

# MEMPHIS AREA TRANSIT AUTHORITY

1370 Levee Road

Memphis, TN 38108

Telephone: 901-722-7100 www.matatransit.com

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## **Gary J. Rosenfeld**

Chief Executive Officer

## **Board of Commissioners**

Martin Lipinski – Chair

Kristen Bland  
Shelia Williams  
Michael Fulton  
Tommy Pacello

Janice Holder  
Robert Clark  
Michelle McKissack

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## **AGENDA**

### **Board of Commissioners Virtual Board Meeting**

**Tuesday August 25, 2020**

**3:30 p.m.**

- |       |   |                  |
|-------|---|------------------|
| I.    | Call to Order   | Martin Lipinski  |
| II.   | Board Roll Call   | Linda Eskridge   |
| III.  | Approval of July 28, 2020 Board Minutes   | Commissioners    |
| IV.   | CEO Report  | Gary Rosenfeld   |
| V.    | Procurement Agenda Item(s)  | Gary Rosenfeld   |
|       | a) Resolution to Award an On-Call Contract to River City RailRoad TTC, LLC for On-Call Services for Rail System Track and Facility Maintenance – Res. No. 20-28 |                  |
|       | b) Resolution to Award a Contract to Gillig, LLC for Driver Protection Barriers – Res. No. 20-29  |                  |
|       | c) Resolution for the Purchase of up to 21 Wheelchair Accessible Vans off of the State of Georgia Contract. -Res. No. 20-30                                     |                  |
| VI.   | Finance Agenda Item(s)  | Gary Rosenfeld   |
|       | a) Resolution to Approve Capital Budget for Fiscal Year 2021 – Res. No. 31  |                  |
|       | b) Resolution to Approve Operating Budget Fiscal Year 2021 – Res. No. 32  |                  |
| VII.  | Speaker(s) Acknowledgement  | Lawson Albritton |
| VIII. | Old/New Business  | Martin Lipinski  |
| IX.   | Ajournment  | Martin Lipinski  |
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**CALL TO ORDER:** A virtual meeting of the MATA Board of Commissioners was called to order by Chairman Martin Lipinski at 3:30 p.m. on Tuesday, July 28, 2020.

**BOARD ROLL CALL:**

*Present:* Martin Lipinski, Tommy Pacello, Michael Fulton, Michelle McKissack; Janice Holder; Shelia Williams

*Absent:* Kristen Bland; Robert Clark

*Quorum:* Yes

*Staff:* Lawson Albritton, Senior Administrative Officer; Linda Eskridge, Board Secretary/Executive Assistant, Nicole Lacey, Chief Communications Officer; John Lancaster, Director of Planning & Scheduling; Gary Rosenfeld, Chief Executive Officer; Bernhard Rudolph, Chief Financial Officer

*Guests:*

Minutes of the July 28, 2020 Board of Commissioners Meeting were moved by Janice Holder and seconded by Michael Fulton. The minutes were unanimously approved.

CEO Report – Gary Rosenfeld

Mr. Rosenfeld read the justification for MATA holding this meeting remotely before beginning the CEO Report

Mr. Rosenfeld stated that COVID rules are changing quite frequently, and we are doing a pretty good job keeping up with the changes in the rules so far. Mr. Rosenfeld report on total ridership by mode. Total Ridership seems to be edging up a little bit for April, May, and June. July numbers about the same. We are seeing modest increases especially in the paratransit field. Fixed Route is staying steady about 175,000 176,000, this is a result of social distancing onboard our buses, which is between 10 and 12 passengers on a bus, which is at about 20% of our total capacity. Our paratransit service remains at about 55% to 60% on a daily basis, which gives us some cause to look at some policy adjustments if this is going to go on for a period of time. We will review that within the next few weeks to see if we need to modify that policy. Trolley ridership is down substantially due to COVID affected tourism and the downtown corridor. It is also being affected by the downtown convention construction projects as well as the upcoming Loeb's project. The Good news is we just received official notice news from city of Charlotte that our bid to purchase three cars has been accepted and we will be working to bring those three cars into service to get the Riverfront Line up and going. Demand Response OTP is 98%, which they are exceeding their goal. Mileage on motor bus is climbing as our service level climbs. MATAplus miles are also growing as we have seen the increase in ridership, we are increasing the miles to serve the passengers. Customer comments are coming in from the public we measure these per 100,000

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Boardings, and we are at 27 customer comments per 100,000 for the month of June. Motor bus had 37 total comments from public, paratransit had 15 and the trolley had zero. The top five areas that makes up the comments are: service changes; comments about the service changes; rude operators; being passed up at the bus stop; Buildings and Grounds had some requests; and the level of service received. MATApplus had 4,000 calls, which is about half of the calls that we had this time last year, call wait time is about .3 minutes; call duration time is holding steady at 2.86 minutes. MATApplus Dispatch calls are about under half of what we received last year this time and call wait time is about 33 seconds. Matapplus abandoned calls were 233 calls out of 3,000 calls. Total wait time about 29 seconds. MATApplus Assessment Center has been closed as it is too risky to be open due to COVID-19. Staff are providing support for the Shelby County rides to testing programs that are available through a couple of different testing centers. On the maintenance side, we exceeded our goal of 8,000 miles for the second month in a row. We are 8600 miles between road failure, which is a great improvement over last year. Safety data we had 12 non-preventable and 10 preventable accidents. Mr. Rosenfeld gave an update on his upcoming meetings for the future that the MATA team will be involved in.

