



**Memphis Area Transit Authority**

**MATA'S MISSION:** To provide a reliable, safe, accessible, clean and customer-friendly public transportation system that meets the needs of the community.

**Gary Rosenfeld**  
Interim Chief Executive Officer

**Board of Commissioners**

**Sean Healy, Chairman**

**Andre Gibson, Vice Chairman**

**Commissioners**

**Kristen Bland**

**Lauren Taylor**

**Roquita Coleman-Williams**

**John C. Vergos**

**Martin Lipinski**

**Shelia Williams**

**Tommy Pacello**

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**Regular Meeting of the MATA Board of Commissioners**

**Tuesday June 27, 2017 - 3:30 pm**

**1370 Levee Road**

- I. CALL TO ORDER** Sean Healy
- II. BOARD ROLL CALL** Linda Eskridge
- III. APPROVAL OF APRIL 25, 2017 BOARD MINUTES** Sean Healy  
*(There was no May Board Meeting)*
- IV. INTERIM CEO REPORT** Sean Healy  
• Gary Rosenfeld
- V. ACTION ITEMS** Sean Healy
- A. FINANCE**  
NONE
- B. SERVICE DEVELOPMENT**
- 1. Resolution to Approve Service Changes - Res. No. 17-19** Gary Rosenfeld

**C. PROCUREMENTS**

1. **Resolution to Award Additional Services to Jim's Tank Service, LLC For Used Oil Management - Res. No. 17-20** Gary Rosenfeld
  
2. **Resolution to Extend Lease of Vehicles From Creative Bus Sales for Mataplus Sales - Res. No. 17-21** Gary Rosenfeld
  
3. **Resolution to Award a Contract for the Repair and Replacement of Canopy at American Way Transfer Center - Res. No. 17-22** Gary Rosenfeld
  
4. **Resolution to Award Contract for the Purchase of Printing Encoding Machines - Res. 17-23** Gary Rosenfeld

**VI. FINANCIAL REPORT** Gil Noble

**VII. SPEAKER ACKNOWLEDGEMENT** Lawson Albritton  
*(Please fill out a Speaker's card)*

**VIII. OLD/NEW BUSINESS** Sean Healy

- **MATA's Strategic Plan Presentation**  
**Mark Aesch - TransPro**

MINUTES OF THE  
REGULAR APRIL 25, 2017  
MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS MEETING

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**CALL TO ORDER:** A regular meeting of the MATA Board of Commissioners was called to order by Chairman Sean Healy at 3:30 p.m. on Tuesday April 25, 2017 at 1370 Levee Road Board Room.

**BOARD ROLL CALL:**

**Present:** Chairman Sean Healy  
Commissioners: Tommy Pacello; Kristen Bland; Shelia Williams; Lauren Taylor;

**Absent:** Roquita Coleman-Williams; Martin Lipinski; John Vergos; Andre Gibson

**Quorum:** Yes

**Staff:** Frances Boyland, Sr. Contract Administrator; Linda Eskridge, Board Secretary; Nicole Lacey, Chief Communications Officer; John Lancaster, Director of Planning & Scheduling; Al McCoy, Asst. Director of Finance; Maury Miles, Director of Grants & Procurement; Alvin Pearson, Chief Operations Officer; Gary Rosenfeld, Interim Chief Executive Officer; Umar Tate, Sr. Mgr. of Planning & Scheduling;

**Guests:** Nicole Bowen; Pearly Bowen, MATAplus Riders; Allison Donald, Memphis Center for Independent Living; James Johnson, Small Planet Works; Julia Marshall, Citizens for Better Service; Colin McDonald, Innovate Memphis; Betty Robinson, Bus Riders Union; Jordan Smith, Memphis MPO; Alvan Bidal Sanchez, Memphis MPO; Greg Strangeways, Nelson\Nygaard; Gilda Williams, MATA Patron

Ms. Linda Eskridge, Board Secretary welcomed all guests and staff to the April 25, 2017 Board of Commissioners Meeting. Ms. Eskridge encouraged everyone to visit the MATA website for updates on any Board Meeting changes. Those that wish to speak were asked to forward their speaker's card to Ms. Eskridge, in the absence of Mr. Lawson Albritton, and they will be called on at the appropriate time in the meeting.

**APPROVAL OF MARCH 28, 2017 BOARD MINUTES** - Mr. Pacello moved that the March 28, 2017 Board Minutes be approved. Ms. Bland seconded the motion and the minutes were unanimously approved.

