



**MEMPHIS AREA TRANSIT AUTHORITY**

One Commerce Square  
40 South Main Street  
Memphis, TN 38103  
[www.matatransit.com](http://www.matatransit.com)  
Gary J. Rosenfeld  
Chief Executive Officer

**Board of Commissioners**  
Dr. Martin Lipinski, Chair  
Shelia Williams, Vice-Chair

Kristen Bland  
Michael Fulton  
Edward Stephens, III  
Janice Holder

Robert Clark  
Michelle McKissack  
Anton Mack

**Board of Commissioners  
Regular Meeting  
AGENDA  
Tuesday, August 23, 2022  
3:30 PM**

- I. Call to Order Martin Lipinski
- II. Board Roll Call Bacarra Mauldin

Member	Arrived	Departed	Member	Arrived	Departed
Bland, Kristen			Mack, Anton	1533	1627
Clark, Robert	1533	1627	McKissack, Michelle	1541	1627
Fulton, Michael	1533	1627	Stephens, Edward	1533	1627
Holder, Janice	1533	1627	Williams, Shelia	1555	1627
Lipinski, Martin	1533	1627			

- III. Approval of Minutes Commissioners
  - a. Regular Board Meeting – July 26, 2022
    - The minutes of the June 28, 2022, Board meeting can be found beginning on page 4

Item:	Approval of the July 26, 2022, Regular Board Meeting Minutes								
Motion by:	Fulton				Second By:	Stephens			
Member	Aye	Nay	Abstain	Absent	Member	Aye	Nay	Abstain	Absent
Bland, Kristen				X	Mack, Anton	X			
Clark, Robert	X				McKissack, Michelle				X
Fulton, Michael	X				Stephens, Edward	X			
Holder, Janice	X				Williams, Shelia				X
Lipinski, Martin	X								

## IV. CEO (Chief Executive Officer) Report

Gary Rosenfeld

## V. Consent Agenda Items

## VI. Procurement Item(s)

## a. Resolution to award a contract to Zellner for East Madison Avenue track pavement repair

- Resolution 22-43
- Memo 22-43

Item:	Resolution 22-43 to award a contract to <b>ZELLNER</b> for East Madison Avenue track pavement repair								
Motion by:	Fulton				Second By:	Williams			
Member	Aye	Nay	Abstain	Absent	Member	Aye	Nay	Abstain	Absent
Bland, Kristen				X	Mack, Anton	X			
Clark, Robert	X				McKissack, Michelle	X			
Fulton, Michael	X				Stephens, Edward	X			
Holder, Janice	X				Williams, Shelia	X			
Lipinski, Martin	X								

## b. Resolution to award a contract to A &amp; B CONSTRUCTION for the Powerhouse Demolition Project

- Resolution 22-44
- Memo 22-44

Item:	Resolution 22-44 to award a contract to <b>A &amp; B CONSTRUCTION</b> for the Powerhouse Demolition Project								
Motion by:	McKissack				Second By:	Williams			
Member	Aye	Nay	Abstain	Absent	Member	Aye	Nay	Abstain	Absent
Bland, Kristen				X	Mack, Anton	X			
Clark, Robert	X				McKissack, Michelle	X			
Fulton, Michael	X				Stephens, Edward	X			
Holder, Janice	X				Williams, Shelia	X			
Lipinski, Martin	X								

## VII. Service and Development

## VIII. Finance Agenda Items

- a. Resolution to approve capital budget for fiscal year 2023  
- Resolution 22-45

Item:	Resolution 22-45 to approve capital budget for fiscal year 2023								
Motion by:	Mack				Second By:	Williams			
Member	Aye	Nay	Abstain	Absent	Member	Aye	Nay	Abstain	Absent
Bland, Kristen				X	Mack, Anton	X			
Clark, Robert	X				McKissack, Michelle	X			
Fulton, Michael	X				Stephens, Edward	X			
Holder, Janice	X				Williams, Shelia	X			
Lipinski, Martin	X								

- b. June Financials  
c. July Financials

## IX. Acknowledgement of Public Comment

## X. Old or New Business

- a. Fare Policy Draft  
b. MATA plus Code of Conduct  
c. Ready Fare

## XI. Adjournment

The Next Regular Meeting of the:

