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## **MEMPHIS AREA TRANSIT AUTHORITY**

One Commerce Square  
40 South Main Street · Memphis, TN 38103  
[www.matatransit.com](http://www.matatransit.com)  
Bacarra S. Mauldin  
Interim Chief Executive Officer

### **Board of Commissioners**

Angus Blair	Michael Fulton, Chair	Anton Mack
Sara Burnett	Shelia Williams, Vice-Chair	Courtney McNeal
Janice Holder	Dr. Martin Lipinski, Presiding	Edward Stephens, III

**Board of Commissioners**  
Regular Meeting AGENDA  
Tuesday, February 27, 2024  
3:30 PM

- I. Call to Order  
II. Board Roll Call

Martin Lipinski  
Annie Givens

Member	Arrived	Departed	Member	Arrived	Departed
Blair, Angus			Mack, Anton		
Burnett, Sara			McNeal, Courtney		
Fulton, Michael			Stephens, Edward		
Holder, Janice			Williams, Shelia		
Lipinski, Martin					

III. Approval of Minutes

Commissioners

- a. Regular Board Meeting – December 19, 2023

- The minutes of the December 19, 2023 Board meeting can be found beginning on page 8

Item:	Approval of the December 19, 2023, Regular Board Meeting Minutes									
Motion by:					Second By:					
Member	Aye	Nay	Abstain	Absent	Member	Aye	Nay	Abstain	Absent	
Blair, Angus					Mack, Anton					
Burnett, Sara					McNeal, Courtney					
Fulton, Michael					Stephens, Edward					
Holder, Janice					Williams, Shelia					
Lipinski, Martin										

- b. Special Called Board Meeting – January 31, 2024

- The minutes of the January 31, 2024 Special Called Board meeting can be found on page 11.

Item:	Approval of the January 31, 2024 Special Called Board Meeting Minutes								
Motion by:					Second By:				
Member	Aye	Nay	Abstain	Absent	Member	Aye	Nay	Abstain	Absent
Blair, Angus					Mack, Anton				
Burnett, Sara					McNeal, Courtney				
Fulton, Michael					Stephens, Edward				
Holder, Janice					Williams, Shelia				
Lipinski, Martin									

IV. Consent Agenda Items



- c. Resolution authorizing the filing of an application with the Federal Transit Administration, administered by the Federal Transit Administration and Tennessee Department of Transportation for Section 5307 Urbanized Area Formula Grant Funds
- Resolution 24-04
  - Memo 24-04

Item:	Resolution 24-04 authorizing the filing of an application with the Federal Transit Administration, administered by the Federal Transit Administration and Tennessee Department of Transportation for Section 5307 Urbanized Area Formula Grant Funds								
Motion by:					Second By:				
Member	Aye	Nay	Abstain	Absent	Member	Aye	Nay	Abstain	Absent
Blair, Angus					Mack, Anton				
Burnett, Sara					McNeal, Courtney				
Fulton, Michael					Stephens, Edward				
Holder, Janice					Williams, Shelia				
Lipinski, Martin									

- d. Resolution authorizing the filing of an application with the Federal Transit Administration, administered by the Federal Transit Administration and Tennessee Department of Transportation for Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Funds
- Resolution 24-05
  - Memo 24-05

Item:	Resolution 24-05 authorizing the filing of an application with the Federal Transit Administration, administered by the Federal Transit Administration and Tennessee Department of Transportation for Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Funds								
Motion by:					Second By:				
Member	Aye	Nay	Abstain	Absent	Member	Aye	Nay	Abstain	Absent
Blair, Angus					Mack, Anton				
Burnett, Sara					McNeal, Courtney				
Fulton, Michael					Stephens, Edward				
Holder, Janice					Williams, Shelia				
Lipinski, Martin									

- e. Resolution authorizing the filing of an application with the Federal Transit Administration, administered by the Federal Transit Administration and Tennessee Department of Transportation for Section 5337 State of Good Repair Funds
- Resolution 24-06
  - Memo 24-06



- g. Resolution to disposal of vehicles that have met their useful life
- Resolution 24-08
  - Memo 24-08

Item:	Resolution 24-08 to disposal of vehicles that have met their useful life									
Motion by:					Second By:					
<b>Member</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>	<b>Member</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>	
Blair, Angus					Mack, Anton					
Burnett, Sara					McNeal, Courtney					
Fulton, Michael					Stephens, Edward					
Holder, Janice					Williams, Shelia					
Lipinski, Martin										

VI. Service and Development

- a. Resolution to approve Title VI Program Update and Title VI Monitoring Presentation
- Resolution 24-09
  - Memo 24-09

Item:	Resolution 24-09 to approve Title VI Program Update and Title VI Monitoring Presentation									
Motion by:					Second By:					
<b>Member</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>	<b>Member</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>	
Blair, Angus					Mack, Anton					
Burnett, Sara					McNeal, Courtney					
Fulton, Michael					Stephens, Edward					
Holder, Janice					Williams, Shelia					
Lipinski, Martin										

VII. Finance Agenda Items

VIII. Chiefs Reports

- a. Bacarra Mauldin, Interim CEO
- b. John Lancaster, Chief Development Officer
- c. Anthony Amos, Chief Compliance Officer

IX. Acknowledgement of Public Comments

IX. Old or New Business

- a. Passing of the Gavel
- b. Granicus preview

X. Adjournment

The Next Regular Meeting of the  
MATA Board of Commissioners will be:

