

MEMPHIS AREA TRANSIT AUTHORITY

1370 Levee Road
Memphis, TN 38108

Telephone: 901-722-7100 www.matatransit.com

Gary J. Rosenfeld
Chief Executive Officer

Board of Commissioners

John Vergos – **Acting Chair**

Martin Lipinski – **Vice Chair**
Shelia Williams
Roquita Williams
Kristen Bland

Janice Holder
Michael Fulton
Tommy Pacello
Robert Clark

Board of Commissioners Meeting Agenda
MATA Facility – 1370 Levee Road
September 24, 2019
3:30pm

- | | | |
|-------|--|------------------|
| I. | Call to Order | John Vergos |
| II. | Board Roll Call | Linda Eskridge |
| III. | Approval of August 27, 2019 Board Minutes | John Vergos |
| IV. | CEO Report | Gary Rosenfeld |
| V. | Consent Agenda Item(s) | John Vergos |
| VI. | Procurement Agenda Item(s) | Gary Rosenfeld |
| | a) Resolution to Award a Contract to Heavy Duty Lift and Equipment, Inc. to Purchase Four Sets of Drive-On Lifts -Res. No. 19-41 | |
| | b) Resolution to Award a Contract to Marlene Connor Associates, LLC for Mobility Planning Services -Res. No. 19-42 | |
| VII. | Finance Agenda Item(s) | |
| | • July Financial Report | Bernhard Rudolph |
| VIII. | Speaker(s) Acknowledgement | Lawson Albritton |
| IX. | Old/New Business | John Vergos |
| | • Dedication of Bus in memory of Mr. William Hudson, Jr. | |
| X. | Adjournment | John Vergos |
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CALL TO ORDER: A regular meeting of the MATA Board of Commissioners was called to order by Acting Chair, John Vergos at 3:30 p.m. on Tuesday, August 27, 2019 at 1370 Levee Road Board Room.

BOARD ROLL CALL:

Present: John Vergos; Martin Lipinski; Shelia Williams; Michael Fulton; Kristen Bland; Roquita Williams

Absent: Janice Holder; Robert Clark; Tommy Pacello

Quorum: Yes

Staff: Lawson Albritton, Senior Administrative Officer; Linda Eskridge, Board Secretary; Kitty Hood, Driver; John Lancaster, Director of Planning & Scheduling; Maury Miles, Director of Grants and Procurement; Alvin Pearson, Chief Operations Officer; Gary Rosenfeld, Chief Executive Officer; Bernhard Rudolph, Chief Financial Officer; Christine Walton, Driver

Guests: Kenny Bonds, Citizen for Better Service; Chantel Bonds, Trolley; Beauregard Frierson, Rider; Marcellus Gunn, ATU Local 713; Kitty Hood; Johnnie Mosley, Citizens for Better Service; Betty Robinson, MBRU; Tonya Shelton, Citizen; Sandy Smegelski, MICAH; Jordan Smith, Memphis MPO; Allen Stiles, MICAH; Nick Warren, Memphis MPO; James Washington, MICAH; Henry Wilson, Retiree; Michael Wilson, ATU Local 713

Approval of the July 23, 2019 Minutes: Motion made by Ms. Roquita Williams and seconded by Ms. Shelia Williams. Minutes were unanimously approved.

CEO Report – Gary Rosenfeld

- MATA has received lots of media coverage over the last month. One of the positive programs that we have gotten started and moving is the Shelby County School Bus Program. Shelby County committed to 3000 bus passes for high school aged students. Applications are at the schools to determine which students receive the passes. The interesting facet of this program is it comes with passes for parents and guardians as well. These are unlimited bus passes and kids can other places other than school. MATA will receive \$100 per student and there are no restrictions on the passes.
- Gary appeared on Behind the Headlines. He stated it is good to have the visibility and make sure public transportation is in the headlines. Channel 24's Mack Matthews came up with a great headline that states "We are in the middle of transportation history and it's felt by everybody, even if we've never taken a bus." We need to work hard to make sure that headline becomes reality.

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- Mr. Mosley had a nice piece in the Daily Memphian, and although we may not agree on all the points that were made, he rightfully pointed out that frequency is the king in public transportation and we need to do all we can to get funding necessary to provide greater frequency on transportation routes. MATA welcomed his comments and responded as well.
- The Groove Shuttle got started from Harbor Town to the Medical District and to schools in the area. It is open door to our regular customers as are other routes. The route is employer-funded. It engages a whole different additional group of people to enjoy the benefits of public transportation. MATA will get all the standard data from the shuttle.
- New Flyer stopped by with their Electric Buses. MATA did some baseline testing to help us see how we will design specifications for the Electric Bus Program. They were here for two days but our RFP process will have our vendors provide several weeks of service to test the product when we get ready to purchase.
- New MATAplus buses are here and should have started service this week. They are nice and roomy and will help us to continually improve the process for our special needs customers.

