



MINUTES OF 12/6/16 ITEM 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.

**Ronald L. Garrison**  
**Chief Executive Officer**

### **Board of Commissioners**

Sean Healy, Chairman

Andre Gibson, Vice Chairman

#### **Commissioners**

Kristen Bland

Roquita Coleman-Williams

Martin Lipinski

Tommy Pacello

Lauren Taylor

John C. Vergos

Shelia Williams

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**Board of Commissioners Meeting**  
**Tuesday, December 6, 2016 - 3:30 p.m.**  
**1370 Levee Road**

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|-------------|--|-----------------------|
| <b>I.</b>   | <b>CALL TO ORDER</b>   | <b>Andre Gibson</b>   |
| <b>II.</b>  | <b>BOARD ROLL CALL</b>   | <b>Linda Eskridge</b> |
| <b>III.</b> | <b>APPROVE November 16, 2016 BOARD MINUTES</b>                                       |                       |
| <b>IV.</b>  | <b>CEO REPORT</b>  | <b>Andre Gibson</b>   |
|             | • <b>Ronald Garrison</b>   |                       |
| <b>V.</b>   | <b>ACTION ITEMS:</b>   | <b>Andre Gibson</b>   |
| <b>A.</b>   | <b><u>FINANCE COMMITTEE</u></b>  |                       |
|             | 1. <b>Resolution to Authorize the Purchase of Diesel Fuel – Res. No. 16-41</b>       | <b>Ron Garrison</b>   |
|             | 2. <b>Resolution to Authorize the Purchase of Unleaded Gasoline – Res. No. 16-42</b> | <b>Ron Garrison</b>   |

**B. SERVICE AND DEVELOPMENT**

1. Resolution to Award a Five-Year Contract to Otis Elevator for Wheelchair Lifts and Elevator Maintenance - Res. No. 16-43 Ron Garrison
2. Resolution to Award a Three-Year Contract to Southern Tire Mart for Retread Tires - Res. No. 16-44 Ron Garrison
3. Resolution Authorizing Disposal of Obsolete/Damaged Assets Res. No. 16-45 Ron Garrison

**VI. FINANCE REPORT** Gil Noble

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

**VIII. OLD/NEW BUSINESS** Andre Gibson

- Next Board Meeting - January 24, 2017



**HAVE A SAFE AND HAPPY HOLIDAY SEASON**

**MINUTES OF BOARD MEETING  
MEMPHIS AREA TRANSIT AUTHORITY  
Regular Meeting of November 15, 2016**

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**CALL TO ORDER:** A regular meeting of the MATA Board of Commissioners was called to order by Vice-Chairman Andre Gibson at 3:30 p.m. on Tuesday November 15, 2016 at 1370 Levee Road Board Room.

**BOARD ROLL CALL:**

**Present:** Vice Chairman Andre Gibson  
Commissioners: Kristen Bland; Lauren Taylor; Tommy Pacello;  
Roquita Williams; Martin Lipinski

**Absent:** Chairman Sean Healy; Commissioners John Vergos; Shelia Williams

**Quorum:** Yes

**Staff:** Lawson Albritton, Senior Administrative Officer, Ashley Best, Contract Administrator; Linda Eskridge, Executive Office Manager; Ron Garrison, Chief Executive Officer; Nicole Lacey, Chief Communications Officer; John Lancaster, Director of Planning & Scheduling; Maury Miles, Director of Grants & Procurement; Al McCoy, Asst. Finance Director; Gil Noble, Chief Financial Officer; Alvin Pearson, Chief Operations Officer; Scarlet Ponder, Planner; Gary Rosenfeld, Chief Administrative Officer; Susan Schubert, Human Resources Director

**Guests:** MCIL/STAC Attendees:

Memphis Bus Riders Union: Cynthia Bailey; Justin Davis;  
Sammie Hunter; Betty Robinson

Amalgamated Transit Union: Willie Barber; Thomas Davidson;  
Fred Williams

Others: Kwasi Agyakwa, MPO; Rep. Suzanne Carlson, Innovate Memphis; Lyndia Crawford, City of Memphis Law Division; Dennis Lynch, Sierra Club; Lewis Patrick, MACCD

Linda Eskridge, Board Secretary, welcomed all guests to the November Board of Commissioners Meeting. Ms. Eskridge asked that everyone sign the attendance sheet. She encouraged everyone to visit the MATA website for updates on any Board Meeting changes or other MATA updates.

**APPROVAL OF SEPTEMBER MINUTES** - Ms. Taylor moved that the July Board Minutes be approved. Mr. Pacello seconded the motion, and the July Board Minutes were unanimously approved.

**CEO's REPORT - Mr. Ronald Garrison**

Mr. Garrison began his report by giving an update on the 2016 Annual TPTA Conference held in Memphis, TN October 25-28, hosted by MATA. MATA received several awards:

- Mr. Gil Noble, CFO received the Urban Manager of the Year Award
- Spirit Team of the Year Award, spearheaded by Ms. Kenya Banks, Accounting Manager;
- Mr. West Cox, Driver won Urban Driver of the Year Award.
- Operators Jonathan Crutcher won 1<sup>st</sup> Place in the 35 ft. bus competition
- Tristan Jones won 2<sup>nd</sup> Place in the Cut-away Vans competition.

There were great workshops held and Mr. Garrison stated that it was said to be one of the best State conferences in years. MATA Staff worked tirelessly in putting this conference together to help make it a success. Ms. Marlene Garrison, worked with MATA staff as Guest Coordinator. Mr. Garrison stated that MATA, working with local vendors and others, raised more money than any agency in the history of the TPTA Conference. Thanks to vendors, staff and everyone who worked so hard on the conference.

MATA received quite a few compliments on our routes, one from the City's Chief Operating officer, as well as from Memphis Center for Independent Living.

Some tremendous progress has been made in our on-time performance. We are averaging between 69% and 72% on daily fixed route on-time performance. We continue to work on some areas that need further improvement.