**Tuesday, March 19, 2024**

**@ 3:30 PM**

At

Memphis Area Transit Authority

One Commerce Square

40 S. Main Street

Memphis, TN 38103

## MEMPHIS AREA TRANSIT AUTHORITY

### Board of Commissioners Regular Meeting Minutes

Meeting Date: Tuesday, December 19, 2023, at 3:30pm

The regular meeting was called to by Chair Martin Lipinski at 3:35 p.m. Members present of the Commission are noted as are their departure times:

Member	Arrived	Departed	Member	Arrived	Departed
Blair, Angus	1535	1730	Mack, Anton	1535	1726
Burnett, Sara	1535	1730	Stephens, Edward	1535	1730
Fulton, Michael	1559	1730	Williams, Shelia	1535	1730
Holder, Janice	1535	1730			
Lipinski, Martin	1535	1730			

### Approval of Minutes from October 24, 2023

Item:	Approval of the November 28, 2023, Regular Board Meeting Minutes								
Motion by:	Stephens				Second By:	Mack			
Member	Aye	Nay	Abstain	Absent	Member	Aye	Nay	Abstain	Absent
Blair, Angus	X				Mack, Anton	X			
Burnett, Sara	X				Stephens, Edward	X			
Fulton, Michael	X				Williams, Shelia	X			
Holder, Janice				X					
Lipinski, Martin	X								



Resolutions presented and voted upon:

Item:	Approval of the December 19, Consent Agenda a) Resolution 23-59 to approve the 2024 Safety Plan								
Motion by:	Stephens				Second By:	Williams			
Member	Aye	Nay	Abstain	Absent	Member	Aye	Nay	Abstain	Absent
Blair, Angus	X				Mack, Anton	X			
Burnett, Sara	X				Stephens, Edward	X			
Fulton, Michael	X				Williams, Shelia	X			
Holder, Janice	X								
Lipinski, Martin	X								

Item:	Resolution 23-55 to award a contract to Gillig LLC for the purchase of forty (40) new electric buses								
Motion by:	Holder				Second By:	Burnett			
Member	Aye	Nay	Abstain	Absent	Member	Aye	Nay	Abstain	Absent
Blair, Angus	X				Mack, Anton	X			
Burnett, Sara	X				Stephens, Edward	X			
Fulton, Michael	X				Williams, Shelia	X			
Holder, Janice	X								
Lipinski, Martin	X								

Item:	Resolution 23-56 One Commerce Final Lease and Furniture								
Motion by:	Williams				Second By:	Burnett			
Member	Aye	Nay	Abstain	Absent	Member	Aye	Nay	Abstain	Absent
Blair, Angus	X				Mack, Anton	X			
Burnett, Sara	X				Stephens, Edward	X			
Fulton, Michael		X			Williams, Shelia	X			
Holder, Janice	X								
Lipinski, Martin	X								

Item:	Resolution 23-48 to approve February 2024 Service Changes								
Motion by:					Second By:				
Member	Aye	Nay	Abstain	Absent	Member	Aye	Nay	Abstain	Absent
Blair, Angus									
Burnett, Sara									
Fulton, Michael									
Holder, Janice									
Lipinski, Martin									

Tabled  
12/19/2023

Item:	Resolution 23-58 to approve the 2024 Operating Calendar								
Motion by:	Burnett				Second By:	Stephens			
Member	Aye	Nay	Abstain	Absent	Member	Aye	Nay	Abstain	Absent
Blair, Angus	X				Mack, Anton				X
Burnett, Sara	X				Stephens, Edward	X			
Fulton, Michael	X				Williams, Shelia	X			
Holder, Janice	X								
Lipinski, Martin	X								

Item:	Resolution 23-54 to approve an interlocal loan agreement with the City of Memphis								
Motion by:	Holder				Second By:	Fulton			
Member	Aye	Nay	Abstain	Absent	Member	Aye	Nay	Abstain	Absent
Blair, Angus	X				Mack, Anton				X
Burnett, Sara	X				Stephens, Edward	X			
Fulton, Michael	X				Williams, Shelia	X			
Holder, Janice	X								
Lipinski, Martin	X								

Item:	Resolution 24-01 to accept the resignation of Gary Rosenfeld and the appointment of Bacarra Mauldin to Interim Chief Executive Officer								
Motion by:	Holder				Second By:	Fulton			
Member	Aye	Nay	Abstain	Absent	Member	Aye	Nay	Abstain	Absent
Blair, Angus	X				Mack, Anton				X
Burnett, Sara	X				Stephens, Edward	X			
Fulton, Michael	X				Williams, Shelia	X			
Holder, Janice	X								
Lipinski, Martin	X								

**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 24-02**

**RESOLUTION TO APPROVE CHANGE ORDER #2 TO ALLWORLD CONTRACT 21-15**

**WHEREAS**, By Resolution 21-15 on April 27, 2021, the MATA Board of Commissioners awarded a program management contract in the amount of \$1,000,000.00 to Allworld Project Management LLC to provide on-call planning and engineering services on a task order basis for multiple capital improvement projects over a 5-year period; and

**WHEREAS**, By Resolution 23-07, on April 18, 2023, the MATA Board of Commissioners approved Change Order #1 in the amount of \$1,500,000.00, increasing the total contract amount to not to exceed \$2,500,000.00; and

**WHEREAS**, MATA staff have reviewed proposals from Allworld for potential tasks and additional project management services for assistance with MATA's asset management program, project management software, quality management staffing, and project management software training for MATA's capital projects such as the Memphis Innovation Corridor, Crosstown Connector, and new operations and maintenance facility. The proposed scope, cost, and professional fees, have been reviewed and are fair and reasonable and match Allworld's previously provided hourly rates; and

**WHEREAS**, A combination of grant and operating funds are available for these tasks; and

**WHEREAS**, MATA staff have reviewed the proposed tasks provided by Allworld and recommend that Change Order #2 be issued to its Contract for a not to exceed amount of \$3,437,000.00, raising the total Contract Amount not to exceed \$5,937,000.00; and

**NOW THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS**, That Change Order #2 be approved to Allworld Project Management LLC, in the not to exceed amount of \$3,437,000 increasing the total contract amount not to exceed \$5,937,000.00.

