

# 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  
Roquita Williams  
Tommy Pacello

Michael Fulton  
Janice Holder  
Robert Clark  
Michelle McKissack

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## **AGENDA**

**Board of Commissioners Viral Meeting**  
**1370 Levee Road**  
**Tuesday April 28, 2020**  
**3:30 p.m.**

- |       |  |                 |
|-------|--|-----------------|
| I.    | Call to Order  | Martin Lipinski |
| II.   | Board Roll Call  | Linda Eskridge  |
| III.  | Approval of February 25, 2020 Board Minutes  |                 |
| IV.   | CEO Report   | Gary Rosenfeld  |
| V.    | Consent Agenda Item(s)   | Gary Rosenfeld  |
|       | a) Resolution Authorizing the Disposal of Surplus/<br>Obsolete Parts – Res. No. 20-10  |                 |
| VI.   | Service and Development  | Gary Rosenfeld  |
|       | a) Resolution to Eliminate Zone Fares – Res. No. 20-11   |                 |
|       | b) Resolution for Temporary Free Fare Policy in Response<br>to COVID-19 Emergency – Res. No. 20-12   |                 |
| VII.  | Procurement Agenda Item(s)   | Gary Rosenfeld  |
|       | a) Resolution to Award a Contract to Complete Coach Works to<br>Transport and Paint Eighteen 40' Transit Buses -Res. No. 20-13               |                 |
|       | b) Resolution to Award a Contract to Luminator Technology<br>Group for an On-Board Safety & Surveillance Security System<br>– Res. No. 20-14 |                 |
| VIII. | Finance Agenda Item(s)   | Gary Rosenfeld  |
|       | a) Resolution to Amend nMomentum Enterprise Asset<br>Management System (EAM) Consulting Service – Res. No. 20-15                             |                 |
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| IX.  | Finance Agenda Item(s)   | Gary Rosenfeld   |
|      | a) Resolution to Amend nMomentum Enterprise Asset Management System (EAM) Consulting Service – Res. No. 20-16    |                  |
|      | b) Resolution to Amend nMomentum New Generation Fare System (NGFS) Consulting Service Agreement – Res. No. 20-17 |                  |
|      | Financial Report   | Bernhard Rudolph |
| X.   | Speaker(s) Acknowledgement   | Lawson Albritton |
| XI.  | Old/New Business   | Martin Lipinski  |
| XII. | Adjournment  | Martin Lipinski  |

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**CALL TO ORDER:** A regular meeting of the MATA Board of Commissioners was called to order by Chairman Martin Lipinski at 3:30 p.m. on Tuesday, February 25, 2020 at 1370 Levee Road in the Board Room of the MATA Headquarters. *(There was no March Board Meeting)*

Chairman Lipinski introduced and welcomed MATA's new Board Member, Ms. Michelle McKissack.

## **BOARD ROLL CALL:**

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

*Absent:* Kristen Bland, Robert Clark, Janice Holder, Roquita Williams

*Quorum:* Yes

*Staff:* Linda Eskridge, Board Secretary/Executive Assistant, John Lancaster, Director of Planning & Scheduling; Dale Lane, Chief Safety and Security; Gary Rosenfeld, Chief Executive Officer; Bernhard Rudolph, Chief Financial Officer

*Guests:* Nicole Bowen, PCA for Pearly Bowen, MATAplus Rider; Dalair Deener, MATA customer; Alan Dow, MICAH; Beauregard Frierson, MATA Rider; Marcellus Gunn, Local ATU; Chris Hearn, Banks, Finley & White; Kenya Hooks, City of Memphis; James McKissack, Shelby County Schools; Terry Moss, Local ATU; James Johnson, Small Planet Works; Betty Robinson, MBRU; Andrew Sawyer, Banks, Finley, White; Sandy Smegelsky, MICAH; Allen Stiles, MICAH; Alex Walton, ATU Local 713, MATAplus Rep.; Nick Warren, Memphis MPO

Minutes of the January 28, 2020 Board Meeting were unanimously approved.

CEO Report, Gary Rosenfeld

Due to a Shelby County Adhoc Transit Funding Meeting at 5:30pm at the Agricenter, the agenda was short.

