-02. The existing contract with this firm is to provide engineering and architectural (A&E) services will terminate on September 30, 2018. The Birmingham-Jefferson County Transit Authority (BJCTA) is requesting approval to exercise the third of four (4) optional, one (1) year extensions of the existing contracts with Whitman, Requardt and Associates. This renewal will work in conjunction with The City of Birmingham and will be engaged to develop a ridership model and forecast for the BRT and the BJCTA entire service area. The first step is to reactivate/renew the agreement, then we will seek a separate approval for a scope of work and fee proposal.
- 3.0 Procurement Background:** On June 3, 2015, the Request for Qualifications (RFQ) #15-17 was issued to identify highly qualified teams of accessible engineers and consulting firms to complete transit projects as needed. BJCTA received five (5) proposals, on July 15, 2015; the evaluation committee completed the technical review and scored each proposal. The one (1) year contract, with four (4) optional, one (1) year extensions was awarded to the top three (3) company proposals, after approval of Resolution 2016-02.
- 4.0 Policy Impact:** The Board of Directors must approve Expenditures exceeding \$25,000.
- 5.0 Economic Impact:** The fees on this contract renewal will be based on specific task orders provided by BJCTA which will be contingent on the budget and board approval prior to any services provided.
- 6.0 Recommendations:** To authorize the Interim Executive Director to exercise the third of four (4) optional one (1) year contract extensions with Whitman, Requardt and Associates.
- 7.0 Alternatives:** To not authorize the Interim Executive Director to exercise the third of four (4) optional one (1) year extensions with Whitman, Requardt and Associates.
- 8.0 Attachments:** N/A.



Resolution No. 2019-04

Authorization for the Interim Executive Director to Exercise the Third of Four (4) Optional, One (1) Year Extensions, of the Existing Contracts with Whitman, Requardt and Associates to Perform Task Order Engineering and Architectural (A&E) Services as Needed

WHEREAS, the Birmingham-Jefferson County Transit Authority (“BJCTA”) is a duly authorized public corporation established by the Alabama Legislature to provide public transportation in Jefferson County and the metropolitan area of Birmingham, Alabama; and

WHEREAS, on October 28, 2015, the BJCTA Board of Directors approved Resolution 2016-02, authorizing the existing one (1) year contracts, with four (4) optional, one (1) year extensions to Whitman, Requardt and Associates; and

WHEREAS, the Birmingham Jefferson County Transit Authority (BJCTA) is requesting approval to exercise the third of four (4) optional, one (1) year extensions, of the existing engineering and architectural (A&E) services contracts which terminate on September 30, 2018; and

WHEREAS, Payment to Whitman, Requardt and Associates for this one (1) year extension is not to exceed what the Authority has budgeted for the fiscal year 2018 and a new renewal date of September 30, 2019; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the BJCTA as follows:

Section 1. Authorization for the Interim Executive Director to Exercise the Third of Four (4) Optional, One (1) Year Extensions, of the Existing Contracts with **Whitman, Requardt and Associates to Perform Task Order Engineering and Architectural (A&E) Services as Needed**; and

Section 2. This resolution is effective immediately upon approval and adoption.

Adopted: February 6, 2019

Theodore Smith, Chairman

Kevin Powe, Secretary



**Board Report
Planning Department**

Birmingham-Jefferson
County Transit Authority
1801 Morris
Avenue Suite 201
2nd Floor Board Room
Birmingham, AL
35203

File #: N/A, **File Type:** Funding Approval

Agenda Number: XIII

RESOLUTION 2019-05

**BJCTA BOARD OF DIRECTORS
FEBRUARY 6, 2019**

SUBJECT: FARMERS MARKET AT SITE C PARKING AREA

ACTION: AWARD FUNDING

RECOMMENDATION

Approval for the Interim Executive Director to authorize funding for construction and sustainment of a Farmer's Market at Site C on BJCTA property at an amount not to exceed \$50,000.00.

ISSUE

In the year of 2017, the Birmingham-Jefferson County Authority and City of Birmingham were awarded **\$50,000** to fund an on-site Farmer's Market on Site C of the Central Station/Intermodal Facility property as part of a local-match apportioned by the City of Birmingham. Additional funds are necessary for the completion of the project. BJCTA's additional apportionment will bring the project's total budget to **\$150,000**.

