

# Memphis Area Transit Authority

MATA'S MISSION: To provide a reliable, safe, accessible, clean and customer-friendly Public Transportation System that meets the needs of the community.

# **Board of Commissioners**

Chairman - Sean Healy Vice Chairman - Marion McClendon

Commissioners
Karl Birkholz
M. P. Carter
Charles "Chooch" Pickard
John C. Vergos
Andre Gibson
Lauren Taylor

# Board of Commissioners Meeting Monday, September 23, 2013 3:30 pm

I. CALL TO ORDER

Sean Healy

II. BOARD ROLL CALL

Linda Eskridge

III. APPROVAL of August 7, 2013 Minutes

Sean Healy

IV. BUSINESS & REPORTS

Sean Healy

#### A. FINANCE COMMITTEE

 Resolution to Approve a Task Order For Architectural, Engineering, and Construction Administration Services For the Design of a New Trolley Station - Res. No. 13-32

William Hudson

2. Resolution to Approve a Memorandum of Understanding Between MATA and the City of Memphis for the Main-to-Main Multimodal Connector Project

- Res. No. 13-33

William Hudson

# Page 2

## B. SERVICE AND DEVELOPMENT

1. Resolution to Improve Increasing
Contingency Fleet – Res. No. 13-34 William Hudson

2. Resolution to Approve Disposal of Surplus Vehicles – Res. No. 13-35 William Hudson

V. FINANCIAL REPORT Gilbert Noble

VI. MARKETING REPORT Alison Burton

VII. GENERAL MANAGER'S REPORT William Hudson

VIII. SPEAKERS

(See sign-in cards for speakers)

IX. OLD/NEW BUSINESS Sean Healy

MINUTES DE 9/23/13 TEM III

# MINUTES OF BOARD MEETING MEMPHIS AREA TRANSIT AUTHORITY August 26, 2013

A regular meeting of the MATA Board of Commissioners was held at 3:30 p.m. on Monday August 26, 2013 at the MATA Board Room at 1370 Levee Road.

BOARD PRESENT: Vice Chairman, Marion McClendon

Commissioners: Karl Birkholz; Charles Pickard; John Vergos; Mattie Carter

STAFF: Lawson Albritton; Alison Burton; Darryl Covington; Lavelle Fitch; Don

Forsee; Tom Fox; William Hudson; John Lancaster; Glen Lockhart; Shelia

Maclin; Maury Miles; Gilbert Noble; Glenda Wade; Tommy Wallace

OTHERS: Betty Anderson, Travel Trainer; Kenneth Bond, Citizens for Better

Services; Michael E. Bond; Amy Doss, Memphis MPO; Bennett Foster, Memphis Bus Riders Union; Maria Fuhrmann, City of Memphis; Delon Hampton, Delon Hampton and Associates; Steve Johnson, Memphis Bus Riders Union; Aury Kangelos, TDOT; Johnnie Mosley, Citizens for Better Services; Shahin Samiei, Memphis Bus Riders Union; Eddie Settles,

backinrivercity.com; Ham Smythe, Checker Cab; Brad Watkins, Memphis

Bus Riders Union; Henry Wilson, MATA Retiree

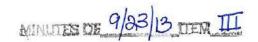
Vice Chairman McClendon called the meeting to order. Board Secretary, Linda Eskridge called the roll. Four Board Members were present at roll call, one Board Member, Mr. John Vergos joined the meeting later. Two Board Members, Mr. Andre Gibson, and Chairman Sean Healy were absent. There was a quorum for the meeting. Ms. Carter made a motion for approval of the August 7, 2013 Board Minutes. Mr. Birkholz seconded the motion and the August 7, 2013 Board minutes were unanimously approved. Vice Chairman McClendon recognized MATA's new Board Member, Mrs. Lauren Taylor, who has been appointed by the mayor, but not yet approved by Memphis City Council, and will be a voting member at the next meeting. Ms. Taylor expressed that she is looking forward to working with the MATA Board.