**INTERIM CEO's REPORT**

Mr. Gary Rosenfeld

- Time was spent with the State Legislature to help get the Approve Act passed by working with the government office and Shelby County Legislative group. The Approve Act did pass.
- Mr. Rosenfeld hosted a spring barbeque for MATA staff and Mr. Andre Gibson was in attendance from the Board. Mr. Rosenfeld sent out Thank-You notes to the crew of volunteers and all those that were instrumental in assuring that all employees enjoyed the lunch.
- The 90% OTP list of employees continues to grow. For the month of March, there were two pages of employees and hopefully April there will be three pages. MATApplus OTP for the group went down, due to a manpower shortage.
- Monthly ridership continues to fall behind from last year's performance, and again it is within the tolerance of what we are seeing on a national trend. We are seeing growth in the trolley. Nationally we are seeing rates anywhere from a 5% to 20% drop in public transit and Mr. Rosenfeld mentioned the factors that affect that.
- OTP for fixed route increased to 72% from 64% in March 2016. As stated earlier, MATApplus fell due to a staffing issue, which we are working to rectify. *Mr. Healy asked if the OTP could be captured further back than a year.* Mr. Rosenfeld stated that he would get back with the Board on that.
- Passenger complaints were up a bit in March 2017 probably due to counting and recognizing them better.
- Miles between road calls went down a little in March, but should see this go back up as we remove 15 Nova's from the fleet during the month of April. We will really see the effect of our new buses starting in May 2017. Mr. Rosenfeld stated that the "predict module" were put into 20 units and it works well and is an effective use of technology.
- Preventable accidents per 100,000 miles was up a little in March but still ok from an industry average, and 1.5 for all modes. Trolley and MATApplus had zero.
- Mr. Rosenfeld gave an update on his calendar of events.

**A. FINANCE COMMITTEE**

No Items

**B. SERVICE DEVELOPMENT****1. Resolution to Adopt Bus Stop Design and Accessibility Guidelines – Res. 17-15**

**Discussion:** Mr. Lancaster, Director of Planning and Scheduling, introduced Mr. Greg Strangeways with Nelson\Nygaard, who made a presentation to staff and the Board.

The presentation explained the purpose and need, provided cost estimate and scoring systems, and emphasized the value of the bus stop. Mr. Strangeways recommended that a Bus Stop Manager be hired or repositioned within MATA to manage the bus stop program. A next step would be to do a full comprehensive inventory of the bus stops, by going out and assessing the condition of each bus stop. MATA currently has about 4,500 bus stops and could possibly eliminate up to 10% of the existing bus stops. *Mrs. Taylor mentioned that a couple of years ago we were in some process*

of inventory and we were waiting for information from the MPO and wanted to know the status of this. Mr. Taylor also asked what other agencies will be using it and how will it be used. Mr. Lancaster stated that the City of Memphis and could utilize it through its connection to the Unified Development Code and through the City's Complete Streets Policy, as well as other municipalities in the region. Mr. Lancaster explained that MATA may be the only agency that will be officially adopting it since MATA is the agency that implements and maintains the existing bus stops and shelters. Mr. Pacello asked is there are any tool in which a developer could determine the type of bus stop. Mr. Lancaster stated the study provides them with a tool they can reference to determine the type of stop as well as the level of amenities. He also explained that sometimes during the City's site plan review process the City could negotiate easements for bus stops and shelters with future developers.

After the presentation, Mr. Pacello moved that the resolution be put on the floor for any further discussion. Ms. Taylor seconded. Resolution No. 17-15 was unanimously approved.

### C. PROCUREMENT

#### 1. Resolution to Award a Five-Year Contract to Greyhound Lines, Inc. for Property Management Services at the Airways Transit Center

- Res. No. 17-16

**Discussion:** Mr. Maury Miles, Director of Grants and Procurement, presented this resolution to the MATA Board. When Airways Transit Center opened, MATA awarded a Property Management contract for that facility, and Greyhound was the contractor. This was a five-year contract, and since it has expired, MATA has resolicited. The Request for Proposals was sent out to several vendors, but MATA only received one proposal which was from Greyhound Lines, Inc. They reduced their price from the previous contract to about \$15,000 per month which is approximately a 12% decrease. Greyhound oversees the whole property as well as the different contracts associated with the property. Staff is requesting the Board to award another five-year contract to Greyhound at an annual cost of \$117,060 or \$585,300 over the five-year period. Ms. Shelia Williams moved that he resolution be put on the floor for discussion. Mr. Pacello seconded the motion. Mr. Rosenfeld stated that the project has a 25% DBE goal.

**Questions:** Mr. Healy asked why Greyhound's costs came down 12%. Mr. Miles stated that he is not sure; however, looking back over their cost compared to the previous contract, they have reduced the actual cost for their manager, and they also came down on some of their monthly management fees. Resolution No. 17-16 was unanimously approved.

#### 2. Resolution to Award a Contract for Strategic Planning Services to Transpro- Res. No. 17-17

**Discussion:** Mr. Gary Rosenfeld, Interim CEO, presented this resolution to the MATA Board. MATA started doing work with Transpro and realized that we were going to exceed our local authority. This Resolution is to request authority to continue the work with Transpro. This contract is task-order based at a cost of about \$50,000 plus the usual and customary direct expenses. Mr. Pacello moved that the resolution be put on the floor for discussion. Ms. Bland seconded the motion. Resolution No. 17-17 was unanimously approved.

