

MINUTES
MEETING OF THE BOARD OF DIRECTORS
OPERATIONS & SAFETY COMMITTEE
METROPOLITAN ATLANTA RAPID TRANSIT AUTHORITY

June 24, 2013

The Board of Directors Operations & Safety Committee met on June 24, 2013 at 10:07 a.m. in the Board Room on the 6th Floor of the MARTA Headquarters Building, 2424 Piedmont Road, Atlanta, Georgia.

Board Members Present

Harold Buckley, Sr.
Frederick L. Daniels, Jr.
Jim Durrett
Roderick E. Edmond
Barbara Babbit Kaufman

MARTA officials in attendance were: General Manager/CEO Keith T. Parker, AICP; Chief Operating Officer Richard A. Krisak; Chief Administrative Officer Edward L. Johnson; Chief of Staff Rukiya S. Eaddy; Chief Financial Officer Gordon L. Hutchinson; Program Manager, Strategic Transformation Initiative Davis Allen; AGMs Deborah Dawson, Wanda Dunham, Shyam Dunna (Acting), Rod Hembree (Acting), Jonnie Keith (Acting), Cheryl King, Ryland McClendon and Elizabeth O'Neill; Directors Anton Bryant, Pat Minnucci, Antoine Smith (Acting); Managers Yolanda King, Sherma Sombers, James Watkins; Executive Manager to the Board Rebbie Ellisor-Taylor; Finance Administrative Analyst Tracy Kincaid; Department Administrator Brenda L. Williams. Others in attendance Carlos Arietta, Dontaye Brown, Cathy Jordan, Anthony Pines, Francisco Quinones and Srinath Remala.

Also in attendance Matt Pollack of MATC.

Approval of the May 29, 2013 Operations & Safety Committee Meeting Minutes

On motion by Mr. Daniels seconded by Mrs. Kaufman, the minutes were unanimously approved by a vote of 3 to 0, with 3 members present.

Resolution Authorizing the Award of a Contract for the Procurement of Extended Service Antifreeze, Contract Proposal Number B27929

Mr. Bryant presented this resolution for Board of Directors' approval authorizing the General Manager/CEO or his delegate to enter into a contract with W.W. Williams Southeast, Inc. for the Procurement of Extended Service Antifreeze.

On motion by Mr. Daniels seconded by Mrs. Kaufman, the resolution was unanimously approved by a vote of 4 to 0, with 4 members present.

Mr. Daniels asked what is the procedure when all bidders are deemed unresponsive.

Ms. King said negotiations take place in accordance with the MARTA Act, documents are resubmitted and vendors are given a new timeline. In this case, only three bidders submitted all of necessary information.

Mr. Daniels said so it is typical to give all Bidders a chance to correct their bid.

Resolution Authorizing the Award of a Sole Source with Link Commercial Vehicle Testing, Inc. for the Procurement of Brake Dynamometer Service and Warranty, Request for Proposals Number P29496

Mr. Bryant presented this resolution for Board of Directors' approval authorizing the General Manager/CEO or his delegate to enter into a Sole Source Contract with Link Commercial Vehicle Testing, Inc., for the Procurement of Brake Dynamometer Service and Warranty.

On motion by Mrs. Kaufman seconded by Mr. Daniels, the resolution was unanimously approved by a vote of 4 to 0, with 4 members present.

Resolution to Accept the Contract for Project B18161, Tunnel Lighting Upgrades, at Vine City Station to West Lake and Bankhead Stations

Mr. Minnucci presented this resolution for Board of Directors' approval authorizing the final acceptance of the Contract for Project B18161, Tunnel Lighting Upgrades at Vine City Station to West Lake and Bankhead Stations.

Mr. Daniels asked if this close-out falls within the normal timeframe.

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Mr. Minnucci said yes; 9-12 months is average.

On motion by Mr. Daniels seconded by Mrs. Kaufman, the resolution was unanimously approved by a vote of 4 to 0, with 4 members present.

Resolution to Accept the Contract for Project B23017, Roof Replacement for MARTA Annex Building

Mr. Minnucci presented this resolution for Board of Directors' approval authorizing the final acceptance of the Contract for Project B23017, Roof Replacement for MARTA Annex Building.

On motion by Mr. Daniels seconded by Dr. Edmond, the resolution was unanimously approved by a vote of 4 to 0, with 4 members present.

Resolution to Accept the Contract for Project B11136, Bus Supervisor Booths

Mr. Minnucci presented this resolution for Board of Directors' approval authorizing the final acceptance of the Contract for Project B11136, Bus Supervisor Booths.

On motion by Mr. Daniels seconded by Mrs. Kaufman, the resolution was unanimously approved by a vote of 4 to 0, with 4 members present.