Mr. Rosenfeld shared some of the passenger benefits MATA has worked on over the past few months, one of which is all buses have been equipped with wi-fi. MATA can track the wi-fi units themselves and it's much more accurate than what we use to get from our CAD AVL System, which is sort of outdated. We can monitor the entire fleet. The next step in this project is the Mobile Payment Program, which will be out this Spring. Gary also stated that this will integrate with TransLoc and some of the other apps.

MATA continues to be a major part of the discussion at Shelby County government. The County Commission shifted the \$2.5MM in capital set aside from their Pay-go account to the CIP account, which also eliminated the Board seat question. There was a half dozen different county commissioners at the last Adhoc meeting and the interest is continuing even though the county is facing very serious financial issues of their own for the future.

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Mayor Harris was part of a Transit Unplugged Podcast, which is primarily geared towards to the transit industry. Mayor Harris is the first mayor of city or county to participate in it. The county did approve 1.5% of their CIP budget to go toward sustainable transit projects. MATA will be working together with county staff over the next couple of weeks to put together a plan for the 2020 money as there are only four months left of this fiscal year. Mayor Harris is very active in advocating for this issue.

In the Mayors State of the County address, transit was the second item that he talked about in terms of his goals and objectives from 2020 and clearly, he is dedicated to this issue through the 2021 fiscal year as well.

MATA won an award today (2/25/20) at the Marketing and Communications APTA Conference. Ms. Nicole Lacey was present at the conference to accept the award. Ms. Lacey led the efforts and MATA won First Place. There were over 300 different video submissions by transit properties across the country and we are excited about this accomplishment.

This past month MATA participated in Transit Equity Day, which is a program led by the Sierra Club's, Dennis Lynch. Other advocates were there as well. The Bus Riders Union, as well as MICAH played a major part in this.

MATA has a shortage of bus operators, which is part of a nationwide shortage. MATA is about 38 to 40 operators short from where we should be, but we have started a recruitment campaign using as many avenues as we can. We are hiring and we are using a number of our own team members featured to get the message out.

MATA had a number of events in celebration of Black History Month. We sponsored a video that features former General Manager, William Hudson and his contributions, and it was well received. We also honored the first black operator, John Smith, as well as the first black female operator, Betty Martin.

There are some service changes that are out for public review. There will be a series of public events for the public to give us some feedback on these changes.

Mr. Rosenfeld updated the Board on the Statistical Report.

- OT Performance starting to see the trend lines go in the right direction after several months of poor performance, primarily due to the shortage of bus operators. Just over a year ago we were at 76% and we were at 69% in January 2020 and hopefully will see that number go up.
- Paratransit performance is at 92% with a goal of 95%; OTP for trolley, even with the problems, reported 98% in January. Mileage is relatively flat for the fleet as a whole.
- Top five comments include: 31 comments being passed up on fixed route; two no shows; 16 rude operators; 15 early buses; 18 for Buildings & Grounds relative to bus stop signs missing.

Ms. McKissick asked why passengers are being passing up at bus stops. Mr. Rosenfeld stated that first of all, these are unverified comments. Often passengers make no motion to the driver that they are looking to be picked up and the driver continues. Sometimes it just a driver that zones out. We investigate the complaints and if we find that it was something that the driver did then it falls under progressive discipline. If we find that the passenger was not in the right, we have a chat with the passenger on the phone. Dr.

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Lipinski stated that we do have people that sometimes just occasionally hang out at the bus stop with no intentions of riding.

- The Assessment Center went from roughly 62 to 123 people processed for service. We had zero denials in the month of January, and we had zero appeals. Mr. Rosenfeld commented on the staff and the great job that is taking place at the center.
- Safety data for January includes 10 preventable accidents and 25 non-preventable accidents. Preventable accidents went up just a bit, but non-preventable accidents remained stationary.
- Mr. Rosenfeld gave the Board an update on future meetings and his upcoming travel.

Mr. Lipinski asked if MATA has done any focus groups with the operators to see what they think would attract more drivers. Mr. Rosenfeld stated that we picked up on best practices from other transit properties and feel that focus groups would be great. Mr. Rosenfeld stated that we do monitor why people leave. We have someone from First Transit looking at our training program as well as looking at where we do recruiting.

This ended the CEO Report.