The next Board of Commissioners Meeting will be August 25, 2020. That meeting will be virtual.

*Mr. Fulton asked about the Cares Act Funding as there is no transit funding involved. Mr. Fulton asked have MATA reached out to our senators and what can the Board do to push for additional funding for transit.* Mr. Rosenfeld stated that it would go a long way to have a letter sent from our Board to our senators encouraging them to participate in transit funding for the future. Mr. Rosenfeld stated that he would be happy to put a letter together with the Board's signature.

*Mr. Lipinski asked with the limited capacity in the buses are we passing people up or is that a problems?* Mr. Rosenfeld stated how we have been managing the situation, which the bus operator communicates with the passenger to let them know they are full and calls for a tripper to be inserted into the system. It causes some delays because they are not consistent, which is why we are not full scheduled right now, because we cannot provide a consistent level of service if we are trying to call out trippers.

## Agenda Items

### Consent Agenda Item(s)

#### a) Resolution Authorizing the Disposition of Four Trolley Cars -Res. No. 20-23

Discussion: Mr. Rosenfeld stated that these four cars are not serviceable and they have been in the inventory for some time and are really not ever going to become operable cars. MATA need the space for the three cars that are coming in from Charlotte that we are going to start working on, and it takes a while to dispose of these cars. Staff recommends the approval of the disposition of these cars within FTA guidelines. These cars do not have a lot of value, so it is not as if we can potentially use any funds coming back for anything in the future. There were no questions. **The Resolution Passed.**

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- b) Resolution to Approve Service for Seniors Funded by Aging Commission of the Mid-South  
-Res. No. 20-24

Discussion: Mr. Rosenfeld stated that we provide service to the Aging Commission by taking seniors to day centers for recreations and meals and have been doing it for a couple of years. This is the renewal contract to provide this service. **The Resolution Passed.**

- c) Resolution Authorizing the Disposal of Real Property @ 3091 Austin Peay Hwy, Memphis  
Parcel ID 085029-00007 -Res. No. 20-25

Discussion: Lamar Advertising has had a contract with MATA for quite some time and they manage the majority of our bus stop shelters that have advertising in them. Our contract with Lamar has a minimum due to MATA on an annual basis. Due to the downturn in our economic communities, Lamar approached MATA and is seeking some relief in that minimum payment as the minimum payment would exceed 70% of their total operating revenue under this contract. Lamar is current on their quarterly payments to-date and they are seeking a \$40,000 reduction with a minimum payment for this year, their FY contract is January-December. They have already paid the first two quarters and are seeking a reduction of a total of \$40,000 over the next two quarter reduction in their annual fee. Staff recommends approval. Ms. Williams moved that the motion be put on the floor for discussion. Ms. McMissack seconded the motion. *Mr. Pacello asked how long is our contract with Lamar.* Mr. Rosenfeld stated that it will go on through the end of this year. *Mr. Pacello wanted to get an understand if this is in a good faith effort in order to have a better and stronger negotiation with Lamar on the next contract.* Mr. Rosenfeld stated that is part of it, but if Lamar just choose not to pay, it just sets up a very uncomfortable way to do business in the future. We want to look at this as we are going forward and reposition where we have shelters for advertising contracts. Mr. Rosenfeld stated that MATA have been in discussion with the city to ensure that any modifications that we make to the contract would be acceptable under the city regulations. Lamar has attempted to meet our objectives with respect to the care of the shelters. *Mr. Lipinski stated that he has not said anything in the past about the condition of the shelters, and he want to make sure that we hold them to some kind of standard.* *Mr. Lipinski also asked what percentage of reduction does this compute to.* Mr. Rosenfeld stated it amounts to 25% of the reduction of the minimum payment. This is only for this year. After much discussion on how to move forward on this Mr. Rosenfeld recommended that we move forward and understand that MATA will not enter into the agreement unless there are benefits from both sides. There was (1) Nay by Mr. Fulton. **The Resolution Passed by a Majority vote.**