### 3. Resolution to Award a Contract for Communications and Planning Services to Caissa - Res. No. 17-18

**Discussion:** Mr. Gary Rosenfeld, Interim CEO, presented this resolution to the MATA Board. This contract is a little different from the Transpro contract as \$70,000 exceeds our normal limit for bidding. Since Caissa was actively involved in securing the grant that we received for this contract, FTA has some rights that MATA will identify and put in the files stating those rights when third parties are part of the grant process. Caissa's contract is task-order based at a cost of \$70,000 plus usual and customary direct expenses. *Ms. Williams moved that the resolution be put on the floor for discussion. Ms. Bland seconded the motion. Questions: Ms. Bland asked if these two organizations will be working in tandem and will it be for the same amount of time.* Mr. Rosenfeld stated they will be working in tandem, but Caissa has a longer timeframe. Resolution No. 17-18 was unanimously approved.

### FY 2017 Financial Summary

March 2017

Al McCoy, Asst. Director of Finance

Mr. McCoy presented the financial report in the absence of CFO, Gil Noble. Revenues are unfavorable to budget by \$6.2MM. This is primarily due to the timing of the Federal funds not being drawn down when we expected, as well as lower passenger fares. Expenses are favorable to budget by \$1.8MM primarily because we have budgeted positions that have not been filled. Passenger fares are down about 8.5% year-to-date over last year's fares. Trolley fares year-to-date are less than a 0.5% below last year's. Cash status improved over last month because although we were not able to draw down the Federal funding in March as we expected, we were able to execute a Bridge Loan with the City of Memphis.

More details on Revenues and Expenses shows Passenger Fares were down by \$500,000 due to the lower ridership. The \$5.9MM unfavorable Federal Government revenues was due to a delayed draw down. The bright spot is under Auxiliary Revenues where we are over budget by \$175,000 due to more transit advertising revenue than we expected. Non-Transportation Revenue, which is the new agreement with Megabus budgeted based on the revenues from last year, is bringing in more revenue than we expected. We have also started receiving reimbursements from the Memphis Police Department for utilities at Hudson Transit Center.

Under Operating Expenses, fuels, lubricants and tires were \$202,000 over budget mainly related to maintenance cost for fixed route and MATAPlus. We netted some savings on fuel as we are running underbudget on fuel this year. Utilities are showing \$132,000 over budget (about 18%) due to overbilling by MLGW. We are expecting credit on forthcoming bills to take care of that overage, and hopefully erase it by the end of the year. This ended the Financial Report. *Mr. Healy asked about the spike in passenger fares in February.* Mr. McCoy stated this was a catch up for West Memphis. *Mr. Healy stated that we need to restart our committee meetings.*

Mr. Rosenfeld stated that Finance would be starting the budget process and we should expect to have a Finance Committee Meeting in early June.

**OLD/NEW BUSINESS:**

Mr. Rosenfeld stated that we are working on the MATA Travel Policy as well as the Credit Card Expense Policy, and should have a revised draft by next Board Meeting.

The next MATA Board of Commissioners Meeting will be Thursday **May 25, 2017, 3:30p.m. at 1370 Levee Road.** Board Meeting Notices are posted at Hudson Transit Center, Airways Transit Center, City Hall and on our web site at [www.matatransit.com](http://www.matatransit.com).

Mr. Pacello moved that the Board Meeting be adjourned. Ms. Taylor seconded the motion and the meeting was adjourned.

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**Mr. Sean Healy, Chairman**

**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 17-19**

**RESOLUTION TO APPROVE SERVICE CHANGES**

**WHEREAS, MATA makes service changes periodically to increase efficiency and effectiveness of service and to align service levels with available funding; and**

**WHEREAS, The proposed set of service changes was made available for public comment by posting notices in the Daily News, Tri-State Defender, and the La Prensa Latina, and posted on MATA's website and at transit centers; and**

**WHEREAS, a public meeting was held on Wednesday, May 31, 2017, at Benjamin L. Hooks Central Library to provide riders and citizens an opportunity to submit comments in addition to the normal public comment period; and**

**WHEREAS, Comments from riders and citizens in the community have been considered; and**

**WHEREAS, Staff recommends that the changes summarized below be approved for fixed route bus service:**

**Modifications to Existing Routes:**

**2 Madison – Weekdays, Saturdays & Sundays: Modify trip times to improve on-time performance.**

**4 Walker – Weekdays only: Revise 6:15 p.m. outbound Night Loop to an outbound Alcy trip from Hudson Transit Center; Eliminate 5:08 a.m. outbound trip from Hudson Transit Center; Modify first outbound and inbound trip times to improve bus connectivity at Hudson Transit Center.**