**BE IT FURTHER RESOLVED** That the Interim Chief Executive Officer, Chairman, Vice-Chairman, and Contracting Officer are each authorized to execute Change Order #2 and related documents.

**BE IT FURTHER RESOLVED** That staff be authorized to execute task orders in accordance with the MATA Procurement Manual in a total contract amount not to exceed \$5,937,000.00.

**MEMO 24-02**

**TO:** MATA Board of Commissioners

**FROM:** Bacarra S. Mauldin, Interim CEO

**SUBJECT:** RESOLUTION TO APPROVE CHANGE ORDER #2 TO ALLWORLD CONTRACT #21-15

**DATE:** February 27, 2024

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The purpose of this resolution is to approve Change Order #2 to Allworld Project Management LLC contract for additional project management services, such as assistance with MATA's asset management program, procurement of project management software, training of MATA staff, and implementation, as well as quality management staffing for MATA's capital projects such as the Memphis Innovation Corridor, Crosstown Connector BRT project, and new operations and maintenance facility. MATA requires these services for various capital projects and over the remaining years of the 5-year contract.

Allworld Project Management LLC has an existing program and project management contract with MATA that was awarded by the MATA Board of Commissioners in April of 2021 to perform these tasks.

MATA staff have reviewed proposals from Allworld for potential tasks and additional project management services for assistance with MATA's asset management program, project management software, quality management staffing, and project management software training for MATA's capital projects such as the Memphis Innovation Corridor, Crosstown Connector, and new operations and maintenance facility. The proposed scope, cost, professional fees, have been reviewed and are fair and reasonable and match previously provided hourly rates for these services.

MATA staff recommends that Change Order #2 be issued to Allworld Project Management LLC for a total of \$3,437,000.00, increasing its contract to a total not to exceed amount of \$5,937,000.00.

Please let me know if you have any questions.

**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION 24-03**

**RESOLUTION TO AWARD A CONTRACT TO PARKEON, INC. dba FLOWBIRD  
TO PURCHASE TICKET VENDING MACHINES**

**WHEREAS,** The Memphis Area Transit Authority (MATA) is required to maintain and or replace various fare collection equipment to ensure efficient and continued operations; and

**WHEREAS,** MATA issued a Request for Proposal (RFP) for companies to provide Ticket Vending Machines to incorporate with previously purchased equipment and software; and

**WHEREAS,** solicitation was formally advertised; and

**WHEREAS,** Three proposals were received and two were deemed to be responsive and responsible; and

**WHEREAS,** MATA's Evaluation Committee reviewed the proposals based on the Best Value method using the evaluation criteria outlined in the RFP and requested demonstrations from those vendors in the competitive range; and

**WHEREAS,** After evaluating the demonstrations and conducting negotiations, the Evaluation Committee recommends that a contract be awarded to Parkeon, Inc., dba Flowbird for providing up to 50 Ticket Vending Machines at a cost not to exceed \$5,825,332.10, which includes five years of technical support, warranty, and additional three years of warranty after manufacturer warranty; and

**WHEREAS,** Grant funds are available for this procurement.

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS** That a contract be awarded to Parkeon, Inc., dba Flowbird for providing ticket Vending Machines at a cost not to exceed \$5,825,332.10.

**BE IT FURTHER RESOLVED** That the Interim Chief Executive Officer, Chairman, or Vice-Chairman each be authorized to execute the contract and related documents.

\* \* \* \* \*

MEMO 24-03

**TO:** MATA Board of Commissioners

**FROM:** Bacarra S. Mauldin, Interim CEO

**DATE:** February 27, 2024

**SUBJECT:** Purchase Ticket Vending Machines

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You will remember that the Board awarded a contract to American Eagle.com on August 27, 2019, to provide a Next Generation Fare System (NGFS) which included ticket vending machines. This memo summarizes the procurement process for the purchase of additional Ticket Vending Machines (TVM) to add to the machines already purchased for the NGFS project to replace MATA's existing fare collection system which has exceeded its useful service life. The TVMs will increase locations and services to better suit the public, offer additional point of sale points (POS), and enhance the overall riding experience for customers.

nMomentum is MATA's consultant helping with this project, and it developed the Scope of Work for the Request for Proposals. The RFP was sent to 21 vendors, formally advertised in national and local publications, and posted to MATA's website. The Scope of Work requested vendors to provide pricing for Full Service and Cashless Ticket Vending Machines. The DBE goal was set at 5.8% for this procurement. Three proposals were received and two were deemed to be responsive and responsible. MATA's Evaluation Committee evaluated the responsive and responsible proposals using the Best Value method based on the criteria outlined in the procurement as follows: Technical/Functional requirements, Qualification (Experience, Satisfaction of Previous and Current Clients...), Project Management Plan, Staffing and Project Organization, Cost and Price, Financial Stability, DBE Participation, Required Information Submittals, and Demonstrations.

The two top-ranked vendors were requested to provide demonstrations for their respective products and ticket vending machines. After the demonstrations, the Evaluation Committee completed its evaluation based on the demonstrations which resulted in MATA only requesting a Best and Final Offer (BAFO) from Parkeon, Inc., dba Flowbird. MATA accepted the revised BAFO for ticket vending machines from Parkeon, Inc., dba Flowbird at a cost not to exceed \$5,825,332.10, which includes five years of technical support, warranty, and an additional three years of warranty after manufacturer warranty.

