

MINUTES
MEETING OF THE MARTA BOARD OF DIRECTORS
BUSINESS MANAGEMENT COMMITTEE
METROPOLITAN ATLANTA RAPID TRANSIT AUTHORITY

May 28, 2020

The Board of Directors Business Management Committee met on May 28, 2020 at 11:10 a.m. via WebEx, Atlanta, Georgia.

Board Members Present

Roberta Abdul-Salaam
Roderick E. Edmond
William 'Bill' Floyd
Roderick A. Frierson, **Chair**
Jerry Griffin
Freda B. Hardage
John 'Al' Pond
Rita A. Scott
Christopher Tomlinson*
W. Thomas Worthy

MARTA officials in attendance were: General Manager/ CEO Jeffrey A. Parker; C-Suite Team Members Chief Customer Experience Officer Rhonda Allen, Chief of Bus Operations Collie Greenwood, Chief Financial Officer Kevin Hurley (Interim), Chief of Staff Melissa Mullinax, Chief Counsel Elizabeth O'Neill, Chief of Capital Programs, Expansion & Innovation Franklin Rucker and Chief of Rail Operations David Springstead; AGMs LaShanda Dawkins and Kirk Talbott; Directors Donna Jennings and Steven McClure; Manager MARTA Board of Directors Rebbie Ellisor-Taylor; Others in attendance Abebe Girmay.

Consent Agenda

1. Approval of the April 30, 2020 Business Management Committee Meeting Minutes
2. Resolution Authorizing the Solicitation of Proposals for the Procurement of Risk Management Investigative Services
3. Resolution Authorizing the Solicitation of Proposals for the Procurement of General Counsel and Other Legal Services, RFP P46721

On motion by Mrs. Hardage seconded by Mr. Pond, the Consent Agenda was unanimously approved by a vote of 9 to 0, with 10* members present.

* Christopher Tomlinson is Executive Director of Georgia Regional Transportation Authority (GRTA) and is therefore a non-voting member of the MARTA Board of Directors

Individual Agenda

Resolution Authorizing a Modification in Contractual Authorization for Automation of Background Screens, RFP P41453

Mr. McClure presented a resolution authorizing the General Manager/CEO or his delegate to increase the contract value for Automation of Background Screens with First Choice Research and Investigations, LLC dba First Choice Background Screening in the amount of \$100,000.00.

Due to the increased need to perform pre-employment and associated screenings resulting from the 2019 – 2020 Year of the Bus Campaign, the prior approved budgeted amount of the current contract will not adequately fund payment for future invoices. Therefore, Human Resources has requested that the current contract be modified to add an additional \$100,000 for ongoing screenings through December 2020. The amount requested is sufficient to ensure that there is enough funding available for the remainder of the recurring contract.

The original contract did not include sufficient funding for the Third Party and A La Carte Fees. The modification would provide additional funding for this line item to sustain the contract through the remainder of the contract term. The Department of Audit is conducting a price analysis.

On motion by Mr. Griffin seconded by Mrs. Hardage, the minutes were unanimously approved by a vote of 9 to 0, with 10* members present.

Resolution Authorizing the Solicitation of Proposals for the Procurement of automation of Background Screens, RFP P46774

Mr. McClure presented a resolution authorizing the solicitation of Proposals for the Procurement of Automation of Background Screens for estimated amount in \$543,959.60.

MARTA is seeking the services of a Contractor with proven experience to conduct preemployment screenings for candidates considered for positions within the Authority. A preemployment screening may consist of verification of employment, criminal history, credit check, education, motor vehicle reports where applicable and other employment screenings deemed necessary. MARTA utilizes the background screenings to assist with obtaining additional applicant related information to determine applicant's overall employability, thus ensuring the protection of MARTA's customers, employees,

property and information. All criminal history and credit checks shall be compliant with the Fair Credit Reporting Act (FCRA).

On motion by Mr. Worthy seconded by Mr. Griffin, the minutes were unanimously approved by a vote of 9 to 0, with 10* members present.

Resolution Authorizing a Modification in Contractual Authorization for the Trapeze Master Agreement, RFP P34149

Mr. Talbot presented a resolution authorizing the General Manager/CEO or his delegate to increase the contract value for the Trapeze Master Agreement with Trapeze Software Group, Inc. in the amount of \$583,095.00.

Information Technology (IT) must add four (4) Trapeze software applications, in preparation of MARTA resuming management of the mobility fleet operations. The software applications are listed below:

- The DriverMate Application: Provides functionality for two-way data messaging capabilities, GPS data communication, and 'real-time' vehicle positioning and schedule adherence information.
- The TripSpark Notifications: An add-on to Trapeze's demand response and medical products. This software provides notifications to clients regarding their upcoming scheduled rides. Notifications are outbound via telephone, SMS, and email.
- The TripSpark Management Portal: An add-on to Trapeze's demand response and medical products. It provides an on-line portal that enables passengers to view, book, schedule, and cancel their own bookings
- GTFS-RT Data Assessment which will provides trip updates, routes, vehicle locations and congestion levels information.

The original contract did not include the following four (4) Trapeze software applications: DriverMate Application, TripSpark Notifications, TripSpark Management Portal and GTFS-RT Data Assessment. This modification is to provide for the four (4) applications in preparation of MARTA resuming management of the mobility fleet operations. The Department of Audit is conducting a price analysis.

Mr. Tomlinson asked how would the amended contract impact long-term plans for the CAD-AVL system.

Mr. Talbott said MV is the current operator of the Trapeze software. The software would be transferred to Authority's system, which would be operated by MARTA. This would not impact long-term plans for the CAD-AVL system.