### Procurement Agenda Item(s)

#### Update on COVID Purchases

Mr. Rosenfeld stated that we have made a couple of purchases, in order to be expedient, that have been in violation of our procurement policy and rather than wait until the Triennial Audit to bring it to your attention in full disclosure, when we break the rules we need to be honest and bring it forward to the Board for your consideration and direction. The purchase that was made outside of our guidelines is we expended \$70,000 for surgical masks for our employees when we were getting ready to deploy the requirement for all employees to be wearing a mask. While it was a worthy process, we did not go to bid. Due to the high demand for the masks, we went ahead and ordered them in an effort to keep our employees safe. Since then, there have been mask distribution programs from FTA, Shelby County and others that we have participated in that

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we distributed to our customers, and still have some 15,000 to distribute to our customers. The sense of urgency is not there now, and we will be able to follow our procurement guidelines. In a sense of full disclosure and, to maintain your support on these types of things, we are coming to you to let you know that we violated our policy. It is a matter for the records that we have notified our Board, so if, and when the FTA comes in and ask these questions, we avoid an audit point because we have already notified our Board. There were no questions from the Board.

## Finance Agenda Item(s)

a) Resolution to Approve a Contract Between Shelby County Government Through the Memphis Urban Area Metropolitan Planning Organization and Memphis Area Transit Authority - Res. No. 20-26

Discussion: Mr. Rosenfeld stated that MATA works with the MPO in many ways. The MPO provides us with some planning funds on a regular basis, and the funds used to come directly to MATA, but shifted and got sent to the MPO rather than MATA. The 5303 account is related to transit planning activities and are used for planning activities and consulting services that are connected to planning activities. Staff recommends the approval and authorize the general manager to execute the contract with the county. Ms. McKissack moved that the resolution be moved to the floor for discussion. Mr. Pacello seconded the motion. There were no questions.

### **The Resolution Passed.**

b) Resolution Authorizing Insurance Coverage -Res. No. 20-27

Discussion: Mr. Rosenfeld presented this Resolution to the Board. MATA's Broker, Mr. Brandon Miller from Gallagher, was present for the meeting. The presentation showed a comparison of our FY20 premiums and what is proposed for FY21. Insurance markets are in a state of flux and we see increases ranging from double digits to zero. But an overall increase in our insurance program cost of about 8.9%. Although our claim experience is excellent, the rate continues to go up. Gallagher has been our broker for the last several years. Their contract is bid every five years. Mr. Rosenfeld stated that Mr. Miller is on board to answer any questions specific to the coverage that you might have, but we have to bind by August 1, 2020 and staff recommends approval of these premiums and authorize Mr. Rosenfeld to bind MATA for this coverage. Mr. Fulton moved that the resolution be put on the floor for discussion. Mr. Pacello seconded the motion. *Mr. Lipinski asked about the reasoning for the increase of 28% to auto physical damage.* Mr. Miller stated that they are having some profitability issues in the property gain. When you talk about profitability gain, Insurance carriers are concerned about wind and hail. That particular policy is somewhere around \$2MM in exposed values at premium of essentially \$50,000 last year and \$65,000 this year. We have had issues in obtaining appropriate coverage. This is one of the policies that ran down to the very wire where the incumbent market that MATA had last year at \$50,000 decided to leave the auto physical gain altogether. The other two quotes we had basically the last date were \$90,000 and \$100,000 we ultimately got this quote for \$64,686 but it essentially meets pretty close to the same expiring coverages, but Mr. Miller does agree that it is up quite a bit, but the auto physical damage marketplace that defines Pearls marketplace are both experiencing some pretty intense pricing pressures. **The Resolution Passed.**

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## Budget Update

Mr. Rosenfeld stated that the insurance coverage that was authorized is one of the missing links for our budget for this year. The other is state funding of which we still do not have directions from TDOT as to what type of state funding we can anticipate. We will bring the budget to the Board next month regardless to whether we have any type of appropriation. *Mr. Lipinski asked if that will be appropriate.* Mr. Rosenfeld stated that it is in a sense that we have presented budgets as late as September for approval. The closer we get to October 1<sup>st</sup> we will have real numbers for the federal funds as well. He imagines that the budget discussion at the federal level will be pretty intense, however the proposals are above the current levels for this fiscal year and not as worried about putting placeholders in for revenue coming in at the federal side as for the state side as they could be less. *Mr. Lipinski asked if the Board would see the budget at the August meeting.* Mr. Rosenfeld stated that a Finance Committee Meeting would take place and the approved budget would be presented at the August Board Meeting.

## Financial Report

Bernard Rudolph, CFO

Through the month of May revenue was behind budget by about \$6MM largely due to the federal funding we had not yet received, as well as free fares due to COVID. Offsetting that, we had \$3.55MM in funding from the city, which included over \$1MM in reimbursements for the free fares. Expenses were unfavorable to budget on a year to date by \$2.25MM but when you add back the \$2.04MM in grant-funded items, we are only overbudget \$216,000. Within that the non-labor COVID costs were about \$306,000, so COVID is basically the reason we are overbudget over \$216,000. On a cash basis, we had \$7.5MM in cash and receivables at the end of May, as we were in a tight cash crunch, which we fortunately weathered using \$6MM worth of Cares Act Funds at the last hour, and right now we are into FY21 funding that is floating us, so we did weather the storm. This ended the Financial report.