Briefing – Upcoming Procurement of Environmental Engineering Services for FY 2015 to FY 2019

Ms. Jordan briefed the Committee on an upcoming procurement of Environmental Engineering Services for Fiscal Year 2015 through Fiscal Year 2019. The purpose of this procurement is to retain professional services in support of MARTA's extensive Environmental Program.

- MARTA currently has eight programs supported by the Capital Improvement Program (CIP)
- These programs capture the Authority's regulatory obligations as required by federal, state, and local entities and provides for the planning, design, construction and renovation of new and existing facilities

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- Additionally, these programs provide for required oversight and administration of daily operations at all facilities where environmental issues may exist and for the development and implementation of the Authority's Environmental Management System (EMS)

MARTA's Existing Environmental Programs

- Hamilton Boulevard Underground Storage Tank Program
- Pollution Prevention Program Plan (Stormwater Pollution Prevention and Response)
- Hazardous Materials Management Program
- Underground Storage Tank Management Program
- Brady Groundwater Remediation Program
- Laredo Groundwater Remediation Program
- Georgia Avenue Underground Storage Tank Program
- Environmental Management System (EMS) Program

Key Services to be performed

- Industrial Wastewater and Stormwater Management
- Spill Response Planning and Preparedness
- Soil and Groundwater Assessment and Remediation
- Real Estate Transfer Property Assessment
- Environmental Training and Curriculum Development
- Hazardous Waste and Materials Management
- Underground Storage Tank Management
- Green/Sustainability Initiatives
- Environmental Drilling Services
- Air Compliance Management

Selection Process

- A Selection Committee comprised of technically qualified individuals has been established for this solicitation:

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- Voting Members
 - Assistant General Manager Department of Safety and Quality Assurance (Chairman)
 - Project Manager II (Vice Chairman)
 - Manager of System Safety
 - Environmental Safety Engineer
 - Manager Engineering Services
- Non-Voting Members
 - Director of Contracts & Procurement and Material
 - Chief Corporate Law (or Legal Services designee)
 - Executive Director DEO (or designee)
- Notifications requesting Expressions of Interest and Statements of Qualifications will be sent to each firm that expresses an interest in the procurement
- The opportunity to submit Statements of Qualifications will also be advertised on the MARTA website, the Atlanta Journal-Constitution, the Atlanta Daily World, the Georgia Procurement Registry, trade publications and web-based resources as cost allows
- The Selection Committee will review all responses to the solicitation
- After evaluation of all responses, a short list of the most qualified firms will be developed
- The short listed firms will be invited to attend a technical briefing in which the details of the scope of work for the contract term will be explained
- The Selection Committee will interview and conduct discussions with each firm on the short list to evaluate each firm's qualifications to perform the scope of work anticipated over the contract term; based on such interviews and discussions, the Selection Committee will select the most qualified firm(s)
- Staff will request permission from the Board to negotiate with the most qualified firm(s)
- The Selection Committee will not consider price as an evaluation factor in selecting the most qualified firm(s); however, upon receipt of the cost

proposals from the most qualified firm(s), MARTA will negotiate compensation that is fair and reasonable

- MARTA's standard Selection Criteria for A/E Services Evaluation Form will be used
- The anticipated Committee approval schedule is as follows:
 - Request to Solicit: 06/2013
 - Negotiations with the Highest ranked firm: 01/2014
 - Award of Contract: 04/2014

Briefing – APTA Reverse Engineering Audit

Mr. Hembree briefed the Committee on the APTA Reverse Engineering Audit.

Background

- Audit Fatigue
 - Oftentimes, transit agencies experience "audit fatigue". Over the course of a little more than a decade, MARTA experienced 16 different audits, reviews, assessments, and peer reviews that netted 790 findings and recommendations
- Findings and Recommendations
 - Over the course of time, quality control of corrective action plans slipped
- Why fund another audit?
 - The American Public Transportation Association (APTA) Rail Safety Audit was on the calendar in early 2012 – the AGM of Safety and Quality Assurance brainstormed with APTA and decided that a review of previous audits and corrective action plans would be more beneficial to MARTA
- Alternative to APTA Rail Safety Audit
 - MARTA commissioned APTA to conduct an assessment of the internal and external reviews and audits conducted since 2000

Purpose

- Examine all external audits, reviews and assessments from 2000

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- Review status of corrective action plans
- Verify closure of completed corrective action plans
- Consolidate similar or redundant recommendations or findings
- Categorize findings and recommendations into two groups:
 - Safety critical – directly related to safety
 - Business process improvement – recommendations to improve process
- Focus on completion of remaining open corrective action plans
- Examine the effectiveness and sustainability of past corrective actions

APTA Management Assessment

During the week of January 17, 2012, the Department of Safety and Quality Assurance (DSQA) facilitated a reverse engineered audit or management assessment with the American Public Transportation Association (APTA), in conjunction with the North American Transportation Services Association (NATSA). The assessment reviewed 790 items (recommendations and/or findings) and determined that 467 had been closed. In partnership with the DSQA staff, NATSA consolidated 323 remaining items by combining duplicate items; reducing the quantity to 172. DSQA staff has since closed all but 15 remaining safety critical items. All 15 have active corrective action plans in place. A course of action has been identified to address the remaining outstanding findings and recommendations related to business processes.