**5 Central – Weekdays only: Modify trip times to improve on-time performance.**

**7 Air Park – Weekdays & Saturdays: Increase frequency from 120 to 60 minutes. Modify trip times to improve on-time performance.**



**8 Chelsea – Weekdays, Saturdays & Sundays: Modify eastbound routing from Hudson Transit Center> Chelsea> Holmes> Mt. Olive> Sunset. Modify trip times to improve on-time performance.**

**11 Frayser Raleigh – Weekdays, Saturdays & Sundays: Modify routing outbound from Hudson Transit Center to A.W. Willis> N Third> Chelsea> N Second, continue along current route and return inbound along the opposite path; Modify trip times to improve on-time performance.**

**12 Florida – Weekdays & Saturdays: Eliminate inbound service to Bison & Deerskin (Indian Hills loop), will operate outbound service only; Modify trip times to improve on-time performance.**

**17 McLemore – Weekdays ONLY: Eliminate 5:31 a.m. westbound trip.**

**22 Raines – Weekdays & Saturdays: Eliminate 6:36 p.m. westbound trip from Outland.**

**26 Hickory Hill – Weekdays ONLY: Eliminate 12:00 a.m. eastbound trip from American Way Transit Center; Modify trip times to improve on-time performance.**

**36 Hacks Cross – Weekdays & Saturdays: Modify trip times to improve on-time performance.**

**37 Perkins – Weekdays ONLY: Add 6:03 a.m. southbound trip**

**40 Wolfchase – Weekdays & Sundays: Revise 5:28 p.m. inbound trip from New Brunswick to depart at 5:17 p.m. on Sundays. Modify trip times to improve on-time performance.**

**42 Crosstown – Weekdays & Saturdays: Modify trip times to improve on-time performance.**

**44 Goodlett Ikea Way – Weekdays & Saturdays: Add 7:20 a.m. northbound trip on Weekdays only; Modify trip times to improve on-time performance.**

**45 Appling Farms – Weekdays & Saturdays: From Southwest Community College> Resources> Sycamore View> State> E Alex Parrish> Grounded> W Alex Parish> State> Sycamore View> Shelby Oaks> Raleigh Lagrange> Appling Farms> Whitten> Reese> Kate Bond> Stage and return southbound along opposite path via Macon Cove> Resource> to SWCC. Route 45 will operate Weekdays every 60 minutes from 7:30 a.m. to 5:00 p.m., and Saturdays every 60 minutes from 8:30 a.m. to 5:00 p.m.**

**50 Poplar – Weekdays ONLY: Modify trip times to improve on-time performance.**

**56 Lamar – Weekdays ONLY: Modify trip times to improve on-time performance.**

**64 Airport Shuttle – Weekdays, Saturdays & Sundays: Modify trip times to improve on-time performance.**

**69 Winchester – Weekdays ONLY: Modify trip times to improve on-time performance.**

**77 West Memphis – Weekdays ONLY: Revise routing alignments to operate both clockwise and counter-clockwise direction; Eliminate service along 8th Street, Polk Avenue, 12th Street, 13th Street, Jefferson Avenue, 14th Street, Vanderbilt Avenue, Rice Street, Auburn Avenue, Oliver Avenue, Pearce Street, and Graham Street; Modify trip times to improve on-time performance.**

**78 West Memphis Express – Weekdays ONLY: Service will be eliminated and replaced with new service on number 98 West Memphis Express.**

**82 Germantown – Weekdays ONLY: Modify trip times to improve on-time performance.**

**98 West Memphis Green – Weekdays & Saturdays: NEW ROUTE NAME: 98 West Memphis Express; Combine route 78 & 98 service and create new route alignment, beginning at Hudson Transit Center> N Parkway> N Front> I-40> MLK> E Broadway> Ingram> N Service Rd; Modify trip times to improve on-time performance.**

**99 Nonconnah – Weekdays ONLY: Modify trip times to improve on-time performance.**

**New Routes:**

**31 Firestone – Weekdays ONLY: Northbound from Cleveland> Union> Bellevue> Jefferson> Cleveland> Vollintine> Breedlove> Bammel> Decatur> Firestone> Thomas> Marble> Manassas and return southbound along opposite path. Route 31 will operate every 60 minutes from 6:00 a.m. to 10:00 a.m. and 1:00 p.m. to 7:00 p.m.**

**45 Appling Farms – Weekdays & Saturdays: From Southwest Community College> Resources> Sycamore View> State> Sycamore View> Shelby Oaks> Raleigh Lagrange> Appling Farms> Whitten> Reese> Kate Bond> Stage and return southbound along opposite path via Macon Cove> Resource> to SWCC. Route 45 will operate Weekdays every 60 minutes from 7:30 a.m. to 5:00 p.m., and Saturdays every 60 minutes from 8:30 a.m. to 5:00 p.m.**