DISCUSSION

The Interim Executive Director is requesting discretionary funds not to exceed **\$50,000** as part of a local-match for an (ADECA Alabama Department of Economic and Community Affairs) Healthy Food Financing Program. Upon receiving funding from all entities, this resolution is only to approve funding for the farmer's market project BJCTA will issue an RFP to contract with the successful contractor to build the facility which also will be submitted for Board approval.

Contract Term

No Contract at this time. This resolution is only to approve funding for contribution toward the construction of the Farmers Market. A contract will be initiated after the RFP Process to the successful bidder.

Small Business Participation

No DBE or SBE requirements at this time, this will be initiated upon completion of the RFP process and a new contract award.

DETERMINATION OF SAFETY IMPACT

The Board action will not have an impact on safety of BJCTA’s patrons or employees.

FINANCIAL IMPACT

The Board of Directors must approve Expenditures exceeding \$25,000. Funding for this Contract will come from local funding. BJCTA’s matching funds are budgeted in ‘Special Projects.

ALTERNATIVES CONSIDERED

The Board may deny the Interim Executive Director the funds for construction and sustainment of a Farmer’s Market at Site C on BJCTA property. This alternative is not recommended because. BJCTA apportionment is needed to meet local match.

NEXT STEPS

Upon Board approval, procurement will execute a Request for Proposal (RFP) to provide a contractor to begin construction.

ATTACHMENTS

Resolution

Prepared by: Joshua Johnson Director of Planning (205)521-0761 x1777

Reviewed by: Darryl R. Grayson Contracts and Procurement Manger (205-521-0144)

Frank T. Martin
Interim Executive Director



Birmingham-Jefferson County Transit Authority
1801 Morris Avenue, Birmingham, Alabama 35203
Phone (205) 521-0161 x117 Fax (205) 252-7633
Website: www.maxtransit.org

Resolution No. 2019-05

Authorization for the Interim Executive Director to fund the construction and sustainment of a Farmer’s Market at Site C on BJCTA property.

WHEREAS, the Birmingham-Jefferson County Transit Authority (“BJCTA”) is a duly authorized public corporation established by the Alabama Legislature to provide public transportation in Jefferson County and the metropolitan area of Birmingham, Alabama; and

WHEREAS, the Birmingham-Jefferson County Transit Authority (BJCTA) is requesting approval to fund the construction and sustainment of a Farmer’s Market structure at Site C not to exceed **\$50,000**; and

WHEREAS, the City of Birmingham has budgeted **\$50,000** in initial local-match funds; and

WHEREAS, ADECA has awarded **\$50,000** in state-match funds for the Farmer’s Market grant; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the BJCTA as follows:

Section 1. Authorization for the Interim Executive Director to fund the construction and sustainment of a Farmer’s Market at Site C on BJCTA property.

Section 2. This resolution is effective immediately upon approval and adoption.

Adopted: February 6, 2019

Theodore Smith, Chairman

Attest: _____
Kevin Powe Secretary



**Board Report
I.T. Department**

Birmingham-Jefferson
County Transit Authority
1801 Morris
Avenue Suite 201
2nd Floor Board Room
Birmingham, AL
35203

File #: N/A, **File Type:** Funding Approval

Agenda Number: XIII

RESOLUTION 2019-06

**BJCTA BOARD OF DIRECTORS
FEBRUARY 6, 2019**

SUBJECT: Allcomm Radio Upgrade Project

ACTION: AWARD FUNDING

RECOMMENDATION

Approval for the Interim Executive Director to authorize funding for Upgrading Jefferson County Radio System to Allcomm Radio System from **Allcomm Wireless Inc** at an amount not to exceed **\$643,375.20**, to be expended over 5 years.

ISSUE

In July of 2019, the current analog radio system used by BJCTA will be out of service. We were alerted about this change in October 2018. BJCTA is a subscriber of the Jefferson County Radio system. Jefferson County has replaced the analog system with a digital system. BJCTA has over 200 analog radios, which are predominately on buses. The radios are BJCTA's primary source of communicating throughout the system. Without upgrading to the new Allcomm digital platform, communications by radio will not exist.