MATA held a job fair on October 17 and 19, 2016, which resulted in a number of new hires in fleet maintenance and bus operators.

We have eight bus maintenance new hires. MATA has only two mechanic positions vacant, which is the lowest mechanic vacancy in three years.

MATA is partnering with the ATU Local #173 to provide at least 75 coats for the young children that are in need of our help. We are inviting the Board to participate in this much needed effort. A notice will be forwarded to the Board with more information on this initiative.

The presentation included pictures of the next three Melbourne trolleys that will be rebuilt. The RFP for the trolleys is back and being reviewed. It also showed a list of trolleys that we have, as well as the ones that are being rebuilt and will be discussed in the report that we are working on for the next Board Meeting. We believe that at least 10 of our current trolleys can be rebuilt, but will know more when we take them apart.

MATA is recruiting for some very critical positions that the FTA Project Management Oversight Consultants recommended to include: Safety and Security Officer; Director of Trolley; Manager of Trolley Operations, replacing Don Forsee who is retiring after 20+ years of service with MATA. We currently have a part-time technical writer and are looking to hire a full-time technical writer.

We continue to make great progress in our facilities and this does not take away from the operational budget. These are monies that the Board has already approved in our Capital Budget. We are paying very close attention to this and using the monies in the most efficient way as possible.

This ended the CEO's Report. There were no questions.

### **KEY PERFORMANCE INDICATORS**

Mr. Rosenfeld presented reports for September and October, 2016. The On-Time Performance (OTP) for month-over-month, as well as year-over-year have improved from September through October. OTP went from 65% in September to 71% in October due to the great efforts of many of our bus operators, and mild weather.

Ridership is up slightly from September to October; however we continue to see the decline from year-over-year, this is a national trend as well. Mr. Garrison stated that we had an approximate 22% cut in service in 2013, 20% in bus and 37% in trolley and in 2014 we lost over 1.4MM in riders on the trolley system. In looking at the national trend and our system in regards to ridership, even though we are down in ridership, it does not track with the rest of the country. In other words, we should have a much greater reduction than what we have. We will bring statistics back to the Board on this.

Complaints rose slightly in September and October year-over-year, and is most likely attributable again to the fleet issue and the continued need for capital investment in our fleet.

Miles between road calls was a big drop year-over-year in October and was an increase in September. Road calls and complaints usually correlate with the other. Mr. Gibson asked if complaints are coded in a way where you can see which percentage were complaints. Mr. Rosenfeld stated that we will break this down in the future.

Accidents statistics overall slightly increased in year-over-year for September and in October, but not an alarming amount but we do need to continue to emphasize safety.

Mr. Pacello asked outside of the monthly total ridership are there targets set for the other KPI's/goals. Mr. Rosenfeld stated that we have OTP goals and we would love to see it way above the 85% in the future, but we have to set realistic steps on how to get there. Mr. Rosenfeld stated that staff will report on this in the future as well.

#### **ACTION ITEMS:**

##### **1. Resolution to Approve FY17 Section 5307 Capital Projects and State Operating Assistance - Res. No. 16-34**

**Discussion:** Mr. Maury Miles, Director of Grants and Procurement, presented this resolution to the MATA Board. He stated these are formula funds, and all the projects listed in the Memo have been included in the Transportation Improvement Program (TIP) that the MPO has adopted. The TIP is a five-year program, and MATA has funds programmed for each of these projects that we will be discussing. Mr. Miles addressed all projects and explained each one. The paratransit service and preventive maintenance service are used as operating assistance. The two amounts total \$1.4MM and \$11MM which is 93.5% of the total budget of \$13.25MM. MATA is using 93.5% of our capital funds to cover our operating expenses, which leaves MATA with \$850,000 for true capital. He stated this had been the practice in previous years. *Ms. Lauren Taylor moved that the Resolution be put on the floor for discussion. Ms. Roquita Williams seconded the motion.* She mentioned that Mr. Miles did an outstanding job in the October 14, 2016 Finance Committee Meeting in discussing the grants in detail. Mr. Miles stated that the memo behind the resolution gives an explanation of this resolution as well as all of the subsequent resolutions. Mr. Miles also mentioned that the budgeted Federal share of the Paratransit service is \$1,120,000 which will probably have to be scaled back when FTA publishes the FY17 apportionments because MATA received less than that in FY16. **Mr. Kwasi Agyakwa, with the MPO requested to speak on this item.** He stated that the subject was brought up around July on getting a ballot initiative to get more funding for transit. He stated that in a few years, another election is coming up and it would be good to be two years ahead for getting a referendum on the ballot. He stated that it would good if Shelby County provided funds to MATA.

Mr. Gibson stated that the Board does need to think about how it can address the issue of dedicated funding. Resolution No. 16-34 was unanimously approved.

**2. Resolution to Approve FY17 Section 5310 Enhanced Mobility of Senior and Individuals with Disabilities Program Funds – Res. No. 16-35**

