

**Atlanta-region Transit Link Authority
245 Peachtree Center Ave, Suite 2300
Atlanta, GA 30303**

**Administrative Committee Meeting
(Virtual Meeting)
May 7, 2020**

COMMITTEE MEMBERS PRESENT

Charlie Sutlive, Acting Committee Chair
Steve Dickerson
Howard Mosby
Charlotte Nash
Chuck Warbington

OTHER MEMBERS PRESENT

Andy Macke
Russell McMurry
Teddy Russell
Mark Toro
Todd Ver Steeg
Felicia Franklin Warner
Tom Weyandt
Paul Radford

CALL TO ORDER

Mr. Sutlive, acting committee Chair, called the meeting to order at 8:38 a.m.

APPROVAL OF THE MARCH 5, 2020 MEETING MINUTES

Mr. Sutlive called for a motion to approve the minutes from March 5, 2020. Mr. Warbington made the motion to approve, and Mr. Mosby seconded the motion. The minutes were unanimously approved by the Committee.

APPROVAL OF THE COMMITTEE AGENDA

Mr. Sutlive asked if there were any changes to the agenda. Mr. Tomlinson advised that the budget update listed as item 6 is now an action item. Mr. Sutlive called for a motion to approve the agenda, as amended. Mr. Mosby made the motion, and Mr. Dickerson seconded. The agenda, as amended, was unanimously approved by the Committee.

Mr. Tomlinson recommended to have a roll call for the benefit of the public. Jamie Harris, Board Secretary, then did the roll call. A quorum was confirmed for the meeting.

COVID-19 UPDATE

Chris Tomlinson provided the Committee with a COVID-19 update and the impact the pandemic has had on operations. Xpress ridership has dropped 94% through March and April. Xpress reduced service twice since the advent of the pandemic. A 44% service reduction was implemented on March 23 and an additional 21% reduction was implemented on April 13. Xpress also suspended the collection of fares beginning on April 13. Both reductions align with ridership levels as well as help to promote social distancing practices for passengers and drivers. Xpress provided communications to customers relating to general awareness of the pandemic as well as CDC recommendations.

In addition, Xpress amended its agreement with its primary service provider, Transdev, to provide for changes and funding associated with the federal CARES Act SRTA has procured surgical masks, N95 respirator masks, face shields and hand sanitizers for the transit facilities.

Effective March 16, SRTA implemented widespread teleworking throughout the organization. The walk-up center was closed as well as the three DDS locations in which SRTA co locates. Efforts are now underway to retrofit these locations with protective barriers and will make plans to reopen once the barriers are in place.

To date, only one SRTA employee and two Transdev employees have tested positive for COVID-19, and all have recovered.

PROPOSED BYLAW AMENDMENT: CREATION OF AN XPRESS OPERATIONS STANDING COMMITTEE

Chris Tomlinson provided the Committee a brief overview of the need for a new Xpress operations standing committee. This will require a change to the bylaws by adding "Xpress Operations Committee" on Article IV Section 2. This committee will address Xpress operations, including recommending to the full Board items such as contracts related to Xpress operations, the Title VI program, major service changes, or fare changes.

Mr. Sutlive called for a motion for the Committee to recommend the proposed bylaw change to the full Board for approval. Mr. Mosby made the motion, and Mr. Warbington seconded. The proposed amendment was unanimously approved by the Committee for Board consideration.

BUDGET UPDATE

Monique Simmons provided the Committee an overview 14% budget reduction to the FY 2021 proposed budget as requested by the Governor, the House, and the Senate. The reduction is due to the budget offices on May 20th.

Mr. Sutlive called for a motion to recommend the budget reduction submission. Mr. Warbington made the motion, and Mr. Mosby seconded. The submission was unanimously approved by the Committee for Board consideration.

CONTRACT REVIEW AND APPROVALS

Merryl Mandus provided an overview on the operational contracts related to Xpress operations. These contracts will be assigned by SRTA to the ATL in anticipation of the transition of Xpress operations to the ATL on July 1, 2020. While 39 operational contracts will transfer to the ATL, five need board approval because their individual value exceeds \$1,000,000. The assignments will be effective as of July 1, 2020.

Mr. Ver Steeg asked whether the reduction of current services and fuel cost affect the total contract value of the Boswell Oil contract. Ms. Mandus explained that the contract amount is not a fixed amount, it is the maximum amount for the year and Xpress will only pay for the fuel that is used.

Mr. Sutlive called for a motion to recommend approval of the resolution of which approves certain Xpress contracts related to the provision of transit services. Mr. Warbington made the motion, and Mr. Mosby seconded. The resolution was unanimously approved by the Committee for Board consideration.

IMI GRANT APPLICATION APPROVAL

Jonathan Ravenelle provided the Committee a brief overview of the IMI Grant application that the ATL previously applied for. In March, the FTA awarded the grant to the ATL. The resolution will allow staff to submit a grant application to obligate that funding with FTA.

Mr. Sutlive called for a motion for the Committee to recommend the IMI Grant application to the full Board for approval. Mr. Mosby made the motion, Mr. Warbington seconded. The resolution was unanimously approved by the Committee for Board consideration.

ADJOURNMENT

The meeting adjourned at 9:16 a.m.

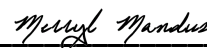
APPROVED:



Charlie Sutlive, Acting Committee Chair

APPROVED AS TO FORM:

DocuSigned by:



Merryl Mandus, Chief Legal Counsel

ATTEST:

DocuSigned by:



Jamie Harris, Board Secretary

DATE MINUTES APPROVED:

July 2, 2020
