



The July 1, 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

Theodore Smith	LeDon Jones	Kevin Powe	Sam Parker
Johnnye P. Lassiter	Darryl Cunningham	Donald Harwell	Martin Weinberg
Frank T. Martin	Valerie Rivers	Harold Young	Glenn Dickerson
Courtney French	Christin French	Sam Ford	Johnathan Austin
Darryl Perkins	Charlotte Shaw	Traci Williams	Alice Gordon
Allen Perdue	Anita Griffith	April Penchion	Clark Bailey
Chasiti Stephens	Christina Griggs	Christopher Brewster	Colin Alexander
Darryl Grayson	DiNaira Gilbert	Paul Ensign	Michelle Inman
Jonathan Clark	Justin Ridgeway	Evan C. Mealins	Mikesha T. Harvill
Myrna Pittman	Sherma Sobers	Stephanie Walker	Tyler Pearson
Wytangy Peak	6 callers via GoToMeeting		

CALL TO ORDER

Chair Smith called the meeting to order at 12:05 P.M.

ROLL CALL

Board of Directors

Darryl Cunningham	P	Johnnye P. Lassiter	P	Donald Harwell	P
LeDon Jones	T	Martin Weinberg	P	Sam Parker	P
Kevin Powe	P			Theodore "Ted" Smith	P

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

DiNaira Gilbert, Board Administrator, conducted roll call and a quorum was established.

INVOCATION

The Invocation was led by Director Cunningham.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Director Harwell.

ADOPTION OF AGENDA

Director Harwell moved to adopt the meeting agenda as presented. Director Weinberg seconded the motion. The meeting agenda was adopted by general consent.

ADOPTION OF MINUTES

Director Parker moved to adopt the meeting minutes as presented from the June 3, 2020 Board Meeting. Director Harwell seconded the motion. The meeting minutes were adopted by general consent.

PUBLIC COMMENT

There were no public comments submitted to the communications@bjcta.org email box.

TCAB UPDATE

Mr. J.O. Hill provided a brief update on the TCAB's efforts the previous month. TCAB efforts have been limited due to COVID-19. Mr. Hill mentioned possibly requesting permission to resume voter registration at Central Station and added that protective partitions will be required for safety.

CHAIRMAN'S REPORT

Chair Smith updated the Board on the ongoing discussions and meetings with the City of Birmingham and the upcoming FY2021 budget. He assured the other board members that they would be updates as more updates become available.

BIRMINGHAM XPRESS – BRT UPDATE

Charlotte Shaw, BRT Project Manager from the City of Birmingham, presented an update on the BRT. The update included the grant obligations of all participating parties, a synopsis of the BRT Corridor and stops, the progress of the engineering and design for stations, roadway work and stops, the project schedule and the earned value reporting.

EXECUTIVE DIRECTOR'S REPORT

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

Mr. Martin commended collaborative efforts of BRT teams from BJCTA, the City of Birmingham, Skanska and WSP.

Mr. Martin reported that he attended the last CAC meeting on Monday morning. The meeting was a positive meeting and the participants walked away with a better understanding of public transit. He updated the Board on the ongoing budget preparations which have included several discussions with the City of Birmingham.

Mr. Martin then updated the Board that Director Parker has worked to schedule a BJCTA update to be presented to the Jefferson County Commission during a work session next Tuesday. Mr. Perkins and Director Parker intend to join Mr. Martin for Tuesday's meeting.

Mr. Martin informed the Board that the resolution on today's agenda for Hazard Pay was simply a ratification of what was agreed upon at the previous Board meeting.

RESOLUTIONS FOR CONSIDERATION AND APPROVAL

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**.

After a motion and proper second the following discussion was had regarding Resolution 2020-28. Following the discussion, the resolution was passed by general consent.

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. Director Cunningham raised concerns about the flexibility on the upcoming changes. Mr. Martin responded that we will be relying on steering group that will be comprised of all our funding partners and stakeholders and an extensive

outreach program to make recommendations as we look to the system redesign. Director Cunningham also inquired about whether Micro transit will remain in-house. Mr. Martin responded there could be a combination of both in-house and contracting like Transloc and VIA. Director Cunningham wanted to ensure that Operator jobs will be secure. Mr. Martin assured Director Cunningham that Operator jobs will not be in jeopardy. Director Cunningham inquired about how the project will be funded. Mr. Martin responded that it will be funded from local sources, the project will start once approved and the project will be funded over two fiscal years. Mr. Martin received an update from the Director of Grants, Stephanie Walker that \$105,450 in grant funding for the project. There was then a discussion about the RPC and other grant opportunities, Chair Smith pointed out that the RPC meetings are public meetings and all Board Members are welcome to attend.

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**.