This project is planned to be completed within 18-36 months based on the Bus Rapid Transit (BRT) go-live schedule.

**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 24-04**

**RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION WITH THE FEDERAL TRANSIT  
ADMINISTRATION, AN ADMINISTRATION OF THE UNITED STATES DEPARTMENT OF TRANSPORTATION,  
FOR FEDERAL ASSISTANCE AUTHORIZED BY 49 U.S.C. CHAPTER 53, TITLE 23 UNITED STATES CODE AND  
OTHER FEDERAL STATUTES ADMINISTERED BY THE FEDERAL TRANSIT ADMINISTRATION AND THE  
TENNESSEE DEPARTMENT OF TRANSPORTATION  
FOR SECTION 5307 URBANIZED AREA FORMULA GRANT**

**WHEREAS,** The Federal Transit Administrator has been delegated authority to award Federal financial assistance for transportation projects under the Section 5307 program; and

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

1. That the Interim Chief Executive Officer, Chairman or Vice-Chairman of MATA are each authorized to execute and file an application for federal assistance authorized by 49 U.S.C. Chapter 53, Title 23, United States Code, or other Federal statutes authorizing a project administered by the Federal Transit Administration to aid in the financing of capital and operating assistance projects, and with the Tennessee Department of Transportation in accordance with the program of projects and budget. MATA has received authority from the City of Memphis to apply for Urbanized Area Formula Program assistance.
2. That the Interim Chief Executive Officer, Chairman or Vice-Chairman are each authorized to execute and file with MATA's applications, the annual certifications and assurances and other documents the Federal Transit Administration requires as to the application and award of a Federal assistance grant.
3. That the Interim Chief Executive Officer, Chairman or Vice-Chairman are each authorized to execute grant agreements and documents related thereto on behalf of MATA.

\* \* \* \* \*



MEMPHIS AREA TRANSIT AUTHORITY  
 49 U.S.C. § 5307 FORMULA FUNDS  
 AND STATE OPERATING ASSISTANCE  
 PROGRAM OF PROJECTS AND BUDGET  
 FISCAL YEAR 2024

<b>Project</b>	<b>Federal Share</b>	<b>State Share</b>	<b>Local Share</b>	<b>Total Share</b>
ADA Paratransit Service	1,600,000	200,000	200,000	2,000,000
Preventive Maintenance	9,400,000	1,175,000	1,175,000	11,750,000
Operating Assistance	500,000	0	500,000	1,000,000
Advanced Public Transportation Systems	300,000	37,500	37,500	375,000
Transit Amenities	200,000	25,000	25,000	250,000
Service Vehicles	320,000	40,000	40,000	400,000
Paratransit Vehicles	1,200,000	150,000	150,000	1,500,000
Fixed-Route Buses	2,000,000	250,000	250,000	2,500,000
<b>TOTAL CAPITAL</b>	15,520,000	1,940,000	1,940,000	19,400,000
State Operating Assistance	0	6,881,510	0	6,881,510

**MEMO 24-04**

**TO:** MATA Board of Commissioners

**FROM:** Bacarra Mauldin, Interim Chief Executive Officer

**SUBJECT:** Descriptions for Capital Projects on Grant Resolutions

**DATE:** February 27, 2024

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MATA applies for grants annually as funds are appropriated/allocated by FTA, TDOT and the City of Memphis. FTA requires MATA to obtain Board approval prior to submitting each grant application. Due to FTA appropriating funds under various sections of the Federal Transit Act, MATA is required to adopt multiple grant resolutions.

FTA Section 5307 Formula Funds

Section 5307 Formula funds are apportioned to grantees on a formula based upon data as reported in the National Transit Database. The variables in the formula include measures such as passengers, passenger miles, revenue miles, population, and population density. The Federal funds cover 80% of the costs, and the remaining share is split between TDOT (10%) and the City of Memphis (10%).

MATA allocates Section 5307 Formula funds to FTA-eligible projects. MATA proposes the following projects using Section 5307 funds for FY24:

1. ADA Paratransit Service – FTA allows grantees to use 10% of their apportionment for operating costs associated with the provision of ADA paratransit service. MATA includes the use of these capital funds to cover operating costs associated with MATAPlus.
2. Preventive Maintenance – FTA allows grantees to use their apportionments for eligible preventive maintenance costs. MATA charges costs such as maintenance-related labor costs, fringe benefits, services, materials and supplies, utilities, etc. to preventive maintenance. Fuel and insurance costs are ineligible for this category.
3. Operating Assistance – Includes various costs for MATA's operations including salaries, fringes, services, materials and supplies, utilities, insurance, leases, and taxes, and miscellaneous expenses.
4. Advanced Public Transportation Systems – MATA plans to use these funds for IT-related projects such as the new CAD/AVL system, fare collection systems, EAP/EAM systems, etc.
5. Transit Amenities - MATA plans to purchase transit shelters, benches, trash cans, bike racks, transit signs and other transit amenities for various transit stops across the system.
6. Service Vehicles - MATA plans to use these funds for the purchase of new service vehicles as needed. Some of these may replace existing service vehicles that have met their useful service life.
7. Paratransit Vehicles – MATA plans to purchase vehicles for MATAPlus and/or Ready service as needed.

8. Fixed-Route Buses – MATA plans to purchase up to two 40' diesel buses to replace 40' diesel buses that have met their useful service life.