#### **BUSINESS & REPORTS**

#### A. FINANCE COMMITTEE

1. Resolution to Approve Operating Budget for Fiscal Year 2014 – Res. No. 13-27 (Deferred from August 7, 2013 Board Meeting due to changes in city & state funding to MATA.)

Comments: Mr. Noble outlined the 2014 Budget according to the resolution that was presented. Mr. Vergos stated that he is still requesting the legal opinion on the bankruptcy question that was brought before the staff in a previous Board Meeting. Mr. Hudson is asking the Board to give staff the opportunity to come back to the Board, as they are working with the attorney to see what comes out of this as we address the future payment of the pension plan. Ms. Carter suggested that MATA take a look at a program through APTA, that could possibly assist, not necessarily financially, but perhaps by some other method, just as a possible alternative.



Ms. Carter moved that Resolution No. 13-27 be approved. Mr. Pickard seconded the motion, and the resolution was unanimously approved.

#### 2. Resolution to Authorize New Freedom Projects - Res. No. 13-30

Comments: Dr. Fox presented this resolution to the Board. This resolution is recommending projects to be awarded to be funded out of the Federal Transit Administration program called New Freedom. This is designed for projects for people with disabilities that go above and beyond what is required by the ADA Act. The money comes to us by formula, but we are required to do a competitive project selection process. The Evaluation Committee went through the procedures, and a breakdown of the recommendations is presented in the resolution. Mr. Pickard moved that Resolution No. 13-30 be approved. Ms. Carter seconded the motion, and the resolution was unanimously approved.

## B. SERVICE AND DEVELOPMENT

1. Resolution to Approve Changes to #12- Florida and #39-S. Third Routes - Res. No. 13-31 Comments: Mr. Hudson presented this resolution to the Board. The changes are on Lines 39 & 12, which are minor changes to the recommendations approved on August 7, 2013. Mr. Hudson also stated that staff is working on the bus shelters as well. Ms. Carter moved that Resolution No. 13-31 be approved. Mr. Birkholz seconded the motion. After further discussion, the resolution was unanimously approved.

FINANCIAL REPORT
Mr. Gil Noble
July 2013
1st months of the fiscal year

The July Financial Report was presented, which compares the actual July results with the budget for the first month of the fiscal year that was approved. \$5MM in revenues and \$5MM in expenses were budgeted, and what actually occurred is close to that. It is really too early to make any other comments about the year.

# MARKETING REPORT Alison Burton

# Transit Marketing for New Service Changes

- Service Changes are in compliance with existing ridership patterns and the Short Range Transit Plan
- The goal is to retain current customers and attract new ones by providing services that meet customer and community needs while supporting transitoriented and pedestrian-friendly land use patterns.



# Interior bus detailed posters:

 Posters should have messages about the new routes and getting to various locations. Each needs to communicate the end points and routes primary streets, for example:

# Major message posters for bus exteriors, shelters and terminals:

These will feature key messages about new routes with simple maps and some with just messages. Message developed will include, but not limited to:

- Direct Mail
- Media relations
- Website postings
- Advertising

MATA retirees will assist with getting the passengers acclimated to the new routes.

MATA Board Members were invited to accompany staff on a route training ride to view the new routes. Chooch asked that staff email them when the training will take place.

#### GENERAL MANAGER'S REPORT

Mr. Hudson began his report by reminding the Board of the Bike racks purchase in 2013. Due to some accidents that caused damage to some of the racks, MATA has applied to the MPO for a grant of \$45,000 to replace the damaged racks. If successful, staff will seek Board approval to execute the grant.

Staff presented a copy of the Schematic proposal for the artistic bus shelters done by the Urban Art Commission. The shelters will be located in the Binghamton and Broad Avenue areas. The Urban Art Commission will come back with a final design for review and approval. This project is funded through an FTA Formula Grant of which MATA must use 1% for what is called "transit enhancements". The Board approved this project about 6 to 8 months ago.

A few months ago a request was made by Rev. Stiggers, with Memphis Convoy of Hope, for reduced fares for an event at the Convention Center this year. Staff recommended that due to budget restraints at this time, that we could not approve the request; however, it is the Board's ultimate decision.