Director Parker moved to adopt the resolution. The motion was seconded by Director Harwell after the following discussion the resolution was passed by general consent.

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. Director Parker inquired about Task 6 and what information will be used to analyze ridership given the COVID-19 impact. Ms. Rivers responded that they will use historical numbers as well as current COVID-19 numbers. Director Lassiter inquired about the marketing efforts being made in preparation of the BRT project. Ms. Rivers assured Director Lassiter that the Marketing/Communications Director has been very instrumental and involved in collaborations with the City of Birmingham and their PIO team. Director Cunningham inquired about contingencies for overruns. Ms. Rivers assured Director Cunningham that the "not to exceed" is the ceiling on this project and contingencies are built in. Director Cunningham inquired whether the project was single year or multi-year, the response was multi-year. Director Parker added that he hoped the marketing efforts and pop-ups engaged millennials. Ms. Rivers assured Director Parker that the marketing will target the millennial demographic as well as others. She also added that the marketing will target all of Jefferson County and not just the areas through which the BRT travels as we hope to attract choice riders as well. Director Powe inquired about who will manage Kimley-Horn and the number of people on their team. Ms. Rivers responded that she is the project manager and the firm is an international firm that recently opened an office in the City of Birmingham with the project lead on their end being Scott Bailey. Director Lassiter inquired about the location of their parent company; Mr. Martin responded North Carolina. Director Powe inquired whether the firm was a minority firm, Ms. Rivers responded that they were a majority firm and Mr. Martin added that there is a 20% DBE requirement for all projects.

- C. Resolution 2020-30: Petway, French and Ford, LLC** - Authorization for the Executive Director to enter a contract with Petway, French and Ford, LLC, for a period of three (3) years with two (2) One-year options effective immediately upon the expiration of the current contract. The cost of this extension will remain the same at a \$25,000.00 monthly retainer not to exceed \$300,000.00 annually.

Director Harwell moved to adopt the resolution. The motion was seconded by Director Jones after the following discussion the resolution was passed by general consent.

Director Lassiter inquired about when the attorney contract expired. Mr. Martin responded that the contract is set to expire July 1. Director Powe offered his apology for the statements made in previous meetings about the prestigious firm of Petway, French and Ford. He went on to commend the firm for their accomplishments and the duties performed by the firm for the authority. Attorney Courtney French accepted Director Powe's apology and added that it has been a pleasure to serve BJCTA since 2014. Director Cunningham added that he wanted to publicly commend Attorney Courtney French for being highlighted on the Oprah Winfrey Network in a segment honoring black fathers. Attorney French shared that of all the honors he's received being recognized as a great father was the top honor. Director Powe added that he loved seeing the faces of the firm every 30 seconds as a bus passes. Attorney French introduced the firm's summer intern from the University of Alabama.

- D. Resolution 2020-31: Petway, French and Ford, LLC** - Authorization for the Executive Director to extend the contract of **Petway, French and Ford, LLC**, in accordance with the terms of the original contract and modifications, to provide legal services for a period of three (3) months effective immediately upon the expiration of the current contract. The cost of this extension will remain the same at a \$25,000.00 monthly retainer **not to exceed \$75,000.00** for a three-month extension period.

Director Cunningham moved to withdraw the resolution. The motion was seconded by Director Lassiter and the resolution was withdrawn from the resolutions for considerations and approval.

ITEMS FOR INFORMATION AND/OR DISCUSSION – None

OLD BUSINESS – None

NEW BUSINESS

- A. Resolution 2020-27: Hazard/Heroes Pay** - Authorization for the Executive Director to provide "Heroes Pay" as additional compensation for select groups of employees who continued to perform duties during the pandemic outbreak.

There was an initial motion and no second. Director Cunningham requested clarity on the prorating method for the payments made. Mr. Dickerson responded that the payments were prorated based on the time the employee was actually exposed to the hazard. Director Parker made a motion to add the caveat to the resolution addressing the proration. Director Cunningham inquired whether we are obligated to pay them the full amount and requested that legal verify. Attorney Ford assured Director Cunningham that legal will review and provide a response. Director Weinberg inquired whether the payment had already been made, Mr. Martin responded yes. Director Parker moved to withdraw his amendment until further review. There was a motion to delay a vote and further discussion of Resolution 2020-27 until the next board meeting on August 5, 2020.

Chair Smith called for a roll call vote:

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

(Y) Yea (N) Nay (A) Abstain

The resolution passed to the next board meeting after further discussion at the next committee meeting. Mr. Dickerson added that the hazard payments were received by the essential employees on June 12, 2020.

Director Lassiter also commended the legal counsel, thanking them and encouraging them to continue to do a good job.

ADJOURNMENT

The meeting was adjourned at 1:29PM

Unadopted