Summary

This effort is indicative of the MARTA management team's desire and commitment to further enhance its system safety program and establish priorities based on the current status and state of its safety program development. APTA expressed appreciation for MARTA's dedication to developing world class safety.

Mr. Daniels asked if this came through MARTA's Audit Department.

Mr. Hembree said this came from the Office of Safety & Quality Assurance as a part of APTA and GDOT's Triennial Review.

Mr. Daniels asked what is the timeline for reporting.

Mr. Hembree said there is no timeline because this was done internally – the Office does not regularly report on an audit.

Mr. Parker added that this is a special, self-directed audit. In the future, the Audit Department will oversee.

Mr. Daniels said the Board wants to ensure there is a control point.

Mr. Parker said staff will come back quarterly to brief the Board on where MARTA stands on safety items.

Mr. Durrett said the term 'audit' has a certain connotation – perhaps 'assessment' would be a better fit.

Mr. Parker said that it is a good point to take under consideration.

Other Matters

Mr. Krisak briefed the Committee on MARTA's July 4, 2013 Service Plan.

Major Events

- **Peachtree Road Race**
 - Location: Buckhead/Lenox (start) – Midtown (finish)
 - Time: 5am – 1pm
 - Attendance: 55,000
 - Ridership: 33,000
- **Centennial Olympic Park July 4th Celebration**
 - Location: Centennial Olympic Park
 - Time: Noon – 10pm
 - Attendance: 15,000
 - Ridership: 6,300
- **Lenox Square Fireworks**
 - Location: Lenox Square
 - Time: 6pm – 11pm
 - Attendance: 40,000
 - Ridership: 4,905
- **Braves vs. Marlins**
 - Location: Turner Field

- Time: 7pm – 11pm
- Attendance: 40,000
- Ridership: 2,500

MARTA Systems & Event Locations – Stations Affected

- Buckhead
- Lenox
- Lindbergh
- Art Center
- Peachtree Center
- Five Points
- GWCC/Dome
- Garnett

North/South Line – Rail Service Plan

- North
 - 0454 hours, 6 car trains, special 10 min. headway
 - 0900 hours, extra trains in Lakewood & Garnett pocket tracks
 - 1700 hours, extra train in Lenox pocket track
- Northeast
 - 0445 hours, 6 car trains, special 10 min. headway
 - 0600 hours Rail Shuttle between Lenox and Lindbergh
- South
 - 0445 hours, 6 car trains, special 10 min. headway

East/West Line – Rail Service Plan

- 0448 hours, special 10 min. headway on Green Line
- 1500 hours, service scaled back to 15 min. headways
- 0441 hours, 8 car trains, special 10 min. headway on Blue Line
- 0449 hours, 8 car trains, special 10 min. headway
- 1500 hours, service scaled back to 6 car trains on Blue Line
- 1600 hours, “ready reserve” trains at H.E. Holmes and Indian Creek

Bus Service Plan

- 15 Shuttle Buses from Lindbergh to Lenox starting at 0500 hours

- 30 Shuttle Buses from Midtown to Lindbergh at end of race
- 2 Mobility vans on-call at Lindbergh
- 25-30 buses for Braves Shuttle from Turner Field to Five Points

Mr. Durrett asked if this year's plan is more intense due to the Boston Marathon tragedy.

Chief Dunham said MARTA's awareness is always heightened during large scale events; however, the tragedy in Boston led MARTA Police to accelerate security. MARTA Police are working with the Atlanta Police and National Guard, as well as, doing different things with K-9 Units and conducting random checks.

Mr. Durrett asked about community outreach as it relates to MARTA's July 4th Service Plan.

Mrs. McClendon said in addition to providing this information via the Authority's own social media platforms and customer signage, MARTA has also reached out to media to put the information out to the public. Event organizers also advise attendees to ride MARTA.

Mr. Durrett asked if the Bus Service Plan mentioned consists of existing routes.

Mr. Krisak said these are special routes.

Mr. Durrett asked if that is considered charter service.

Mr. Krisak said no; it is MARTA service and the same fare will be charged.

Mr. Daniels said MARTA needs to emphasize the special service.

Mr. Durrett said the public needs to know everything that MARTA is doing.

Mr. Krisak added that MARTA has done extremely well with July 4th service over the past several years.

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Adjournment

The meeting of the Operations & Safety Committee adjourned at 10:54 a.m.

Respectfully submitted,

Kellee N. Mobley

Kellee N. Mobley
Sr. Executive Administrator to the Board