

**Georgia Regional Transportation Authority  
245 Peachtree Center Avenue, NE, Suite 800  
Atlanta, Georgia 30303-1223**

**Operations and Finance Committee  
Meeting Minutes  
April 13, 2011**

**COMMITTEE MEMBERS PRESENT:**

Walter M. Deriso, Jr.  
Dwight Evans  
Narender Reddy  
Dick Anderson

**BOARD MEMBERS PRESENT:**

Jerry Bowman  
Ken Stewart  
Al Nash  
J. T. Williams

**COMMITTEE MEMBERS ABSENT:**

Alton Knight (Chair)  
Mike Byrd  
Charlotte Nash

\*A quorum was present

All notice having been duly given, the Operations and Finance Committee of the Georgia Regional Transportation Authority was held at the Georgia Regional Transportation Authority office, 245 Peachtree Center Avenue, Suite 800, Atlanta, Georgia.

Sonny Deriso, standing in for Alton Knight Committee Chair, called the meeting to order at 10:43 a.m.

**APPROVAL OF COMMITTEE MINUTES OF THE MARCH 9, 2011**

Minutes for the meeting of March 9, 2011 committee meeting were reviewed and approved as circulated.

**APPROVAL OF COMMITTEE AGENDA FOR THE APRIL 13, 2011**

The agenda for the April 13, 2011 committee meeting has been circulated. The agenda was approved as circulated.

**Monthly Financial Report**

Mark Peoples gave the financial report. The fund balance increased by \$694,668 for the period ending February 28, 2011. The accounts receivable balance is reasonable and there are no issues that would result in non-payment. The accounts payable balance is related to payroll withholdings and part of the normal business process. The entire fund balance is reserved for current and pending commitments. There are no reportable issues for the balance sheet. All other expense line balances are appropriate and budgets are tracking according to forecast.

**Monthly Operations Report**

Jim Ritchey gave the monthly operations report for February 2011. Total operating revenues are above last year and above goal as well. Operating expenses are tracking at estimates. Transportation is tracking below estimates, although above last year. Fuel is tracking a little below goal, at \$268,340. Park and Ride expenses are below goal. Overall net cost of service is under budget.

Mr. Ritchey presented the Xpress Operations Statistical Report, which included information on operating statistics and operating ratios for Xpress including CCT, GCT, and GRTA operated routes. The report also included information on boardings, security, passenger miles, revenue hours, road calls, complaints and accidents.

Mr. Ritchey presented a report on Xpress ridership by corridor, which included information on the locations and the number of riders for the Xpress routes. Mr. Ritchey provided a chart to the Board members of the Xpress accident history.

#### **FY 2011 Xpress Service Standards Revisions (Action)**

A request for approval was presented to the Board to approve the revised FY 2011 Xpress Service Standards. The GRTA Board adopted the FY 2011 Xpress Service Standards on February 9, 2011. This item presents for the Board, adoption changes in the service standards that were requested by the Federal Transit Administration Title VI consultant team. The consultant team requested that GRTA revise the service standards to reflect a change in the monitoring guidelines for the average age of vehicles operating on minority routes, and the threshold for service changes that require a Title VI evaluation. The consultant team also requested that GRTA add procedures to the service standards document for evaluating the Title VI impacts of fare changes, new routes and major service changes.

#### **Formal Action**

A motion was made by Narender Reddy and seconded by Dwight Evans recommending that the Board approve the revised FY 2011 Xpress Service Standards. The motion was approved unanimously.

#### **FY 2011 Xpress Service Evaluation**

Mr. Ritchey gave a presentation of the FY 2011 Xpress Service evaluation. The FY 2011 Xpress Service evaluation recommends service and fare changes that are planned to be effective during July 2011. The proposed changes include reductions in service on fourteen routes, additional service on one route, two new routes that will improve service for portions of existing routes, and three new routes associated with the I-85 North Congestion Reduction Demonstration. It also includes a proposal to reduce the fare for the West Douglas Park and Ride lot. The reductions in service for seven of the routes are greater than 25 percent of the scheduled revenue hours so that these reductions are considered major service changes.

#### **BCID Contract Renewal for the BUC Shuttle (Action)**

A request for approval was presented to the Board to authorize the Executive Director to complete a Contract Renewal for BUC Shuttle which would include:

- Update operating terms to include the pass through of stimulus funds, use of turnkey contracting, and transfer of vehicles
- Update federal clauses
- Update the contract term with an effective renewal date from November 6, 2010 to November 6, 2015

The BUC Shuttle renewal would allow GRTA to pass thru 5307 funds to the BCID for preventive maintenance and capital cost of contracting.

#### **Formal Action**

A motion was made by Dwight Evans and seconded by Narender Reddy to recommend authorizing the Executive Director to complete a contract renewal for BUC shuttle. The motion was approved unanimously.

Jannine Miller commended Gail Franklin for all of the work she has done on Compliance, and Federal Regulations.

#### **ADJOURNMENT**

Mr. Deriso adjourned the meeting at 11:32 a.m.

APPROVED:

  
Alton Knight, Chairman

APPROVED AS TO FORM:

  
Kirk R. Fjelstul, Chief Counsel

ATTEST:

  
Benecia I. Dennard, Recording Secretary