

2/28/17 I



**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

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

**Tuesday, February 28, 2017 - 3:30 p.m.**

**1370 Levee Road**

- I. **CALL TO ORDER** Sean Healy
- II. **BOARD ROLL CALL** Linda Eskridge
- III. **APPROVAL OF JANUARY 24, 2017 BOARD MINUTES** Sean Healy
- APPROVAL OF JANUARY 26, 2017 EMERGENCY BOARD MINUTES** Sean Healy
- IV. **INTERIM CEO REPORT** Sean Healy
  - Gary Rosenfeld
- V. **ACTION ITEMS:** Sean Healy
  - A. **FINANCE**
    - 1. **Resolution Authorizing Signatures on Memphis Area Transit Authority General Liability Account - Res. No. 17-04** Gary Rosenfeld

~~MINUTES~~ 2/28/17 I

**B. SERVICE DEVELOPMENT**

1. Resolution to Approve National Dump the Pump Day in Memphis, TN on June 15, 2017 - Res. No. 17-05 Gary Rosenfeld
2. Resolution to Establish a Transit FastPass Assistance Program beginning March 1, 2017 - Res. No. 17-06 Gary Rosenfeld

**C. PROCUREMENT**

1. Resolution to Award a 57-Month Contract to CONDUENT for Maintenance of MATA's ITS System on Vehicles - Res. No. 17-07 Gary Rosenfeld
2. Resolution to Approve Projects using 5310 Funds for Enhanced Mobility of Seniors and Individuals with Disabilities - Res. No. 17-08 Gary Rosenfeld
3. Resolution to Approve Disposal of Surplus Vehicles - Res. No. 17-09 Gary Rosenfeld
4. Resolution Authorizing Disposal of Surplus/Obsolete Equipment - Res. No. 17-10 Gary Rosenfeld

**VI. FINANCE REPORT**

Gil Noble

**VII. SPEAKER ACKNOWLEDGEMENT**

*(Please fill out a Speaker's card)*

Lawson Albritton

**VIII. OLD/NEW BUSINESS**

Sean Healy

- MATA-Soulsville Bus Shelter
- Update on MATA's Transit Advisory Committee (TAC)

2/28/17

MINUTES OF THE  
REGULAR JANUARY 24, 2017  
MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS MEETING

**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 January 24, 2017 at 1370 Levee Road Board Room.

**BOARD ROLL CALL:**

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

**Absent:** Vice Chairman Andre Gibson; Commissioners: Roquita Williams (via phone for informational purposes only)

**Quorum:** Yes

**Staff:** Lawson Albritton, Senior Administrative Officer, Ashley Best, Contract Administrator; Thomas Davidson, ATU; Linda Eskridge, Executive Office Manager; Nicole Lacey, Chief Communications Officer; John Lancaster, Director of Planning & Scheduling; Shelia Maclin, Purchasing Manager; Al McCoy, Asst. Director of Finance; Maury Miles, Director of Grants & Procurement; Terry Moss, ATU; Gil Noble, Chief Financial Officer; Gary Rosenfeld, Chief Administrative Officer; Virgie Chaffen, Sr. HR Labor Relations Manager; Umar Tate, Sr. Mgr. of Planning and Scheduling

**Guests:** MCIL/STAC Attendees:  
Memphis Bus Riders Union: Cynthia Bailey, Betty Robinson

Others: Kwasi Agyakwa, MPO; Janice Banks, SPW; Jimmie Bea; Nicole Bowen; Pearly Bowen; Sammie Hunter, MBRU; Dennis Lynch, Sierra Club; Louis Patrick, MACCO; Jordan Smith,

Memphis, MPO; Gilda Williams, MATA Patron; Henry Wilson, MATA Retiree

Linda Eskridge, Board Secretary welcomed guest and staff to the first Board Meeting of 2017. Ms. Eskridge encouraged everyone to visit the MATA website for updates on any Board Meeting changes as well as other MATA updates. Mr. Albritton, Speaker Facilitator reminded everyone that wish to speak to fill out a speaker's cards and submit it to him as soon as possible. If speaking on an agenda items, they would be called on before the item is approved. If speaking on a general topic, they would be called on at the speaker's section of the meeting.

**APPROVAL OF DECEMBER BOARD MINUTES** - Ms. Bland moved that the December 6, 2017 Board Minutes be approved. Mr. Vergos seconded the motion and December Board Minutes were unanimously approved.

**CEO's REPORT** - Gary Rosenfeld, CAO presented the Report in the absence of Mr. Ron Garrison.

#### **Power Point Presentation**

- The Memphis Chamber selected MATA as one of the 10 companies to watch at their December, 2016 Annual Chamber Lunch.
- MATA Employees delivered 104 coats to the kids at Caldwell-Guthrie Elementary School. MATA also participated in MLK Day at the school by reading to students, working on science projects, and general campus clean up.
- MATA held a Business Leadership Breakfast for DBE's at Central Station on December 7, 2016. This meeting helped MATA with knowing what companies was interested in doing business with MATA, as well as helped them to realize the requirements for doing business with MATA. MATA is looking to hire a new DBE coordinator or manager within the next few weeks.
- Mr. Garrison did a presentation at the Transportation Research Board (TRB) on Universal Pass Application. This would bring together options for riders to use for transportation purposes, but also link them to funding options. If we are successful, it could revolutionize the way people utilize transportation.
- Mr. Rosenfeld recognized bus operator, Mr. John Wilson for 94% on-time performance from January. 1, 2016 thru December 31, 2016 and there were 10 other operators that achieved an average of 85% on time performance for January 1 thru December, 2016. MATA is pleased that our operators are working hard to improve on-time performance. In 2016 on-time performance continued to go up, and we were at 72% for the month of December, 2016. On-time performance for MATAplus is around 91%.