#### State Operating Assistance

TDOT allocates funds to transit systems in the state based upon a formula basis. TDOT requires grantees to provide a match equal to the state share. MATA counts the operating assistance received from the City of Memphis as this match.

#### FTA Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Funds

These funds are provided on a formula basis by FTA to urbanized areas to 1) serve the special needs of transit-dependent populations beyond traditional public transportation service where public transportation is insufficient, inappropriate, or unavailable; 2) funds projects that exceed the requirements of the Americans with Disabilities Act; 3) funds projects that improve access to fixed-route service and decrease reliance on complementary paratransit service; and 4) funds projects that are alternatives to public transportation. The funds can be used for operating projects or capital projects. MATA plans to use the FY24 funds for capital projects and project administration.

MATA has been designated the recipient of the Tennessee portion of formula funds appropriated to the Memphis Urbanized Area. MATA may solicit proposals from interested parties for these funds for capital projects; however, this is not required. Once the projects have been selected for award, Staff will request the MATA Board's approval. Federal funds cover 80% of the capital costs, and the remaining share is split between TDOT (10%) and the proposer (10%). If the funds are used for MATA's capital purposes, the City of Memphis will fund the local share. Federal funds cover 100% of project administration.

#### FTA Section 5337 Formula State of Good Repair Funds

These funds are provided on a formula basis for fixed-guideway systems that are at least seven years old. All three lines of MATA's trolley system are seven years old, so these funds are available for eligible capital projects for MATA's entire trolley system. MATA plans to use these funds for eligible preventive maintenance costs as described under Section 5307 above as well as Rail Facility Improvements. Federal funds cover 80% of the costs, and the remaining share is split between TDOT (10%) and the City of Memphis (10%).

#### FTA Section 5339 Formula Bus and Bus Facilities Funds

These funds are provided on a formula basis by FTA for bus and bus facilities projects. MATA plans to use these funds for the purchase of revenue vehicles, Advanced Public Transportation Systems projects (such as the new CAD/AVL system) and various bus facility improvements. Some of the revenue vehicles will replace revenue vehicles that have met their useful service life. Federal funds cover 80% of the costs, and the remaining share is split between TDOT (10%) and the City of Memphis (10%).

#### FTA Section 5339 Discretionary Bus and Bus Facilities Funds

These funds have been provided by FTA to fund MATA's new Operations and Maintenance Facility, the purchase of up to 16 electric buses to replace diesel buses that have met their useful service life and the necessary charging equipment. Federal funds cover 80% of the costs, and the remaining 20% share is to be provided by the City of Memphis.

Let me know if you have questions.

**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 24-05**

**RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION WITH THE FEDERAL TRANSIT  
ADMINISTRATION, AN ADMINISTRATION OF THE UNITED STATES DEPARTMENT OF TRANSPORTATION,  
FOR FEDERAL ASSISTANCE AUTHORIZED BY 49 U.S.C. CHAPTER 53, TITLE 23 UNITED STATES CODE AND  
OTHER FEDERAL STATUTES ADMINISTERED BY THE FEDERAL TRANSIT ADMINISTRATION AND THE  
TENNESSEE DEPARTMENT OF TRANSPORTATION  
FOR SECTION 5310 ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES FUNDS**

**WHEREAS,** The Federal Transit Administrator has been delegated authority to award Federal financial assistance for transportation projects under the Section 5310 program; and

**WHEREAS,** The grant for financial assistance will impose certain obligations upon Memphis Area Transit Authority as the applicant, including the provision by it of the local share of project costs in the program; and

**WHEREAS,** The Memphis Area Transit Authority (MATA) has or will provide all annual certifications and assurances to the Federal Transit Administration required for the projects.

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

1. That the Interim Chief Executive Officer, Chairman or Vice-Chairman of MATA are each authorized to execute and file an application for federal assistance authorized by 49 U.S.C. Chapter 53, Title 23, United States Code, or other Federal statutes authorizing a project administered by the Federal Transit Administration to aid in the financing of capital projects, and with the Tennessee Department of Transportation in accordance with the program of projects and budget.
2. That the Interim Chief Executive Officer, Chairman or Vice-Chairman are each authorized to execute and file with MATA's applications, the annual certifications and assurances and other documents the Federal Transit Administration requires as to the application and award of a Federal assistance grant.
3. That the Interim Chief Executive Officer, Chairman or Vice-Chairman are each authorized to execute grant agreements and documents related thereto on behalf of MATA.

\* \* \* \* \*

MEMPHIS AREA TRANSIT AUTHORITY  
49 U.S.C. § 5310 ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS  
WITH DISABILITIES PROGRAM FUNDS  
PROGRAM OF PROJECTS AND BUDGET  
FISCAL YEAR 2024

<b>Project</b>	<b>Federal Share</b>	<b>State Share</b>	<b>Local Share</b>	<b>Total Share</b>
Capital Projects	1,000,000	125,000	125,000	1,250,000
Project Administration/Mobility Management	250,000	31,250	31,250	312,500
<b>TOTAL</b>	1,250,000	156,250	156,250	1,562,500

**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 24-06**

**RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION  
WITH THE FEDERAL TRANSIT ADMINISTRATION, AN ADMINISTRATION OF THE UNITED STATES  
DEPARTMENT OF TRANSPORTATION, FOR  
FEDERAL TRANSPORTATION ASSISTANCE AUTHORIZED BY 49 U.S.C.  
CHAPTER 53, TITLE 23 UNITED STATES CODE AND OTHER FEDERAL STATUTES ADMINISTERED BY THE  
FEDERAL TRANSIT ADMINISTRATION AND THE TENNESSEE DEPARTMENT OF TRANSPORTATION  
FOR SECTION 5337 STATE OF GOOD REPAIR FUNDS**

**WHEREAS,** The Federal Transit Administrator has been delegated authority to award Federal financial assistance for transportation projects under the Section 5337 program; and

**WHEREAS,** The grant for financial assistance will impose certain obligations upon Memphis Area Transit Authority as the applicant, including the provision by it of the local share of project costs in the program; and

**WHEREAS,** The Memphis Area Transit Authority (MATA) has or will provide all annual certifications and assurances to the Federal Transit Administration required for the projects.