**280 Airways Express – Weekdays ONLY: Outbound from Hudson Transit Center> I-40E> I-240> Brooks> Airways Transit Center> Airways> Shelby> Getwell, and return inbound along opposite path. Weekday service with five round trips originating at Hudson Transit Center at 6:00 a.m., 6:45 a.m., 7:30 a.m., 3:45 p.m., and 4:30 p.m.**

**340 Walnut Grove Express – Weekdays ONLY: Outbound from Hudson Transit Center> Third> Union> Walnut Grove> Germantown> Agricenter, and return westbound along opposite path. Weekday service with three round trips originating at Hudson Transit Center at 5:45 a.m., 7:45 a.m., and 4:45 p.m.**

**WHEREAS, The recommended changes are consistent with the goals and recommendations of the Transit Plan adopted by the MATA Board of Commissioners on March 24, 2014; and**

**WHEREAS, The proposed changes have been reviewed according to MATA’s Title VI policies, adopted on March 25, 2013, and a service 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, It has been determined that there will be no adverse effects, potential disparate impacts, or disproportionate burdens to minority or low-income populations associated with these proposed service changes; and**

**WHEREAS, Staff recommends said changes be effective on August 6, 2017.**

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS, That the service changes are approved to be effective August 6, 2017.**

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**Res. No. 17-19**

**Motion Made By: Martln Lipinski: Seconded By: Tommy Pacello**

**YEA: Andre Gibson; Kristen Bland; Roquita Williams; Martln Lipinski; Tommy Pacello; Lauren Taylor**

**NAY: None**

**Approved: June 27, 2017**

**Absent at Time: John Vergos; Martln Shelia Williams; Sean Healy**



MINUTES OF 6/27/17 ITEM VB1

**TO:** MATA Board of Commissioners  
**FROM:** Gary Rosenfeld, Chief Executive Officer  
**SUBJECT:** Summary of Proposed Service Changes and Public Outreach for Proposed August 2017 Service Improvements  
**DATE:** June 27, 2017

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The proposed service changes in the accompanying resolution are designed to make adjustments to routes and schedules on certain bus routes to go into effect on August 6, 2017. Schedule and routing changes are consistent with recommendations from the adopted transit plan.

The primary objectives of the proposed service improvements are:

- Implement the adopted transit plan
- Provide adequate service with available funding
- Improve cost efficiency and productivity of the system
- Improve on-time performance
- Increase ridership
- Respond to public input

MATA conducted a wide range of public outreach to gather input about the proposed service changes. Outreach was offered by:

- Two public meetings (West Memphis Housing Authority Tenant Services, 5/10/17, Benjamin L. Hooks Central Library, 5/31/17)
- Advertisements in the Daily News, Tri-State Defender, and La Prensa Latina
- Printed materials at all transit centers
- Public Notice and informational materials on MATA's website
- Facebook and Twitter posts
- Multiple earned news media mentions

MATA received 35 public comments via:

- Oral comments at public meetings (12)
- Written comments at public meetings (21)
- E-mails (2)
- Social Media (1)

All comments were reviewed and considered. A summary of the comments was as follows:

**General Comments:**

- Can the on-time performance be displayed on bus maps so customers can have better estimated arrival times?
- Is there data that shows that modifying trip times will improve on-time performance?
- Why did MATA stop running the Madison Trolley on Sundays?
- Is it acceptable for a driver to finish their route ten minutes early and then sit at the end of the line?
- How is ridership gathered, and how is ridership trending system-wide and nationwide?
- Is the MATA station downtown going to be closed and how is Central Station involved with this process?
- MATApplus needs to improve timeliness.
- What's the future of MATA in the next 5-10 years?
- Buses in Memphis tend to stop for people even when they aren't at a bus stop –most transit agencies don't do this. Want to commend operators for waiting for their passengers, especially when they are elderly or handicapped.
- Will Route 75 ever return?

**Related to Proposed Changes:**

- Route 31 – Route should start at 6:30 a.m. so students who must be to school at 7:30 a.m. can get to school on time. Route should run later than 5:30, and more frequently than every hour. MATA should give the route a different name, for example 33 New Chicago.
- Route 40 – should change the routing back to what it used to be (on N. Hollywood and Jackson).
- Routes 77,78,98 – Don't eliminate service on 7<sup>th</sup> Street, E Barton, and Shopping Way Blvd. Okay to eliminate service along 8th Street, Polk Avenue, 12th Street, 13th Street, Jefferson Avenue, 14th Street, Vanderbilt Avenue, Rice Street, Auburn Avenue, Oliver Avenue, Pearce Street, and Graham Street.
- Route 340 – should run the 340 out to where the 47 is, to replace it on weekends and to reduce the number of transfers.