- Facility updates were given on the restrooms at Hudson Transit Center, the security room at Levee Road, and restrooms in the service building at Levee Road.
- MATA conducted a Job Fair on January 11&12, 2016. There were eight attendees and eight interviews conducted on site, and all were pre-qualified drivers. The job fair seems to be the way we are getting our best applicants. We've had tremendous success with mechanics as well.
- Health Here Exams - Coming soon, MATA is going to bring the doctors to the MATA. It is a covered benefit through the CIGNA benefit plan. This will be a mobile clinic that will conduct physicals as well as follow ups or give recommendations on where they need to go for follow ups. We have to share the knowledge with the employees to get them to take advantage of programs as such.
- Trolley Updates: Mr. Rosenfeld talked about the Trolley Operations Plan as well as discussed the Rolling Stock and Infrastructure. Cars 453 and 540 were renewed by MATA. We are still waiting on the final inspection on car 799. Contractors will renew the bodies on Cars 234, 455 and 539 to a 25-year life. Overhead contact routine repairs are on schedule. SSR has drafted designs for ongoing repair projects. MATA will determine the final work programs and schedules. A date will be set for the Board to visit the trolley for a tour before the February Board Meeting.

**A. FINANCE COMMITTEE**

**1. Resolution to Award a Contract to Jim's Tank Service, LLC for a Three-year Contract for Oil Management - Res. No. 17-01**

**Discussion:** Mr. Maury Miles, Director of Grants and Procurements, presented this resolution to the MATA Board. He stated that Ms. Ashley Best is the Contract Administrator for this project and that MATA requires the services of a Contractor to come out to MATA's property and remove the unused oil that MATA produces. He stated that MATA has had a three-year contract for this service and that Jim's Tank Service is the current contractor and is the only one that submitted a bid. He stated that MATA has been satisfied with their work and that MATA's Staff is asking for the Board's approval of this contract to Jim's Tank Service, LLC. **Mr. Vergos moved that the Resolution be put on the floor for discussion. Mr. Pacello seconded the motion. There were no questions or comments. Resolution No. 17-01 was unanimously approved.**

**2. Resolution to Award a Five-Year Contract to Shelby Electric Company for On-Call Services for Rail System and Facility Electrical Maintenance - Res. No. 17-02**

**Discussion:** Mr. Maury Miles, Director of Grants and Procurements, presented this resolution to the MATA Board. He stated that MATA attempted to bring this resolution to the Board in October or November of 2016 but had to resolicit. He explained that Shelby Electric was the only company that submitted a proposal, but the DBE subcontractor that they proposed to use was not certified. When MATA resolicited, Shelby Electric was again the only proposal that MATA received. They proposed to use A-1 Electrical Contractors as their subcontractor, and A-1 is a certified DBE. He stated that if any electrical work is needed on the trolleys, it will also be

covered under this contract. Mr. Miles stated that MATA estimates that the work done each year would not exceed \$150,000. This would be \$750,000 over a five-year period. Mr. Vergos moved that the Resolution be put on the floor for discussion. Mr. Lipinski seconded the motion. There were no questions or comments. Resolution No. 17-02 was unanimously approved.

## **B. SERVICE AND DEVELOPMENT**

### **2. Resolution to Approve Modification of Service Changes – Res. No. 17-03**

**Discussion:** Mr. Rosenfeld, CAO, presented this resolution to the MATA Board. Mr. John Lancaster, Director of Planning and Scheduling, and Mr. Umar Tate, Sr. Manager of Planning and Scheduling, were available for any additional questions. Mr. Rosenfeld stated that these modifications are the result of a review that MATA backed away from due to budgetary constraints. The necessary changes have been made and we are ready to go forward on this. He thanked Mr. Tate, who has just returned to MATA within the last 60 days, for his guidance and assistance in helping MATA get on the right path. The routes listed in the resolution are CMAQ-funded routes. This is a new grant opportunity for MATA. This is not monies that we can move around for other programs. It is given to MATA for definitive purposes. Mr. Vergos moved that the Resolution be put on the floor for discussion. Ms. Taylor seconded the motion. There were no questions or comments. Resolution No. 17-03 was unanimously approved.

### **Financial Report**

**December, 2016**

**Gil Noble, CFO**

Revenues are slightly ahead of budget primarily due to state funds that MATA was able to draw down earlier than we had budgeted. Expenses were favorable to budget by \$1.2MM over the six months, which is largely due to salaries. This is a combination of more retirements and terminations than we had budgeted, and we are slower in filling budgeted positions.

Passenger Fares have not done as well within the first six months. Ridership has been down and that's reflected in our passenger fares for the six months period of time. It is roughly 13% below budget and below last year. This unfavorable variance in year-to-date revenues is offset overall by having received the state funds earlier.

Mr. Noble stated that Banks, Finley and White completed MATA's FY16 Audit, and a copy of the report was sent to the MATA Board. He stated there were no Audit Findings for FY16 which makes three consecutive years that MATA has not had any audit findings. Mr. Noble stated there were a couple of significant

adjustments related to a new GASB standard. There were two large adjustments which reduced FY16 expenses: the first one had to do with pension expenses which were actually paid, but according to GASB it should not have been shown as an expense yet. The other one has to do with MATA's OPEB expenses. Mr. Noble stated that MATA has a liability that is projected at \$80+MM overall, but the Actuaries projected that as of June 31, 2016, the liability balance needed to only be at \$31MM dollars. This ended the Financial Report.