## Public Comments

To: MATA Board Commissioners

From: Mr. Johnnie Mosley, Chairman, Citizens For Better Service

Date : July 28, 2020

Greetings:

Last month, I expressed my concerns over the fact that MATA has eliminated bus service in Boxtown/Rolling Green Hills, Firestone and Northaven. Since then, I along with the great State Representative Barbara Cooper have engaged in conversations with the MATA officials only to hear the same sad songs about "low ridership and the lack of funds" as reasons for MATA to cut bus service in these underserved communities.

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Johnnie Mosley

Today, I still stand by my previous comments to the MATA Board and the MATA leadership. I still believe that it is morally wrong to treat bus riders like the American creed of “life, liberty, and the pursuit of happiness” does not apply to them. I still believe that it is wrong to blame bus riders for “low ridership” when that so-called “low ridership” is the result of years of MATA constantly changing the timetables of bus routes, cutting bus service and replacing major bus routes with shuttle buses.

A few years ago, I, correctly, predicted that replacing main fixed routes with shuttle buses, cutting bus service, and constantly changing the timetables of bus routes would result in a major decrease in the ridership as well as a lack of trust in MATA. Long before Covid-19 came into existence, I, sadly, watched MATA go from serving 40,000 people per day to 25,000 people per day.

Instead of showing appreciation to those who have dealt with the frustrations and pains of being forced to ride two buses just to get to downtown, MATA has made it a point to snatch the little air out of the transportation life of struggling citizens who should be receiving equitable public transportation.

Recently, I received a letter from Congressman Steve Cohen who wrote: “I strongly agree that every Memphian deserves equitable access to quality and sustainable public transit regardless of their zip code”. Congressman Steve Cohen was a co-sponsor of the Moving Forward Act, “a 1.5 trillion plan to rebuild our nation infrastructure, including transit”. The plan passed in the House of Representatives on July 1, 2020. If it is approved by the United States Senate, it will in the words of Congressman Steve Cohen “include \$100 billion in transit, so that agencies like MATA can add more routes and provide more reliable service.”

Four days ago, I along with Ms. Marcella Shepherd of the Boxtown Neighborhood Association hosted a telephone conference with community leaders, neighborhood association leaders, community activists, ministers, elected officials, and residents of affected areas. Based on their response, I know I have their blessings when I say that they are not pleased with the MATA leadership eliminating buses in Boxtown, Firestone, Northaven and other surrounding neighborhoods. They are disheartened about their neighbors being forced to walk blocks from their homes to catch a bus.

They are not happy about the future plan of MATA to force “on-demand service” down the throats of the residents of Boxtown or any other neighborhoods, especially at a time when MATA has stripped bus riders of their fixed bus route service.

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Mosley Comments

They believe that something must be done to see that the 6 Northaven, 31 Firestone, and 38 Boxtown be restored in the affected neighborhoods. If MATA administration does not want to restore these eliminated routes, the MATA administration and MATA Board should, at the very least, consider the consolidation of the eliminated routes into the 8 Chelsea, 11 Thomas and 12 Levi, so the people in these underserved neighborhoods can get out of their neighborhoods via bus service. This will not hurt the budget of MATA and will only increase the ridership of the major bus routes I just mentioned in these comments.

To those on the MATA Board who have no feedback to my comment, I respect your right to keep silence. But I, respectfully, ask that you think about the words of the late Congressman John Lewis, a civil rights icon: "When you see something that is not right, not fair, not just, you have to speak up. You have to say something; you have to do something." Thank you for hearing my comments. Thank you for your service to the community.

Mr. Sammie Hunter, Co-Chairman, Memphis Bus Riders Union

To : MATA Board of Commissioners

Date: July 28, 2020

Subject: Comments on Eliminated Bus Service

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Although it has been more than a month since MATA has eliminated the 6 Northaven, 31 Firestone, and 38 Boxtown., I continue to be upset about the elimination of these bus routes. Because MATA has eliminated these bus routes, MATA has made it more difficult for those who depended on MATA to take care of their essential business.

As co-chair of the Memphis Bus Riders Union, I am disappointed in MATA unwillingness to provide public transportation for those who need it the most. I know that those who lost their bus service are just as upset as I am about this entire matter.

The Memphis Bus Riders Union is willing to work with MATA. But it is a sad day in Memphis when MATA continue to take away public transportation without the courtesy of proper notice and public comments.

Citizens who are the victims of the recent elimination of bus service in their neighborhoods continue to express no faith in the current leadership.