## Procurement Agenda Item(s)

### a) Resolution to Authorize the Purchase of Diesel Fuel -Res. No. 20-08

Discussion: Mr. Rosenfeld explained how MATA purchases fuel. Our process invites companies to participate in a regular submission of pricing and MATA has a period of 90 days to select the price we want. We can either take a wait and see approach or lock ourselves into a price.

This resolution is for diesel fuel and there are six vendors that participated in the pricing. This resolution authorized staff to enter into an agreement for diesel fuel for 1,200,000 gallons and if we have a need for more, we will have the option of going to the spot market or going out for bid again. Staff recommends approval of this resolution. Mr. Pacello moved that the resolution be approved after discussion and Ms. Shelia Williams seconded the motion. After no discussion, **Resolution No. 20-08 Passed.**

### b) Resolution to Authorize the Purchase of Unleaded Gasoline – Res. No. 20-09

Discussion: Mr. Rosenfeld stated this resolution is for unleaded gasoline and is used primarily in our Paratransit fleet. This is for 260,000 gallons. Staff recommends approval of this resolution as well. Mr. Pacello moved that the resolution be put on the floor for discussion and Ms. Williams seconded the motion. After no discussion, **Resolution No. 20-09 Passed.**

## Service and Development Item(s)

### a) MATApplus Seatbelt Policy Discussion

Mr. Rosenfeld distributed a copy of a very simple policy that has been created for seatbelt use. Our transit buses do not have seatbelts, but our paratransit buses do. The purpose of this discussion today is to get insight from the Board as to what they think should be included in a seatbelt policy. We will also ask for input from our STAC Committee as well. In some cases there are physical conditions that keep people from wearing seatbelts, but on the other hand, how do we protect MATA in terms of potential liability in case someone is not wearing a seatbelt and becomes injured in a preventable incident where if they had been wearing a seatbelt would have not been injured. Mr. Rosenfeld stated that we welcome the Board's comments. We need to have a policy that is easily enforceable in the

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field as having the community understand and accept it as a viable program. Mr. Rosenfeld stated that we will begin bringing little policies like this to the Board on a more regular basis. He feels that as a policy-setting Board you should be a little more involved in the day-to-day policies than you have been in the past. This policy is going to need to be very flexible. This is the starting process and we need to get input. Updates will be brought back to the Board as we go out to the public on this matter.

## Finance Agenda Item(s)

At last month's Board Meeting we presented the FY19 Audit and the Board requested that the auditors make the presentation to the Board this month. The auditors were present, and they gave an unqualified opinion, which means that the books and records are presented fairly, no errors or issues were found. Internal controls are in place and working properly. There were some opportunities for improvements and the auditors presented recommendations for making these improvements. On the letter to the MATA Board, there were no new accounting standards adopted this year. There were no transactions that did not follow accounting standards. The auditors were happy to report that there were no difficulties in dealing with management upon completing the audit.

There was no disagreement with management, and management made everything available that the auditors needed. Finally, there was no evidence of opinion shopping. This ended the financial audit. On behalf of Banks, Finley and White they thanked MATA for allowing them to serve as auditors for MATA and look forward to continued work with MATA. Mr. Pacello thanked the auditors for a good report as well as thanked Mr. Rudolph and his team for putting together a clean audit.

## January 2020 Financial Report Bernard Rudolph

- a) Mr. Rudolph reported on the January financials. Revenues were favorable to budget about \$900,000 and we are actually \$237,000 short on passenger revenues but that was more than offset by the \$1MM in these grant-funded items. We are about \$1.3MM over on P&L expenses, but taking into account that \$1MM of those are offset by revenues, we are really over about \$231,000 on the P&L. Fares were \$237,000 year-to-date under budget, fixed route down by \$67,000; Mataplus \$1.9MM unfavorable and trolley \$41,000 under budget. Cash basis \$9.8MM at the end of January, which is enough to carry us through, and we are planning on drawing on the Bridge Loan in the next week, that was approved last week. This will carry us through until we get our Federal funding. Mr. Rosenfeld stated that the Federal apportionments were issued two weeks ago, so we should be able to begin the process of submitting a grant application.
- b) FY21 Budget Outlook Discussion  
Mayor Strickland has already put his word out that it will be a very difficult budget year for the city. A bunch of revenue disappears and increases in expenses. Mr. Rosenfeld stated that he does not anticipate them cutting funding, but it is going to be a tight year. This summer we will be entering into negotiations with the union and are sure they will have a certain level of expectation. We need to be aware as we go through the next few months as we look for additional revenue opportunities.

