



The June 17, 2020 meeting of the BJCTA Finance & Administration Committee was held via a video conference call held in accordance with the March 2020 Proclamation issued by the Governor of Alabama.

ATTENDEES

Sam Parker	Donald Harwell	LeDon Jones	Malia Fort
Kevin Powe	Theodore Smith	Frank T. Martin	Myrna Pittman
Valerie Rivers	Harold Young	Glenn Dickerson	Christopher Brewster
Allen Perdue	Joshua Johnson	Adrell Meadows	Corin Hooper
Bill McCloud	Corin Hooper	Darryl Perkins	Khaia Wheeler
Erica Jackson	Michelle Iman	Justin Ridgway	Mikesha Harvill
Phyllis Goode	Stephanie Walker	Wytangy Peak	Roy Johnson
K. Tilburn	Courtney French	Sam Ford	Johnathan Austin
And approx. 15 callers			

CALL TO ORDER

Committee Chair Sam Parker called the meeting to order at 10:04 A.M.

ROLL CALL

Committee Members

Darryl Cunningham (A); Johnnye P. Lassiter (A); Sam Parker (P)

Remaining Board Members

LeDon Jones (T); Kevin Powe (T); Theodore "Ted" Smith (P); Martin Weinberg (A); Donald Harwell (P)
*(P) Present (A) Absent (T) Tardy

DiNaira Gilbert, Board Administrator, conducted roll call and a quorum was not established. The Committee Chair continued the meeting as an informational meeting.

ADOPTION OF AGENDA

The meeting agenda was not adopted because there was not a quorum.

ADOPTION OF MINUTES

The minutes from the previous meetings were not adopted because there was not a quorum.

FINANCIAL REPORT

Glenn Dickerson, Chief Financial Officer, provided a review of the financial report submitted to the Committee. Director Parker inquired whether some of the funds included in the current assets on the balance sheet are funds received from the CARES Act. Mr. Dickerson responded yes and that some of those funds have been spent to pay employees have used pandemic leave and another reason being that municipalities are now being invoiced in advance.

COVID-19 UPDATE

Mr. Martin provided an update on the measures being taken regarding COVID-19. Mask are required at all facilities and on all vehicles. Temperatures checks are being conducted and logged at all facilities. Some employees are working staggered hours where possible. On fixed route buses fare collection is still suspended and rear door entry is still in place. Shields are being procured for the fixed route vehicles and alternative safety options are being researched for the paratransit operators.

Executive Director's Update

Mr. Martin's Executive Director's report consisted of an update on the following:

Mr. Martin reported that staff was currently in negotiations with the City of Birmingham regarding the FY2021 budget. Staff has been communicating since March of this year and is currently awaiting an answer on a request for a quarterly meeting with Mayor Woodfin.

The Essential Employee Hazard payments were made last week. A formal resolution ratifying the decision to award hazard pay will be presented at the July Board Meeting.

Internal preliminary budget discussions will begin soon as will the discussions with our other municipal partners. Director Parker inquired about the level of participation from the department head with building their departmental budgets. Mr. Martin responded that Mr. Dickerson has been meeting with the department heads to go over their respective budgets which is important so that they are accountable for their budgets.

Chair Smith commented on the City of Birmingham's Transportation Committee Meeting that he and Mr. Martin attended the previous meeting. He reminded the Board that the meetings are public and can be accessed on the City of Birmingham's website.

RESOLUTIONS FOR CONSIDERATION AND APPROVAL

Mr. Martin explained that going forward the Resolutions will be read to the Committee by Board Support. Each resolution memo will also be supported by 6-8 slide PowerPoint presentation explaining the purpose of the resolution being presented and the benefit to the authority.