Ms. Abdul-Salaam asked would additional staffing be needed.

Mr. Talbott said the existing Trapeze staffing would support this transition. Additional staffing would not be needed.

Mr. Parker added the Authority would continue to have a contractor operate the system. However, MARTA would have ownership of the licenses and data. This would allow the Authority to transition between contractors when needed.

On motion by Mr. Pond seconded by Ms. Abdul-Salaam, the minutes were unanimously approved by a vote of 9 to 0, with 10* members present.

Resolution Authorizing a Modification in Contractual Authorization for Employee Online Performance Management System Software Contract, RFP P44358

Mr. Talbott presented authorizing the General Manager/CEO or his delegate to increase the contract value for the Employee Online Performance Management System Software with SABA Software (Canada) Inc.

The Employee Online Management Performance System Software is designed to align the Authority's departmental objectives with its' employee's performance with internal objectives. The system Employee Online Performance Management Software is used throughout the Authority to perform annual reviews and create development plans for non-represented employees. This automated tool enables the Authority's employees and evaluators to improve administrative time by eliminating the manual paper process. In addition, the Employee Online Performance Management Software provides the ability to track electronic approvals.

SABA Software (Canada) Inc., is the provider of the Employee Online Performance Management System Software which is a firm fixed price contract.

The contract term will be extended for two (2) base years.

MARTA staff is requesting additional funds in the amount of \$152,839.49 to provide for the continuation of services for two (2) years while a new procurement is being solicited.

The Department of Internal Audit will conduct a price analysis prior to the contract modification.

On motion by Mrs. Hardage seconded by Ms. Abdul-Salaam, the minutes were unanimously approved by a vote of 9 to 0, with 10* members present.

Resolution Authorizing the Expenditure of Capital and Operating Funds for General Consulting and Professional Services for the Department of Technology in Fiscal Year 2021 (July 1, 2020 – June 30, 2021)

Mr. Talbott presented a Resolution authorizing the General Manager/CEO or his delegate to authorize the allocation of \$6,671,027.00 expenditure to Technology staffing vendors holding valid General Service Administration (GSA) Schedule 70. This contract would provide professional and specialized staffing for the Department of Technology.

General Consulting Professional Services (GCPS) contract staff is necessary to implement MARTA's Technology and Technology supported projects identified in the Capital Improvement Program.

These capital projects require highly experienced staff with specialized expertise in the areas of planning, design, implementation, training and documentation.

On motion by Mrs. Hardage seconded by Mr. Worthy, the minutes were unanimously approved by a vote of 9 to 0, with 10* members present.

Resolution to Adopt Fiscal Year 2021 Operation and Capital Funds Budget

Mr. Hurley presented a resolution authorizing the MARTA Board to adopt the Fiscal Year 2021 Operating and Capital Funds Budgets. This resolution also allows for the utilization of prior year carry-over to fund operating and capital costs.

In accordance with the MARTA Act, the Board is required to adopt the Fiscal Year 2021 Budgets on or before the last day of the current Fiscal Year, June 30, 2020, following a public hearing and review of proposed budgets.

Operating Budget – The Budget Summary for Fiscal Year 2021, as shown in Exhibit A, reflects gross operating expenditures of \$627.7M. Of this, \$557.9M is required for net Transit Operations for the cost of providing bus, rail, light-rail and paratransit services in Dekalb, Fulton, City of Atlanta and Clayton County. The remaining \$69.8M is reimbursement of expenses related to the Capital Improvement Program. The allocation

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is based on direct costs and our cost allocation plan prepared in accordance with FTA guidelines.

Capital Funds Budget – The capital funds budget for Fiscal Year 2021, as shown in Exhibit A, reflects total capital expenditures of \$599.1M for capital disbursements, of which \$159.1M is for the principal and interest on outstanding debt and debt issues. The remaining \$414.4M and \$25.65M represents the Capital Improvement Program and More MARTA expansion initiatives – Clayton County and City of Atlanta, respectively.

Ms. Scott said various DeKalb County community groups and elected officials have expressed concerns regarding the online budget. She asked is there a difference between the budget shared online and the budget book sent via US mail.

Mr. Hurley said no, the internal and external budgets are the same. No adjustments were made.

Ms. Scott said questions from Concerned Citizens for Effective Government were received regarding the process and format for the FY21 budget. She asked if the Authority is in compliance with the MARTA Act.

Ms. O'Neill said the Authority is in compliance with regards to the MARTA Act. This year the percentage listing was slightly different than previous years. However, that issue has been addressed with the Concerned Citizens for Effective Government Group.

Ms. Scott said the State of Good Repair for Indian Creek was scheduled to begin in 2020. She asked what is the status of the funding.

Mr. Hurley said the funding for State of Good Repair for Indian Creek is part of Station Rehabilitation Program. These funds are available in the FY21 Budget which would support this initiative.

Ms. Abdul-Salaam said looking at the Top 10 Project List, there are no projects for Clayton County. She asked if Clayton County separated from the FY21 Budget.

Mr. Hurley said the Top 10 Project Lists are the Top 10 Spend Projects for FY21. The largest expense for Clayton County was the Clayton County BRT in the amount of \$1.7M. This project did not reach the level of expense as the other projects on the list.

On motion by Mrs. Hardage seconded by Mr. Pond, the minutes were approved by a vote of 8 to 0, with 10* members present.

Ms. Abdul-Salaam abstained.

Other Matters

- a. FY 2020 Third Quarter Financial Highlights and Financial Performance Indicators
(Informational only)

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Adjournment

The meeting of the Business Management Committee adjourned at 11:58 a.m.