**Questions:** Mr. Vergos questioned the reasoning for the significant drop in passenger fares. Mr. Noble stated that he is not sure, but did speculate a few things that might be contributing factors for the decline. However, we don't feel like we have gotten our hands around all that is impacting the drop. Mr. Rosenfeld stated that ridership is trending down, and is consistent with the downward trend in passenger fares. Mr. Rosenfeld stated the general economy is likely having an adverse effect on the ridership. The idea behind the universal pass, and other fare collection methods are important to the community and we will be discussing this more with the Board; however this implementation could be years out.

Mr. Noble stated that our cash flow is seasonably solid right now, but the second half of our fiscal year is heavily reliant on the federal funds that we are projecting. We learned that apportionments had been issued via the federal registry which is earlier than last year. This means that MATA may *not* have to use the bridge funding from the City because we may get the funds earlier. However, to protect ourselves we did ask the City to authorize MATA for bridge funding up to \$6MM, and hope this will be approved by Memphis City Council in mid-February. In mid-March we will determine whether MATA will need to utilize the City's bridge funding.

**SPEAKERS:**

- **Cynthia Bailey - Co-Chair MBRU**

There are still some issues with the 31 Crosstown. She stated that MBRU now has 3000 signatures to support their concern. Ms. Bailey stated that she does not understand why it is being said that MATA needs more funding and MATA is constantly hiring new drivers. On-time performance is hard to meet because there are not enough buses on the streets. Ms. Bailey's main concern is she would like to get a count on how many buses are just sitting up and not running.

- **Mr. Henry Wilson – MATA Retiree**

Mr. Wilson stated that he loves transportation and now owns a transportation business. There are certain buses and certain routes that do not get ridership. Routes 42 and 46 only have morning shifts and come back and do the evening. Mr. Wilson stated that the new hotel on Elvis Presley (The Guest House) attracts many tourists and a lot of them are trying to get downtown. He suggested that the 42 and 46 routes run all day and feels this is something that MATA needs to look into. This would improve ridership and perhaps MATA could work something out with Graceland to get these buses running all day.

Mr. Healy stated that staff would follow up with both Ms. Bailey and Mr. Wilson.

**OLD/NEW BUSINESS:**

Mr. Rosenfeld mentioned that Innovative Memphis white paper will be published on the website and a Press Release should be out to the community on 1/25/17. The white paper is a study on what it is going to take to make MATA a great system. Mr. Lipinski asked that this information be sent to the Board as well.

A MATA events calendar was created with all the major MATA events that are coming up, as well as APTA Conference and TPTA meetings as well. We are asking the Board to review the calendar and make notes of all the dates. A couple of Board Meeting dates changed because of conflict with the Memphis City Council Meetings. The calendar will be updated on a regular basis. A link to the calendar will be forwarded to the Board as well.

Mr. Vergos mentioned the Governor's Transportation Budget based on gas tax as well as a local referendum on increasing sales tax. Mr. Vergos asked how much would that raise for transportation in Shelby County? Mr. Rosenfeld stated that he would get that information back to the Board. Mr. Healy stated that this is a big moment for us to really act on as a team. Mr. Rosenfeld stated that we anticipate a vote on the budget around mid-March. MATA has a meeting set



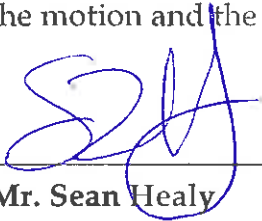
with the Shelby County delegation on March 8<sup>th</sup> and go through what our needs are and hopefully what they will support.

Mr. Vergos suggested that MATA reach out to the Board regarding the trip to Nashville, as well as keep the Board updated on the outcome of the trip.

Ms. Eskridge will make the Board aware of any Executive Sessions that will take place before the regular Board Meetings. Ms. Eskridge will also have the laminated board contact information available at the next Board Meeting pending all changes.

Next Board Meeting will be February 28, 2017 at 1370 Levee Road Board Room at 3:30 p.m.

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



---

Mr. Sean Healy  
Chairman

2/28/17 - VA

**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 17-04**

**RESOLUTION AUTHORIZING SIGNATURES ON MEMPHIS AREA TRANSIT  
AUTHORITY GENERAL LIABILITY ACCOUNT**

**WHEREAS, The Memphis Area Transit Authority (MATA) requires various bank accounts for handling financial matters having the prior approval of its Board.**

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That the following banks be approved:**

- First Tennessee Bank**
- Regions Bank**
- Tri-State Bank**
- SunTrust Bank**

**BE IT FURTHER RESOLVED That the following persons are authorized as signatories on such accounts, and are assigned to the accounts identified on Attachment A:**

- Gary Rosenfeld**
- Alvin H. Pearson**
- Gilbert I. Noble**
- Curlee Alexander**

**BE IT FURTHER RESOLVED That Linda Eskridge, designated as Board Secretary, be authorized to execute necessary signature cards to the approved banks, as identified on Attachment A.**

\*\*\*\*\*

2/28/17: [Signature]