Mr. Rosenfeld updated the Board on the Statistical Report.

- There were 18 operators; 2 trolley operators; and 45 Mataplus operators that received 90% or greater OTP

Mr. Rosenfeld updated the Board on future meetings and travel.

- The MATA Rodeo will take place on September 5th for maintenance, September 6th for retirees and September 7th for operators. There will be a Health and Wellness fair with about 30 vendors on hand. There will also be a barbeque cooking contests.
- MATA will Stuff a bus on September 12, on behalf of the Memphis Food Bank. It's all about people helping people in need and has been a good program for the last several years. It will take place at Poplar Plaza. They will also accept cash.
- The next MATA Board Meeting will be held at the Pine Hill Community Center at 973 Alice Ave on September 24, 2019 at 3:30pm.
- Lastly, Mr. William Hudson, Jr. MATA's long-time employee and general manager passed away this week. He leaves behind quite a legacy and we wish the best for his family.

Questions: Ms. Bland asked what is done in a situation where drivers are reported for passing up a passenger. Gary stated if it is verified, there is a customer recovery process and we will often issue a free bus pass for that day.

Consent Agenda Item(s)

- a) Resolution Authorizing the Disposal of Surplus/Obsolete Computer Equipment Items – Res. No. 19-36

Discussion: Mr. Rosenfeld presented this resolution to the MATA Board. MATA has 37 computers that are outdated, in many cases these are servers that are operating on Windows 2003.

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We have computer equipment on a 10-year replacement cycle, which is probably twice as long as it should be, but with finances being as they are, we have to live within that opportunity. Ms. Bland moved that the resolution be moved to the floor for discussion. Ms. Shelia Williams seconded the motion. There was no discussion on the item. **Resolution Passed.**

- b) Resolution to Extend an InterAgency Agreement Between the University of Memphis and MATA for Updating Transit Asset Management Program and Related Tasks – Res. No. 19-37

Discussion: This is a part of the Transit Asset Management Plan, which is a new requirement of FTA. The first plan was submitted last October. No issues were found with the Plan. The Transit Asset Management Plan helps us define what the state of good repair is with our fleet. This year the plan will be expanded to include facilities. Last year we did the buses, this year we will do the facilities and major systems within the facilities. FTA will review the Plan as part of the Triennial Review process. Ms. Bland moved that the resolution be moved to the floor for discussion. Ms. Shelia Williams seconded the motion. There was no discussion. Mr. Lipinski stayed his vote because this involves his employer. **Resolution Passed.**

Service and Development Agenda Item(s)

- Update on Golf Carts on the Main Street Mall

At the August Board Meeting there was some discussion regarding safety aspects of golf carts on the mall. Trips for tips bus service met with the Downtown Memphis Commission and was informed that they don't regulate that group, and it is a city permit process, so MATA is looking more into that. Downtown Memphis Commission shares our concern with respect to safety and we will continue down that path and try to figure out what the requirements are. Our big issue is safety. No vote is required on this item. Mr. Vergos stated that his thoughts were more of a concern with scooters downtown. The Downtown Memphis Commission is working with the Engineering department to better manage the scooters.

Procurement Agenda Item(s)

- a) Resolution to Award a Contract to nMomentum Corporation for On-Board Wireless Routers
-Res. No. 19-38

Mr. Rosenfeld presented this resolution to the MATA Board. As part of our beginning process of deploying our next generation fare collection system we have to upgrade the communications on our vehicles and the first step is to put the wifi routers onboard our buses. This will connect our next generation fare system, the ticket validators, fareboxes, and the security cameras, and the vehicle health monitoring all through one communications portal. A by-product of that is that we will also be able to offer wifi on buses for our passengers. Staff is asking for approval on the first step of the agreement and would encourage approval on this contract.

Mr. Lipinski moved that the resolution be moved to the floor for discussion. Ms. Shelia Williams seconded the motion. Mr. Rosenfeld mentioned that the vendor indicated that they will probably be able to deliver four months from Notice to Proceed, which would be a nice holiday present for our passengers. **Resolution Passed**

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b) Resolution to Award a Contract to AmericanEagle.com to Purchase a Next Generation Fare System -Res. No. 19-39

Discussion: Mr. Rosenfeld stated that the next step in the process alluded to before is the new Fare Collection System. This is the account-based system that will help us manage and operate the fare collections.