DISCUSSION

Jefferson County owns its RF radio system. Allcomm maintain and operate the RF radio system for Jefferson County. Jefferson County allows BJCTA access to (3) channels, on the RF radio system. BJCTA has been on the County System for over 10 years. The Allcomm radio upgrade project consist of removing radio equipment that will not be active in July of 2019 and replacing it with new digital radio equipment. We will enter into a buyback program for the old radios. The county system end of life is July 2019. The county has upgrade the system from analog to digital. BJCTA has decided to not continue with the county system because the of the coverage area. **Allcomm Wireless Inc. is also on Alabama State Contract # T300 AL MA999 T3004020002.** Allcomm has a radio digital system that will allow the Transit Authority to expand the routes and the system outside of Jefferson County. The radio system is primary used for communications with all Operators on buses and personnel away from the office. The process of acquiring the system can be accomplished in three options:

1. Purchase through a finance company (\$643,375.20) 4.3% interest rate for 5yrs (4.3 is the highest, and could be lowered if credit is good). \$10,722.92 monthly (Highland Public Capital is the Financial Institution)
2. Purchase entire system (\$556,521.18) (This money will have to come out of our operating revenue budget)
3. Pay onetime installation fee (\$80,000), and \$39.95 per radio, per month until the system is replace
4. BJCTA is also researching grant opportunities to purchase this system. (At this time, information about the Preventive Maintenance grant being used to fund this project is will FTA. We are awaiting results.)

Staff recommends to purchase the Allcomm Radio system by seeking financing.

The objective of this Contract is to implement the best-in-class method for providing effective, responsive, and superior radio RF communication.

DETERMINATION OF SAFETY IMPACT

The Board action will not have an impact on safety of BJCTA patrons or employees.

FINANCIAL IMPACT

The entire project will be financed with a 5-year loan. BJCTA will make monthly payments, for 5 years. If BJCTA, is awarded the proper grants, the loan will be paid within 5 years.

ALTERNATIVES CONSIDERED

The Board may choose not to award and execute this Contract. This alternative is not recommended because services under the existing contract will lapse and the transit authority will not be able to communicate effectively with bus operators, maintenance and field supervisors. The Board may choose to direct staff to use in-house resources. This alternative is not recommended since BJCTA does not currently possess sufficient telecomm equipment to fulfill our communication efforts. BJCTA does have the AVL (Avail) system but the communication will be limited with text messages.

NEXT STEPS

Upon Board approval, staff will execute Contract with Allcomm to provide the Radios, and access to their digital RF system under a 5-year agreement.

ATTACHMENTS

Attachment A – Quote Breakdown

Prepared by: Toney Chestnut Sr. – Director of I.T. Department

Reviewed by: Mr. Frank T. Martin – Interim Executive Director

Frank T. Martin
Interim Executive Director



Birmingham-Jefferson County Transit Authority
1801 Morris Avenue, Birmingham, Alabama 35203
Phone (205) 521-0161 x117 Fax (205) 252-7633
Website: www.maxtransit.org

Resolution No. 2019-06

Approval for the Interim Executive Director to authorize funding for Upgrading Jefferson County Radio System to Allcomm Radio System from Allcomm Wireless Inc.

WHEREAS, the Birmingham-Jefferson County Transit Authority (“BJCTA”) is a duly authorized public corporation established by the Alabama Legislature to provide public transportation in Jefferson County and the metropolitan area of Birmingham, Alabama; and

WHEREAS, the Birmingham-Jefferson County Transit Authority (BJCTA) is requesting approval to fund the upgrading the Jefferson County Radio System to Allcomm System through Allcomm Wireless Inc. and not to exceed **\$643,375.20**; and

WHEREAS, **Allcomm Wireless Inc.** is on Alabama State Contract # T300 AL MA999 T3004020002; and

WHEREAS, the Authority deems the quote submitted by **Allcomm Wireless Inc** to be fair and reasonable.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the BJCTA as follows:

Section 1. Authorization for the Interim Executive Director to authorize funding for Upgrading Jefferson County Radio System to Allcomm Radio System not to exceed **\$643,375.20** from Allcomm Wireless Inc for BJCTA; and

Section 2. This resolution is effective immediately upon approval and adoption.