After discussion, it was moved by John Vergos and seconded by Ms. Carter that the Board approve staff's recommendation to not approve the recommendation at this time because of MATA's budget restraint. The vote was unanimously approved.

A part of the general manager's report was a power point presentation to review Board adopted performance measures for January through July, 2013

Ms. Burton reported that MATA's Airways Transit Center has received a third award. This is an Honor Citation from the Gulf State Region of the American Institute of Architects.

Ms. Burton also stated that MATA has not always had the usage of credit cards at our transit center, but, now that we do, MATA is averaging about \$35,000 a month in sales through credit cards.

Mr. Pickard mentioned that he would love to work with someone from MATA and put together some kind of transit one-on-one training to help the public understand some of the decisions made by MATA, as well as the MATA Board of Commissioners. It was also stated that staff and Board should considering another Retreat.

This ended the general manager's report.

#### SPEAKERS:

There were no speaker requests

#### **OLD/NEW BUSINESS**

Ms. Carter recognized all visitors, as well as staff who were in attendance. There was special recognition to Dr. Delon Hampton, with Delon Hampton and Associates from Washington, DC.

Next Board Meeting is scheduled for September 23, 2013 at 3:30 p.m.

Mr. Karl Birkholz moved that the meeting adjourn. Ms. Carter seconded the motion, and the Board of Commissioners meeting was adjourned.

Marion McClendon
Vice Chairman of the MATA Board

# MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS

#### **RESOLUTION 13-32**



# RESOLUTION TO APPROVE A TASK ORDER TO SMITH, SECKMAN, REID, INC. FOR ARCHITECTURAL, ENGINEERING, AND CONSTRUCTION ADMINISTRATION SERVICES FOR THE DESIGN OF A NEW TROLLEY STATION

WHEREAS, MATA has identified the need for a new trolley station near the intersection of South Main Street and G.E. Patterson Avenue to aid the general public and persons with disabilities better access to the downtown trolley system, access to MATA's bus transfer facility, and Amtrak passenger rail services; and

WHEREAS, A feasibility study conducted by MATA recommended improvements for persons with disabilities to three existing trolley stations and construction of a new trolley station near the intersection of South Main Street and G.E. Patterson Avenue; and

WHEREAS, The City of Memphis is sponsoring the Main Street to Main Street project that will include various improvements to Main Street and MATA's new trolley station is seen as a component of these improvements, particularly for access for persons with disabilities; and

WHEREAS, The MATA Board approved a contract with Smith, Seckman, Reid, Inc. (SSR) for On-Call Architectural and Engineering Services on April 1, 2013; and

WHEREAS, MATA solicited a proposal from SSR for professional architectural and engineering services for design of the new trolley station; and

WHEREAS, SSR has proposed a fee for these services of \$105,532.00, with DBE participation of 27.4%; and

WHEREAS, MATA Staff considers the price to be fair and reasonable; and

WHEREAS, Staff recommends that MATA issue a Task Order for these services at a cost of \$105,532.00; and

WHEREAS, Funding for this contract will be provided by federal, state, and city capital grants.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That a Task Order be approved for the design of the new trolley station and construction administrative services to SSR, Inc. over the next two years at a cost of \$105,532.00.

BE IT FURTHER RESOLVED That the President/General Manager be authorized to execute the necessary documents.

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MINUTES OF 9/23/13 ITEM IVAI

Motion Made By: John Vergos SECONDED: Charles Pickard

YEA: Karl Birkholz; Charles Pickard; John Vergos; Lauren Taylor; Sean Healy;

Andre Gibson (via phone)

NAY: None

Approved: September 23, 2013

MINUTES OF 9/23/13 ITEM IVAI



TO:

**MATA Board of Commissioners** 

FROM:

William Hudson, Jr. President/General Manager

**SUBJECT:** 

Design Services for New Trolley Station at Central Station

DATE:

September 17, 2013

At the request of local representatives of ADAPT of Tennessee and the City of Memphis, MATA has conducted a feasibility study to examine access improvements for persons with disabilities to MATA's downtown trolley system, particularly along Main Street. The feasibility study recommended ADA improvements to three existing stations along Main Street and construction of a new trolley station in the tail track near the intersection of South Main Street and G.E. Patterson Avenue. Currently there is not a trolley station on Main Street south of Butler.