There are two pieces to this, the fareboxes have new technology that enables users of devices to pay with their phone. Tap cards will be available by vendors throughout the city. The system will also allow us to do fare capping. Today our most vulnerable passengers pay fares on a daily basis, because they do not have the cash flow that would allow them buy monthly passes. This system will allow us to deal with those types of issues. This system will also allow us to tailor different fare programs for employees and different agencies. It will change the nature of how we collect fares from a transaction to an account. It offers a whole new level of opportunity. Ms. Shelia Williams moved that the resolution be moved to the floor for discussion. Ms. Bland seconded the motion. Mr. Vergos asked based on the presentation done about two months ago in which MATA ended up rejecting the company, how does this operate. Mr. Rosenfeld stated the piece we rejected was the account-based to back office part of it. He also stated a couple of months ago the Board authorized him to enter into negotiations with that group, but we failed to reach the group and we rescinded it. We went back into the bidding process again. The process changed slightly because we had already awarded the farebox piece. We narrowed the scope focus and we were able to get a couple of other vendors to participate. Since we already awarded the farebox piece, we did not have to have someone figure out a partnership with a farebox company, which is why this company didn't participate in the first round. Mr. Rosenfeld gave an update on American Eagle's background. He stated they are more than capable of providing services that will easily handle the amount of transactions we have on a daily basis. They do other transit companies as well. **Resolution Passed**

Finance Agenda Item(s)

a) Resolution to Approve Operating Budget for Fiscal Year 2020 – Res. No. 19-40

Discussion: Mr. Rosenfeld stated that the Budget was presented to the Board Finance Committee last month. The committee voted to move the budget to the full Board for their recommendation. Ms. Shelia Williams moved that the resolution be moved to the floor for discussion. Ms. Bland seconded the motion. There was no discussion. **Resolution Passed**

a) Financial Report - Bernhard Rudolph

Mr. Rudolph presented the June 2019 Financial Budget. The end of the year is pretty much on target within a couple of \$100,000 targets, other than the two big year-end accruals, one for insurance claims and the other is peak time off. Out of the \$1.6MM that were off from budget, \$1.4MM of those were within those accruals. Overall, we are tracking very close to budget. On a cash basis, we are looking good and will actually be paying back the city's \$6.7MM Bridge Loan this week. We are looking good until the end of the year.

Even though the July Financials are not presented in this budget, we are tracking well for the first month of FY20. Mr. Rudolph will be presenting the July budget next month. Kristen Bland asked if there are more grants or financial infusions anticipated before the end of the year. Mr. Rudolph stated that we are still putting into the feds for the last months of FY19, the monies that are coming in.

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The first part of the year is all City money we are using. federal monies come later. We have to get the Bridge Loan to get us to where we get the federal money. Mr. Rosenfeld stated that the federal budget, although the Congress has agreed to a number with the President, now comes the appropriation, which is why he will be going to Washington next month for appropriation and reauthorization discussions.

Speakers:

Mr. Johnnie Mosley, 1150 Pelican Lane, Memphis, TN 38109 – RE: Tribute to Mr. William Hudson, Jr. Mr. Mosley and Mr. Hudson maintained a mutual respect for each other in spite of any differences. Mr. Mosley's mother was an advocate of MATA before she passed away. Mr. Mosley stated that before Mr. Hudson retired, he sent a letter to the past Chairman of the Board asking that a bus be named in honor of Mr. Hudson along with his profile. Mr. Mosley would like to see this happen. He stated just as we worked to get a bus named after Mr. John Smith, who was the first black driver, he would like to see this done with Mr. Hudson. Mr. Hudson wanted nothing but the best for ridership. Though he went through the ranks at MATA, he was a good operator as well.

Mr. Vergos stated that one thing that he would say about Mr. Hudson is he was always a gentleman and he was always kind and courteous to the Board as well as the riders.

Mr. John Haas, On Track Group of TN, 6658 Bent Birch Cove, Memphis, TN 38115

Re: Scooters, Bikes and Amtrak Station

Mr. Haas had questions regarding scooters, bikes and the Amtrak station. 1) He has encountered of questions about getting to the train station as there is a lot of construction going on. He asked if anyone has a completion date for the station. 2) Are we encountering the participation rate and the use of the bike pads as we expected. 3) A lot of cities are doing away with scooters. Many scooters are tossed in lakes and other disposal areas, as well as causing some personal injuries. Mr. Haas would like to know how things are trending in Memphis with the scooters. He would also like to know if statistics are being gathered on the usage of the bike pads as well as on the trending of the scooters. Mr. Rosenfeld stated we have been advised that the completion of the Train Station is late September. Regarding the bike pads and scooters, those questions need to be directed to the City Engineering department as they are the ones that manage and track those questions.