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The need is going to be there to try to come up with additional funding because the city is not going to be in the position to increase our funding. Mr. Rosenfeld stated that he is sure we will get updates from the City. April is typically budget month and MATA will be doing their presentation to City Budget Committee for both CIP and for Operating funds. Mr. Pacello asked Mr. Rosenfeld if he has a sense of best-case worst-case is for the big picture budget on the operating side. Mr. Rosenfeld stated he feels the best case is that it's flat and the worst case is if someone says they want \$2.5MM back. The State is sending signals that they are in trouble as well.

## Speakers

Nicole Bowen, MATAplus PCA for Pearlie Bowen

Ms. Bowen made a suggestion regarding the seatbelt discussion for MATAplus. Regarding the new vehicles that MATA purchased, they are not equipped to do what was said as far as a person with mobility impairment they would not be able to get out to transfer because there is not enough room. She suggested looking into a larger vehicle would help with the seatbelt aspect. On those vehicles the seatbelts actually lockup as soon as you strap them on and that could restrain a person, but not in a good way. So that is a concern. Ms. Bowen also made a suggestion on how reservations and dispatch are being trained. Reservation had a problem with adjusting Ms. Bowen's time and stated she had to go in and cancel every trip for that day in order to make an adjustment, and Ms. Bowen stated that is not correct, but the reservationist stated that was the way they were trained. In regard to Dispatch, Ms. Bowen stated she was on a Champion bus and when it rains, it rains inside the Champion buses as well. The operator called to let the dispatcher know and was told to come back to MATA and swap out the vehicle. Nicole feels that dispatch should have already had an operator there on the extra board so that it would not inconvenience the riders. The dispatcher disputed that's what she said. The dispatcher stated that she said she would have to roll call a mechanic and roll call the bus. Ms. Bowen stated that was no reason to roll call the bus. She stated that she reached out to Anthony Amos and they did talk, but she felt like she needed to come to the meeting to express herself.

## Sandy Smegelsky -MICAH Funding Options

Ms. Smegelsky stated that MICAH have been studying different funding options and is requesting a response from the MATA Board and Mr. Rosenfeld about 1) a proposal to the county to buy MATA or to share with the city to make this company basically a regional transit hub which comes with more emenities and challenges. 2) Transit on Demand for Boxtown - she is unsure if that has started but would like to know how MATA plans to publicize it when it gets started. 3) Mr. Stiles who had to leave, asked Ms. Smegelsky to mention that because of the painting and the wrapping on the bus, he cannot see out the bus window at night and misses his stop, which create an issue of operators not calling out the stops.

Mr. Rosenfeld thanked Sandy and MICAH for their support of funding. As far as the county and city co-owning MATA it is a financial consideration that needs to be investigated. 1)There are a lot of assets involved in MATA, and there would need to be some kind of calculation on that. Mr. Rosenfeld stated that with joint ownership there are other ways of getting to the same thing that delivers the same potential possibilities in the future. This will be something that takes several months to figure out what it all means. There has been no indication from the city that they are close to any reasonable discussion about the future of MATA and they welcome the county's involvement. 2) Mr. Rosenfeld stated that

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transit on demand is still in development and there will be a tremendous amount of community outreach when that happens. 3) Bus wrapping – we have identified a number of issues with the enunciator and we are working to correct them. Hopefully within the next few weeks that will be fixed.

Ms. Smegelsky also mentioned super Tuesday coming up and if there is a possibility for free bus rides on major voting days and if not for the upcoming Tuesday perhaps for the Fall during the presidential election. Mr. Rosenfeld guaranteed there would be no free rides on super Tuesday. If we can get a sponsor for the presidential election that would be on our list. However, we are not there.

Mr. Beauregard Frierson

Mr. Frierson had an issue with buses breaking down as he was on the #57 recently breaking down. He stated that the mechanics need to either do a better job or if it is unrepairable, then get rid of the bus. The driver called the bus in and it never showed up, and this is not the first time. He would like to know what MATA is going to do about this.