Adopted: February 6, 2019

Theodore Smith, Chairman

Attest: _____
Kevin Powe Secretary



Board Report
Procurement Department

Birmingham-Jefferson
County Transit Authority
1801 Morris
Avenue Suite 201
2nd Floor Board Room
Birmingham, AL
35203

File #: N/A, **File Type:** Funding Approval

Agenda Number: XIII

RESOLUTION 2019-07

BJCTA BOARD OF DIRECTORS
FEBRUARY 6, 2019

SUBJECT: DIESEL AND UNLEADED FUEL

ACTION: AWARD CONTRACT

RECOMMENDATION

Approval for the Interim Executive Director to award **Petroleum Traders Inc.** to provide Diesel and Regular Unleaded fuel to BJCTA for revenue and non-revenue fleet.

ISSUE

On March 31, 2016, Mansfield Oil Company was awarded the contract to provide Diesel and Unleaded fuel to BJCTA. This contract had an original expiration date of April 1, 2019. In the last quarter of 2018, Mansfield Oil Company made an unacceptable error in refilling our fuel tanks which caused major damage to two of our engines beyond repair. Due to lack of cooperation from Mansfield Oil, this matter was turned over to legal immediately and the contract was terminated. At the time of termination, BJCTA needed fuel. The Procurement Department proceeded to make an emergency fuel purchase from the next lowest bidder which was Petroleum Traders Inc. To meet FTA's expectations, BJCTA issued IFB to solicit a new fuel provider.

DISCUSSION

On January 16, 2019 BJCTA issued IFB# 19-02 for Unleaded and Diesel fuel. On February 1, 2019 the Bid closed. BJCTA received **four (4) bids** to provide fuel. This being an IFB, the selection was made based on responsible, responsiveness and the Oil Price Information Service (OPIS) lowest price only. The Bid results are as follows:

COMPANY	PRICE based on OPIS (Oil Price Information Service) Per gallon	
	Diesel	Unleaded
Petroleum Traders Corporation	+0.0039	-0.0105
James River Petroleum	0.0065	0.005
PAPCO INC. (Non-Responsive On Pricing)	+0.0227	+0.0188
McPherson Companies	+0.0275	+0.0275

Contract Term

Under the terms of this contract, **Petroleum Traders Inc.** will provide 160,000 gallons of diesel fuel and 32,000 gallons of regular unleaded fuel. The term of this contract will be for two (2) years with three (3) optional renewal years.

DBE Business Participation

As a good faith effort **Petroleum Traders Inc.** submitted three (3) trucking companies that they will utilize that are DBE's to transport fuel.

1. **M&M Trucking Company**
2. **Thompson Carriers Inc.**
3. **Energy Transport**

Petroleum traders will provide a DBE usage report as requested from BJCTA.

DETERMINATION OF SAFETY IMPACT

The Board action will not have an impact on safety of BJCTA's patrons or employees.

FINANCIAL IMPACT

The Board of Directors must approve Expenditures exceeding \$25,000. Funding for this Contract will come from 2019 Maintenance Operating Budget.

ALTERNATIVES CONSIDERED

The Board may deny the Interim Executive Director to award this contract to **Petroleum Traders Inc.** This alternative is not recommended because fuel is required to maintain daily operations and functions of Revenue and Non-Revenue Fleet.

NEXT STEPS

Upon Board approval, procurement will execute a two (2) year contract with three (3) Optional 1 year renewals to **Petroleum Traders Inc.**

ATTACHMENTS

Resolution

Prepared by: Darryl R. Grayson – Procurement Manager

Reviewed by: Frank T. Martin - Interim Executive Director

Frank T. Martin
Interim Executive Director



Birmingham-Jefferson County Transit Authority
1801 Morris Avenue, Birmingham, Alabama 35203
Phone (205) 521-0161 x117 Fax (205) 252-7633
Website: www.maxtransit.org

Resolution No. 2019-07

Authorization to enter into a contract with Petroleum Traders Inc. to purchase Low Sulfur #2 Diesel and #87 Octane unleaded fuel.