**Res. No. 17-04**

**Motion Made By: John Vergos      SECONDED: Tommy Pacello**

**YEA: Sean Healy; John Vergos; Lauren Taylor; Andre Gibson; Tommy Pacello; Kristen Bland; Roquita Coleman**

**NAY: None**

**Approved: February 28, 2017**

**Absent at Time: Shelia Williams; Martin Lipinski**

# Attachment A

MINUTES OF 2/28/17 JEM/JAI

## Memphis Area Transit Authority Bank Accounts, Authorized Signers

February 28, 2017

Recent Balance	Account Name	Status	Online Access	Authorized Signers
----------------	--------------	--------	---------------	--------------------

### FIRST TENNESSEE BANK

\$5,534,091	MATA – Operating	Active	Yes	Rosenfeld, Noble
\$1,100,000	MATA – Clearing, Payables disbursements	Active	Yes	Rosenfeld, Noble
\$304,000	MATA – Savings interest-bearing	Active	Yes	Rosenfeld, Noble
\$1,470,000	MTM - Payroll disbursements	Active	Yes	Rosenfeld, Noble
\$121,500	MTM - Workman's Comp 3rd party-PMA Mgmt	Active	Yes	Rosenfeld, Noble
\$13,474	MATA - Radio Tower proceeds	Active	No	Rosenfeld, Noble
\$242,000	MATA Escrow: P&E Development	Active	No	Rosenfeld, Noble
	MATA - Ozone [from Valero for fare reduction]	Active	No	Rosenfeld, Noble, Pearson

### REGIONS BANK

\$1,110,000	MTM – Operating, employee-related	Active	Yes	Rosenfeld, Noble
\$1,100,000	MTM – Employee/Retiree health benefits	Active	Yes	Rosenfeld, Noble
\$1,100,000	Citibank - funds drafted to pay health providers	Active	Yes	Rosenfeld, Noble
\$1,100,000	MTM – Employee Spending	Active	Yes	Rosenfeld, Noble
\$1,100,000	MATA – State (TN) receipts	Active	Yes	Rosenfeld, Noble
\$1,100,000	MATA – General Liability, claims account	Active	Yes	Rosenfeld, Noble; Alexander [up to \$3,500]
\$1,100,000	MTM - DCP Deposits	Active	Yes	Rosenfeld, Noble
\$1,100,000	MTM - Proceeds Fund	Active	No	Rosenfeld, Pearson

### TRI-STATE BANK

\$1,100,000	MATA - c/o Retirees' Drug Subsidy refund	Active	No	Rosenfeld, Noble
\$1,100,000	MTM - Payroll Tax Deposit/Clearing	Active	No	Rosenfeld, Noble

### SUNTRUST BANK

\$1,100,000	Workers' Compensation, state-Tenn requirement	Active	No	Rosenfeld, Noble
-------------	---	--------	----	------------------



**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 17-05**

**RESOLUTION TO ENDORSE NATIONAL "DUMP THE PUMP" DAY IN  
MEMPHIS, TN ON JUNE 15, 2017**

**WHEREAS, June 15, 2017 marks the 12<sup>th</sup> annual National Dump the Pump Day as a day that encourages people to ride public transportation, as public transit powers community growth by driving economic development and revitalizing neighborhoods; and**

**WHEREAS, For every \$1 invested in public transportation generates approximately \$4 in economic returns; and**

**WHEREAS, People who ride public transportation can save, on average, \$9,312 per year, based on today's gas prices, the cost of owning a car and the average unreserved parking rate; and**

**WHEREAS, Public transportation is a \$66 billion industry that puts people to work – directly employing more than 400,000 people and creating hundreds of thousands of private-sector jobs; and**

**WHEREAS, Nearly 60 percent of public transit trips are work commutes; and**

**WHEREAS, The Memphis Area Transit Authority (MATA) will join with public transportation systems across the country and participate in the 12<sup>th</sup> annual National Dump the Pump Day on June 15, 2017 by encouraging citizens in Memphis and Shelby County and West Memphis, Arkansas to ride public transportation; and**

WHEREAS, MATA declares that public transportation is an important part of our region and provides citizens with travel options other than driving a car; and

WHEREAS, MATA declares that by using public transportation, people save money, help the environment and improve the quality of life in Memphis, Shelby County and West Memphis, Arkansas.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That the participation in the 12<sup>th</sup> annual National Dump the Pump Day is hereby authorized by offering free rides on its fixed routes, paratransit vehicles and rubber-tired trolley buses on June 15, 2017.

\*\*\*\*\*

Res. No. 17-05

Motion Made By: John Vergos      SECONDED: Tommy Pacello

YEA: Sean Healy; John Vergos; Lauren Taylor; Andre Gibson; Tommy Pacello; Kristen Bland; Roquita Coleman

NAY: None

Approved: February 28, 2017

Absent at Time: Shelia Williams; Martin Lipinski

MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS

RESOLUTION NO. 17-06

RESOLUTION TO ESTABLISH A TRANSIT FASTPASS ASSISTANCE  
PROGRAM BEGINNING MARCH 1, 2017

WHEREAS, Effective March 1, 2017 through April 30, 2018, MATA staff proposes to institute a Transit FastPass Assistance Program to provide up to 3,000 transit passes at a reduced cost or no cost to assist non-profit community programs and to improve customer service outreach and customer recovery; and

WHEREAS, MATA receives numerous requests throughout the organization for free or reduced transit pass fare assistance from various community programs most notably to assist homeless youth, veterans, at risk youth, and to support notable community fundraisers; and

WHEREAS, The program will provide a structured and documented approach for community organizations to request and receive transit pass assistance.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS, That an annual Transit FastPass Assistance Program be authorized to support non-profit community organization requests, and to improve customer service outreach to assist the Memphis community by providing access to vital community and educational services.