**Discussion:** Mr. Maury Miles, Director of Grants and Procurement, presented this resolution to the MATA Board and stated that MATA is the recipient of the Tennessee portion of the Section 5310 funds that are apportioned to the Memphis Urbanized Area. The Mississippi Department of Transportation is the recipient of the Mississippi portion, and the Arkansas Department of Highways and Transportation is the recipient of the Arkansas portion. He stated that the resolution reflects the Tennessee portion of the funds. He stated there are some capital projects as well as some operating projects that are eligible for these funds. He stated that MATA is able to designate up to 10% of the Tennessee portion for project administration but felt that only \$25,000 is needed right now since MATA still has some previous years' funds available for project administration. *Ms. Bland moved that the Resolution be put on the floor for discussion. Mr. Pacello seconded the motion.* Mr. Lipinski asked if most of this is used for MATApplus. Mr. Miles stated that it is not. He stated that there are various projects and that the Board may be familiar with the fact that in the past, MATA had proposals from Metro Advantage Cab and Checker Cab where MATA has purchased wheelchair assessable taxis for their use. He stated that MATA received some proposals recently for various projects to provide service for the elderly and the disabled. He stated that MATA has also used the funds for same-day service. On the capital side there are companies that want to provide service to nursing homes, and they can apply for funds to buy their equipment as well as operating funds to operate their service. Computer equipment can also be purchased with these funds as long as it is going to be used for service to the elderly or persons with disabilities. Ms. Bland was concerned if there is good enough communications between the options as to whether an individual would need MATApplus services or cab services based on their medical needs. Mr. Garrison stated this would probably be a question for MATApplus operations. He stated that all of MATA's customers are familiar with the process of eligibility and that MATA receives calls every day from customers as well as from different agencies who assist with these services as well. Mr. Miles stated that the services provided by the cab companies can basically supplement the MATApplus services. Also if MATApplus is not available at a certain time of the day/night, then the customers could use the cab services. He pointed out that these programs give the customers more options for service. *Ms. Suzanne Carlson addressed the Board on this item.* She stated that her agency (Innovate Memphis) submitted an application in response to MATA's most recent solicitation for projects and would be happy to provide services for a One-Call Center which would provide a patient with centralized dispatching and helps them understand what their options are. She stated that it is understood that staff will be re-soliciting for Section 5310 projects and that Innovative Memphis would like to have their application to remain valid rather than having to reapply. Mr. Miles stated that should be fine and that the 5310 Projects should come before the Board at the January Meeting. Resolution No. 16-35 was unanimously approved.

**3. Resolution to Approve FY17 Section 5337 State of Good Repair Capital Projects – Res. No. 16-36**

**Discussion:** Mr. Maury Miles, Director of Grants and Procurement, presented this resolution to the MATA Board and stated that these funds are dedicated to MATA's rail system. He stated that MATA's FY17 funds that will be appropriated by Congress and apportioned by FTA are all based upon MATA's FY15 NTD Statistics. Due to the fact that our trolley system was not in service in FY15, MATA will probably receive much less Section 5337 funding. MATA established the amounts that were in the TIP with the bulk of that (about 85%) being for preventive maintenance service for the rail system. He stated the remainder is for rail facility improvements.

He stated Staff is requesting Board approval on the budget in the resolution, but once the actual apportionment is published, MATA will probably have to scale the budget back. *Mr. Lipinski moved that the resolution be moved to the floor for discussion. Mr. Pacello seconded the motion.* Mr. Gibson asked for an explanation on preventive maintenance and refurbishment. Mr. Garrison stated that preventive maintenance is regularly scheduled maintenance that is required to meet certain safety and manufacturing requirements to keep the vehicles and infrastructure in service. He stated that MATA can use the funds to rebuild or renew vehicles rather than purchasing new vehicles. **Resolution No. 16-36 was unanimously approved.** After the resolution was already approved, Mr. Lawson Albritton, the Speaker Facilitator, stated that Mr. Thomas Davidson had requested to address Resolution No. 16-36. The resolution was already approved, and Mr. Garrison stated that the resolution had been approved and closed for discussion and that he was not sure that anyone could speak on this item at this point. He stated that he doesn't know if it is legal to do so and that MATA has to be careful with the contractual relationship between the Board and the union. He stated that MATA would have to discuss this with the Legal Counsel. Mr. Davidson was allowed to ask his questions, but Mr. Garrison stated that staff would not answer the question in this meeting. Mr. Davidson asked how much money is being allocated to MATA from the MPO. He also had a serious concern with the earlier discussion of the paratransit services, and how it seems that MATApplus is on the verge of being outsourced. He stated that MATA needs to be looking into the possibly of getting more funds. Mr. Davidson agreed to talk more in depth about this with staff later.

**4. Resolution to Approve FY17 Section 5339 Bus and Bus Facilities Capital Projects**  
**-Res. No. 16-37**

**Discussion:** Mr. Maury Miles, Director of Grants and Procurement, presented this resolution to the MATA Board. He stated that the 5339 program provides formula and discretionary funds and that a discretionary grant was awarded to MATA about three month ago. He stated that both types of funds are included in the budget. The first line item is the 12 fixed-route buses which is the exact amount that MATA received from FTA. He stated the matching local funds are being provided by the City of Memphis. The last two line items on the budget are the two projects using the formula portion of MATA's funds. Staff wants to use some of the funds to refurbish some of the fixed-route buses that have met their useful life, and the remaining funds would be for bus facility improvements. Those two projects are funded at 80% Federal, 10% State, and 10% Local. *Mr. Pacello moved that the resolution be moved to the floor for discussion. Mr. Lipinski seconded the motion.* **Resolution No. 16-38 was unanimously approved.**

**5. Resolution to Approve FY17 Surface Transportation Block Grant Capital Projects**  
**-Res. No. 16-38**

**Discussion:** Mr. Maury Miles, Director of Grants and Procurement, presented this resolution to the MATA Board. He stated that the Memphis Urbanized Area receives Surface Transportation Block Grant (STBG) funds (formerly known as Surface Transportation Program (STP) funds) as well as Congestion Mitigation and Air Quality (CMAQ) funds from FHWA. He stated that MATA received some STP funds years ago for some of the transits centers and that this is the first time in a long time that MATA has received STP funds from the MPO. He explained that the first two projects (the transfer centers and the super stops) are budgeted at \$1MM. FTA would provide 80%, and the other 20% would come from the City. The other project is the refurbishment of up to five fixed-route buses budgeted at \$1MM. He stated that the MPO has approved MATA to receive funds in FY17, FY18 and FY19 and this is great news for MATA because this is additional capital funding that MATA needs to supplement its formula funding. The third project is the operating service funds for the West Memphis service. He stated the service used to be funded out of Jobs Access/Reverse Commute (JARC) funds that the



State of Arkansas received. They would give part of that to West Memphis, and West Memphis used the funds to reimburse MATA for the services provided to them. The JARC funds, as well as the New Freedom funds, were eliminated under MAP21. He stated that, fortunately, the State of Arkansas decided to give West Memphis some Surface Transportation Block Grant funds for this service.