On March 25, 2013, the MATA Board of Commissioners awarded a contract to Smith, Seckman, Reid, Inc. (SSR) for On-Call Engineering Services. This contract provides for a contractor to be available as needed by MATA to perform services without having to go through a separate procurement process each time a need arises. Individual task orders are issued for specific work that is needed by MATA. The SSR team designed a similar station at MATA's North End Terminal.

These professional architectural and engineering services are required for the new station's design. Therefore, MATA Staff have solicited a proposal from SSR for these services and SSR has submitted a proposal for the requested architectural and engineering design services totaling \$105,532.00. MATA and SSR have cooperatively established a Disadvantaged Business Enterprise (DBE) participation of 27.3% for this task order.

After review of the proposal, MATA Staff recommends that a task order be issued to SSR at a cost of \$105,532.00 for a period of two years to cover design and construction administration services for the project. The two-year design and construction period will coincide and be coordinated with construction activities associated with the City's Main Street to Main Street project.

MINUTES OF 9/23/13 ITEM IVA-2

#### MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS

#### **RESOLUTION 13-33**

# RESOLUTION TO APPROVE A MEMORANDUM OF UNDERSTANDING BETWEEN MATA AND THE CITY OF MEMPHIS FOR THE MAIN-TO-MAIN MULTIMODAL CONNECTOR PROJECT

WHEREAS, The City of Memphis (City) is undertaking the Main-to-Main Multimodal Connector Project (Project); and

WHEREAS, After the Project was underway, the City requested that the Federal Transit Administration (FTA) make \$2,200,000 in federal funds (\$2,750,000 total) available for the Project, and FTA agreed; and

WHEREAS, FTA stipulated that the grant funds be managed by MATA; and

WHEREAS, The City of Memphis has committed to providing the non-federal share of \$550,000 for a total available funding of \$2,750,000; and

WHEREAS, The MATA Board of Commissioners authorized the filing of a grant application by Resolution 13-24 on June 24, 2013; and

WHEREAS, The funds will be used for (i) MATA Project Administration, (ii) Construction Inspection and Engineering, and (iii) Construction; and

WHEREAS, MATA's portion of Construction is limited to (i) a portion of the work in Segment 2 on the Main Street Mall generally between Exchange Avenue and Peabody Place in Memphis and (ii) a portion of the work in Segment 3, on South Main Street generally between Peabody Place and Vance Avenue (exact line to be determined), as further described in the plans and specifications; and

WHEREAS, MATA has no responsibility whatsoever as to other portions of the Project and the City will be responsible for obtaining funding for any costs and expenses in excess of the budget for MATA's portion of the Project of \$2,750,000; and

WHEREAS, MATA staff has negotiated a Memorandum of Understanding (MOU) documenting the responsibilities of MATA and the City of Memphis regarding the FTA-funded portion of the Project.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That the Memorandum of Understanding between MATA the City of Memphis is approved.

BE IT FURTHER RESOLVED That the President/General Manager be authorized to execute the necessary documents.

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MINUTES OF 9/23/13 FEM TVA 2

Motion Made By: John Vergos SECONDED: Charles Pickard

YEA: Karl Birkholz; Charles Pickard; John Vergos; Lauren Taylor; Sean Healy;

Andre Gibson (via phone)

NAY: None

Approved: September 23, 2013



# Memorandum of Understanding between the City of Memphis and the Memphis Area Transit Authority regarding the Main-to-Main Multimodal Connector Project

Whereas, the City of Memphis (the "City") is undertaking the Main-to-Main Multimodal Connector Project (the "Project");

Whereas, the Project is funded with a variety of federal, state, county, City, and private funds, including federal TIGER funds;

Whereas, after the Project was underway, the City requested that the Federal Transit Administration (FTA) make \$2,200,000 in federal funds (\$2,750,000 total) available for the Project and FTA agreed;

Whereas, FTA stipulated that the grant funds be managed by Memphis Area Transit Authority ("MATA"), a public entity whose principal address is 1370 Levee Road, Memphis, TN, 38108, as the designated recipient for FTA in the Memphis region;

Whereas, the FTA funds amount to \$2,200,000 and City matching funds amount to \$550,000 for a total available funding of \$2,750,000.