As a result, staff is recommending the following revisions to the service change proposal that was originally published:

Times for the new Route 31 have been adjusted to accommodate school start times, beginning at 6:00 a.m. instead of 7:30 a.m., and to run later in the evening, until 7:00 p.m. instead of 5:30 p.m.

The transcript from the Public Hearing and a summary of other comments is available for review.

**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION 17-20**

**RESOLUTION TO AWARD ADDITIONAL SERVICES TO JIM'S TANK SERVICE, LLC  
FOR USED OIL MANAGEMENT**

**WHEREAS, MATA is required by Federal, State and Local regulatory guidelines to transport, dispose and/or recycle used oil and liquid waste; and**

**WHEREAS, Jim's Tank Services was awarded a three-year contract for Used Oil Management at the January 24, 2017 board meeting (resolution 17-01) at a cost of \$164,088.89; and**

**WHEREAS, MATA requested a quote for additional services from Jim's Tank Services, LLC to provide two additional types of services for a three-year period; and**

**WHEREAS, Jim's Tank Service submitted a quote for the two additional services; (1) to clean the Oil Water Separator twice a year at a cost of \$14,562.42 per year and (2) to clean and change the oil booms monthly at a cost of \$780.39 per month at a total cost of \$9,364.68 per year, and**

**WHEREAS, The estimated maximum cost of the additional services is \$71,781.30 which will increase the cost of the three-year contract from \$164,088.89 to \$236,558.29 as shown in Exhibit A:**

**WHEREAS, Operating funds are available for this additional service.**

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That a change order is authorized to Jim's Tank Service, LLC for additional services of the Used Oil Management over a three-year period at a cost of \$71,781.30 which increases their total contract amount to \$236,558.29.**

**BE IT FURTHER RESOLVED That the Contracting Officer is authorized to execute the contract.**

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**Res. No. 17-20**

**Motion Made By: Martin Lipinski: Seconded By: Tommy Pacello**

**YEA: Andre Gibson; Kristen Bland; Roquita Williams; Martin Lipinski; Tommy Pacello; Lauren Taylor**

**NAY: None**

**Approved: June 27, 2017**

**Absent at Time: John Vergos; Martin Shelia Williams; Sean Healy**



MINUTES OF 6/27/17 ITEM VII

## MEMO

**TO:** MATA Board of Commissioners  
**FROM:** Gary Rosenfeld, Chief Executive Officer  
**SUBJECT:** IFB 17-07 THREE-YEAR USED OIL MANAGEMENT PROGRAM  
**DATE:** June 27, 2017

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**This memo summarizes the additional services that were not bid, but are needed in order for MATA to uphold Federal, State and Local regulatory guidelines to transport, dispose and/or recycle used oil and liquid waste.**

**Jim's Tank Service was previously awarded a three-year contract for Used Oil Management Program at the January 24, 2017 board meeting (Resolution 17-01). After the contract was awarded, MATA realized it also needed the contractor to Service the Oil Water Separator and Cleaning and changing Oil Booms Jim's Tank Service, LLC sent quotes to MATA for the additional services needed.**

**The breakdown of the requested additional services can be seen in blue in Exhibit A. Staff recommends the additional services be awarded to Jim's Tank Service, LLC at a cost of \$71,781.30 a change order will be necessary to add this to their contract. If the board approves this change order, the three-year contract will increase from a cost of \$164,776.99 to \$236,558.29.**