Mr. Miles stated that all three projects are on the same budget since they are all using STBG funds. *Ms. Roquita Williams moved that the resolution be put on the floor for discussion. Mr. Lipinski seconded the motion.* Mr. Gibson asked if the \$125,000 covers the full cost of the West Memphis service. Mr. Lancaster stated that this is a portion of the total cost and that West Memphis pays MATA on a monthly basis. Mr. Pacello asked about the total estimated cost for the super stops and how many that covers. Mr. Garrison said the estimated \$30,000/stop would be on the low side of the cost. The \$125,000 covers six to eight super stops for one year, but the STBG funds are for three years. **Resolution No. 16-38 was unanimously approved.**

**6. Resolution to Award a Five-Year Contract for to Taborco, LLC for Janitorial Services at the American Way Transit Center – Res. No. 16-39**

**Discussion:** Mr. Maury Miles, Director of Grants and Procurement, presented this resolution to the MATA Board. He stated that Ms. Ashley Best is MATA's Contract Administrator for this project and is present for additional questions. He explained that MATA solicited bids for these services and received three bids with Taborco, LLC being the lowest of the three. He stated that their references were checked and all came back with good responses. Ms. Roquita Williams asked if there was any minority participation. Mr. Miles stated there was a DBE goal of 10% and that Taborco is a DBE, so this project would have 100% DBE participation. *Ms. Roquita Williams moved that the resolution be put on the floor for discussion. Ms. Taylor seconded the motion.* Ms. Bland asked if this is the same company that we currently use. Mr. Miles stated that this is a new company. Ms. Bland asked for an explanation on the variance in the cost. Ms. Best stated that the previous contract was for three years, and this new contract is for five years. It is slightly higher because it is for more years; however the cost is along the same lines on an annual cost. Mr. Rosenfeld stated MATA has also increased the hours that the American Way Transit Center is open, so that affected the cost as well. Mr. Gibson asked about the process Staff uses to determine if a company can handle a job of this size. Ms. Best stated that when the IFB was sent out, MATA required the bidders to provide three to five references. The Purchasing Staff checks the references and asks certain questions such as how they handled the work that was provided to them as well as how they handled any additional work that comes up during the project. **Resolution No. 16-39 was unanimously approved.**

**7. Resolution to Award a Contract to Gomaco Trolley Company for Body Renewal of Three W2 Melbourne Trolleys – Res. No. 16-40**

**Discussion:** Mr. Maury Miles, Director of Grants and Procurement, presented this resolution to the MATA Board. He stated that when MATA solicited proposals for companies to renew three W2 Melbourne trolleys, only one response was received (from Gomaco Trolley Company). He stated there just aren't many companies that do this type of work. He explained that MATA received some comments from other companies during the procurement process but that those companies decided not to submit a proposal. One of the companies that submitted questions is not on FTA's Transit Vehicle Manufacturing (TVM) list. He explained that companies planning to submit a proposal have to be on the TVM list in order for MATA to use Federal funds. He stated that Gomaco was not previously on this list but that they have sent in their DBE goals to FTA and are now on the TVM list. Gomaco sent in their proposal and included a fair and reasonable price. MATA asked them several questions about their proposal and received good responses. MATA believes Gomaco is a good company, and they have refurbished many of

MATA's trolleys through the years. They are reliable and have responded promptly to us over the years, and Staff feels this is a company that will renew the trolleys professionally. Staff is requesting the Board to approve this at a cost of up to \$650,000 each which is a total cost not to exceed \$1,950,000. *Mr. Lipinski moved that the resolution be moved to the floor for discussion. Ms. Roquita Williams seconded the motion.* Mr. Lipinski asked if we send the trolleys out or do they send someone here to fix them. Mr. Miles stated that we send them out. He stated they are basically going to be refurbishing the upper portion of the trolley.

He explained that MATA supplies a lot of the understructure components through the various contracts that the Board has already approved. This includes contracts with ORX for the trucks and some of the other understructure items. He stated that once MATA receives the components, MATA will ship them to Gomaco, and they will install all of those once they completely renew the upper structure. He stated that another great thing about Gomaco is that they are very helpful even after the vehicles have been delivered to MATA and are available to help during the testing process. Mr. Pacello asked where Gomaco is located, and Mr. Miles stated that they are located in Ida Grove, IA. Ms. Taylor asked about the timeframe to start this work with Gomaco. Mr. Rosenfeld stated that it would begin very soon and that Staff is hoping the work can be done with the trolleys back on the property by June 2017. Mr. Miles stated that these trolleys are being funded by CMAQ grants that TDOT approved MATA to receive. He stated that 20% will be paid by Federal funds with the City of Memphis funding the remaining 20%. Mr. Lipinski asked if the CMAQ funds would be cut since Memphis is now an attainment area, and Mr. Garrison stated they would to a great extent. He stated that MATA is working with TDOT to see what else could be done. Ms. Taylor agreed with Mr. Gibson about his concern of approving documents without seeing the overall budget for the trolley system but stated that she don't want to slow down any progress as far as getting trolleys back in service. She stated she does not want to approve any further major ticket item related to the trolley without seeing the overall operating budget since she is not comfortable with that. Mr. Garrison stated that Staff does not have all the pieces to the operating budget but that most of it has been established. He stated he would get it to the Board before the next Board Meeting. **Resolution No. 16-40 was unanimously approved.**

### **Financial Report**

#### **October, 2016**

#### **Gil Noble, CFO**

Revenues are tracking largely on budget year to date. There is a block of state funds that we had budgeted to receive by now, however we did not receive them by the end of October. We now know we will receive them in November/December. Other than that our revenues are within range of what we budgeted. Expenses are favorable by \$1.1MM dollars for the four months primarily due to the favorable impact of job positions that were budgeted but not yet filled. Additionally, we have vacancies due to more retirements, which are difficult to project. Passenger fares, reflective of ridership, are unfavorable compared to Budget and to last year.