Mr. Michael Wilson, Business Agent Local 713 – Re: The state of the company and safety shields

Mr. Wilson stated that MATA use to be one of the best companies to work for. He came under Mr. Hudson and he was a real fair man, he loved this company as well as the driver. Mr. Wilson stated that now employees are under constant scrutiny, and a hostile work environment. We have a lot of serious issues like buses not getting out, morale is low, employees walking on eggshells, operators have been assaulted and spit on. There has been no input on the shields but was told they were ordered, and we need and would very much like a status on the shields.

Mr. Henry Wilson, Retiree - Re: Schedules

Mr. Wilson stated that he talked to MBRU and they stated they had buses they were waiting on and was told the bus was late, but it never left the property. He mentioned the bus going to Mud Island with three people aboard and he feels that is a waste.

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The bus should be put out in the streets for people that have to go to work and stop telling them that the bus has left the lot because MATA is short on drivers. Drivers are being terminated for little or nothing. The people in upper management need to be retired and get some people that want to do the job. The Board needs to say no sometimes as it is ok to disagree.

Mr. Vergos stated that there are procedures for any member of the union to go through and they are written in the contract. You can speak to the Board, but the Board has no jurisdiction over this type of issue, as it should be taken up through the union.

Tonya Shelton, 1431 Blueberry, Memphis, TN Re: Scheduling Complaints

Ms. Shelton mentioned the comment made by Mr. Vergos about the procedure to file a grievance. Ms. Shelton stated we are not talking about grievances. She stated that if riders are out there waiting on the bus and it doesn't show up it is because they do not have a driver. This is a public concern. The number one thing we are to do is take care of the public, but the buses are not going out. Ms. Shelton asked the question since the Board is aware that the buses are not going out, what do they intend to do about it? She stated that she could take it to the news media but is giving the Board an opportunity to answer. She stated that she asked the Board to check the records from the last meeting of which she stated the buses were not going out. She also stated that if she is not reporting this information to the correct body, let her know where she is supposed to take her concerns.

Allen W. Stiles, 1018 E. McLemore, Memphis, TN 38106 Re: Bathroom Facility at HTC and Bus Information

Mr. Stiles stated that he doesn't know who designed the bathroom facilities at HTC, but they do not have seats on them and that needs to be looked at and something done about it. The other issue is calling to check on a bus schedule of which he has difficulty understanding the person on the phone. They say the bus will be there at a certain time, but they don't always get there. He stated other than that, most of the drivers are courteous. Mr. Stiles realizes the bus is not supposed to stop if you are not at a bus stop and some operators stated they would get in trouble if they do so.

Chantel Bonds, 2848 Shady Oaks, Memphis, TN Re: MATA Trolley

Ms. Bonds is a trolley driver and stated that the seats on the trolleys are very uncomfortable and you cannot adjust them, some are broken or worn out. She stated they are causing back problems for her and other operators as well.

Old/New Business

The next regularly scheduled Board Meeting is slated to be at the Pine Hill Community Center, 973 Alice Avenue on September 24, 2019. Notices will be posted and sent out.

John Vergos, Acting Chairman

**BOARD OF COMMISSIONERS
MEMPHIS AREA TRANSIT AUTHORITY**

RESOLUTION NO. 19-41

RESOLUTION TO AWARD A CONTRACT TO HEAVY DUTY LIFT & EQUIPMENT INC. TO PURCHASE FOUR SETS OF DRIVE ON LIFTS

WHEREAS, The Memphis Area Transit Authority (MATA) is the public transportation system serving the Memphis area and MATA's Maintenance is needing to purchase four sets of drive on lifts to service its fleet; and

WHEREAS, MATA issued an Invitation for Bids (IFB) to companies for drive on lifts; and received four (4) bids; and

WHEREAS, Three bids was responsive and one non-responsive; and

WHEREAS, Contract award is based on the lowest responsive and responsible bid; and

WHEREAS, Heavy Duty Lift & Equipment Inc. has submitted the lowest responsive and responsible bid; and

WHEREAS, The estimated cost of the contract is \$339,984 based on Exhibit A; and

WHEREAS, There is not a DBE goal for this project; and

WHEREAS, Staff recommends that a contract be awarded to Heavy Duty Lift & Equipment Inc. at a cost of \$339,984; and

WHEREAS, Funding for this contract will be provided by capital grants.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS, That a contract be awarded to Heavy Duty Lift & Equipment Inc. to purchase four sets of drive on lifts at a cost not to exceed \$339,984.