For a few months, Northaven, Firestone, and Boxtown did not have any service when MATA ran the Sunday Service Schedule as a result of MATA's uncertainties about the coronavirus. Today,



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they do not have bus service because MATA has decided it was not worth the cost to provide service in those areas.

If it is not worth the cost to provide fixed route service in these areas, think about the cost of not having public transportation. Unemployment, welfare not being able to get to the doctor, school, and the grocery stores - they will be a higher cost and taxpayers may end up footing the bills.

If you wonder why people with cars are not parking their cars to catch MATA, it is because they are aware of too many incidents in which MATA has treated bus riders with a lack of respect. I want to see the 6 Northaven, 31 Firestone with the former route of the 31 Crosstown, 38 Boxtown and the 17 McMormore run in the neighborhoods, again. I want to see the people in their neighborhoods have the freedom to get out of their neighborhoods on buses paid for by their taxes.

There is no excuse to do the right thing.

Thank you.

Ashley Hightower

My name is Ashley Hightower. I am a second-degree student earning a Bachelor's in Civil Engineering at the University of Tennessee. I have a strong interest in public transportation, and plan to work in the field after my graduation in December 2022. I would like to be a part of building sustainable, comprehensive mixed-mode transit systems in American cities. I hope that their development will lessen the financial burden on the individual to own and maintain a vehicle, and in so doing, make cities more accessible to everyone, underprivileged and less mobile people in particular. I believe such development will not only give people more opportunities to attend university or work, but also that it will reduce emissions, traffic, accidents, and instances of drunk driving.

I already have a degree from the University of Memphis in Foreign Languages, with concentrations in Russian, German, and Italian. Due to that fact, I am ineligible for most scholarships. With the sponsorship of Gary Rosenfeld on behalf of MATA, I was able to win a scholarship from the American Public Transportation Foundation in the amount of \$6,000 for the upcoming academic year. I want to express my deep gratitude for your support; this scholarship is extremely meaningful to me. In addition to easing the financial burden of tuition, I will also have the opportunity to attend the TRANSform Conference in Anaheim next March.

Thank you so much for your letter of sponsorship! Without it, I would have had no way of even applying for the scholarship. I hope that I may meet some of you at the conference next year. Thank you for your attention.

MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS

RESOLUTION NO. 20-28

**RESOLUTION TO AWARD AN ON-CALL CONTRACT WITH RIVER CITY RAILROAD TTC, LLC FOR ON-CALL SERVICES FOR RAIL SYSTEM TRACK AND FACILITY MAINTENANCE**

**WHEREAS**, The Memphis Area Transit Authority (MATA) has a rail trolley system; and

**WHEREAS**, MATA requires the services of a professional rail contractor to provide maintenance and inspections on said system on an as-needed basis; and

**WHEREAS**, Proposals were solicited for this service in accordance with MATA's Procurement Policy and the procurement was formally advertised; and

**WHEREAS**, Capital funds are available for this procurement; and

**WHEREAS**, Three proposals were received and one was determined responsive and responsible; and

**WHEREAS**, River City Railroad TTC, LLC was the top ranked proposer by the Evaluation Committee; and

**WHEREAS**, The attached cost proposal was received by River City Railroad TTC, LLC for the five-year contract period; and

**WHEREAS**, Staff recommends that a five-year contract be awarded to River City Railroad TTC, LLC at the prices shown above including hourly costs for labor rates and daily costs for equipment unless otherwise noted at a total cost not to exceed \$750,000 for a five-year contract period effective September 1, 2020.

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS**, That a five-year contract be awarded to River City Railroad TTC, LLC at the prices shown above including hourly costs for labor rates and daily costs for equipment unless otherwise noted at a total cost not to exceed \$750,000 for a five-year contract period effective September 1, 2020.

**BE IT FURTHER RESOLVED** That the Chief Executive Officer, Chief Administrative Officer, Chairman or Vice-Chairman is authorized to execute the necessary documents.



**TO: MATA BOARD OF COMMISSIONERS**

**FROM: Gary Rosenfeld, Chief Executive Officer**

**DATE: August 25, 2020**

**SUBJECT: ON-CALL SERVICES FOR RAIL SYSTEM TRACK AND FACILITY  
MAINTENANCE**

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MATA has a rail system that occasionally requires the services of a professional rail contractor to provide inspections and maintenance.

The Request for Proposals was sent to eleven vendors, formally advertised, and posted to MATA's website. Three proposals were received. One was deemed non-responsive. The remaining two was evaluated and recommend River City Railroad TTC, LLC's proposal was responsive and responsible.

There was a 29% DBE goal assigned to this procurement. River City Railroad TTC, LLC is a certified DBE.