Included in this report is a letter from the Tennessee Division of Audit addressed to our Board, similar to the one the Board received earlier for the preceding fiscal year. It is pointing out to the Board that MATA is in an increasingly negative balance sheet position – attributable to the P&L losses which we have been

booking in recent years. Losses primarily resulting from booking OPEB expense to build the OPEB liability, but lacking revenues to cover this expense. The net position is now down a negative \$(22.7)MM attributable to the OPEB liability. If we were not booking the OPEB and everything else were the same then the net position would be in a positive status. The way to avoid losses is to cover each year's OPEB expense, which is what we eventually intend to do.

It's just another spin on the same conversation we've had about insufficient revenue, as we attempt to maintain our service level as high as possible in relation to the funding level that we have. Our targeted OPEB liability is projected over \$80MM, and we will continue building to that level, by booking OPEB expense of \$5MM or \$6MM a year. So we're presently expecting our negative balance sheet position to become more negative, and we'll continue to hear from the state's department of the audit. This ended the Financial Report.

Mr. Gibson took a moment to press upon the Board the importance of the fiduciary responsibilities of this authority. He plans to educate himself on what this is about. Mr. Gibson asked if the state's Audit Department did receive the report-referenced "roster of officials", and Mr. Noble responded affirmatively. The Financial Report was accepted by the Board.

#### **SPEAKERS:**

**Mr. Lewis Patrick, Co-Chair with Dennis Lynch** on the Memphis Transportation Advisory Committee, which is a subcommittee of the Memphis Advisory Council for Citizens with Disabilities. Mr. Patrick stated that he would like to address the issue on the duplication of the committee names, but would like to discuss it with staff after the meeting is adjourned.

#### **OLD/NEW BUSINESS:**

**Airways Transit Center Property Management Agreement** - Mr. Garrison wanted to make the Board aware of this Agreement will be coming due as it is pretty substantial and we will bring it to the Board in the spring. The last one was for five years.

**Memphis Transportation Advisory Committee (MTAC)** - Mr. Garrison stated that we are accepting application to serve on this committee. We are also asking one or two Board Members that would like to help with the interview process, please let staff know and MATA will send out information on this as well. A notice will be sent to a host of entities, not just MATA staff. Ms. Taylor stated that in her opinion it would be good to involve external individuals to service

with MATA staff on the Selection Committee. Mr. Garrison stated that he welcomes any ideas from the Board on this process.

**APTA Annual Conference:** Mr. Gibson gave a brief update on from his recent travel. Mr. Gibson attended the APTA Annual Meeting and had APTA Handbooks mailed for each Board Member. This handbook is a great resource book, as well as information on our roles and responsibilities as Board Members. Mr. Gibson gave an update from the October APTA Annual Conference, of which he is serving on a couple of committees within in organization's search of a new CEO for APTA as well as assist APTA with new bylaws for the organization's new role. He got the opportunity to set in a meeting with one of the SVP of Uber. He brought up some issues that we are having in Memphis that were not being spoken to in the room such as access for people who do not have credit cards or cell phones, as well as the general access to the services. They did assure the group that there were a number of things that they are working on in regards to these services. Mr. Gibson traveled to Washington, DC to Department of Transportation for a fellowship program for public engagement, which was targeted to Board Members and advocates. He stated that he received a Transit Tool Kit that he will share with the Board that is more about being an advocate for public transportation. Mr. Gibson mentioned that he talked about forming a bylaws committee to review MATA's bylaws and update them to solidify Board committees and roles. He stated that due to his schedule he would like to begin working with that committee the first quarter of 2017, which should only include two to three meetings. Mr. Gibson moved that the Board Meeting be adjourned, and it was unanimously seconded, and the November Board Meeting was adjourned.

**MATA's next Board of Commissioner Meeting will be December 6, 2016 at the 1370 Levee Road location at 3:30p.m.**

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**Mr. Andre Gibson**  
**Vice-Chairman**

**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 16-41**

**RESOLUTION TO AUTHORIZE THE PURCHASE OF DIESEL FUEL**

**WHEREAS, The Memphis Area Transit Authority (MATA) is required to maintain an inventory of diesel fuel to ensure the efficient and continued operation of its fleet; and**

**WHEREAS, Staff projects that the requirement for diesel fuel is approximately 1,400,000 gallons per year; and**

**WHEREAS, MATA has funds available through its operating budget to purchase such diesel fuel; and**

**WHEREAS, MATA solicited bids from vendors to participate in the procurement process for diesel fuel in accordance with MATA's Procurement Manual which included the possibility of awarding a fixed-price contract for 1,400,000 gallons of low-sulfur diesel fuel and to purchase off the spot market; and**

**WHEREAS, This procurement was formally advertised; and**

**WHEREAS, MATA received five responsive and responsible offers from vendors willing to participate in both the fixed-price and the spot market procurement; and**

**WHEREAS, Staff recommends that the following companies be authorized to participate in the procurement process for both the fixed-price and the spot market procurement for a one year period:**

**Hartland Fuel Products, LLC  
JAT Oil, Inc.  
Mansfield Oil Company of Gainesville, Inc.  
Petroleum Traders Corporation  
Truman Arnold Companies (TAC); and**

**WHEREAS, MATA Staff recommends the Board authorize it to lock in a fixed-price contract for 1,400,000 gallons of low-sulfur diesel fuel with the lowest bidder from the vendors listed above on the date requested by the MATA Staff during the period of December 7, 2016 – May 8, 2017 provided the price per gallon does not exceed \$2.90; and**

WHEREAS, MATA Staff recommends the Board authorize it to purchase diesel fuel on the spot market from any of the vendors listed above during the fiscal year on an as-needed basis for quantities of diesel fuel above the amount in the fixed-price contract, and/or to lock in additional fixed-price contracts for future periods.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That the MATA Staff is authorized to lock in a fixed-price contract for 1,400,000 gallons of low-sulfur diesel fuel with the lowest bidder from the vendors listed above on the date requested by the MATA Staff during the period of December 7, 2016 – May 8, 2017 provided the price does not exceed \$2.90 per gallon.