Old/New Business

Mr. Lipinski called for any old business to come before the Board. After no old business, he called for new business. Mr. Rosenfeld stated that he received an article from John Zeanah published by the Triple AAA regarding pushing the annual cost. Finance cost on new car purchases have jumped 24% in 2019 pushing to average annual cost of vehicle ownership to \$9,282 or 773.50/month. There is a lot more information to this Mr. Rosenfeld will forward this to the Board, as well as any other information deemed necessary to send to the Board.

Mr. Fulton asked Mr. Rosenfeld if it is possible could the Board get a DBE Report over the next 60 days. Mr. Rosenfeld stated that MATA will supply that information.

Adjournment

The meeting was adjourned by Chairman Lipinski.

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Chairman Martin Lipinski



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**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 20-10**

**RESOLUTION AUTHORIZING THE DISPOSAL OF SURPLUS/OBSOLETE PARTS**

**WHEREAS,** The Memphis Area Transit Authority (MATA) has surplus/obsolete parts that are no longer useful to the Authority listed in Exhibit A; and

**WHEREAS,** It is in the best interest of MATA to dispose of said parts; and

**WHEREAS,** Said parts shall be disposed by vendor credit, written bids, electronic bids, trade-in, FTA transfer, negotiated sale price or by public auction; and

**WHEREAS,** If MATA is unsuccessful in disposing of said parts in the manner stated above, then they may be sold as scrap or discarded; and

**WHEREAS,** Staff recommends that personnel employed by Mid-South Transportation Management, Inc. or First Transit, Inc. not be permitted to bid on any of the items sold by MATA.

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS** Is hereby authorized to dispose of the surplus/obsolete parts by vendor credit, written bids, electronic bids, trade-in, FTA transfer, negotiated sale price or by public auction.

**BE IT FURTHER RESOLVED** That personnel employed by Mid-South Transportation Management, Inc. or First Transit, Inc. are not be permitted to bid on any of the items sold by MATA.

**BE IT FURTHER RESOLVED** That if the aforementioned methods of disposing of said parts are unsuccessful, they may be sold as scrap or discarded.

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**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 20-11**

**RESOLUTION TO ELIMINATE ZONE FARES**

**WHEREAS**, MATA has reviewed the existing fare system and determined that it is in the best interest of MATA and our customers to eliminate zone fares with the implementation of the Next Generation Fare System and Mobile Ticketing Program; and

**WHEREAS**, MATA has determined that elimination of zone fares will not have a significant impact on MATA’s fare revenue; and

**WHEREAS**, MATA’s existing zone fare structure has not been changed since December 4, 2011; and

**WHEREAS**, The MATA Board of Commissioners have the authority to determine public transportation service levels and to establish fares; and

**WHEREAS**, Comments from the public were solicited through three public meetings hosted by MATA at local community centers, legal notices published in local newspapers, and advertised on MATA’s website and social media; and

**WHEREAS**, Public comments from customers and the community have been considered; and

**WHEREAS**, The proposed changes have been reviewed according to MATA’s Title VI policies, adopted on March 25, 2013, and a fare equity analysis was performed to determine whether the new service would have adverse effects, potential disparate impacts, or disproportionate burdens to minority or low-income populations; and

**WHEREAS**, MATA staff has determined that there will be no adverse effects, potential disparate impacts, or disproportionate burdens to minority or low-income populations associated with these proposed fare changes; and

**WHEREAS**, Staff recommends that the zone fares be eliminated with an effective date of April 30, 2020.

**NOW THEREFORE BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS**, that all zone fares be eliminated effective April 30, 2020.

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**TO:** MATA Board of Commissioners  
**FROM:** Gary Rosenfeld, Chief Executive Officer  
**SUBJECT:** Resolution to Eliminate Zone Fares  
**DATE:** April 29, 2020

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As MATA seeks to implement the Next Generation Fare System and Mobile Ticket Program, MATA staff have determined that it is in the best interest of customers and MATA to eliminate zone fares. MATA has determined that elimination of zone fares will not have a significant impact on the amount of fare revenue collected and that a simplification of the fare structure will reduce customer confusion and purchase of fares when using various fare media, such as passes and online options. This should reduce potential conflicts between operators and customers as to the proper collection times or locations as have been encountered in the past.