BE IT FURTHER RESOLVED, That the Transit FastPass Assistance Program will be administered through the CEO or his designee.

\*\*\*\*\*

Res. No. 17-06

Motion Made By: John Vergos      SECONDED: Tommy Pacello

YEA: Sean Healy; John Vergos; Lauren Taylor; Andre Gibson; Tommy Pacello; Kristen Bland; Roquita Coleman

NAY: None

Approved: February 28, 2017

Absent at Time: Shelia Williams; Martin Lipinski



MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS

RESOLUTION NO. 17-07

RESOLUTION TO AWARD A 57-MONTH CONTRACT TO CONDUENT FOR  
MAINTENANCE OF MATA'S ITS SYSTEM ON VEHICLES

WHEREAS, The Memphis Area Transit Authority (MATA) utilizes an Intelligent Transportation System of applications to manage its transit operations in the field – service vehicles, supervisor vehicles/laptops and workstations.

WHEREAS, MATA currently utilizes proprietary software from CONDUENT [formerly Xerox, formerly ACS] to integrate various technical components such as:

- Computer-aided dispatch (CAD) / Automatic Vehicle Locator
- On-board signage and security cameras
- Automatic annunciation
- Automatic passenger counters
- Radio system
- Fixed-end servers and workstations

WHEREAS, MATA staff considers CONDUENT to be the sole source for these maintenance services because it owns and configures the software, and it integrates with the current CONDUENT hardware and software system and database; and

WHEREAS, CONDUENT has provided a proposal for licenses, implementation and technical support for April 2017 thru December 2021 for a cost of \$ 2,996,668, which staff has determined to be fair and reasonable: and

WHEREAS, Operating funds are available for this project.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That a 57-month contract be awarded to CONDUENT for maintenance of the existing CONDUENT system at a cost of \$ 2,996,668.

	Amount
9 mos April-Dec 2017	472,012
Jan-Dec 2018	605,496
Jan-Dec 2019	622,296
Jan-Dec 2020	639,556
Jan-Dec 2021	657,308
Apr 2017-Dec 2021	<u>2,996,668</u>

**BE IT FURTHER RESOLVED, That the Chief Executive Officer, the Chief Administrative Officer, and the Chairman and Vice-Chairman of the MATA Board of Commissioners be authorized to execute the contract.**

\*\*\*\*\*

**Res. No. 17-07**

**Motion Made By: John Vergos                      SECONDED: Tommy Pacello**

**YEA: Sean Healy; John Vergos; Lauren Taylor; Andre Gibson; Tommy Pacello; Kristen Bland; Roquita Coleman**

**NAY: None**

**Approved: February 28, 2017**

**Absent at Time: Shelia Williams; Martin Lipinski**



**Memphis Area Transit Authority  
Memorandum**

**To:** Sheila Maclin  
**From:** Tommy Wallace, Sr. Manager of Information Technology  
**cc:** Maury Miles, Alvin Pearson, Gil Noble, Al McCoy  
**Subject:** Sole Source – ITS System Maintenance Agreement, with  
Conduent [formerly Xerox, formerly ACS]  
**Date:** February 23, 2017

This memo provides justification for sole source procurement for Conduent (formerly Xerox, formerly ACS) to continue, for another five years, its technical support and maintenance of MATA's Intelligent Transportation System of applications on vehicles and internal fixed-end Hardware. MATA purchased the ITS system from Conduent's predecessor, and utilizes the applications for transit operations in the field on MATA service vehicles, supervisor vehicles & laptops, and workstations.

The software from Conduent is a proprietary software, which the vendor configures on MATA's vehicles and other hardware, and is used to integrate various technical components such as:

- Computer-aided dispatch (CAD) / Automatic Vehicle Locator
- On-board signage and security cameras
- Automatic annunciation
- Automatic passenger counters
- Radio System
- internal fixed end hardware and software

MATA staff considers Conduent to be the sole source for these maintenance services because Conduent owns the software and maintains the applications, and it integrates with the current Conduent hardware and software system and database.

In addition, staff has determined the cost for this 57-month Maintenance Agreement contract totaling \$2,996,668 to be fair and reasonable.

	Amount
9 mos April-Dec 2017	472,012
Jan-Dec 2018	605,496
Jan-Dec 2019	622,296
Jan-Dec 2020	639,556
Jan-Dec 2021	657,308
Apr 2017-Dec 2021	<u>2,996,668</u>

**The preceding 60-month maintenance agreement [ACS] was included in the overall cost for the ITS technologies project. Following weeks of negotiation with vendor's successor [Conduent], the new agreement represents a cumulative overall 7% increase, plus it includes upgraded and properly configured hardware for servers and workstations.**

MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS

RESOLUTION NO. 17-08

RESOLUTION TO APPROVE PROJECTS USING SECTION 5310 FUNDS FOR  
ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES

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, MATA is the designated recipient of the Tennessee portion of the Memphis Urbanized Area for Section 5310 funds provided by the Federal Transportation Administration (FTA) to enhance the mobility of seniors and individuals with disabilities by removing barriers to transportation services and expanding their transportation mobility options; and

WHEREAS, MATA solicited proposals for eligible projects under the Section 5310 program; and

WHEREAS, Eight proposals were received for nine projects; and

WHEREAS, An Evaluation Committee was established with representatives of the Memphis MPO and MATA who evaluated the proposals and recommends that the following projects be funded over the next three fiscal years:

COMPANY/AGENCY	PROJECT	FUNDING
1. City of Memphis	Installation of Curb Ramps on Transit Routes	\$ 80,000 – FY17
		\$ 80,000 – FY18
		\$ 80,000 – FY19
2. City of Memphis	Installation of Sidewalk and Curb Ramps on Poplar Ave. at Overton Park	\$ 10,000 – FY17
		\$ 80,000 – FY18

3. Innovate Memphis	Call Center and Computer Equipment	\$ 267,000 – FY17
4. Meritan, Inc.	One Van	\$ 56,000 – FY17
5. Checker Cab	Three Vans for Wheelchair Taxi Service	\$ 114,000 – FY17
6. Volunteers of America of Kentucky	Two Vans	\$ 77,500 – FY17
7. Mid-South Ambulatory Services	Three Vans	\$ 116,000 – FY17
8. Evergreen Life	One Van	\$ 45,000 – FY17
9. Banks Transportation	One Van	\$ 45,000 – FY17
<b>TOTAL PER FISCAL YEAR:</b>		\$ 811,000 – FY17
		\$ 160,000 – FY18
		<u>\$ 80,000 – FY19</u>
<b>TOTAL FUNDING FOR SECTION 5310 PROJECTS:</b>		<b>\$1,051,000</b>

**WHEREAS,** If the projects are approved, the MATA staff will procure the vehicles, equipment and construction projects in accordance with MATA's Procurement Policies including formal advertisement, if required; and

**WHEREAS,** The companies that are receiving funds for vehicles will be required to enter into a lease with MATA for the use of the vehicles in accordance with FTA policy; and

**WHEREAS,** The projects will be funded by Federal funds (80%), State funds (10%) and funds provided by the successful proposer (10%).

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS** That the proposed projects recommended by the Evaluation Committee as shown above are approved.

**BE IT FURTHER RESOLVED** That the MATA Staff is authorized to procure the vehicles, equipment and the construction projects in accordance with

the procedures established in MATA's Procurement Policies including formal advertisement, if required.

BE IT FURTHER RESOLVED That once bids are received for the vehicles, equipment and the construction projects, MATA's Staff will seek approval of the contracts from the MATA Board.

BE IT FURTHER RESOLVED That MATA will enter into a lease with the various companies for the vehicles being purchased for their use in accordance with FTA policy.

BE IT FURTHER RESOLVED That the Chief Executive Officer, Chief Administrative Officer, Chairman or Vice-Chairman be authorized to execute the necessary contracts and vehicle leases.

\*\*\*\*\*

Res. No. 17-08

Motion Made By: John Vergos                      SECONDED: Tommy Pacello

YEA: Sean Healy; John Vergos; Lauren Taylor; Andre Gibson; Tommy Pacello; Kristen Bland; Roquita Coleman

NAY: None

Approved: February 28, 2017

Absent at Time: Shelia Williams; Martin Lipinski



**TO:** The MATA Board of Commissioners

**FROM:** Gary Rosenfeld, Interim Chief Executive Officer (CEO)

**SUBJECT:** RFP# 17-08, Section 5310 – Enhanced Mobility of Seniors and Individuals with Disabilities

**DATE:** February 28, 2017

Request for Proposals were mailed to 26 companies and agencies for projects funded under the Section 5310 program which is for Enhanced Mobility of Seniors and Individuals with Disabilities. These funds are made available to grantees to help remove barriers to transportation services and expand the transportation mobility options available to seniors and individuals with disabilities. This procurement was also formally advertised.

An Evaluation Committee consisting of MATA Staff and a representative from the Memphis Metropolitan Planning Organization was established to review and evaluate any proposals received. MATA received nine responsive proposals as shown below. Each proposal's proposed project, their funding request and the total points (out of a possible 400) their proposal received from the Evaluation Committee are shown:

<u>Company/Agency</u>	<u>Project</u>	<u>Funding Request</u>	<u>Points</u>
Banks Transportation	Purchase Two Vans, Three Computers and Other Equipment	\$106,000 – FY17	335
Checker Cab	10 Vans for Wheelchair- Accessible Taxi Service	\$380,000 – FY17	380
City of Memphis	Installation of Curb Ramps Along Transit Routes	\$ 80,000 – FY17	400
		\$ 80,000 – FY18	
		\$ 80,000 – FY19	



<b>City of Memphis</b>	<b>Installation of Sidewalk and Curb Ramps along Poplar Avenue at Overton Park</b>	<b>\$ 10,000 – FY17 \$ 80,000 – FY18</b>	<b>400</b>
<b>Evergreen Life</b>	<b>Three Vans</b>	<b>\$136,815 – FY17</b>	<b>370</b>
<b>Innovate Memphis</b>	<b>Call Center and Computer Equipment</b>	<b>\$267,000 – FY17</b>	<b>400</b>
<b>Meritan, Inc.</b>	<b>One Van</b>	<b>\$ 56,000 – FY17</b>	<b>390</b>
<b>Mid-South Ambulatory Services</b>	<b>12 Vans, Computer Equipment, Physical Improvement and Other Capital Items</b>	<b>\$232,000 – FY17 \$136,000 – FY18 \$118,000 – FY19</b>	<b>375</b>
<b>Volunteers of America of Kentucky</b>	<b>Two Vans</b>	<b>\$ 77,500 – FY17</b>	<b>380</b>

Staff recommends that the Board award projects for Section 5310 funding as shown below:

<u>Company/Agency</u>	<u>Project</u>	<u>Funded Amount</u>
<b>Banks Transportation</b>	<b>One Van</b>	<b>\$ 45,000 – FY17</b>
<b>Checker Cab</b>	<b>3 Vans for Wheelchair-Accessible Taxi Service</b>	<b>\$114,000 – FY17</b>
<b>City of Memphis</b>	<b>Installation of Curb Ramps Along Transit Routes</b>	<b>\$ 80,000 – FY17 \$ 80,000 – FY18 \$ 80,000 – FY19</b>
<b>City of Memphis</b>	<b>Installation of Sidewalk and Curb Ramps along Poplar Avenue at Overton Park</b>	<b>\$ 10,000 – FY17 \$ 80,000 – FY18</b>
<b>Evergreen Life</b>	<b>One Van</b>	<b>\$ 45,000 – FY17</b>

<b>Innovate Memphis</b>	<b>Call Center and Computer Equipment</b>	<b>\$267,000 – FY17</b>
<b>Meritan, Inc.</b>	<b>One Van</b>	<b>\$ 56,000 – FY17</b>
<b>Mid-South Ambulatory Services</b>	<b>Three Vans</b>	<b>\$116,000 – FY17</b>
<b>Volunteers of America of Kentucky</b>	<b>Two Vans</b>	<b>\$ 77,500 – FY17</b>

It is possible that the Committee may be able to recommend funding for the other projects at a later date as additional funding becomes available. MATA may also resolicit for more projects since other companies or agencies may need vehicles or equipment in future years.

A DBE goal was not included in the solicitation document since MATA was only requesting projects for funding. Once the Board has approved the projects for funding, MATA will then solicit bids for the construction projects and computer equipment (as required) and include DBE goals in each of those procurements. As for the vehicle procurements, DBE goals may or may not be established depending upon whether the vehicle is considered a transit vehicle or not. If the vehicle is considered a transit vehicle, the transit vehicle manufacturer will have to submit their goals to FTA in order to be placed on FTA's Transit Vehicle Manufacturer list.

Let me know if you have questions.

MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS

RESOLUTION NO. 17-09

RESOLUTION TO APPROVE DISPOSAL OF SURPLUS VEHICLES

WHEREAS, The Memphis Area Transit Authority (MATA) has one 2012 7-passenger Dodge van, seven 2002 40' NovaBus buses and one 2009 30' Gillig bus that have met their useful service life and can be disposed; and

WHEREAAS, MATA has four 2003 40' Gillig buses and one 1998 40' NovaBus bus that need to be disposed but have not met their useful service life and will require the approval of the Federal Transit Administration (FTA) before MATA can dispose of them; and

WHEREAS, MATA has received approval from FTA to dispose of 11 2005 30' Optima buses that were taken out of service before reaching their useful service life due to wiring and hydraulic issues; and

WHEREAS, It is in the best interest of MATA to dispose of said vehicles as shown on the attached Exhibit A in accordance with disposal procedures in MATA's Procurement Manual; and

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

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That the Chief Executive Officer is hereby authorized to allow the MATA Purchasing Staff to dispose of the aforementioned vehicles listed in Exhibit A in accordance with disposal procedures in MATA's Procurement Manual.

BE IT FURTHER RESOLVED That if the aforementioned method of disposing of the vehicles is unsuccessful, they may be donated to a public non-profit organization in accordance with the procedures outlined in the Procurement Manual or disposed of accordingly.

\*\*\*\*\*

Res. No. 17-09

Motion Made By: John Vergos      SECONDED: Tommy Pacello

YEA: Sean Healy; John Vergos; Lauren Taylor; Andre Gibson; Tommy Pacello; Kristen Bland; Roquita Coleman

NAY: None

Approved: February 28, 2017

Absent at Time: Shelia Williams; Martin Lipinski

**EXHIBIT A**

**VEHICLES TO BE DISPOSED**

- Van 107 – 2012 7-Passenger Dodge – Mileage 113,485**
- Bus 402 – 2003 40' Gillig – Mileage 257,451\***
- Bus 421 – 2003 40' Gillig – Mileage 310,195\***
- Bus 423 – 2003 40' Gillig – Mileage 316,204\***
- Bus 433 – 2003 40' Gillig – Mileage 299,872\***
- Bus 829 – 1998 40' NovaBus – Mileage 301,946\***
- Bus 896 – 2002 40' NovaBus – Mileage 568,669**
- Bus 899 – 2002 40' NovaBus – Mileage 633,914**
- Bus 900 – 2002 40' NovaBus – Mileage 744,761**
- Bus 901 – 2002 40' NovaBus – Mileage 559,642**
- Bus 904 – 2002 40' NovaBus – Mileage 671,870**
- Bus 909 – 2002 40' NovaBus – Mileage 575,947**
- Bus 919 – 2002 40' NovaBus – Mileage 621,867**
- Bus 1001 – 2005 30' Optima – Mileage 208,744**
- Bus 1002 – 2005 30' Optima – Mileage 152,700**
- Bus 1003 – 2005 30' Optima – Mileage 276,484**
- Bus 1004 – 2005 30' Optima – Mileage 269,443**
- Bus 1005 – 2005 30' Optima – Mileage 161,824**
- Bus 1006 – 2005 30' Optima – Mileage 146,596**
- Bus 1007 – 2005 30' Optima – Mileage 270,314**
- Bus 1008 – 2005 30' Optima – Mileage 287,325**
- Bus 1010 – 2005 30' Optima – Mileage 304,789**
- Bus 1011 – 2005 30' Optima – Mileage 270,715**
- Bus 1012 – 2005 30' Optima – Mileage 205,271**
- Bus 3005 – 2009 30' Gillig – Mileage 412,581**