BE IT FURTHER RESOLVED That the MATA Staff is authorized to purchase diesel fuel off the spot market during the fiscal year from any of the vendors listed above for quantities of diesel fuel above the amount in the fixed-price contract and/or to lock in additional fixed-price contracts for future periods with companies that are willing to participate.

BE IT FURTHER RESOLVED That the Chief Executive Officer, Chief Administrative Officer, Chairman or Vice-Chairman is authorized to execute the necessary documents.

\*\*\*\*\*

Motion Made By: John Vergos      SECONDED: Lauren Taylor

YEA: John Vergos; Martin Lipinski; Lauren Taylor; Andre Gibson; Tommy Pacello;  
Shelia Williams

NAY: None

Approved: December 6, 2016

Absent at Time: Sean Healy, Kristen Bland; Roquita Coleman



**TO:** MATA Board of Commissioners  
**FROM:** Ron Garrison, CEO  
**SUBJECT:** IFB 17-08, Purchase of Diesel Fuel  
**DATE:** December 6, 2016

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MATA has issued a solicitation for diesel fuel. The current contract for diesel fuel expires August 31, 2017.

Based upon the new procurement process for diesel fuel that the Board approved on February 24, 2014, MATA's Staff requested vendors to indicate if they would agree to participate in submitting quotes during the period of December 7, 2016 – May 8, 2017 for the purpose of locking in a fixed-price contract for 1,400,000 gallons of ultra-low sulfur diesel fuel. They were also asked to indicate if they would submit quotes during the year for diesel fuel off the spot market.

The five vendors listed below submitted their required certificates and stated they were willing to participate.

Hartland Fuel Products, LLC  
JAT Oil, Inc.  
Mansfield Oil Company of Gainesville, Inc.  
Petroleum Traders Corporation  
Truman Arnold Companies (TAC)

MATA's Contracting Officer determined that all five were responsive and responsible. MATA is recommending that the Board authorize Staff to obtain quotes from the vendors listed above during the period of December 7, 2016 – May 8, 2017 in order to lock in a fixed-price contract for 1,400,000 gallons of ultra-low sulfur diesel fuel. If Staff determines that the market price is fair and reasonable and does not exceed the Board-established maximum price per gallon of \$2.90, we will request the vendors to provide their best price and then lock in the price with the lowest bidder.

MATA is also recommending that the Board authorize Staff to obtain quotes during the fiscal year to purchase diesel fuel from any of the vendors listed above that are

willing to participate for quantities of fuel needed above the amount in any fixed-price contract and/or to lock in additional fixed-price contracts for future periods. Staff will review quotes received and issue a purchase order to the lowest bidder that can deliver the quantity within the required delivery time.

Please let me know if you have questions or would like to discuss.



**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 16-42**

**RESOLUTION TO AUTHORIZE THE PURCHASE OF UNLEADED GASOLINE**

**WHEREAS, The Memphis Area Transit Authority (MATA) is required to maintain an inventory of unleaded gasoline to ensure the efficient and continued operation of its vehicles; and**

**WHEREAS, Staff projects that the requirement for unleaded gasoline will be approximately 230,000 gallons per year; and**

**WHEREAS, MATA has funds available through its operating budget to purchase such fuel; and**

**WHEREAS, MATA solicited bids from vendors to participate in the procurement process for unleaded gasoline in accordance with MATA's Procurement Manual which included the possibility of awarding a fixed-price contract for 230,000 gallons of unleaded gasoline with the remaining gallons needed during the year to be purchased off the spot market; and**

**WHEREAS, This procurement was formally advertised; and**

**WHEREAS, MATA received five responsive and responsible offers from vendors willing to participate in the procurement for the unleaded gasoline for 230,000 gallons; and**

**WHEREAS, Staff recommends that the following companies be authorized to participate in the procurement process for both the fixed-price and the spot market procurement for a one year period:**

**Hartland Fuel Products, LLC  
JAT Oil, Inc.  
Mansfield Oil Company of Gainesville, Inc.  
Petroleum Traders Corporation  
Truman Arnold Companies (TAC); and**

**WHEREAS, MATA Staff recommends the Board authorize it to lock in a fixed-price contract for 230,000 gallons of unleaded gasoline to the lowest bidder during the period of December 7, 2016 – May 8, 2017 provided the price per gallon does not exceed \$2.90; and**

WHEREAS, MATA Staff recommends the Board authorize it to purchase gasoline on the spot market from any of the vendors listed above during the fiscal year on an as-needed basis for quantities of gasoline above the amount in the fixed-price contract, and/or to lock in additional fixed-price contracts for future periods with companies that are willing to participate.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That the MATA Staff is authorized to lock in a fixed-price contract for 230,000 gallons of unleaded gasoline to the lowest bidder during the period of December 7, 2016 – May 8, 2017 provided the price does not exceed \$2.90 per gallon.

BE IT FURTHER RESOLVED That the MATA Staff is authorized to purchase unleaded gasoline on the spot market during the fiscal year from any of the vendors listed above for quantities of unleaded gasoline above the amount in the fixed-price contract and/or lock in additional fixed-price contracts for future periods with companies that are willing to participate.

BE IT FURTHER RESOLVED That the Chief Executive Officer, Chief Administrative Officer, Chairman or Vice-Chairman is authorized to execute the necessary documents.

\*\*\*\*\*

Motion Made By: John Vergos

SECONDED: Tommy Pacello

YEA: John Vergos; Martin Lipinski; Lauren Taylor; Andre Gibson; Tommy Pacello;  
Shelia Williams

NAY: None

Approved: December 6, 2016

Absent at Time: Sean Healy, Kristen Bland; Roquita Coleman



**TO:** MATA Board of Commissioners  
**FROM:** Ron Garrison, CEO  
**SUBJECT:** IFB 17-08, Purchase of Unleaded Gasoline  
**DATE:** December 6, 2016

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MATA has issued a solicitation for unleaded gasoline. The current contract for unleaded gasoline expires July 31, 2017.