Since the MATA Board of Commissioners has the authority to determine service levels and to establish fares, MATA Staff is recommending that the MATA Board of Commissioners approve the elimination of zone fares effective April 30, 2020.

Please let me know if you have any questions.

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**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 20-12**

**RESOLUTION FOR TEMPORARY FREE FARE POLICY IN RESPONSE TO COVID-19 EMERGENCY**

**WHEREAS**, On March 24, 2020, The Memphis City Council by adoption of Resolution #24 modified the Fiscal Year 2020 Operating Budget in response to the Declaration of State of Emergency and the Financial Impact of the Coronavirus Disease 2019 (COVID-19) to provide funding for free or reduced fee/fare mobility options to assist in the accommodation of Memphis citizens’ accessibility to transportation for doctor visits, food distributions, or extraordinary travel necessary adaptations; and

**WHEREAS**, By Executive Order from the Mayor of the City of Memphis, no more than 10 passengers are allowed to board a transit vehicle until expiration of the Executive Order; and

**WHEREAS**, MATA eliminated fares on all modes of public transportation, effective March 25, 2020 through April 30, 2020 to respond to the COVID-19 emergency; and

**WHEREAS**, The temporary free fare policy was advertised on MATA’s website, press releases, and through social media; and

**WHEREAS**, The MATA Board of Commissioners have the authority to determine public transportation service levels and to establish fares; and

**WHEREAS**, The Federal Transit Administration Title VI regulations permit promotional or temporary fare reductions of periods less than six months and do not require a fare equity analysis; and

**WHEREAS**, MATA staff recommends that temporary free fare policy may be extended beyond April 30, 2020 as needed, or will expire when local health and government officials agree it is safe for groups of 25 or larger to assemble or 25 or more passengers can be allowed to board a transit vehicle.

**NOW THEREFORE BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS**, that this temporary free fare policy remain in effect or be extended as needed until local health and government officials agree it is safe to allow 25 or more passengers to board a transit vehicle.

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**TO:** MATA Board of Commissioners

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

**SUBJECT:** Resolution for Temporary Free Fare Policy in Response to COVID-19 Emergency

**DATE:** April 29, 2020

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In response to the COVID-19 health emergency, Mayor Strickland's Executive Order, and actions by the Memphis City Council, MATA implemented a temporary free fare policy on all modes of public transportation for a period from March 25th through April 30, 2020. The free fares were advertised to the public on MATA's website and through social media.

Since the MATA Board of Commissioners has the authority to determine service levels and to establish fares, MATA Staff is recommending that this policy remains in effect until it is deemed safe by local health and government officials that groups of 25 or greater can assemble or 25 or more passengers can safely board a transit vehicle.

Please let me know if you have any questions.

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**BOARD OF COMMISSIONERS  
MEMPHIS AREA TRANSIT AUTHORITY**

**RESOLUTION NO. 20-13**

**RESOLUTION TO AWARD A CONTRACT TO COMPLETE COACH WORKS TO TRANSPORT AND PAINT  
EIGHTEEN 40' TRANSIT BUSES**

**WHEREAS**, The Memphis Area Transit Authority (MATA) approved the Transfer of eighteen Transit Buses from the Antelope Valley Transit Authority by Resolution No. 18-11 on March 27, 2018; and

**WHEREAS**, MATA issued an Invitation for Bids (IFB) to companies to transport and paint eighteen 40' transit buses; and

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

**WHEREAS**, A single bid was received from Complete Coach Works and was determined to be responsive and responsible; and

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

**WHEREAS**, Staff recommends that a contract be awarded to Complete Coach Works at a cost of \$305,190.00 to transport and paint eighteen 40' transit buses; and

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS** That a contract be awarded to Complete Coach Works to transport and paint eighteen 40' transit buses at a cost not to exceed \$305,190.00.

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

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**TO:** MATA Board of Commissioners  
**FROM:** Gary Rosenfeld, Chief Executive Officer  
**SUBJECT:** IFB 20-11.1 TRANSPORT AND PAINT EIGHTEEN 40' TRANSIT BUSES  
**DATE:** April 2020

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This memo summarizes the procurement for vendors to transport and paint eighteen 40' transit buses. The Memphis Area Transit Authority (MATA) approved the transfer of eighteen transit buses from the Antelope Valley Transit Authority by Resolution No. 18-11 on March 27, 2018.