MATA's Evaluation Committee reviewed the one responsive and responsible proposal and discussed the findings based on the criteria set forth in the solicitation document. The following criteria with their point values were evaluated:

1. Specialized experience and technical competence of the personnel proposed for this project. (25%)
2. Qualifications and experience of the firms/teams. (25%) Cost (25%)
3. Past record of performance on contracts including such factors as cost control, quality of work, ability to meet schedules, and responsiveness to the client. (25%)

The Evaluation Committee recommends awarding a five-year contract to River City Railroad TTC, LLC at the rates shown above including hourly costs for labor rates and daily costs for equipment unless otherwise noted at a total cost for a five-year contract period not to exceed \$750,000.

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**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 20-29**

**RESOLUTION TO AWARD A CONTRACT TO GILLIG, LLC FOR DRIVER PROTECTION BARRIERS**

**WHEREAS**, The Memphis Area Transit Authority (MATA) is required to maintain a certain level of safety and security bus patrons and staff on all transit vehicles; and

**WHEREAS**, MATA issued an Invitation for Bid (IFB) for companies to provide Driver Protection Barriers in accordance with MATA's Procurement Policy and the procurement was formally advertised; and

**WHEREAS**, Two bids were received, however, one was deemed non-responsive for not meeting specifications set forth in the IFB; and

**WHEREAS**, Staff has reviewed the responsive and responsible bid and recommends that a contract for Driver Protection Barriers be awarded to Gillig, LLC at a cost not to exceed \$537,560.96 as shown in Exhibit A.

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS**, That a contract be awarded to Gillig, LLC at a cost not to exceed \$537,560.96.

**BE IT FURTHER RESOLVED**, That the Chief Executive Officer, Chief Administrative Officer, Chairman or Vice Chairman be authorized to execute any and all documents necessary to process this contract.

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**TO:** MATA Board of Commissioners  
**FROM:** Gary Rosenfeld, Chief Executive Officer  
**SUBJECT:** IFB 20-14 Driver Protection Barriers  
**DATE:** August 25, 2020

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This memo summarizes the procurement process for vendors to provide Driver Protection Barrier equipment for MATA vehicles. MATA is required to maintain a certain level of safety and security on all transit vehicles.

The IFB was sent to five vendors, formally advertised, and posted to MATA's website. There was a 0% DBE goal set for this procurement.

Two bids were received, however, one was deemed non-responsive, as it did not meet specifications set forth in the IFB. MATA's staff reviewed the bids on the criteria set forth in the procurement.

MATA staff recommends that contract be awarded Gillig, LLC. at a cost of \$537,560.96. The value of the contract not to exceed a total cost of \$537,560.96

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**EXHIBIT A**  
**IFB 20-14 Driver Protection Barriers Analysis**

**GILLIG LLC**

TYPE	BUS NUMBERS	QTY	PRICE	EXT. PRICE	LEAD TIME
Diesel	401-420	11	\$5,438.75	\$59,826.25	10-12 Weeks
Diesel	421-427	4	\$4,874.80	\$19,499.20	10-12 Weeks
Diesel	428-447	20	\$4,874.80	\$97,496.00	10-12 Weeks
Diesel	448-459	10	\$4,874.80	\$48,748.00	10-12 Weeks
Diesel	460-462	3	\$4,874.80	\$14,624.40	10-12 Weeks
Hybrid	2006 (29ft)	1	\$9,753.91	\$9,753.91	10-12 Weeks
Hybrid	4002	1	\$4,874.80	\$4,874.80	10-12 Weeks
Hybrid	4004-4018	15	\$4,874.80	\$73,122.00	10-12 Weeks
Hybrid	4019-4033	15	\$4,874.80	\$73,122.00	10-12 Weeks
Hybrid	5001-5005 (35ft)	4	\$4,874.80	\$19,499.20	10-12 Weeks
Diesel	21701-21715	15	\$4,874.80	\$73,122.00	10-12 Weeks
Diesel	21801-21809	9	\$4,874.80	\$43,873.20	10-12 Weeks
Other:					
<b>Total:</b>				<b>\$537,560.96</b>	

**BENTECH**

TYPE	BUS NUMBERS	QTY	PRICE	EXT. PRICE	LEAD TIME
Diesel	401-420	11	\$2,250.00	\$24,750.00	10-12 Weeks
Diesel	421-427	4	\$2,250.00	\$9,000.00	10-12 Weeks
Diesel	428-447	20	\$2,250.00	\$45,000.00	10-12 Weeks
Diesel	448-459	10	\$2,250.00	\$22,500.00	10-12 Weeks
Diesel	460-462	3	\$2,450.00	\$7,350.00	10-12 Weeks
Hybrid	2006 (29ft)	1	\$3,450.00	\$3,450.00	10-12 Weeks
Hybrid	4002	1	\$2,950.00	\$2,950.00	10-12 Weeks
Hybrid	4004-4018	15	\$2,250.00	\$33,750.00	10-12 Weeks
Hybrid	4019-4033	15	\$2,250.00	\$33,750.00	10-12 Weeks
Hybrid	5001-5005 (35ft)	4	\$2,450.00	\$9,800.00	10-12 Weeks
Diesel	21701-21715	15	\$2,250.00	\$33,750.00	10-12 Weeks
Diesel	21801-21809	9	\$2,250.00	\$20,250.00	10-12 Weeks
Other:					
				<b>\$246,300.00</b>	