Based upon the new procurement process for unleaded gasoline that the Board approved on February 24, 2014, MATA's Staff requested vendors to indicate if they would agree to participate in submitting quotes during the period of December 7, 2016 – May 8, 2017 for the purpose of locking in a fixed-price contract for 230,000 gallons of unleaded gasoline. They were also asked to indicate if they would submit quotes during the year for prices for these commodities off the spot market.

The five vendors listed below stated they were willing to participate in the procurement for the fixed-price contract for 230,000 gallons of unleaded gasoline.

Hartland Fuel Products, LLC  
JAT Oil, Inc.  
Mansfield Oil Company of Gainesville, Inc.  
Petroleum Traders Corporation  
Truman Arnold Companies (TAC)

MATA's Contracting Officer determined that all five were responsive and responsible. MATA is recommending that the Board authorize Staff to obtain quotes from the vendors listed above during the period of December 7, 2016 – May 8, 2017 in order to lock in a fixed-price contract for 230,000 gallons of unleaded gasoline. If Staff determines that the market price is fair and reasonable and does not exceed the Board-established maximum price per gallon of \$2.90, we will request the vendors to provide their best price and then lock in the price with the lowest bidder.

MATA is also recommending that the Board authorize Staff to obtain quotes during the fiscal year to purchase unleaded gasoline from any of the vendors listed above that are willing to participate for quantities of fuel needed above the amount in any

fixed-price contract and/or to lock in additional fixed-price contracts for future periods. Staff will review quotes received and issue a purchase order to the lowest bidder that can deliver the quantity within the required delivery time.

Please let me know if you have questions or would like to discuss.

MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS

RESOLUTION NO. 16-43

**RESOLUTION TO AWARD A FIVE-YEAR CONTRACT TO OTIS ELEVATOR  
FOR WHEELCHAIR LIFT AND ELEVATOR MAINTENANCE**

WHEREAS, The Memphis Area Transit Authority (MATA) has to maintain 34 wheelchair lifts and one hydraulic elevator; and

WHEREAS, MATA issued a Request for Proposal (RFP) for companies to provide services to maintain upkeep of equipment; and

WHEREAS, Two proposals were received and were evaluated by MATA's Evaluation Committee; and

WHEREAS, Contract award is based on the evaluation criteria set forth in the RFP; and

WHEREAS, The Evaluation Committee has determined that Otis Elevator's proposal is responsive and responsible and recommends approval of a five-year contract with Otis at a cost of \$92,188.00 for wheelchair lift and elevator maintenance; and

WHEREAS operating funds are available for this procurement.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS, That a five-year contract be awarded to Otis Elevator for Wheelchair Lift and Elevator Maintenance at a cost of \$92,188.00.

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

\* \* \* \* \*

Motion Made By: John Vergos      SECONDED: Martin Lipiniski

YEA: John Vergos; Martin Lipinski; Lauren Taylor; Andre Gibson; Tommy Pacello;  
Shelia Williams

NAY: None

Approved: December 6, 2016

Absent at Time: Sean Healy, Kristen Bland; Roquita Coleman



**TO:** MATA Board of Commissioners

**FROM:** Ronald Garrison, Chief Executive Officer

**SUBJECT:** RFP 17-05 FIVE-YEAR WHEELCHAIR LIFT AND ELEVATOR MAINTENANCE

**DATE:** December 6, 2016

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This memo summarizes the procurement and evaluation process for the Five-Year Wheelchair Lift and Elevator Maintenance to maintain and up-keep MATA's equipment.

The RFP was sent to 22 vendors, formally advertised and posted to MATA's website. There was no DBE goal set for this procurement. The Committee reviewed the two proposals received on the criteria set forth in the RFP: qualifications and experience, RFP conformance, price, and past performance.

Each proposer had possibility of being awarded 400 points. The evaluation committee awarded Otis Elevator 365 points and Kone 336 points. The Evaluation Committee recommends the contract be awarded to Otis Elevator at a cost of \$92,188.00 for comparison sake, Kone's cost for the five year period is \$249,336.00.

**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 16-44**

**RESOLUTION TO AWARD A THREE-YEAR CONTRACT TO  
SOUTHERN TIRE MART FOR RETREAD TIRES**

**WHEREAS, The Memphis Area Transit Authority (MATA) maintain safe, reliable and cost effective transit services and is required to ensure efficient and continued operation of its fleet; and**

**WHEREAS, MATA issued an Invitation for Bid (IFB) for companies to provide four types of retread tires for a three-year period ; and**

**WHEREAS, Three bids were received and evaluated by MATA's staff; and**

**WHEREAS, Southern Tire Mart has submitted the lowest responsive and responsible bid for three-year service for retread tires at a cost of \$198,090.00 (Exhibit A); and**

**WHEREAS, Staff recommends approval of a three-year contract with Southern Tire Mart for the purchase of retread tires as shown in the attached exhibit at a cost of \$198,090.00; and**

**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 Southern Tire Mart for a Three-Year contract of Retread Tires at a cost of \$198,090.00.**

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

**\* \* \* \* \***

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

**YEA: John Vergos; Martin Lipinski; Lauren Taylor; Andre Gibson; Tommy Pacello;  
Shelia Williams**

**NAY: None**

**Approved: December 6, 2016**

**Absent at Time: Sean Healy, Kristen Bland; Roquita Coleman**

Memphis Area Transit Authority  
Procurement Division  
Bid Results - Retread Tires

Unit Price			
Year 1	Year 2	Year 3	
2/1/2017	2/1/2018	2/1/2019	
1/31/2018	1/31/2019	1/31/2020	

