

## MINUTES

### BUSINESS MANAGEMENT COMMITTEE

### METROPOLITAN ATLANTA RAPID TRANSIT AUTHORITY

September 26, 2019

The Board of Directors Business Management Committee met on September 26, 2019 at 11:32 a.m. in the Board Room on the 6<sup>th</sup> Floor of the MARTA Headquarters Building, 2424 Piedmont Road, Atlanta, Georgia.

#### **Board Members Present**

Roberta Abdul-Salaam  
Jim Durrett, **Chair**  
Roderick A. Frierson  
Jerry Griffin  
Freda B. Hardage  
Rita A. Scott

MARTA officials in attendance were: General Manager/ CEO Jeffrey A. Parker; C-Suite Team Members Chief Administrative Officer Luz Borrero; Chief of System Safety, Security & Emergency Management/Police Wanda Dunham, Chief of Bus Collie Greenwood, Chief Financial Officer Gordon L. Hutchinson, Chief Counsel Elizabeth O'Neill, Chief of Capital Programs Expansion & Innovation Franklin Rucker and Chief of Rail Operations David Springstead; AGMs Marsha Anderson Bomar, LaShanda Dawkins, Kirk Talbott, Emil Tzanov and Tom Young (Interim); Chief Information Security Officer Dean Mallis; Executive Director Paula Nash; Senior Director Kevin Hurley; Directors Jacqueline Holland (Acting) and Donna Jennings; Manager Phyllis Walker; Manager MARTA Board of Directors Rebbie Ellis-Taylor; Manager Executive Office Administration Tyrene Huff ; Sr Executive Administrator Keri Lee. Others in attendance Adrien Carter, Alphonso Eugene, Ariana Johnson, Courtne Middlebrooks and LaTonya Pope.

#### **Approval of the August 29, 2019 Business Management Committee Meeting Minutes**

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On motion by Ms. Abdul-Salaam seconded by Mrs. Hardage, the minutes were unanimously approved by a vote of 5 to 0, with 6 members present.

Mr. Griffin abstained.

#### **Resolution Authorizing Revisions to MARTA Drug and Alcohol Policy**

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Ms. Walker presented a resolution authorizing the amendment of the Drug and Alcohol Policy adopted on July 9, 2014.

The policy states the Authority's position on all aspects of the drug and alcohol program including, but not limited to positions to be tested, prohibited behavior, circumstances for testing, testing procedures and consequences of the use of drugs and misuse of alcohol. The policy complies with the United States Department of Transportation, Federal Transit Administration, rules and regulations regarding prevention of alcohol misuse and prohibited drug abuse in transit operations.

On motion by Mr. Griffin seconded by Mrs. Hardage, the resolution was unanimously approved by a vote of 6 to 0, with 6 members present.

**Resolution Authorizing the Solicitation of Proposals for the Procurement of Drug & Alcohol Software, RFP P43284**

Ms. Walker presented a resolution authorizing the solicitation of proposals for the procurement of drug and alcohol software.

The Federal Transit Administration (FTA) requires that as a recipient of federal funds, MARTA maintains a compliant drug and alcohol program. In order to administer a compliant program day-to-day, the business unit of Occupational Medical Services is seeking drug and alcohol software to efficiently and effectively manage the substance abuse programs in today's environment. The current desktop software maintenance support is no longer supported by Compliance Information Systems as of 12/31/2018 and has been used by MARTA since 2000. Therefore, the Authority is seeking to obtain software specifically designed to meet the needs of all FTA compliance requirements.

The proposed software at a minimum must provide tracking for pre-employment, post-accident, reasonable suspicion drug and alcohol testing; ease in running various statistical reports on testing data; perform annual Management Information Systems (MIS) reporting for FTA; advanced reporting; meet random selection compliance criteria with automated distribution; support automated electronic notifications to/from service agents such as labs and medical review officers; store essential supervisory and employee drug and alcohol training data; and provide efficiencies in existing business practices such as document management and access to web portals.

MARTA conducts an average of 3,500 drug and alcohol tests which includes, preemployment, random, reasonable suspicion, and post-accident. Additionally, the Federal Transit Administration recently announced the minimum random drug test rate has increased from 25% to 50% effective 1/1/2019, which increases random testing by approximately 800 tests.

A robust, secure software with a proven transit industry track record will ensure MARTA's success with the FTA compliance requirements.

On motion by Mrs. Hardage seconded by Ms. Abdul-Salaam, the resolution was unanimously approved by a vote of 6 to 0, with 6 members present.

**Resolution Authorizing the Validation of Sales Tax Revenue Bonds in an Aggregate Amount Not to Exceed \$700,000,000 In One or More Series**

Mr. Hurley presented a resolution authorizing the MARTA Board to validate \$700,000,000 of bonds to be issued in the future.

This resolution authorizes MARTA staff to enter into agreements for certain legal services and the submission of court filings necessary to effect the bond validation. The validation of bonds is a legal process that certifies that the issuer of the bonds is authorized to do so.

Approval of the resolution and subsequent validation will not result in the issuance of any bonds at this time. The issuance of bonds against this validation will occur only with future approval of the MARTA Board of Directors.

The validation process, as stipulated in the MARTA Act, involves obtaining approval of the attorneys for Fulton County, DeKalb County, Clayton County and the City of Atlanta. Since gaining these approvals can be time consuming, MARTA prevalidates bonds in order to ensure timely execution of the bond transactions. It is anticipated that MARTA will use the additional bond validation authorization over the next two to three years. Coupled with the remaining \$180,000,000 of capacity, anticipated use of the bond validation authorization is as follows:

- \$450,000,000 - Capital Improvement Program Investment
- \$254,000,000 – Series 2012A Bond Refunding
- \$150,000,000 – Line of Credit Product

The validation of bonds for an additional \$700,000,000 will ensure that MARTA maintains the flexibility to structure its debt program in a manner that takes advantage

On motion by Mrs. Hardage seconded by Mr. Griffin the resolution was unanimously approved by a vote of 6 to 0, with 6 members present.

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**Adjournment**

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The meeting of the Business Management Committee adjourned at 11:50 a.m.