Now, therefore, to document the parties' mutual understanding of how to move forward with the MATA portion of the Project, the parties hereby state their understanding as follows:

- 1. MATA and the City and their respective consultants and contractors will work closely to insure coordination in all aspects of the Project. The City's Technical Project Manager, Allen & Hoshall, will assist MATA with the management of the MATA portion of the Project. MATA hereby designates John Lancaster as its Project representative to work closely with Allen & Hoshall and other representatives of the City on behalf of MATA.
- 2. MATA's portion of the Project is limited to (i) a portion of the work in Segment 2, generally between Exchange Avenue and Peabody Place in Memphis and (ii) a portion of the work in Segment 3, generally between Peabody Place and Vance Avenue (exact line to be determined), as further described in the plans and specifications. MATA has no responsibility whatsoever as to other portions of the Project.
- 3. The FTA funds and matching funds will only be used for activities that are eligible under the FTA grant.
- 4. MATA will procure all necessary third party contracts in accordance with its procurement procedures and FTA requirements, working closely with the City's Technical Project Manager to coordinate the MATA work with the rest of the Project work. In addition, prior to award MATA shall inform the City Project Director, Paul Morris, of apparent low bids received in response to Invitation For Bids (IFBs) issued by MATA and of potential Change Orders. The City's review and any concurrence as to the award of such contracts and Change Orders, as the case may be, shall be taken in a timely manner so as to not delay the Project.
- 5. As between MATA and the City, the City will be responsible for obtaining funding for any costs and expenses in excess of the Project Budget for MATA's portion of the

Project of \$2,750,000. All parties will work diligently and in good faith to ensure that the expenses for the MATA portion of the Project do not exceed the budgeted amount, \$2,750,000. In the event any party estimates that such expenses may exceed the budgeted amount, such party shall promptly notify the other party to determine what steps to take to reduce expenses or to increase funding from sources other than MATA. MATA shall not execute contracts or Change Orders obligating MATA to spend more than the budgeted amount without first consulting with and receiving approval from the City's Project Director, Paul Morris, who will respond promptly to MATA. The City will be responsible for funding any amount in excess of \$2,750,000 for MATA's portion of the Project.

- 6. The Project is on an extremely aggressive schedule to comply with deadlines required by the federal TIGER grant. The City and MATA will work together with great urgency to keep the Project on schedule.
- 7. The City will provide its share of the funds necessary to pay each invoice within 20 calendar days of receipt of a requisition by MATA to be accompanied by an approved invoice.
- 8. The City's consultants will provide complete plans and specifications to MATA for the work to be accomplished with the FTA funds.
- 9. Upon request, the City and the City's consultants will provide MATA with information and assistance necessary for MATA to comply with Federal Transit Administration recordkeeping and reporting requirements, FTA grant management requirements and MATA's other obligations under the FTA Master Agreement and applicable regulations.
- 10. MATA will have the authority to charge to the FTA grant its staff time associated with managing the MATA portion of the Project. For the MATA portion of the Project, the parties have budgeted \$30,000 for MATA Project Administration, \$220,000 for Construction Engineering and Inspection (CEI), and \$2,500,000 for Construction. MATA and the City intend to negotiate a separate MOU under which the City will provide CEI services to MATA for the MATA portion of the Project. The separate MOU shall not be deemed or construed to increase the Project Budget of \$2,750,000

[REMAINDER OF PAGE LEFT BLANK; SIGNATURE PAGE TO FOLLOW]

So Understo	ood:	
City of Mer	nphis	
	Wharton, Jr., Mayor	
Data		
- Service Service Service	rea Transit Authority	
Ву:		
Will	iam Hudson, Jr., President/Gener	al Manager
Date:		