**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 20-30**

**RESOLUTION FOR THE PURCHASE OF UP TO 21 NEW SIDE-LOADING  
WHEELCHAIR - ACCESSIBLE VANS**

**WHEREAS**, The Memphis Area Transit Authority (MATA) is a public agency responsible for providing public transportation services within the City of Memphis and surrounding communities; and

**WHEREAS**, MATA need to purchase up to 21 new side-loading wheelchair-accessible vans for MATAPlus service and the Micro Transit Project; and

**WHEREAS**, MATA will purchase up to 21 new side-loading wheelchair-accessible vans for MATAPlus off of the State contract; and

**WHEREAS**, MATA has capital funds available for this procurement; and

**WHEREAS**, MATA recommends the purchase of up to 21 new side-loading wheelchair-accessible vans off the State contract at a price of \$85,000 each for a total not to exceed \$1,785,000.

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS**

That MATA purchase up to 21 new side-loading wheelchair-accessible vans at a total cost not to exceed \$1,785,000 based upon the unit prices stated above.

**BE IT FURTHER RESOLVED** That the Chief Executive Officer, Chief Administrative Officer, Chairman or Vice-Chairman be authorized to execute the necessary contract documents.

\* \* \* \* \*



**TO: The MATA Board of Commissioners**

**FROM: Gary Rosenfeld, Chief Executive Officer**

**DATE: August 25, 2020**

**SUBJECT: Purchase up to 21 New Side-Loading Wheelchair – Accessible Vans**

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MATA propose to purchase up to 15 new side-loading wheelchair - accessible vans for MATAPlus service to replace vehicles that have met their useful service life and six new vehicles for the Micro Transit Project.

A DBE goal was not assigned since FTA regulations require Transit Vehicle Manufacturers (TVM) to submit their own goals to FTA and be on FTA's TVM list.

MATA will purchase up to 21 new side-loading wheel-chair accessible vans off the State contract.

MATA recommends the purchase of up to 21 new side-loading wheelchair - accessible vans off the State contract for a cost of \$85,000 each for a total cost not to exceed \$1,785,000.



**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION 20-31**

**RESOLUTION TO APPROVE CAPITAL BUDGET FOR FISCAL YEAR 2021**

**WHEREAS**, MATA has rolling stock, buildings, equipment, facilities, and systems that are in need of replacement, refurbishment or improvements from time to time in order for MATA to continue to provide a reliable, safe, accessible, clean and customer-focused public transportation system; and

**WHEREAS**, Capital projects are typically funded by federal/FTA grants, along with state/TDOT, and City of Memphis matching funds; and

**WHEREAS**, Preventative maintenance and ADA paratransit service will be funded with capital grants and are included in the Fiscal 2021 Operating Budget; and

**WHEREAS**, Fiscal Year 2021 and prior year grant funds and matching funds are expected to be adequate to fund the Capital Budget.

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS** That the Fiscal Year 2021 Capital Budget is approved at a level of \$26,932,660.

**BE IT FURTHER RESOLVED**, That the Chief Executive Officer or their designee is authorized to execute contracts and file grant applications for the funds to fulfill the capital program.

**BE IT FURTHER RESOLVED**, That Staff is authorized to manage line items as appropriate and make reports to the MATA Board at appropriate times.

\* \* \* \* \*

MEMPHIS AREA TRANSIT AUTHORITY

1370 Levee Road

Memphis, TN 38108

Telephone: 901-722-7100 www.matatransit.com



To: MATA Board of Commissioners

From: Gary Rosenfeld, Chief Executive Officer

RE: Fiscal Year 2021 Capital Budget

Date: August 25, 2020

MATA's Capital Budget for Fiscal Year 2021 includes major projects valued at over \$50,000 (which will require individual Board Action at the time of the project) and various smaller projects of lesser value. Procurement of all approved projects will conform to the MATA Procurement Manual. The total Capital Budget for FY 2021 is \$26,932,660.

A breakdown of the funds by mode of service and equipment type is as follows:

Memphis Area Transit Authority

FY2021 Capital

Budget

Requests by Sub-Category

As of August 25, 2020

Table with 10 columns: Admin, Executive, Facilities, Safety & Security, Finance, Fixed Route, MATA Plus, Trolley, Total. Rows include Computer, Equipment, Facility, Fare, Office, Parts, Track, Utility, Vehicle, and a Total row.