MATA Board of Commissioners will Be:

**Tuesday, September 27, 2022**

**3:30pm**

At

Memphis Area Transit Authority

One Commerce Square – 40 S. Main Street

Memphis, TN 38103

## Board of Commissioners

Approved 8/23/22

## Regular Meeting Minutes

Meeting Date:  
Tuesday July 26, 2022  
3:30 PM

The regular meeting was called to by Chair Martin Lipinski at 3:31 p.m. Members of the Commission are noted:

Member	Arrived	Departed
Bland, Kristen	1531	1700
Clark, Robert	1531	1700
Fulton, Michael	1531	1700
Holder, Janice	1531	1700
Lipinski, Martin	1531	1700
Mack, Anton		
McKissack, Michelle	1531	1625
Stephens, Edward	1531	1700
Williams, Shelia		

## Approval of Minutes from June 28, 2022

Item:	Approval of the June 28, 2022 Regular Board Meeting Minutes								
Motion by:	McKissack				Second By:	Stephens			
Member	Aye	Nay	Abstain	Absent	Member	Aye	Nay	Abstain	Absent
Bland, Kristen	X				Mack, Anton				X
Clark, Robert	X				McKissack, Michelle	X			
Fulton, Michael	X				Stephens, Edward	X			
Holder, Janice	X				Williams, Shelia				X
Lipinski, Martin	X								

## Resolutions presented and voted upon:

Item:	Resolution 22-35 to award a contract to LUMINATOR TECHNOLOGY GROUP to purchase mSet health module software and licenses with three years maintenance								
Motion by:	Holder				Second By:	McKissack			
Member	Aye	Nay	Abstain	Absent	Member	Aye	Nay	Abstain	Absent
Bland, Kristen	X				Mack, Anton				X
Clark, Robert	X				McKissack, Michelle	X			
Fulton, Michael	X				Stephens, Edward	X			
Holder, Janice	X				Williams, Shelia				X
Lipinski, Martin	X								

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Approved 8/23/22

Motion by:	Holder				Second By:	Stephens			
Member	Aye	Nay	Abstain	Absent	Member	Aye	Nay	Abstain	Absent
Bland, Kristen	X				Mack, Anton				X
Clark, Robert	X				McKissack, Michelle	X			
Fulton, Michael	X				Stephens, Edward	X			
Holder, Janice	X				Williams, Shelia				X
Lipinski, Martin									

Item:	Resolution 22-37 to authorize a contract with Trapeze Software Group, INC for purchasing migration, approval automations, and work order optimization								
Motion by:	Holder				Second By:	Clark			
Member	Aye	Nay	Abstain	Absent	Member	Aye	Nay	Abstain	Absent
Bland, Kristen	X				Mack, Anton				X
Clark, Robert	X				McKissack, Michelle	X			
Fulton, Michael	X				Stephens, Edward	X			
Holder, Janice	X				Williams, Shelia				X
Lipinski, Martin	X								

Item:	Resolution 22-38 to authorize insurance coverage								
Motion by:	Clark				Second By:	McKissack			
Member	Aye	Nay	Abstain	Absent	Member	Aye	Nay	Abstain	Absent
Bland, Kristen	X				Mack, Anton				X
Clark, Robert	X				McKissack, Michelle	X			
Fulton, Michael	X				Stephens, Edward	X			
Holder, Janice	X				Williams, Shelia				X
Lipinski, Martin	X								

Item:	Resolution 22-39 to authorize change order #1 for Resolution 21-44 for Dean and Associates								
Motion by:	Clark				Second By:	McKissack			
Member	Aye	Nay	Abstain	Absent	Member	Aye	Nay	Abstain	Absent
Bland, Kristen	X				Mack, Anton				X
Clark, Robert	X				McKissack, Michelle	X			
Fulton, Michael	X				Stephens, Edward	X			
Holder, Janice	X				Williams, Shelia				X
Lipinski, Martin	X								

