



The August 19, 2020 meeting of the BJCTA Planning & Program Development Committee was held in accordance with the March 2020 Proclamation issued by the Governor of Alabama.

ATTENDEES

Sam Parker	Donald Harwell	Darryl Cunningham
Johnnye P. Lassiter	LeDon Jones	Martin Weinberg
Theodore "Ted" Smith	Kevin Powe	Willie Davis III
Frank T. Martin	Valerie Rivers	Harold Young
Glenn Dickerson	Christin French	Courtney French
DiNaira Gilbert	Adrell Meadows	Allen Perdue
Anita Griffith	April Penchion	Christina Griggs
Christopher Brewster	Colin Alexander	Darryl Grayson
Justin Ridgeway	Khaia Wheeler	Michelle Inman
Myrna Pittman	Phyllis Goode	R. Richards
Roy Johnson	SL Sobers	Stephanie Walker
Wytangy Peak	Mikeshia Harvill	And additional 13 callers

CALL TO ORDER

Committee Chair LeDon Jones called the meeting to order at **11:35 AM**.

ROLL CALL

Committee Members

Donald Harwell (P); LeDon Jones (P)

Remaining Board Members

Darryl Cunningham (P); Johnnye P. Lassiter (P); Sam Parker (P); Kevin Powe (P); Theodore "Ted" Smith (P); Martin Weinberg (P); Willie Davis III (P)

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

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

ADOPTION OF AGENDA

Director Harwell moved to adopt the agenda as presented. Director Jones seconded the motion and the agenda was properly adopted.

ADOPTION OF MINUTES

There was no meeting held July 22, 2020

EXECUTIVE DIRECTOR'S REPORT

Committee Chair Jones stated that Mr. Frank T. Martin had already given a report in the last meeting and asked if there were any questions. There were none.

CENTRAL MARKET UPDATE

Stephanie Walker, Director of Grants, provided the following report:

- Grant funds have been received and disbursed to the farmers from the Alabama Sustainable Agriculture Network for hazard pay and loss of revenue.
- The City of Birmingham has provided a lot of supplies and marketing items to the market.
- The market has picked up and usage of supplemental nutrition assistance has increased.
- The market is still young (less than a year) but progress is still being made.

BRT MAX STAFF UPDATE

Valerie Rivers, Chief Administrative Officer, provided the following update on the BRT:

- FTA quarterly call was held last week. They discussed the submission of the white paper and the Office of the Secretary of Transportation has asked pertinent questions regarding the dates and planning of our maintenance facility and we are currently working on that from some of the initiatives that Mr. Dickerson spoke about earlier.
- Our marketing team will be working to get information out relative to the operation of the project. The City of Birmingham will take on the marketing of the project during construction.
- We are working with the consultant to get the ridership survey done as well as getting data on the cost associated for startup. This includes the cost of training for our operators because all operators will have to be trained on how to maneuver close to the guardrail. Operators will be cross trained on both type of vehicles.
- The City of Birmingham has been given a delay from FTA and the Office of the Secretary of Transportation regarding an environmental issue, which is delaying construction and the issuance of the construction documents needed regarding one of the buildings on the east terminus. Construction documents will not be going out for bid in the September time frame it will probably be more like the end of the year. According to Charlotte Shaw, the City of Birmingham is still on schedule with this project in time for the World Games in 2022.

MARKETING UPDATE

Myrna Pittman, Communications Director reported:

- Completed the City of Birmingham Scorecard
- In efforts to communicate better safety alerts are sent to employees every Friday regarding COVID.
- Communication to thank employees is sent bi-weekly.
- The first internal newsletter was produced last month, and the new newsletter should go out this week.
- Attended the Community Action Council meeting along with Mr. Martin and Ms. Rivers.
- Participated in APTA webinar regarding public transit responsibility.
- Attend TCAB meetings monthly.
- Working on the external newsletter. Information is needed from the Board to complete.
- Meeting with Chick fila on a marketing campaign that will feature a wrapped bus on a different route once a week.

PLANNING UPDATE

Wytangy Peak, Interim Director of Planning, reported:

- Continue to monitor ridership reports due to the COVID-19 pandemic. Overall ridership increased in the month of July over what has been reported in the last few months. The increase can be contributed to several factors one being free passenger rides.
- Continue to prepare for the upcoming fiscal year with departmental budget preparation.
- Preparation of the service plan for our municipalities.
- Operator run bids will be coming up in September
- Bus stop/shelter initiatives

Director Jones asked about transportation in the Wylam and Dolomite area. Ms. Peak stated that the route closest to that area is the route 5 and it would be an extension to accommodate the area. She

asked for more feedback so that she can take a look at it. Director Harwell asked if there have been any direct problems with people riding the bus for free. Ms. Peak responded that some operators are stating that some people are just riding with no place to go because the fares are free. Mr. Martin stated that they have seen an increase in homeless individuals riding the bus.

RESOLUTIONS FOR CONSIDERATION AND APPROVAL

None.

ITEMS FOR INFORMATION AND/OR DISCUSSION

Departmental Updates

OLD BUSINESS

None.

NEW BUSINESS

None.

ADJOURNMENT

Director Harwell moved to adjourn the meeting. It was seconded by Director Jones.

The meeting was adjourned at **12:00 Noon**