MINUTES OF 9/28/3 TEM TVB

# MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS

#### **RESOLUTION NO. 13-34**

### RESOLUTION TO APPROVE INCREASING CONTINGENCY FLEET

WHEREAS, The Memphis Area Transit Authority (MATA) reduced fixed-route bus service on September 22, 2013 resulting in 102 fixed-route buses being in service during peak times; and

WHEREAS, The Federal Transit Administration (FTA) permits grantees to maintain a spare fleet of buses equal to 20% of the number used in peak service which results in MATA being allowed to maintain 122 buses in the active fixed-route fleet; and

WHEREAS, FTA permits grantees to maintain a contingency fleet of buses which have met their useful service life; and

WHEREAS, MATA Staff recommends that the fixed-route buses being taken out of the active fleet to comply with FTA's spare ratio policy be placed into MATA's Contingency Fleet; and

WHEREAS, It is in the best interest of MATA to maintain 32 buses which have met their useful service life in the Contingency Fleet as shown on Exhibit A.

NOW THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS, That MATA is authorized to maintain the 32 buses shown on Exhibit A in the Contingency Fleet.

\*\*\*\*\*\*

Motion Made By: Charles Pickard SECONDED: Lauren Taylor

YEA: Karl Birkholz; Charles Pickard; John Vergos; Lauren Taylor; Sean Healy;

Andre Gibson (via phone)

NAY: None

Approved: September 23, 2013

MINUTES OF 9/23/13 ITEM TOBI

#### **EXHIBIT A**

## VEHICLES TO BE MAINTAINED IN THE CONTINGENCY FLEET

Bus 56 - 1992 Chance Trolley

Bus 57 - 1992 Chance Trolley

Bus 58 - 1992 Chance Trolley

Bus 857 - 2000 NovaBus

Bus 858 - 2000 NovaBus

Bus 859 - 2000 NovaBus

Bus 860 - 2000 NovaBus

Bus 861 - 2000 NovaBus

Bus 862 - 2000 NovaBus

Bus 863 - 2000 NovaBus

Bus 864 - 2000 NovaBus

Bus 865 - 2000 NovaBus

Bus 866 - 2000 NovaBus

Bus 867 - 2000 NovaBus

Bus 868 - 2000 NovaBus

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Bus 884 - 2000 NovaBus

Bus 885 - 2000 NovaBus

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# MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS

#### **RESOLUTION NO. 13-35**

### RESOLUTION TO APPROVE DISPOSAL OF SURPLUS VEHICLES

WHEREAS, The Memphis Area Transit Authority (MATA) Staff has been notified by Yellow Cab that three of their wheelchair-accessible vans used for accessible taxi service have met their useful service life and are no longer in service; and

WHEREAS, MATA has a 2001 pickup truck that has met its useful service life; and

WHEREAS, It is in the best interest of MATA to dispose of the pickup truck and the three vans as shown on Exhibit A in accordance with disposal procedures in MATA's Procurement Manual for the pickup truck and for vehicles with the local share provided by a private company; and

WHEREAS, If MATA is unsuccessful in disposing of said vehicles in the manner stated above, then they may be donated to a public non-profit organization or disposed of accordingly.

NOW THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS, That the President/General Manager is hereby authorized to dispose of the aforementioned vehicles listed in Exhibit A in accordance with the disposal procedures in MATA's Procurement Manual for the pickup truck and for vehicles with the local share provided by a private company.

BE IT FURTHER RESOLVED, That if the aforementioned methods of disposing of the vehicles is unsuccessful, they may be donated to a public non-profit organization.

\* \* \* \* \* \* \* \* \*

Motion Made By: John Vergos SECONDED: Karl Birkholz

YEA: Karl Birkholz; Charles Pickard; John Vergos; Lauren Taylor; Sean Healy;

Andre Gibson (via phone)

NAY: None

Approved: September 23, 2013

MINUTES OF 9/23/13 ITEM TUBO

# **EXHIBIT A**

# VEHICLES FOR DISPOSAL

Van 72 – 2009 Dodge Caravan Van 74 – 2009 Dodge Caravan Van 370 – 2009 Dodge Caravan Truck 16 - 2001 Dodge Pickup