



The August 19, 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	Johnnye P. Lassiter	Darryl Cunningham
Donald Harwell	Willie Davis III	Theodore "Ted" Smith
Frank T. Martin	Valerie Rivers	Harold Young
Glenn Dickerson	DiNaira Gilbert	Christin French
Allen Perdue	Anita Griffith	April Penchion
Christopher Brewster	Colin Alexander	Darryl Grayson
Justin Ridgeway	Malia Fort	Michelle Inman
Myrna Pittman	Phyllis Goode	SL Sobers
Stephanie Walker	R. Richards	Wytangy Peak
Mikesha Harvill		And approx.. 9 other callers

CALL TO ORDER

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

ROLL CALL

Committee Members

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

Remaining Board Members

LeDon Jones (A); Kevin Powe (T); Theodore "Ted" Smith (P); Martin Weinberg (A); Donald Harwell (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 Lassiter moved to adopt the agenda as presented. Director Cunningham seconded the motion and the agenda was properly adopted.

ADOPTION OF MEETING MINUTES

Director Cunningham moved to adopt the July 22, 2020 meeting minutes with corrections to reflect Director Lassiter's vote on page 6 regarding Resolution 2020-40 as 'nay'. Director Lassiter seconded the motion and the minutes were properly adopted with corrections.

MONTHLY FINANCIAL REPORT REVIEW

Chief Financial Officer, Glenn Dickerson provided a verbal overview of the financial highlights below.

- The agency has a positive bottom line of \$1 million dollars versus last year's loss of \$1.2 million.
- Because of COVID-19 we have not been collecting fares and there are no plans to start collecting fares between now and the beginning of the next fiscal year.
- COVID-19 has also impacted our commission revenue, advertising revenue, and rental income. All of which are down.
- We were able to replace those funds thanks to the CARES Act.
- We have been holding the budget steady this year. Expenses are down compared to last year.

- We are \$2.3 million dollars better than we were last year.
- Over the last three years our working capital has declined from \$19 million to \$6 million.
- It is important to note that this year our working capital has increased by \$3 million.

Director Cunningham requested that notice of agenda changes be sent to all committee members. Director Parker asked if we had drawn \$3.8 million against the CARES Act funds? Mr. Dickerson confirmed that and added that it has been since the end of July. Director Parker asked if the funds became available in mid-March or late April. Mr. Dickerson said he thought it happened a little later than that, but he would check the exact date and get back to him. Director Parker asked if we had about \$3 million left to draw from for the remaining of the year? Mr. Dickerson said that was correct, but he would check. Director Parker requested that we check to be sure so that no money is left on the table. Mr. Dickerson said that he would. Grants director, Stephanie Walker informed the Board that the disbursements are based on a calendar year and we should be making disbursements each month after the period in which the award becomes active. The award became active on May 15, 2020 and we made our first draw on May 28, 2020. We should draw down about \$5.6 million for this fiscal year and a total of \$10.9 by December 31, 2020. Director Parker asked what should be the ideal reserve for our organization? Mr. Dickerson stated that most times you want at least two months of operating expenditures in reserve. Our operating budget is about \$32- 34 million dollars and we are spending almost \$3 million dollars a month. If we go by that theory, we want about \$5-6 million dollars unencumbered in reserve. We are working to build up our numbers.

COVID -19 UPDATE

Frank T. Martin, Executive Director/ CEO provided the following report:

- As a result of a request received during the recent TCAB meeting BJCTA is now providing masks at Central Station for any person in need.
- There has been a partial delivery of bus shields for fixed route buses. Once the entire shipment is received the shields will be installed on all fixed route buses.
- Face shields have been ordered and received for Paratransit Operators and Platform Supervisors.

EXECUTIVE DIRECTOR'S REPORT

Frank T. Martin, Executive Director/CEO provided the following report:

The contract with the City of Birmingham was signed by BJCTA and Attorney Courtney French and returned to the City with the correct numbers. We are waiting to get the official signed copy back from the City of Birmingham.

FY 2021 Operating and Capital Budget Update- There will be two additional meetings to occur within the next 30 days. The regular Board meeting and Budget Workshop on September 2, 2020. There will be a Special Called meeting on September 16, 2020 for board approval. and ask the Board to approve it.

Mr. Dickerson presented to the Board. He discussed:

- FY2021 Budget Development Process
- Steps for Budget Development
- Major Initiatives FY 2020-2022
- Financial Impact of BRT Project- FY 2021 & FY 2022
- BRT- Birmingham Xpress

Director Parker asked if Mr. Dickerson could send the committee the presentation and allow them to review and ask questions at the Committee of the Whole Meeting on September 2, 2020.

RESOLUTIONS FOR CONSIDERATION AND APPROVAL

- A. Resolution 2020-42: Assignment Agreement for P.I.D.S./ COB** – Authorize BJCTA to accept Tiger 7 Grant funding from the City of Birmingham to procure Passenger Information Display System, Infrastructure, and Installation for the BRT project. This procurement will utilize BJCTA’s current contract with Message Point Media of Alabama Inc. with the amount not to exceed \$964,872.00.

Director Cunningham moved to pass this item to the Consent Agenda for full board approval. The motion was properly seconded by Director Parker and passed to the Consent Agenda.

- B. Resolution 2020-43: Paratransit Vehicles-** Authorize the Executive Director to procure four (4) 2020 Ford F-550 CNG Buses or Paratransit Services off State Contract from Transportation South Inc. These vehicles will not exceed \$544,960.00.

Director Cunningham moved to pass this item to the Consent Agenda for full board approval. The motion was properly seconded by Director Parker and passed to the Consent Agenda.

ITEMS FOR INFORMATION AND/OR DISCUSSION - None

OLD BUSINESS

- **Resolution 2020-27: “Hazard Duty Pay” for Essential Employees-** Authorization for the Executive Director to provide “Hazard Duty Pay” as additional compensation for select classification of employees who continued to perform duties during the pandemic outbreak.

Discussion:

Mr. Dickerson stated that if the same hazard pay is provided to the 25 administrative employees at \$600 the cost would be \$25,965.00 for them to take home that amount. Total amount of all three categories is \$401,418.00. paid to employees. Update the resolution to include all three categories and present to full board. Director Lassiter asked what will be done for July and August because it will be September when the Board meets again. Mr. Martin stated that the item is next on the agenda for new business and asked the pleasure of the Board.

NEW BUSINESS

- **Continued/Future “Hazard Duty Pay” for Essential Employees**

Discussion:

Director Parker said he would be in favor of moving this to the full board. Director Lassiter stated that the Board originally said it would be reviewed monthly and they are behind. Director Parker asked Mr. Dickerson to prepare a detailed monthly schedule showing what the payments will look like. Director Jones asked if there were any legal implications with the way the executive team prorated the hazard pay previously. Attorney French stated that there was none.

ADJOURNMENT

Director Lassiter moved to adjourn the meeting. It was seconded by Director Parker. The meeting adjourned at **11:34 A.M.**