WHEREAS, the Birmingham-Jefferson County Transit Authority (“BJCTA”) is a duly authorized public corporation established by the Alabama Legislature to provide public transportation in Jefferson County and the metropolitan area of Birmingham, Alabama; and

WHEREAS, on January 16, 2019 the BJCTA Invitation for Bid (IFB) #19-02 was issued to provide a new contract. The procurement staff has reviewed the responsive and responsible bids and recommends awarding the contract to **Petroleum Traders Inc.** to purchase Low Sulfur #2 Diesel and #87 Octane unleaded fuel.

WHEREAS, Four (4) bids were received in response to the IFB, and upon evaluation, **Petroleum Traders Inc.** was selected to provide this services; and

WHEREAS, **Petroleum Traders Inc.** proposes to perform these services at an annual cost based on the price differential plus the daily Oil Price Information Service (OPIS) rack pricing for Birmingham.

WHEREAS, the BJCTA deems the proposal submitted by **Petroleum Traders Inc.** to be fair and reasonable; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the BJCTA as follows:

Section 1. That the Interim Executive Director is hereby authorized to enter into a two (2) year contract with three (3) Optional 1-Year renewals with **Petroleum Traders Inc.** for the purchase of diesel and unleaded fuel; and

Section 2. The Cost is assessed by **Petroleum Traders Inc.** will be calculated based on OPIS pricing, 0.0006 for Low Sulphur #2 Diesel and -0.0004 for #87 Octane Unleaded Fuel price differential, and mandatory applicable taxes; and

Section 3. This resolution is effective immediately upon approval and adoption.

Adopted: February 6, 2019

Theodore Smith, Chairman

Attest: _____

Kevin Powe Secretary



**Board Report
Procurement Department**

Birmingham-Jefferson
County Transit Authority
1801 Morris
Avenue Suite 201
2nd Floor Board Room
Birmingham, AL
35203

File #: N/A, **File Type:** Funding Approval

Agenda Number: XIII

RESOLUTION 2019-08

**BJCTA BOARD OF DIRECTORS
FEBRUARY 6, 2019**

SUBJECT: OPERATIONS EVALUATION AND ASSESMENT

ACTION: AWARD CONTRACT

RECOMMENDATION

Approval for the Interim Executive Director to award a contract to Thomas E. Stringer to perform an oversight evaluation, assessment and administration for BJCTA's fixed route and paratransit operations.

ISSUE

This action is deemed as an urgent matter which meets the requirements of FTA as an Unsolicited Proposal. The Objective for this action is to strengthen the Operations area by identifying and prioritizing areas that need immediate correction and outline a plan that provides progressive actions that will result in long-term and sustained operational improvements. In addition, an overall operational evaluation for fixed route and paratransit operations as it relates to compliance with the Federal Transit Administration (FTA), National Transit Database reporting (NTD), and state requirements for public transit operations. A sample of the workflow processes is as follows.

1. Reviewing all existing organizational policies including administrative, financial and operational.
2. Determining which policies are effective and being implemented as written and which are not.
3. Assessing the operational staffs' knowledge of policies and use of policies as they are utilized for service delivery.
4. Interviewing BJCTA staff across all departments to identify key challenges and functional areas. Recommendations and improvements based upon shared staff knowledge will be considered.
5. Auditing fixed route and paratransit operational data for validity and making the required recommendations and/or adjustments to drive immediate corrective results and prevent re-occurrences.
6. Identifying and removing deficiencies and operational weaknesses and implementing strategies and procedures to prevent reoccurrences.

DISCUSSION

This process may require interviewing and assessing departments and team members that have a supporting role for the fixed route and paratransit operations and conduct a detailed review of all documented operations policies and procedures. This process will identify BJCTA's best practices and compare them with transit industry best practices and concepts related to the overall administration and operation of an efficient mobility management service model. Some examples included in the paratransit review and workflow process are the following:

- On Time Performance Goals, Strategies
- Customer Service Metrics (calls, complaints)
- Reservations and Trip Booking Processes
- Paratransit Operations Policies and Procedures
- No Show and Missed Trips Policies
- Scheduling Process and Cancellations
- Complaint and Customer Care Standards and Policies
- Eligibility, Certifications and Re-certifications
- Suspension and Appeals Process