A. Resolution 2020-28: Comprehensive Operations Analysis/Transit Development Plan -

Authorization for the Executive Director to enter a task order agreement with **Transportation Management & Design, Inc. (TMD)** to prepare a Comprehensive Operation Analysis (COA and develop a Transit Development Plan (TDP) for transit in the Birmingham-Jefferson County service area. The focus of the task is to implement public engagement and provide framework for the future growth of transit in the region. The cost for completion of the task outlined will not exceed **\$344,865.00**.

Harold Young, Chief Operating Officer, presented the PowerPoint developed as an attachment to Resolution 2020-28. The presentation included the project scope and approach, deliverables of Public Involvement, Analysis of the System deliverables, the Final Network Plan deliverables as well as the deliverables for the Summary Report of the Analysis of Operations. Mr. Martin added that Resolution 2020-28 was approved with the current fiscal year budget. Chair Smith inquired about where the funds would come from. Mr. Martin responded that the funds were found in the operational budget.

B. Resolution 2020-29: Task Order for BRT Support Services - Authorization for Birmingham Jefferson County Transit Authority (BJCTA) to enter a contract with **Kimley-Horn** to develop a Bus Rapid Transit (BRT) Safety Security Program Planning, Ridership Forecasting and Community Education and Engagement Operations Plan. Because there are a total of seven (7) tasks associated with the BRT project, the project will be conducted in phases with the first phase addressing the initial three tasks: Community Engagement, Ridership Forecast and Specifics of BRT Operations. With the development of the BRT project there will be opportunities for Transit Oriented Development (TOD) along the corridor. The resulting impact

of TOD will serve as the catalyst for a reconfiguration of BJCTA's fixed route network that will increase efficiencies and enhance the overall rider experience. The cost for completion of the tasks outlined will not exceed **\$695,000.00**.

Valerie Rivers, Chief Administrative Officer and BJCTA BRT Implementation Team Lead, presented the PowerPoint presentation prepared as an attachment to Resolution 2020-29. The presentation included the project purpose and understanding, deliverables for Project Management, Controls on Program Support, Safety, Support and FTA Coordination deliverables, Technology deliverables, Ridership Forecast Corridor Analysis and Operations deliverables and finally the Community Engagement deliverables. Chair Smith inquired about the history and/or background of the Kimley-Horn. Mr. Martin responded that the Kimley-Horn was an older firm and at least 40-50 years of experience. Ms. Rivers added that Clark Bailey, who previously worked on the BRT project with the City of Birmingham, he is currently apart of the team establishing Kimley-Horn's Birmingham office. Director Jones asked if there were other firms to bid. Ms. Rivers responded there were two firms with Kimley-Horn being the most responsive having the depth and expertise needed for the project. Director Jones followed up with the question inquiring where the funding will come from. Ms. Rivers responded that the funding would come from the operational budget and thought it important to not that Kimley-Horn's initial proposal was \$1.2 million, however, the team has been able to pair that amount down to \$695,000. Chair Smith inquired about the length of time for completion of the project. Ms. Rivers responded that contract will be 3 years. The hope is to have the ridership forecast to be completed this year to comply with the FTA requirements for the project. Mr. Martin chimed in to remind the Board on the competitive nature of BRT projects. The Chair followed up asking whether the project was included in the budget. Ms. Rivers responded yes. Director Parker reminded the Board members present that there was a peer review process in assessing the vendor proposals submitted. Director Parker followed up with the questions of whether CARES Act funding will be used for this project. Mr. Dickerson reminded the Board that there was \$800 thousand allocated in the budget for the major consultant projects for the year.

ITEMS FOR INFORMATION AND/OR DISCUSSION - None

OLD BUSINESS – None

NEW BUSINESS

Legal Services – Mr. Martin informed the Board that the contract for legal services expires on the 2nd of July. Two options will be presented to the Board during the July Board Meeting for discussion and consideration. The first option being a three-month extension or a three year renewal. Director Parker stated that he would defer to the Chair for the Regular Board Meeting.

ADJOURNMENT

The meeting was adjourned at 11:18 A.M.