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

1. That the Interim Chief Executive Officer, Chairman or Vice-Chairman of MATA are each authorized to execute and file an application for federal assistance authorized by 49 U.S.C. Chapter 53, Title 23, United States Code, or other Federal statutes authorizing a project administered by the Federal Transit Administration to aid in the financing of capital assistance projects, and with the Tennessee Department of Transportation in accordance with the program of projects and budget.
2. That the Interim Chief Executive Officer, Chairman or Vice-Chairman are each authorized to execute and file with MATA's applications, the annual certifications and assurances and other documents the Federal Transit Administration requires as to the application and award of a Federal assistance grant.
3. That the Interim Chief Executive Officer, Chairman or Vice-Chairman are each authorized to execute grant agreements and documents related thereto on behalf of MATA.

\* \* \* \* \*

MEMPHIS AREA TRANSIT AUTHORITY  
49 U.S.C. § 5337 STATE OF GOOD REPAIR FUNDS  
PROGRAM OF PROJECTS AND BUDGET  
FISCAL YEAR 2024

Project	Federal Share	State Share	Local Share	Total Share
Preventive Maintenance for Rail System	1,200,000	150,000	150,000	1,500,000
Rail Facility Improvements	700,000	87,500	87,500	875,000
<b>TOTAL</b>	1,900,000	237,500	237,500	2,375,000

**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 24-07**

**RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION  
WITH THE FEDERAL TRANSIT ADMINISTRATION, AN ADMINISTRATION OF THE UNITED STATES  
DEPARTMENT OF TRANSPORTATION, FOR  
FEDERAL TRANSPORTATION ASSISTANCE AUTHORIZED BY 49 U.S.C.  
CHAPTER 53, TITLE 23 UNITED STATES CODE AND OTHER FEDERAL STATUTES ADMINISTERED BY THE  
FEDERAL TRANSIT ADMINISTRATION AND THE TENNESSEE DEPARTMENT OF TRANSPORTATION  
FOR SECTION 5339 BUS AND BUS FACILITY FUNDS**

**WHEREAS,** The Federal Transit Administrator has been delegated authority to award Federal financial assistance for transportation projects under the Section 5339 program; and

**WHEREAS,** The grant for financial assistance will impose certain obligations upon Memphis Area Transit Authority as the applicant, including the provision by it of the local share of project costs in the program; and

**WHEREAS,** The Memphis Area Transit Authority (MATA) has or will provide all annual certifications and assurances to the Federal Transit Administration required for the projects.

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

1. That the Interim Chief Executive Officer, Chairman or Vice-Chairman of MATA are each authorized to execute and file an application for federal assistance authorized by 49 U.S.C. Chapter 53, Title 23, United States Code, or other Federal statutes authorizing a project administered by the Federal Transit Administration to aid in the financing of capital assistance projects, and with the Tennessee Department of Transportation in accordance with the program of projects and budget.
2. That the Interim Chief Executive Officer, Chairman or Vice-Chairman are each authorized to execute and file with its applications, the annual certifications and assurances and other documents the Federal Transit Administration requires as to the application for and award of a Federal assistance grant.
3. That the Interim Chief Executive Officer, Chairman or Vice-Chairman are each authorized to execute grant agreements and documents related thereto on behalf of MATA.

\* \* \* \* \*



MEMPHIS AREA TRANSIT AUTHORITY  
49 U.S.C. § 5339 BUS AND BUS FACILITIES FUNDS  
PROGRAM OF PROJECTS AND BUDGET  
FISCAL YEAR 2024

Project	Federal Share	State Share	Local Share	Total Share
Up to 3 Revenue Vehicles and Spare Components	1,200,000	150,000	150,000	1,500,000
Service Vehicles	100,000	12,500	12,500	125,000
<b>TOTAL</b>	<b>1,300,000</b>	<b>162,500</b>	<b>162,500</b>	<b>1,625,000</b>

**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 24-08**

**RESOLUTION AUTHORIZING THE DISPOSAL  
OF OBSOLETE/SURPLUS/OUT OF SERVICE VEHICLES**

**WHEREAS**, The Memphis Area Transit Authority (MATA) has revenue and service vehicles that have met their useful service life and/or are fully depreciated as shown on Exhibit A; and

**WHEREAS**, It is in the best interest of MATA to dispose of the out of service vehicles shown in Exhibit A; and

**WHEREAS**, MATA staff has determined that the value of the vehicles in Exhibit A has met the useful life and the fair market value of each vehicle is less than \$5000 based on the Federal Transit Administration FTA Circular 5010.1 and in accordance with MATA's *Procurement Policy 7.0 Scrap and Surplus*; and

**WHEREAS**, MATA staff recommends that ownership the out of service vehicles are disposed of by sealed or electronic bid, sold at auction, traded in for new equipment (like-kind exchange), or used as scrap.

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS** That the Purchasing Department is hereby authorized to dispose of the vehicles listed in Exhibits A that have met their useful service life; and

**BE IT FURTHER RESOLVED** That MATA staff has determined that these vehicles meet the requirements for disposal in accordance with disposal procedures in FTA Circular 5010.1 and in the MATA's Procurement Manual.