Extended Price			
Year 1	Year 2	Year 3	Total
2/1/2017	2/1/2018	2/1/2019	
1/31/2018	1/31/2019	1/31/2020	

Vendor:

**SOUTHERN TIRE MART**

Description	Est. Qty.					
265/70R19.5 Load Range G	220	\$83.00	\$83.00	\$85.00	\$18,260.00	\$18,700.00
305/70R22.5 Load Range H	220	\$115.00	\$115.00	\$116.00	\$25,300.00	\$25,520.00
275/70R22.5 Load Range H	30	\$98.00	\$98.00	\$100.00	\$2,940.00	\$3,000.00
12R22.5 Load Range H	120	\$125.00	\$125.00	\$126.00	\$15,000.00	\$15,120.00
Tire Disposal	150	\$5.00	\$5.00	\$5.00	\$750.00	\$750.00
Tire Repair	100	\$10.00	\$10.00	\$10.00	\$1,000.00	\$1,000.00
Tire Repair - Sectioned Tires	100	\$25.00	\$25.00	\$25.00	\$2,500.00	\$2,500.00
Total	940				\$65,750.00	\$66,590.00
						\$198,090.00

Vendor:

**WINGFOOT COMMERCIAL TIRE SYSTEMS LLC DBA GOODYEAR COMMERCIAL TIRE & SERVICE CENTER**

Description	Est. Qty.					
265/70R19.5 Load Range G	220	\$136.18	\$149.79	\$164.77	\$29,959.60	\$36,249.40
305/70R22.5 Load Range H	220	\$178.26	\$196.08	\$215.69	\$39,217.20	\$47,451.80
275/70R22.5 Load Range H	30	\$154.22	\$169.64	\$186.50	\$4,626.60	\$5,595.00
12R22.5 Load Range H	120	\$168.82	\$185.70	\$204.27	\$20,258.40	\$24,512.40
Tire Disposal	150				\$0.00	\$0.00
Tire Repair	100				\$0.00	\$0.00
Tire Repair - Sectioned Tires	100				\$0.00	\$0.00
Total Per Year	940				\$94,061.80	\$113,808.60
						\$311,335.00

Vendor:

**QUALITY TIRE & SERVICE**

Description	Est. Qty.					
265/70R19.5 Load Range G	220	\$80.00	\$80.00	\$80.00	\$17,600.00	\$17,600.00
305/70R22.5 Load Range H	220	\$130.00	\$130.00	\$133.00	\$28,600.00	\$29,260.00
275/70R22.5 Load Range H	30	\$105.00	\$105.00	\$110.00	\$3,150.00	\$3,300.00
12R22.5 Load Range H	120	\$140.00	\$142.00	\$145.00	\$16,800.00	\$17,400.00
Tire disposal	150	\$10.00	\$10.00	\$10.00	\$1,500.00	\$1,500.00
Tire Repair	100	\$10.00	\$10.00	\$10.00	\$1,000.00	\$1,000.00
Tire Repair - Sectioned Tires	100	\$40.00	\$40.00	\$40.00	\$4,000.00	\$4,000.00
Total Per Year	590				\$72,650.00	\$74,060.00
						\$219,600.00





MINUTES OF 12/6/16 IBA

## MEMO

**TO:** MATA Board of Commissioners  
**FROM:** Ronald Garrison, Chief Executive Officer  
**SUBJECT:** IFB 17-06THREE-YEAR SUPPLY OF RETREAD TIRES  
**DATE:** December 6, 2016

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This memo summarizes the procurement for a three-year supply of retread tires to maintain an on-going need for refurbished bus tires.

The IFB was sent to 13 vendors, formally advertised and posted to MATA's website. Three responsive and responsible bids were received and reviewed by MATA staff. The bids are as follows Southern Tire Mart, Quality Tire and Goodyear Tire Centers

Since this procurement is only for supplying retread tires with limited opportunities for subcontracting, the goal for participation by Disadvantaged Business Enterprises (DBE) was set at 0 %.

Southern Tire Mart was the lowest responsive and responsible bidder. Since Southern Tire Mart submitted the lowest responsive and responsible bid for a three-year contract (see Exhibit A), staff recommends the contract be awarded to Southern Tire Mart at a cost of \$198,090.00.

Subsequent to the bids being received, the Director of Bus Maintenance requested that we request the bidders to provide their cost for Tire disposal, Tire Repair and Tire repair – Sectioned Tires. Once MATA received Southern Tire Mart's bid for this extra work, their cost was still the lowest of the three bidders and is included in the cost of \$198,090.00.

**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 16-45**

**RESOLUTION AUTHORIZING THE DISPOSAL OF OBSOLETE /DAMAGED ASSETS**

**WHEREAS, The Memphis Area Transit Authority (MATA) has obsolete/damaged assets that are no longer useful to MATA and are listed on Exhibit A; and**

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

**WHEREAS, Said assets shall be disposed 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 assets in the manner stated above, then they may be sold as scrap or discarded; and**

**WHEREAS, Staff recommends that personnel employed by Mid-South Transportation Management, Inc. or First Transit, Inc. not be permitted to bid on any of the items sold by MATA.**

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

**BE IT FURTHER RESOLVED That personnel employed by Mid-South Transportation Management, Inc. or First Transit, Inc. are not be permitted to bid on any of the items sold by MATA.**

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

**\*\*\*\*\***

**Motion Made By: John Vergos**

**SECONDED: Lauren Taylor**

**YEA: John Vergos; Martin Lipinski; Lauren Taylor; Andre Gibson; Tommy Pacello; Shelia Williams**

**NAY: None**

**Approved: December 6, 2016**

**Absent at Time: Sean Healy, Kristen Bland; Roquita Coleman**

Memphis Area Transit Authority  
 Surplus Assets for Disposal  
 Prepared: December 1, 2016

**Exhibit "A"**

Item	Quan	Item	Model	Status
	1	1 Epson Plotter	Stylus Pro 9880	Not repairable
End				