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

* * * * *

EXHIBIT A
ANALYSIS TO PURCHASE 4 SETS OF DRIVE-ON LIFTS

VENDOR	BRAND	QTY	UNIT PRICE	TOTAL PRICE	FREIGHT	INSTALLATION	ELECTRICAL INSTALLATION (OPTIONAL)	GRAND TOTAL
Herron Automotive Equipment Group	Rotary V44-32 Vertical Rise	4	\$114,511.83	\$458,047.32	\$22,902.36	\$77,400.00	\$4,200.00	\$562,549.68
Heavy Duty Lift & Equipment Inc.	Stertil Koni Sky 200-9 SM	4	\$78,996.00	\$315,984.00	\$0.00	\$24,000.00	N/A	\$339,984.00
Napa Auto Parts/GPC -Non-responsive	Rotary	4	\$57,181.26	\$228,725.04	\$0.00	\$8,200.00	N/A	\$236,925.04
OMER USA Inc.	OMER	4	\$87,650.00	\$350,600.00	\$0.00	\$18,925.00	N/A	\$369,525.00

MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS

RESOLUTION NO. 09-42

**RESOLUTION TO AWARD A CONTRACT TO MARLENE CONNOR ASSOCIATES, LLC FOR MOBILITY
PLANNING SERVICES**

WHEREAS, The Memphis Area Transit Authority (MATA) is looking for creative and effective ways to increase mobility options to connect customers to life supporting & sustaining opportunities; and

WHEREAS, Staff solicited proposals from firms to develop and implement creative and innovative mobility modes and services as requested in the RFP; and

WHEREAS, Three responsive proposals were received in response to MATA's procurement and were evaluated by the Evaluation Committee; and

WHEREAS, The Evaluation Committee determined Marlene Connor Associates LLC to be the lowest and best proposer; and

WHEREAS, The Evaluation Committee recommends that a contract be awarded to Marlene Connor Associates LLC at the rates show in Exhibit A for a total cost not to exceed \$65,980.00.

WHEREAS, MATA staff is requesting Board approval to issue task orders to Marlene Connor Associates LLC up to a total cost not to exceed \$65,980.00.

WHEREAS, Operating funds are available for this procurement.

NOW, THEREFORE BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That a contract be awarded to Marlene Connor Associates LLC at the hourly rates shown in Exhibit A.

BE IT FURTHER RESOLVED That staff is authorized to issue task orders to Marlene Connor Associates LLC up to a total cost not to exceed \$65,980.00.

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



MEMO

TO: MATA Board of Commissioners
FROM: Gary Rosenfeld, Chief Executive Officer
SUBJECT: RFP 19-25 Mobility Planning
DATE: September 24, 2019

This memo summarizes the procurement process for the services associated with Mobility Planning to assist in “reimaging” alternative transit services consistent with changes in modes and technology which are altering the public transportation industry.

The RFP was sent to four vendors, formally advertised and posted to MATA’s website. There was no DBE goal set for this procurement.

Three responsive and responsible proposals were received. MATA’s Evaluation Committee reviewed the three responsive proposals and discussed their findings based on the criteria set forth in the RFP. The proposers could receive a maximum of 400 points. The results of the evaluation committee’s evaluations were as follows:

Vendor	Total points
Nunes-Ueno / Allworld	273
Nelson Nygaard	344
Marlene Connor Associates	399

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The Evaluation Committee recommends a contract be awarded to Marlene Connor Associates at the hourly rates shown on Exhibit A. MATA Staff will issue task orders as services are needed, and the total of the task orders will not exceed the total cost of \$65,980.00.

EXHIBIT A

MARLENE CONNOR ASSOCIATES

Title	Task									Total Hours	Total Amounts	
	1 Hourly Rates	2 Establish Project Plan	3 Identify Range of Viability	4 Review Current Technology	5 Review Existing Documents	6 Prioritize Locations	7 Select Initial Project Locale	8 Complete Organizational Strategy	9 Develop Service Plan/Changes			9 Final Report & Implementation Framework
Marlene Connor	\$164.00	40	16	24	8	24	16	16	8	8	168	\$ 27,552.00
Jim McLaughlin	\$111.00	4	24	24	8	8	16	24	24	24	148	\$ 16,428.00
Michael Sanders	\$125.00	40	8	24	8	24	0	8	0	8	120	\$ 15,000.00
Travel Expenses												\$ 7,000.00
MCA Grand Total											436	\$ 65,980.00