Approved 8/23/22

Item:	Resolution 22-40 to rescind resolution 22-25 to award contract to Adposure for marketing transit advertising, sales, production, installation and removal									
Motion by:	Fulton				Second By:		McKissack			
Member	Aye	Nay	Abstain	Absent	Member	Aye	Nay	Abstain	Absent	
Bland, Kristen	X				Mack, Anton				X	
Clark, Robert	X				McKissack, Michelle	X				
Fulton, Michael	X				Stephens, Edward	X				
Holder, Janice	X				Williams, Shelia				X	
Lipinski, Martin	X									

Item:	Resolution 22-41 to approve operating budget for fiscal year 2023 Service in West Memphis									
Motion by:	Stephens				Second By:		McKissack			
Member	Aye	Nay	Abstain	Absent	Member	Aye	Nay	Abstain	Absent	
Bland, Kristen	X				Mack, Anton				X	
Clark, Robert	X				McKissack, Michelle	X				
Fulton, Michael	X				Stephens, Edward	X				
Holder, Janice	X				Williams, Shelia				X	
Lipinski, Martin	X									

Item:	Resolution 22-42 to approve operating budget for fiscal year 2023									
Motion by:	Holder				Second By:		Clark			
Member	Aye	Nay	Abstain	Absent	Member	Aye	Nay	Abstain	Absent	
Bland, Kristen	X				Mack, Anton				X	
Clark, Robert	X				McKissack, Michelle					
Fulton, Michael	X				Stephens, Edward	X				
Holder, Janice	X				Williams, Shelia				X	
Lipinski, Martin	X									

The meeting was adjourned by Chair Lipinski at 5:00PM.

Approved 8/23/22

**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 22-43**

**RESOLUTION TO AWARD A CONTRACT TO ZELLNER FOR EAST MADISON AVENUE TRACK PAVEMENT  
REPAIR**

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

**WHEREAS**, Bids were solicited from vendors in accordance with MATA's Procurement Policies including formal advertisement; and

**WHEREAS**, One responsive bid was received and evaluated by MATA's staff; and

**WHEREAS**, MATA's staff recommends that a contract be awarded to Zellner Construction Company Inc., who submitted a responsive and responsible bid, in an amount of \$640,632.12; and

**WHEREAS**, MATA has Federal, State and Local capital funds for this project.

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS** That a contract be awarded to Zellner Construction Company Inc., for the East Madison Avenue Track Pavement Repair in the amount of \$640,632.12 and a time of completion of 120 days from Notice to Proceed.

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

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**MEMO 22-43**

**TO:** MATA Board of Commissioners  
**FROM:** Gary Rosenfeld, Chief Executive Officer  
**DATE:** August 23, 2022  
**SUBJECT:** East Madison Track Pavement Repair

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This procurement was formally advertised, published on MATA's website, and an Invitation for Bids was sent to 11 vendors.

The goal for participation by Disadvantaged Business Enterprise (DBE) was set at 28%.

One responsive bid was received as follows:

ZELLNER CONSTRUCTION CO.	\$685,632.12
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Zellner Construction Company, Inc. submitted a responsive responsible bid in the amount of \$685,632.12. MATA staff negotiated with Zellner Construction concerning pricing and supply delivery. It is determined that the shipping and receiving of material needed could not meet the project timeline. MATA staff agreed to change the liquidated damages timeframe from 60 days to 120 with a \$45,000 reduction in cost for the project. The new proposal cost comes in at \$640,632.12

The subcontractor for this project is Mallard Construction LLC. Mallard Construction LLC is a 100% DBE company. MATA has worked with Zellner Construction Company on several projects and their work has always determined acceptable. They have indicated that they can meet the period of performance of 120 days after Notice to Proceed.

MATA's Staff recommends that a contract be awarded to Zellner Construction Company, Inc. for the East Madison Avenue Track Pavement Repair in an amount of \$640,632.12.



**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**Approved 8/23/22**

**RESOLUTION 22-44**

**RESOLUTION TO AWARD A CONTRACT TO A & B CONSTRUCTION FOR  
THE POWERHOUSE DEMOLITION PROJECT**

**WHEREAS**, The Memphis Area Transit Authority's Trolley Division (MATA) must demolish a three story 100 year old electrical power plant structure located on the Northeast corner of the Main Street Trolley Barn facility; and

**WHEREAS**, MATA issued an Invitation for Bid (IFB) for companies to provide demolition project and one responsive and responsible bid was received; and

**WHEREAS**, Staff has reviewed the bid received and initiated negotiations with A&B Construction. MATA staff were able to negotiate the contract from the original cost of \$179,375.00 to \$141,148.92.

