

Georgia Regional Transportation Authority
245 Peachtree Center Avenue, NE, Suite 900
Atlanta, Georgia 30303-1223

***Operations and Finance Committee Meeting
Minutes***

February 13, 2008

COMMITTEE MEMBERS PRESENT:

Alton Knight, Chair
Dick Anderson
Brandon Beach
Sonny Deriso
Caric Martin
Charlotte Nash
Narender Reddy
Mike Byrd

BOARD MEMBERS PRESENT:

John Sibley
Jeanie Thomas
J.T. Williams

* 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 900, Atlanta, Georgia.

Mr. Knight called the meeting to order at 10:31 a.m.

APPROVAL OF COMMITTEE MINUTES OF THE JANUARY 9, 2008 MEETING:

The minutes of the January 9, 2008 committee meeting have been circulated. With no corrections or additions they stand approved as submitted.

APPROVAL OF COMMITTEE AGENDA FOR THE MEETING OF FEBRUARY 13, 2008

The agenda for the February 13, 2008 meeting has been distributed and was amended with two items. A bank resolution to add Jim Ritchey's name to the Georgia Fund One Bank for authorization of the transfer of funds between accounts, as well as a resolution to authorize granting the Deputy Director to have authority related to contracts and DRI's until a new Executive Director is appointed.

Formal Action:

A motion recommending approval to add two additional items to the agenda was made by Dick Anderson and seconded by Mike Byrd. The agenda was approved unanimously.

Operations Monthly Report

A new Director for Xpress bus Maintenance has been hired. Jim Ritchey, Deputy Director, thanked Donald Evans for his effort in the work he did handling the day to day operations of the Xpress bus Maintenance Operation in the interim.

Mr. Ritchey expressed his sympathy in the accidental death of Xpress bus employee, Carolyn Seymour, who was killed assisting Xpress buses move during a traffic jam.

Jerome Parker, Transit Director, briefed the committee on Xpress bus Ridership. Ridership has risen and he projects annual ridership to exceed the projected 1.5 for the annual year.

Rob Alexander, Customer Development Manager, presented a report on the recent new services as well as future services. He commented on the new Stockbridge and Conyers routes and expressed the positive feedback he has received from riders. Mr. Alexander also reported to the committee on the progress of the customer satisfaction survey with the full report due at the March 12th Board meeting.

Jim Ritchey briefed the committee on operating revenues and expenses. The cost of service is less than projected and the increase in ridership resulted in more revenue than expected. He also alerted the committee that he is recommending that an Xpress management contract request for proposals be issued on a three (3) year contract with seven (7) one year renewals. This would assure a continuing of management contracts and not service contracts.

Financial Monthly Report

April King, Deputy Director of Administration, reviewed the General Fund Reports. The balance sheet reflects a continuing positive fund balance. The Statement of Revenues and Expenditures for the year revealed an increase in our fund balance level by \$300,000.00. The expenditure level for contractual services and computer charges should begin to increase by the first of the year as we update the GRTA website and transims modeling project. Ms. King also noted that GRTA's 2007 audit was completed with no findings.

Ms. King asked the committee to approve the resolution that would allow Mr. Ritchey access to GRTA's investment account at the treasury which would enable him to transfer funds between accounts. This would also remove Ms. King's access to that account.

Formal Action:

Motion recommending approval of the resolution adding Mr. Ritchey to the Georgia Fund accounts was made by Caric Martin and seconded by Narender Reddy. Motion approved unanimously.

Kirk Fjelstul, Chief Counsel and Deputy Director of Land Use and Planning also requested a resolution to delegate temporary authority to Jim Ritchey for contract authority and Executive Director, authority under the DRI Policies and Procedures which would expire when the Board appoints a new Executive Director.

Formal Action:

Motion recommending approval of the resolution delegating certain temporary authority to Mr. Ritchey was made by Caric Martin and seconded by Narender Reddy. Motion approved unanimously.

Xpress Park & Ride Update

Shaun Green, Transportation Engineer, gave a presentation on the construction and future service locations of the Park and Ride Lots.

Park & Ride Lease Agreements

Mr. Ritchey included a spreadsheet for park and ride agreements, Counsel believed that Jim Ritchey requested that the committee authorize and approve each of the lease agreements listed.

Formal Action:

Motion recommending approval of the park and ride agreements identified in the spreadsheet was made by Caric Martin and seconded by Charlotte. Motion unanimously approved.

VPSI Vanpool Service Agreement

Donald Evans, Deputy Transit/Vanpool Ops Director, described the VPSI Vanpool Agreement which he requested that GRTA enter into another Agreement which would increase the Agreement amount from \$400.00 to \$600.00 per month from February 2008 to December 2008.

Formal Action:

A motion was made by Narender Reddy recommending authorization of the Deputy Director to negotiate and execute an annual Vanpool agreement with VPSI, increasing the rate from \$400.00 to \$600.00 a month at a maximum amount not to exceed \$1,518,000. The motion was seconded by Charlotte Nash and approved unanimously.

ADJOURNMENT

Mr. Knight adjourned the meeting at 11:21 a.m.

DRAFT