**\* Requires FTA approval before bus can be disposed.**

MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS

RESOLUTION NO. 17-10

RESOLUTION AUTHORIZING THE DISPOSAL OF SURPLUS/OBSOLETE  
EQUIPMENT

WHEREAS, The Memphis Area Transit Authority (MATA) has surplus/obsolete furniture/kitchen/office furniture and fixtures that are no longer useful to MATA and is listed on Exhibit A; and

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

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

WHEREAS, If MATA is unsuccessful in disposing of said equipment in the manner stated above, then they may be sold as scrap or discarded.

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

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

\*\*\*\*\*

Rea. No. 17-10

Motion Made By: John Vergos      SECONDED: Tommy Pacello

YEA: Sean Healy; John Vergos; Lauren Taylor; Andre Gibson; Tommy Pacello; Kristen Bland; Roquita Coleman

NAY: None

Approved: February 28, 2017

Absent at Time: Shelia Williams; Martin Lipinski

**Memphis Area Transit Authority  
Resolution 17-10  
Exhibit "A"**

**FURNITURE INVENTORY**

(As of November 16, 2016)

C	Trolley Barn	Central Station	Total Items
White Padded Chairs	175	100	275
Green Padded Cushioned Chairs		159	159
Yellow Padded Cushioned Chairs		301	301
Brown Chairs	15		15
<b>Tables</b>			
4 Ft. Tables	4		4
6 Ft. Tables	1		1
8 Ft. Tables	1		1
Miscellaneous Brown Chairs	15		15
5 Ft. Tables		6	6
6 Ft. Tables		6	6
8 Ft. Tables		10	10
48 Inch Round		15	15
71 Inch Round		35	35
60 Inch Wood Round		26	26
60 Inch Wood Round (Damaged)		10	10
48 Inch Wood Round		12	12
5 Ft. Black		7	7
6 Ft. Wood		3	3
8 Ft. Wood (Old/Damaged)		5	5
			0
<b>TOTALS</b>	<b>211</b>		<b>906</b>

**CENTRAL STATION  
INVENTORY**

(as of November 22, 2016)

Items Inventoried	Quantity	Special Notes
Floor Buffers	2	(1 @ shop)

<b>Hot Water Heaters</b>	<b>2</b>	
Numerous Christmas Decorations		(2 new in box)
Table Doillies	14	
<b>Hot Water Heaters</b>	<b>2</b>	
Mops	9	
Two Wheelers	2	
50 Gallon Drum Racks	3	
Hot Box	1	
Ice Maker	1	
Microwaves	2	
Refrigerators	2	
Metal Tables	3	(HH Kitchen)
Water Hoses	3	
High Rise Lift	1	
Large Fan	1	
		(1 large, 1 small)
Coat Racks	2	
Buckets	11	
Podiums	3	
Large Tube Light Bulbs	8	(Cases)
Plants	20	(Small)
Plants	4	(Large)
Stage	1	
Sofa Tables (Marble with Metal)	3	
Recycling Bins	4	
Rolls of Carpet	4	
Extension Cords	5	
Big Wood Benches	6	
Pictures	22	
Sound Mixers	2	
Speakers	14	
Big Back Leathers Chairs	7	
Mirrors	2	
Cabinets	2	
Garbage Cans	26	
Ladder 8 Ft	3	
Ladder 7 Ft	1	
Ladder 12 Ft	1	
Sinks	5	
Portable Air Conditioner	1	



Chair Doilies	10
Ice Coolers	5
Cart	1
Vacuum Cleaners	2
Dust Pans	3
Mop Buckets	3
Dust Mops	2
Rugs	2
Wood Counter Tops	3
Projector Screen	1
Surveillance Cameras	3 (located in office)
Copy Machines	1 (located in office)
Computer	1 (located in office)
Desks	5 (located in office)
Coffee Makers	2 (located in office)
Small Refrigerator	1 (located in office)
Printer	1 (located in office)
Brushes	4
Televisions	2
Radio	1
"Wet Floor" Signs	3
Toilet Bowl Brushes	3
Toilet Plunger	

**INVENTORY LIST FOR CENTRAL STATION APARTMENTS  
(as of December 9, 2016)**

<b>Items inventoried</b>	<b>Quantity</b>	<b>Special Notes</b>
Queen Size Beds	3	
Microwaves	2	
Lamps	5	
End Tables	4	
Coffee Tables	2	
Televisions	3	
Couches	2	
Dining Room Table	1	
Dining Room Chairs	4	
Office Desks	2	
Red Chair	1	
Brown Chair	1	
Printers	3	
Cable Boxes	2	
Coffee Maker	1	
Clear Office Mats	2	
Towel Racks	2	
Set of Dishes	1	
Modems	2	
Night Stands	4	
Picture	1	
Clock	1	
Vaccum Cleaner	1	
Broom	1	
Mirror	1	
Queen Size Bedding (Sheets and Spreads)		
Sets	3	
Dressers with Mirrors	3	
Black Folding Chair	1	
Set of Table Coasters	1	
Plants	3	
Remote Controls	2	
Television Antenna	1	

Six – Maytag Washers – MAT12PDLAW  
Six – Maytag Dryers Gas – MLG23PRFWW