The capital budget is expected to be financially feasible with FY 2021 and prior year grant funds from FTA, TDOT, CMAQ, and the City of Memphis. Staff recommends approval of the FY 2021 Capital Budget in the amount of \$26,932,660.

MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS

RESOLUTION 20-32

**RESOLUTION TO APPROVE OPERATING BUDGET FOR FISCAL YEAR 2021**

**WHEREAS**, MATA operates Fixed Route Bus, MATAPlus and Rail Trolley service within its service area; and

**WHEREAS**, the cost of Salaries and Wages, Materials and Supplies, Utilities/Telephone, Insurance and other miscellaneous items comprise the Operating Expenses; and

**WHEREAS**, MATA's Operating Budget Fiscal Year (FY) 2021 totals \$ 75,055,998 – consisting of the following departments:

- Fixed Route Operations
- MATAPlus Operations
- Trolley Operations
- Maintenance – Fixed Route
- Maintenance – MATAPlus
- Maintenance – Trolley
- Maintenance – Building & Grounds
- Safety & Security
- Scheduling
- Risk Management
- Customer Experience
- Human Resources
- Purchasing
- Planning
- Executive
- Finance
- Coin Room Operations
- Information Technology

**WHEREAS** revenues from Operations, City of Memphis, State of Tennessee, and Federal government comprise the total Revenues for Operations; and

**WHEREAS**, the City of Memphis has approved an Operating Budget that includes its share of funds for this budget; and

**WHEREAS**, the Federal Transit Administration and Tennessee Department of Transportation will issue grants and/or contracts for their share of funds for this budget.

**NOW THEREFORE BE IT RESOLVED AUTHORITY BY THE BOARD OF COMMISSIONERS OF THE MEMPHIS AREA TRANSIT** That the Fiscal Year 2021 Operating Budget is approved at a level of \$75,055,998.

**BE IT FURTHER RESOLVED** That the Chief Executive Officer is authorized to execute contracts and file grant applications with federal, state and city agencies for the funds to fulfill the operating budget.

MEMPHIS AREA TRANSIT AUTHORITY

1370 Levee Road

Memphis, TN 38108

Telephone: 901-722-7100 www.matatransit.com

FY2021 BUDGET (\$\$ Thousands)	FY20		FY20		FY21	
	Budget	% Rev	Forecast	% Rev	Budget	% Rev
Total Revenue	56,839.3	100.0%	64,753.9	100.0%	68,356.9	100.0%
Operating Expenses						
Salaries & Wages						
Operators	11,319.7	19.9%	13,509.7	20.9%	15,741.8	23.0%
Union Maintenance Wages	4,013.9	7.1%	3,290.8	5.1%	4,462.3	6.5%
Other Salaries	6,875.8	12.1%	7,209.8	11.1%	9,375.1	13.7%
Total Salaries & Wages	22,209.4	39.1%	24,010.3	37.1%	29,579.1	43.3%
Fringe Benefits	23,846.5	42.0%	24,322.5	37.6%	25,766.7	37.7%
Services	6,412.0	11.3%	9,033.6	14.0%	7,557.0	11.1%
Materials & Supplies						
Fuel	3,484.1	6.1%	3,172.0	4.9%	3,174.8	4.6%
Tires	262.0	0.5%	265.8	0.4%	277.2	0.4%
Lubricants	115.7	0.2%	90.3	0.1%	93.0	0.1%
Antifreeze	31.1	0.1%	45.4	0.1%	57.3	0.1%
Other Materials & Supplies	4,205.9	7.4%	4,357.6	6.7%	4,656.3	6.8%
Total Materials & Supplies	8,098.8	14.2%	7,931.0	12.2%	8,258.6	12.1%
Utilities/Telephone	1,337.3	2.4%	1,174.7	1.8%	1,445.3	2.1%
Insurance/Risk	1,115.1	2.0%	2,460.7	3.8%	1,649.0	2.4%
Misc. & Taxes	515.1	0.9%	455.8	0.7%	795.3	1.2%
Lease Rentals	4.9	0.0%	3.7	0.0%	4.9	0.0%
Total Operating Expenses	63,539.2	111.8%	69,392.4	107.2%	75,056.0	109.8%
Operating Profit	(6,699.9)	-11.8%	(4,638.5)	-7.2%	(6,699.1)	-9.8%
Depreciation	13,725.0	24.1%	12,618.9	19.5%	13,725.0	20.1%
Profit (Loss)	(20,424.9)	-35.9%	(17,257.4)	-26.7%	(20,424.1)	-29.9%
Add Back Non Cash Items						
Depreciation	13,725.0	24.1%	12,807.6	19.8%	13,725.0	20.1%
OPEB - Retiree Benefit Accrual	6,700.0	11.8%	6,700.0	10.3%	6,700.0	9.8%
Net Impact - excluding Depr. & OPEB	0.1	0.0%	2,250.2	3.5%	0.9	0.0%