**Exhibit A**  
 USED OIL MANAGEMENT PROGRAM BID ANALYSIS  
 2017-2020

MINUTES OF 6/27/17 ITEM JCI

	Year One - March 1, 2017 - February 28, 2018			Year Two - March 1, 2018 - February 28, 2019			Year Three - March 1, 2019 - February 28, 2020		
	Oil Liquids & Sludge	Wash Liquids & Sludge	Used Motor Oil (*)	Used Antifreeze	Clean Oil Water Separator	Clean & Change Oil Booms	Used/Old Paint / Solvent Based haz	Used Oil Filters	
Jim's Tank Service, LLC	Per Visit	Per Visit	Per Pick-up	Per Pick-up	Twice Yearly	Monthly		Per Pick-up	
	\$ 2,135.41	\$ 1,731.59	\$ 69.00	\$ 495.00	\$ 7,281.21	\$ 780.39	\$ 108.00	\$ 129.00	
	\$ 19,218.69	\$ 15,594.31	\$ 3,588.00	\$ 12,970.00	\$ 9,364.68	\$ 216.00	\$ 1,548.00	\$ 381.00	
	Additional Services								
					Clean Oil Water Separator	Clean & Change Oil Booms		Used/Old Paint / Solvent Based haz	
					Twice Yearly	Monthly		Per Pick-up	
					\$ 7,281.21	\$ 780.39	\$ 196.50	\$ 132.87	
					\$ 9,364.68	\$ 222.00	\$ 393.00	\$ 1,594.44	
Jim's Tank Service, LLC	Oil Liquids & Sludge	Wash Liquids & Sludge	Used Motor Oil (*)	Used Antifreeze	Clean Oil Water Separator	Clean & Change Oil Booms	Used/Old Paint / Solvent Based haz	Used Oil Filters	
	Per Visit	Per Visit	Per Pick-up	Per Pick-up	Twice Yearly	Monthly		Per Pick-up	
	\$ 2,199.47	\$ 1,783.54	\$ 71.00	\$ 495.00	\$ 7,281.21	\$ 780.39	\$ 111.00	\$ 132.87	
	\$ 19,795.23	\$ 16,051.86	\$ 3,692.00	\$ 12,970.00	\$ 9,364.68	\$ 216.00	\$ 196.50	\$ 1,594.44	
	Additional Services								
					Clean Oil Water Separator	Clean & Change Oil Booms	Used/Old Paint / Solvent Based haz	Used Oil Filters	
					Twice Yearly	Monthly		Per Pick-up	
					\$ 7,281.21	\$ 780.39	\$ 202.99	\$ 135.99	
					\$ 9,364.68	\$ 230.00	\$ 405.98	\$ 1,531.88	
Jim's Tank Service, LLC	Year One	Year Two	Year Three						
	\$ 53,406.00	\$ 54,618.53	\$ 56,064.36		\$ 43,687.23	\$ 28,094.04			
					\$ 71,781.30				
Three Year Total	\$ 164,776.99				\$ 236,558.29				

\* If pallet waste is determined to be hazardous per 40's CER's, MATTA is to provide JTS with their generator ID number  
 \*\* Transportation rates \$145.00 for non-haz and \$199 for haz waste  
 \*\*\* Prices per container are quoted as \$5 G drums suitable for transport under DOT & MATTA requirements.

MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS

MINUTES OF 6/27/17 ITEM VC2

RESOLUTION NO. 17-21

RESOLUTION TO EXTEND LEASE OF VEHICLES FROM CREATIVE BUS  
SALES FOR MATAPLUS SERVICE

**WHEREAS, The Memphis Area Transit Authority (MATA) continues to have a need for additional vehicles for MATApplus service; and**

**WHEREAS, MATA leased 15 vans from Creative Bus Sales in June, 2015 for a year until new MATApplus buses are purchased; and**

**WHEREAS, The new MATApplus buses will not be placed into revenue service until January, 2018; and**

**WHEREAS, Staff has determined that there is still a need to continue leasing six of the vans from Creative Bus Sales until additional MATApplus vehicles are received; and**

**WHEREAS, The cost for leasing the six vans from Creative Bus Sales through February, 2018 will be \$108,000; and**

**WHEREAS, The total cost for leasing the buses through February, 2018 will exceed \$50,000 which requires approval from the MATA Board; and**

**WHEREAS, Staff recommends that the MATA Board approve extending the lease to cover the period of June 1, 2017 - February 28, 2018 at an additional cost of \$108,000; and**

**WHEREAS, Operating funds are available for this project.**

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS that the lease with Creative Bus Sales for vans for MATApplus service is extended to cover the period of June 1, 2017 – February 28, 2018 at an additional cost of \$108,000.**

**BE IT FURTHER RESOLVED That the Chief Executive Officer, the Chief Administrative Officer or the Contracting Officer be authorized to execute any necessary documents.**

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**Res. No. 17-21**

**Motion Made By: Tommy Pacello: Seconded By: Lauren Taylor**

**YEA: Andre Gibson; Kristen Bland; Roquita Williams; Martin Lipinski; Tommy Pacello; Lauren Taylor**

**NAY: None**

**Approved: June 27, 2017**

**Absent at Time: John Vergos; Martin Shelia Williams; Sean Healy**



**TO:** MATA Board of Commissioners  
**FROM:** Gary Rosenfeld, Chief Executive Officer  
**SUBJECT:** Lease of 6 Vans from Creative Bus Sales for MATApplus Service  
**DATE:** June 27, 2016

In June, 2015, MATA's Staff determined that it would be in MATA's best interest to lease 15 vans from Creative Bus Sales for three months to help meet service demands for MATApplus service. Each van's monthly cost was \$1,000, so the total monthly cost was \$15,000 with the total cost over the three-month period being \$45,000. MATA continued to use the vans while 12 MATApplus buses were on order, and the cost for the lease exceeded \$50,000 which required Board approval for the extra cost of \$180,000 (Resolution 16-02). In June, 2016 MATA decided to pro-long the lease of six of the vans. The Board authorized an additional extension of the lease until May 31, 2017 (Resolution 16-32) and approved the extra cost for this extension which totaled \$172,500.

Even though MATA has received the 12 buses for MATApplus, there is need for more Matapplus buses and the procurement process is currently underway. Mata expects that the new vans can be placed into service in January 2018.