\* \* \* \* \*

**MEMO 24-08**

**TO:** MATA Board of Commissioners

**FROM:** Bacarra Mauldin, Interim Chief Executive Officer

**DATE:** February 27, 2024

**RE:** RESOLUTION TO DISPOSE OF OBSOLETE/SURPLUS/OUT OF SERVICE VEHICLES

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MATA staff has determined that this Resolution is necessary to dispose of obsolete/surplus/out of service vehicles that have met their useful life.

The Resolution approves the disposition of certain obsolete/surplus/out of service vehicles. MATA staff will dispose of the vehicles listed in Exhibit A in accordance with the guidelines of the FTA Circular 5010.0 and the MATA Procurement Manual.

The vehicles for disposal are listed in Exhibit A, which is attached to this Resolution. .

Please let me know if you have any questions.

**Exhibit A**

<b>Vehicle No.</b>	<b>Make</b>	<b>Model</b>	<b>Year</b>	<b>Vin No.</b>	<b>Mileage</b>
S32	Dodge	Pick-Up 3500 Crew Cab	2010	3D73M3CL8AG192540	115,798
S47	Ford	Pick-Up F47	1995	1FDLF47F1SEA60464	118,958
S83	Dodge	Caravan	2009	2D8HN44E39R617625	67,174
S90	Dodge	Caravan	2010	2D4RN4DE6AR130364	138,694
S92	Dodge	Caravan	2010	2D4RN4DEXAR130366	199,508
S93	Dodge	Caravan	2010	2DRN4DE1AR130367	75,519
S94	Dodge	Caravan	2010	2D4RN4DE3AR130368	120,598
S96	Dodge	Caravan	2011	2D4RN4DG7BR601943	170,020
S102	Dodge	Caravan	2012	2C4RDGCG0CR155994	82,782
S105	Dodge	Caravan	2012	2C4RDGCG6CR155997	145,196
S111	Dodge	Caravan	2013	2C4RDGBG1DR813518	99,755
S112	Dodge	Caravan	2013	2C4RDGBG6DR813577	190,711
P223	Ford	Van E350	2011	1FDEE3FLXBDA14957	156,013
P226	Ford	Van E350	2010	1FDEE3FL1ADB02522	188,462
P227	Ford	Van E350 Challenger	2014	1FDEE3FL1EDA72069	229,543
P3001	Gillig	Bus 29ft - diesel	2009	15GGE271991091859	510,438
P3009	Gillig	Bus 29ft - diesel	2009	15GGE271891091867	626,279
P3013	Gillig	Bus 29ft - diesel	2010	15GGE2714A1091871	544,641
P3014	Gillig	Bus 29ft - diesel	2010	15GGE2716A1091872	556,593
P3020	Gillig	Bus 29ft - diesel	2010	15GGE2717A1091962	524,231
P11602	Dodge	Caravan - Braun	2016	2C7WDGBG5GR386600	86,550
P11603	Dodge	Caravan - Braun	2016	2C7WDGBG8GR386607	67,998
P11604	Dodge	Caravan - Braun	2016	2C7WDGBG5GR386614	105,371
P11606	Dodge	Caravan - Braun	2016	2C7WDGBG5GR382207	114,220
P11607	Dodge	Caravan - Braun	2016	2C7WDGBG1GR386609	144,138
P11608	Dodge	Caravan - Braun	2016	2C7WDGBG2GR386599	148,662
P11609	Dodge	Caravan - Braun	2016	2C7WDGBG1GR386612	178,590
P11701	Dodge	Braun Van	2017	2C7WDGBG6HR767471	217,361
P11702	Dodge	Braun Van	2017	2C7WDGBG8HR767472	182,408
P11704	Dodge	Braun Van	2017	2C7WDGBG9HR775922	150,535
P11705	Dodge	Braun Van	2017	2C7WDGBG0HR775923	164,582
P11709	Dodge	Braun Van	2017	2C7WDGBG4HR808695	88,234
P11913	Ford	Trans Mobility U4X-350 Wagon	2019	1FDVU4XV7KKB26149	149,732
R602	Hometown Trolley	Villager	2015	1F66F5DY9E0A16133	95,545
R604	Hometown Trolley	Villager	2015	1F66F5DY3F0A05713	110,271
R605	Hometown Trolley	Villager	2015	1F66F5DY0F0A08911	97,523
R404	Gillig	Bus 40ft - diesel	2003	15GGD291931073157	700,208
R406	Gillig	Bus 40ft - diesel	2003	15GGD291231073159	769,942
R440	Gillig	Bus 40ft - diesel	2010	15GGD2717A1178389	674,853
R4009	Gillig	Bus 40ft - hybrid	2012	15GGD3015C1181312	531,883
R4010	Gillig	Bus 40ft - hybrid	2012	15GGD3017C1181313	584,842
R4018	Gillig	Bus 40ft - hybrid	2012	15GGD3016C1181321	451,276
R21202	Gillig	Bus 40ft - hybrid	2012	15GGD3018C1181384	541,607
R21203	Gillig	Bus 40ft - hybrid	2012	15GGD3012C1181381	529,567

**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION 24-09**

**RESOLUTION TO ADOPT TITLE VI PROGRAM UPDATE**

**WHEREAS**, Title VI of the Civil Rights Act of 1964 prohibits discrimination by recipients of Federal financial assistance on the basis of race, color, and national origin; and