The IFB was sent to four vendors, formally advertised, and posted to MATA's website. A single bid was received and reviewed by MATA Staff and was determined to be responsive and responsible.

The goal for participation by Disadvantaged Business Enterprises (DBE) was set at 25%. Be Jordan Trucking (the subcontractor) for this project is certified as a SMBE and SWBE with a contract goal of 29%.

Complete Coach Works bid was determined responsive and responsible and Staff recommends that the contract be awarded to Complete Coach Works for this project at a cost not to exceed \$305,190.00.

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**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 20-14**

**RESOLUTION TO AWARD A CONTRACT TO LUMINATOR TECHNOLOGY GROUP FOR AN ON-BOARD  
SAFETY & SURVEILLANCE SECURITY SYSTEM**

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

**WHEREAS,** Staff issued a Request for Proposal (RFP) for companies to provide Safety & Surveillance Security Systems. The DBE goal was set at 27% this procurement; and

**WHEREAS,** Four proposals were received, however, two were deemed responsive MATA’s procurement and were evaluated by the Evaluation Committee; and

**WHEREAS,** The Evaluation Committee recommends that a contract be awarded to Luminator Technology Group at the rates show in Exhibit A for a total cost not to exceed \$2,144,756.00.

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS** That a contract be awarded to Luminator Technology Group at a cost not to exceed \$2,144,756.00.

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

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# MEMPHIS AREA TRANSIT AUTHORITY

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## MEMO

**TO:** MATA Board of Commissioners  
**FROM:** Gary Rosenfeld, Chief Executive Officer  
**SUBJECT:** RFP 20-06-02 On-Board Safety & Surveillance Security System  
**DATE:** April 28, 2020

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

The RFP was sent to eight vendors, formally advertised, and posted to MATA's website. There was a 27% DBE goal set for this procurement.

Four proposals were received, however, only two were deemed responsive and responsible. MATA's Evaluation Committee reviewed the two responsive proposals and discussed their findings based on the criteria set forth in the procurement. The proposers could receive a maximum of 400 points. The results of the evaluation committee's evaluations were as follows:

<b>Vendor</b>	<b>Total points</b>
A3 Communications Inc.	354
Luminator Technology Group	381

The Evaluation Committee recommends a contract for On-Board Safety & Security Surveillance System be awarded to Luminator Technology Group at the rates shown in Exhibit A. The value of the contract not to exceed a total cost of \$2,144,756.00.

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## EXHIBIT A

VENDOR	OBSSSS Fixed Route (111)		OBSSSS Paratransit (60)		OBSSSS Trolley (10)		Optional Monitor (181)		Servers	Other		TOTAL			
												Without Option	With Option		
A3 Communications	\$13,515.44	\$1,500,213.84	\$12,121.04	\$727,262.40	\$13,515.44	\$135,154.40	\$961.38	\$174,009.78					\$ 2,362,630.64	\$2,536,640.42	
Luminator Technology	\$12,461.00	\$1,383,171.00	\$ 9,949.00	\$596,940.00	\$12,581.00	\$125,810.00	\$ -	\$ -	\$ 6,245.00	Facility Wireless Equip	\$ 10,308.00	Software/On-site Support/Spare Drives	\$ 22,282.00	\$ 2,105,921.00	\$2,144,756.00
A3 Optional Monitors 15 inch															
Luminator Optional Monitors 8" and 18.5" included															

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**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION 20-16**

**RESOLUTION TO AMEND NMOMENTUM ENTERPRISE ASSET MANAGEMENT SYSTEM (EAM)  
CONSULTING SERVICE AGREEMENT**

**WHEREAS**, the Memphis Area Transit Authority (MATA) Board of Commissioners awarded a contract under Resolution 18-24 to nMomentum in the amount of \$737,304 to provide MATA with necessary expertise and consulting services to procure and implement a new Enterprise Asset Management System; and

**WHEREAS**, MATA has identified additional work that was not included in the original scope of work and recommends that the Board authorize this Change Order 1; and

**WHEREAS**, nMomentum has provided a detailed cost estimate and breakdown of work completed and anticipated; and

**WHEREAS**, MATA staff has evaluated the cost estimate and agrees with the amount of in-scope and out of scope work as of April 2020; and

**WHEREAS**, MATA Staff recommends approval of Change Order 1 with nMomentum for an additional amount of \$444,000.00, increasing the total contract amount to \$1,181,304;

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS**, That the Change Order 1 totaling \$444,000.00 to nMomentum’s EAM System contract amount is authorized, increasing the contract to \$1,181,304.