MATA's staff is now recommending that we continue leasing six of the vans to help with MATApplus demands until February 28, 2018. This will help assure that MATA has sufficient vehicles needed for service.

The cost of leasing the six vans for the period of June 1, 2017 – February 28, 2018 will be \$108,000, and MATA's Staff is requesting the Board to approve extending the lease for six of the vans through February 28, 2018 at a cost of \$108,000.

MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS

RESOLUTION NO. 17-22

RESOLUTION TO AWARD A CONTRACT FOR THE REPAIR AND REPLACEMENT  
OF CANOPY AT AMERICAN WAY TRANSIT CENTER

WHEREAS, The Memphis Area Transit Authority (MATA) must repair and replace the canopy at the 3921 American Way Transit Center that was damaged by a storm; and

WHEREAS, an IFB has been solicited according to MATA's Procurement Manual for the repair and replacement of the canopy, and \_\_\_\_\_ has submitted a bid, and their cost is \$ \_\_\_\_\_; and

WHEREAS, Since this was an emergency procurement, MATA will issue a purchase order for the project at an amount of \$ \_\_\_\_\_; and

WHEREAS, The total cost of the project may exceed \$50,000 thus requiring the approval of the Board; and

WHEREAS, FEMA and TEMA funds are available for this project.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That an emergency procurement with \_\_\_\_\_ for the repair and replacement of the canopy in an amount not to exceed \$ \_\_\_\_\_ is approved.

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

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Res. No. 17-20

This resolution was pulled from the Agenda because MATA received only one bid and it was non-responsive. MATA will go out for rebid and bring this resolution back to the Board at a later date.



**TO: MATA Board of Commissioners**  
**FROM: Garry Rosenfeld, Interim Chief Executive Officer**  
**SUBJECT: Repair and Replacement of Canopy at American Way Transit Center**  
**DATE: June 27, 2017**

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To be in compliant with the MATA's Procurement Manual, MATA is to solicit bids to repair and replace the canopy at American Way Transit Center. Since this is considered an emergency procurement, MATA has solicited bids and bids are due June 23, 2017 at 11:00 a.m.

A purchase order to \_\_\_\_\_ for \$\_\_\_\_\_ will be issued since this was an emergency procurement. All the General Contract Provisions for IFB will apply to this procurement.

Due to the cost may exceed \$50,000, this procurement requires Board approval.

**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 17-23**

**RESOLUTION TO AWARD CONTRACT FOR THE PURCHASE OF PRINTING  
ENCODING MACHINES**

**WHEREAS, The Memphis Area Transit Authority (MATA) are in need of reliable Printing Encoding Machines at each of its transit center locations and:**

**WHEREAS, Approximately four (4) Printing Encoding Machines Dispensers, Controllers with TRIM and no Smart Card need to be purchased; and**

**WHEREAS, Genfare/SPX Corporation is the proprietary vendor for Printing Encoding Machines to print bus and trolley passes; and**

**WHEREAS, Genfare/SPX Corporation submitted a cost of \$68,180; and**

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

**WHEREAS, Staff has reviewed the bid received and recommends that a contract be awarded to Genfare/SPX Corporation for the purchase of four (4) Printing Encoding Machines Dispensers, Controllers with TRIM and no Smart Card in an amount not to exceed \$68,180.00.**

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF MEMPHIS AREA TRANSIT AUTHORITY, That a contract for the purchase of four (4) Printing Encoding Machines Dispensers, Controllers with TRIM and no Smart Card be awarded to Genfare/SPX Corporation.**

**BE IT FURTHER RESOLVED That the Chief Executive Officer, Chairman, or Vice-Chairman is authorized to execute any and all documents necessary to process such contract(s).**

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**Res. No. 17-23**

**Motion Made By: Kristen Bland: Seconded By: Roquita Williams**

**YEA: Andre Gibson; Kristen Bland; Roquita Williams; Martin Lipinski; Tommy Pacello; Lauren Taylor**

**NAY: None**

**Approved: June 27, 2017**

**Absent at Time: John Vergos; Martin Shelia Williams; Sean Healy**



**TO:** The MATA Board of Commissioners  
**FROM:** Gary Rosenfeld, Chief Executive Officer  
**DATE:** June 16, 2017  
**SUBJECT:** Printing Encoding Machines

**This is a Sole Source Procurement for GFI PEM Machines for MATA to purchase four (4) new PEM machines from Genfare/SFX to be utilized by each of MATA's transit centers in order for customer service representatives to sell, upgrade, replenish and query fare pass media.**

**Genfare/SFX submitted a cost of \$68,180.00 for four (4) Printing Encoding Machines and shipping.**

**There was no DBE goal for this project.**

**Staff recommends that a contract be awarded to Genfare/SPX for the purchase of four (4) Printing Encoding Machine Dispensers, Controllers with TRIM and no Smart Card in the amount not to exceed \$68,180.00.**