Assessments will occur for the fixed route service. Some examples included in the review of fixed route service are the following:

- Evaluating existing or creating a "branded" MAX Performance Metric Scorecard
- Ridership Trends for Individual Routes and System wide
- Complaints and Customer Contacts/Valid, Not Valid
- ADA Rules and Enforcement (Comprehensive Review)
- Safety (Accidents and Incidents/Risk Assessment)
- Emergency Response and Preparedness Program/ SSPP; SSEPP
- Drug and Alcohol Compliance-FTA
- Financial Reporting for Operations
- Revenue: Cost Per Trip, Cost Per Revenue Mile, Cost Per Revenue Hour
- Labor-Management Relations-Status and Agency Review

As an overall goal, BJCTA expectations of the firm will be to:

- establishing performance goals and expectations for operational employees
- creating and developing strong leadership teams through training and development
- strong capital and operational budget preparation and financial assessments
- successful Board of Directors' and external stakeholder relationships in various jurisdictions
- bus operator and supervisor onboarding, training and performance evaluations

Contract Term

Under the terms of this contract, **\$14,873.80 per month** paid bi-monthly on the 1st and the 15th of each month for the initial six (6) months assignment. By mutual agreement, this proposal may be extended on a month-to-month basis for up to an initial twelve (12) months.

DBE Business Participation

As a good faith effort **Thomas E. Stringer** is registered and in the process of establishing DBE Certification.

DETERMINATION OF SAFETY IMPACT

The Board action will not have an impact on safety of BJCTA's patrons or employees.

FINANCIAL IMPACT

The Board of Directors must approve Expenditures exceeding \$25,000. Funding for this Contract will come from 2019 Maintenance Operating Budget.

ALTERNATIVES CONSIDERED

The Board may deny the Interim Executive Director to award this contract to **Thomas E. Stringer**. This alternative is not recommended because this evaluation and assessment is needed to lessen the chances of deficiencies in the Operations Area in the upcoming Triennial Review

NEXT STEPS

Upon Board approval, procurement will execute a six (6) month contract which may be extended on a month-to month basis for up to an initial twelve (12) months.

ATTACHMENTS

Thomas E. Stringer - RESUME

Prepared by: Darryl R. Grayson – Procurement Manager

Reviewed by: Frank T. Martin - Interim Executive Director

Frank T. Martin
Interim Executive Director



Birmingham-Jefferson County Transit Authority
1801 Morris Avenue, Birmingham, Alabama 35203
Phone (205) 521-0161 x117 Fax (205) 252-7633
Website: www.maxtransit.org

Resolution No. 2019-08

Approval for the Interim Executive Director to award a contract to Thomas E. Stringer to perform an oversight evaluation, assessment and administration for BJCTA's fixed route and paratransit operations.

WHEREAS, the Birmingham-Jefferson County Transit Authority ("BJCTA") is a duly authorized public corporation established by the Alabama Legislature to provide public transportation in Jefferson County and the metropolitan area of Birmingham, Alabama; and

WHEREAS, January 2019 the BJCTA deemed the Evaluation and Assessment of the BJCTA Operations Department as an urgent matter and will be submitted accordingly. The procurement staff has reviewed the responsive and responsible proposal and recommends awarding the contract to **Thomas E. Stringer** to provide Assessment and Evaluation Services; and

WHEREAS, The Operations area was evaluated internally, and upon evaluation and urgency, The Interim Executive Director selected **Thomas E. Stringer** to provide these services; and

WHEREAS, **Thomas E. Stringer** proposes to perform these services as outlined in the initial proposal: and

WHEREAS, the BJCTA deems the proposal submitted by **Thomas E. Stringer**. to be fair and reasonable; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the BJCTA as follows:

Section 1. That the Interim Executive Director is hereby authorized to enter into a six (6) month contract with **Thomas E. Stringer** which may be extended on a month-to-month basis for an initial **\$89,242.80** for six (6) months not to exceed **\$178,485.60** for twelve (12) months; and

Section 2. This resolution is effective immediately upon approval and adoption.

Adopted: February 6, 2019

Theodore Smith, Chairman

Attest: _____
Kevin Powe Secretary