**WHEREAS**, Changes to the Title VI Requirements and Guidelines for Federal Transit Administration (FTA) Recipients (FTA Circular 4702.1B) were published on October 1, 2012, and these changes require Board adoption of the Title VI Program Update by fixed route providers of public transportation; and

**WHEREAS**, MATA’S existing Title VI Program will expire on January 31, 2024; and

**WHEREAS**, Staff has developed an updated Title VI Program that meets FTA requirements and guidelines; and

**WHEREAS**, Comments were accepted from members of the public on service change policies and system-wide service standards prior to Board adoption; and

**WHEREAS**, the MATA Board of Commissioners adopted Service Standards and Policies on October, 22, 2014; and

**WHEREAS**, Staff recommends approval of the Title VI Program Update; and

**NOW BE IT FURTHER RESOLVED BY THE BOARD OF COMMISSIONERS OF THE MEMPHIS AREA TRANSIT AUTHORITY** That the Title VI Program Update is approved as presented.

**BE IT FURTHER RESOLVED** That the Board has reviewed, is aware of, and approves the Service Monitoring Report set forth in Appendix H of the Title VI Program Update.

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**MEMO 24-09**

**TO:** MATA Board of Commissioners

**FROM:** Bacarra Mauldin, Interim CEO

**DATE:** February 27, 2024

**SUBJECT:** Approval of Title VI Program Update

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**Requirements and Purpose**

MATA staff is requesting the MATA Board of Commissioners to approve the 2023 Title VI Program Update. MATA's Title VI Program must be updated every three years to meet the requirements of the Federal Transit Administration (FTA) Title VI Circular 4702.1B. The current Title VI Program Update, adopted in December 2021, will expire on January 31, 2024. Specific components requiring Board approval include results from the monitoring of MATA's system-wide service standards and policies that were adopted October 22, 2014 as well as the following items below and as included in the program update:

- Title VI Notice to the Public
- Title VI Complaint Procedures
- Title VI Complaint Form
- List of Transit-Related Title VI Investigations, Complaints, and Lawsuits
- Public Participation Plan
- Language Assistance Plan
- Table of Non-Elected Committees and Councils
- Subrecipient Monitoring
- Title VI Equity Analyses (Storage, Maintenance, and Operations Facilities, Service, and/or Fare)
- MATA Board Resolution Approving Title VI Program
- Service Standards
- Service Policies
- Demographic and Service Profile Maps/Charts
- Demographic Ridership & Travel Patterns (collected by onboard passenger surveys)
- Service Monitoring (including Board Approval)
- Description of Public Engagement Process
- Results of service and/or fare equity analysis conducted since the last Title VI Program submission

In order to demonstrate that MATA is complying with Title VI requirements, FTA requires MATA to prepare and submit a Title VI Program Update every three years. The FTA requirements in Circular 4702.1B, effective October 1, 2012, have not changed since MATA's last Title VI Program submittal in 2014. The Circular outlines several regulatory requirements such as the establishment of system-wide service standards and policies, some of which MATA addressed for the first time in the most recent Title VI Program Update. The 2023 Title VI Program update must be approved by MATA's Board of Commissioners prior to submission to FTA.

Under the requirements established in the 2012 FTA Title VI Circular, agencies must:

- Submit a Board-approved formal Public Participation Plan/Program
- Provide the racial composition of non-elected committees and councils
- Provide a description of how the agency monitors its sub-recipients (not applicable to MATA since MATA does not have any subrecipients)

- Conduct Title VI equity analysis for construction of new facilities
- Obtain Board approval of the Title VI Program prior to submission to FTA

Other requirements established in the revised Title VI Circular include:

- Collecting and reporting ridership demographic data
- Evaluating major service changes and fare changes using Title VI definitions that have been vetted with the public and approved by the Board of Commissioners
- Major service change policy, disparate impact policy, and disproportionate burden policy.
- Board approval of Title VI equity analysis of major service changes and fare adjustments
- Setting policy for Title VI system-wide service standards and service policies for each fixed route mode
  - Defining service standards for vehicle load, vehicle headway, on-time performance, and service availability
  - Developing service policies for transit amenities and vehicle assignment
- Monitoring transit service
  - Securing Board approval of monitoring results

### **Summary of Title VI Program Update**

MATA's current Title VI Program Update includes the required information as outlined in the checklist above. MATA publicizes its Title VI notices as required. MATA has received no Title VI complaints, investigations, or lawsuits in the past three years. The Public Participation and Language Assistance Plan have been updated, and continue to meet FTA requirements. MATA's Board and its committee's composition and racial breakdown have been documented. Since MATA does not pass through any federal funding to subrecipients, it is not responsible for monitoring any subrecipients. There were no construction projects within the past three years that met the reporting requirements. MATA plans to update the required demographic surveys in coordination with the local MPO's travel demand model update in 2024. New system-wide standards are expected to be adopted in the future after updated demographic surveys are completed and ridership normalizes post pandemic. MATA's Board of Commissioners has adopted the required Major Service Change Policy, Disparate Impact Policy, and Disproportionate Burden Policy, and applied these policies to service changes that met the required thresholds. No disparate impacts or disproportionate burdens have been identified in any of the required equity analyses.

### **Summary of Title VI Service Monitoring Report**

MATA has evaluated its fixed-route services against the required and Board-adopted system-wide service standards and policies. Only two standards were not met. Some routes did not meet the required headway standards and some other routes failed the on-time performance standard. However, there was no pattern of discrimination, and no potential disparate impacts to minority populations or disproportionate burdens to low-income populations were identified.

The 2023 Title VI Program Update and Monitoring Report represents MATA's efforts to document its compliance with FTA Circular 4702.1B.