**WHEREAS**, MATA staff negotiated with A&B Construction to reduce the cost of the project to a total cost of not to exceed \$141,148.92.

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS** That a contract be awarded to A & B Construction at a cost not to exceed \$141,148.92 for the Powerhouse Demolition service.

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

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**MEMO 22-44**

**TO:** MATA Board of Commissioners

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

**DATE:** August 23, 2022

**SUBJECT:** Powerhouse Demolition Project

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The Memphis Area Transit Authority Trolley Division wants to demolish a three-story, 100-year-old electrical power plant structure located on the Northeast corner of the Trolley Barn facility in order to make space for future Trolley development. This project will include the demolition of the structure, along with back fill and leveling of the existing ground.

MATA issued an Invitation for Bid (IFB) for demolition services. This procurement was sent to 24 vendors, advertised and posted to MATA's website. The DBE goal for this procurement was set at 28%. One responsive and responsible bid was received. MATA staff reviewed the bid on the criteria set forth in the IFB.

MATA Staff has reviewed the bid received and initiated negotiations with A&B Construction. MATA staff were able to negotiate the contract from the original cost of \$179,375.00 to \$141,148.92, which is a reduction of \$38,226.08 in total contract cost.

MATA staff recommend that a contract be awarded to A & B Construction for the Powerhouse Demolition project at a cost not to exceed \$141,148.92.

**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**Approved 8/23/22**

**RESOLUTION 22-45**

**RESOLUTION TO APPROVE CAPITAL BUDGET FOR FISCAL YEAR 2023**

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

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

**WHEREAS**, Preventative maintenance and ADA paratransit service will be funded with capital grants and are included in the Fiscal 2023 Operating Budget; and

**WHEREAS**, Fiscal Year 2023 and prior year grant funds and matching funds are expected to be adequate to fund the Capital Budget.

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS** That the Fiscal Year 2023 Capital Budget is approved at a level of \$34,658,700.

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

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

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**MEMO 22-45**

**To:** MATA Board of Commissioners

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

**RE:** Fiscal Year 2023 Capital Budget

**Date:** August 23, 2022

MATA's Capital Budget for Fiscal Year 2023 includes major projects valued at over \$50,000 (which will require individual Board Action at the time of the project) and various smaller projects of lesser value. Procurement of all approved projects will conform to the MATA Procurement Manual. The total Capital Budget for FY 2023 is \$34,658,700.

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

## Memphis Area Transit Authority

FY2023 Capital

Budget

Requests by Sub-Category

As of August 23, 2022

	Admin	Facilities	Safety & Security	Finance	Fixed Route	MATA Plus	Trolley	Total
Computer	1,500,000	0	0	275,000	0	0	21,000	1,796,000
Equipment	0	505,000	200,000	0	810,000	0	15,000	1,530,000
Facility	0	6,836,700	0	0	2,315,000	0	760,000	9,911,700
Fare	0	0	0	0	1,000,000	0	0	1,000,000
Office	0	0	0	715,000	50,000	5,000	25,000	795,000
Parts	0	0	0	0	0	0	0	0
Track	0	0	0	0	0	0	2,455,000	2,455,000
Utility	0	0	0	0	0	0	0	0
Vehicle	0	150,000	56,000	0	6,118,000	1,600,000	9,247,000	17,171,000
<b>Total</b>	<b>1,500,000</b>	<b>7,491,700</b>	<b>256,000</b>	<b>990,000</b>	<b>10,293,000</b>	<b>1,605,000</b>	<b>12,523,000</b>	<b>34,658,700</b>

The capital budget is expected to be financially feasible with FY 2023 and prior year grant funds from FTA, TDOT, CMAQ, Shelby County, and the City of Memphis. Staff recommends approval of the FY 2023 Capital Budget in the amount of \$34,658,700.