**BE IT FURTHER RESOLVED**, That the Chief Executive Officer, or Chairman or Vice-Chairman of the MATA Board of Commissioners is authorized to execute the necessary documents for this procurement.

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**TO:** MATA Board of Commissioners

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

**SUBJECT:** Resolution to Amend nMomentum EAM Consulting Service Agreement

**DATE:** April 28, 2020

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MATA has identified additional work that was not included in the original scope of work, resulting in the need to issue Change Order 1 to the EAM Consulting Service Agreement with nMomentum. Change Order 1 provides for an additional \$444,000 and increases the total contract amount to \$1,181,304.

The additional work relates to the following:

- Work with MATA attorneys to edit, develop language, review, and negotiate contract language over a 7-month period.
- Comprehensive procurement department assistance.
- Business Process Re-engineering – documentation of all current processes and procedures to mitigate risk and staff time requirements during project implementation.
- COVID-19 dependencies.

MATA staff has reviewed the additional work and the nMomentum cost estimate, found them to be in order, and recommends approval of this Change Order 1.

Please let me know if you have any questions.

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**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION 20-17**

**RESOLUTION TO AMEND NMOMENTUM NEW GENERATION FARE SYSTEM (NGFS) CONSULTING  
SERVICE AGREEMENT**

**WHEREAS**, The Memphis Area Transit Authority (MATA) Board of Commissioners awarded a contract under Resolution 18-23 to nMomentum in the amount of \$750,805.20 to provide MATA with necessary expertise and consulting services to procure and implement a New Fare Collection System; and

**WHEREAS**, MATA has identified additional work that was not included in the original scope of work and recommends that the Board authorize this Change Order 1; and

**WHEREAS**, nMomentum has provided a detailed cost estimate and breakdown of work completed and anticipated; and

**WHEREAS**, MATA staff has evaluated the cost estimate and agrees with the amount of in-scope and out of scope work as of April 2020; and

**WHEREAS**, MATA Staff recommends approval of Change Order 1 with nMomentum for an additional amount of \$911,000.00, increasing the total contract amount to \$1,661,805.20;

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS**, That the Change Order 1 totaling \$911,000.00 to nMomentum’s NGFS contract amount is authorized, increasing the contract to \$1,661,805.20.

**BE IT FURTHER RESOLVED**, That the Chief Executive Officer, or Chairman or Vice-Chairman of the MATA Board of Commissioners is authorized to execute the necessary documents for this procurement.

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**TO:** MATA Board of Commissioners

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

**SUBJECT:** Resolution to Amend nMomentum NGFS Consulting Service Agreement

**DATE:** April 28, 2020

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MATA has identified additional work that was not included in the original scope of work, resulting in the need to issue Change Order 1 to the NGFS Consulting Service Agreement with nMomentum. Change Order 1 provides for an additional \$911,000 and increases the total contract amount to \$1,661,805.20.

The additional work relates to the following:

- Split original RFP into 2 separate procurements.
- Revised and reissued 2<sup>nd</sup> procurement.
- Additional project to revise and develop RFP, industry day, vendor evaluations, vendor demos, ICE development, pricing negotiations, project planning and management, acceptance, etc.
- Comprehensive procurement department assistance.
- Work with MATA attorneys to edit, develop language, review, and negotiate contract language over a 9-month period.
- Fare Structure/Fare Policy development including revenue/ridership analysis.
- Website redesign and development project.
- Develop various Terms & Conditions/review cycles e.g. WiFi, Website, NGFS portals, Mobile Payment System.
- COVID-19 dependencies.

MATA staff has reviewed the additional work and the nMomentum cost estimate, found them to be in order, and recommends approval of this Change Order 1.

Please let me know if you have any questions.