



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

Chairman – Sean Healy
Vice Chairman – Andre Gibson

Commissioners

Chooch Pickard
John C. Vergos
Martin Lipinski
Roquita Coleman-Williams
Shelia Williams
Kristen Bland
Lauren Taylor

Board of Commissioners Meeting
Tuesday, February 23, 2016 - 3:30 p.m.
Benjamin Hooks Library
3030 Poplar Ave.

- I. CALL TO ORDER Andre Gibson
II. BOARD ROLL CALL & OBSERVATIONS Linda Eskridge
III. APPROVE January BOARD MINUTES
IV. CEO's REPORT Ron Garrison
V. ACTION ITEMS: Andre Gibson
A. FINANCE COMMITTEE
1. Resolution to Approve the Final Two Optional Years of the On-Call Contract with Shelby Electric Company for Rail System and Facility Electrical Service - Res. No. 16-06 Ron Garrison

2. Resolution to Amend the Nelson\Nygaard Contract to Update the Short Range Transit Plan - Res. No. 16-07

Ron Garrison

B. SERVICE AND DEVELOPMENT

None

- VI. PRESENTATION
- Midtown Alternative Analysis Funding
HDR, Inc.

VII. FINANCIAL REPORT

Gilbert Noble

- VIII. SPEAKERS
(Please fill out a Speakers' card)

Andre Gibson

IX. OLD/NEW BUSINESS

Andre Gibson

MINUTES OF BOARD MEETING
MEMPHIS AREA TRANSIT AUTHORITY
January 26, 2016

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 26, 2016 at the Benjamin Hooks Library, 3030 Poplar Avenue.

BOARD ROLL CALL:

Present: Chairman Sean Healy
Commissioners: Charles Pickard; John Vergos; Martin Lipinski; Kristen Bland; Shelia Williams; Andre Gibson

Absent: Roquita Williams; Lauren Taylor

Quorum: Yes

Staff: Lawson Albritton, Senior Administrative Officer; Alison Burton, Director Marketing/Customer Relations; Judy Ellis, Sr. Info. Technology Analyst; Linda Eskridge, Executive Asst.; Ron Garrison, Chief Executive Officer; John Lancaster, Interim Chief Administrative Officer; Maury Miles, Director of Grants & Procurement; Gilbert Noble, Chief Financial Officer; Alvin Pearson, Chief Operating Officer; Tommy Wallace, Senior Manager of IT.

Guests: MCIL/STAC Attendees: None present

Memphis Bus Riders Union: Bennett Foster; Betty Robinson; James Robinson

Others: Betty Anderson, Memphis Advisory Council/Citizens with Disabilities; Kwasi Agyakwa, MPO; Bobbie Banks, Small Planet Works; Janice Banks, Small Planet Works; Manny Belen, City of Memphis; Suzanne Carlson, Innovative Memphis; Lyndia Crawford; City of Memphis Law Division; Rick Dunning, First Transit; Stephen Edwards, City of Memphis Engineering; James F. Johnson, Small Planet Works, Inc.; Dee Leggett, First Transit; Jana Markowitz, Small Planet Works; Carlos McCloud, TDOT; Johnnie Mosley, Citizens for Better Services; Nicholas Oyler, MPO; John Paul Schaffer, Livable Memphis; Ham Smythe, Checker Cab Company

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Linda Eskridge, Board Secretary, welcomed all guests to MATA's first Board Meeting of the New Year. Ms. Eskridge also made the regular Board Meeting observations, as well as encouraged everyone to visit the MATA website for updates on Board Meeting changes.

APPROVAL OF MINUTES: Mr. Vergos moved for approval of the November and December, 2015 Board Minutes. Mr. Pickard seconded the motion. The minutes were unanimously approved.

CEO's REPORT

Mr. Ronald Garrison

Mr. Garrison began his Power Point Presentation with updates the Board on the November and December Actions.

NEW UPDATES:

- City Council voted January 19, 2016 to provide 100% local funding for Vintage Trolley purchase
- Met w/Mayor Strickland re: MATA Funding Strategy; Met w/FTA in Atlanta to discuss MATA projects; December sign-up effective December 13, 2015
- TransLoc and Uber partnered with MATA to Pioneer a new standard in public transit. We are expected to kick this off in March.
- Construction of Trolley 799 was shown, which is the trolley that the city awarded MATA \$950,000.00 of local funds to purchase. This will be a 25-year vehicle. MATA is hoping for arrival of the buses in early spring. The work is being done by Gomaco.
- MATA purchased 24 Simmi Seats for a total cost of \$20,544, to be placed at high boarding locations where there are no shelters due to space and other factors. The seats have been tested to hold over 500 lbs.

Progress Updates on 7 Priorities

Cultural Transformation – There will BE presentationS from MATA's two partners, Small Planet Works and Bailey Holzclaw Leadership later in the meeting.

Staffing – There are a number of positions that are open. We are getting very close to filling the CAO's position. We've hired a number of operators and had some promotions. Mr. Garrison took the opportunity to let the Board know that Mr. Maury Miles, who has been with MATA for 28 years, was promoted to Director of Grants and Procurement.

Maintenance - There have been some very good progress as well as some setbacks in maintenance. We have three new Gillig buses, fully functional and will be in service soon. All of the buses that were on trolley routes have been in service for some time, which gives us an additional 10 buses.

IT and ITS – Mr. Garrison asked Mr. Gil Noble, CFO to give a brief update on this project. Mr. Noble stated when we first embarked on this project a lot of the problems was in the database, which is usually a problem when trying to integrate several databases, but the scheduling department has done a tremendous amount of improvements. Trapeze came in to train the trolley staff and other users. Mr.

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Noble stated they have done a lot of work on the coverage of our signals and dead spots, and we found out there are fewer dead spots than several years ago and we are looking to address that. As it relates to trolleys, we are still looking to put a repeater to help our communications in the downtown area. Once it is cleared through the city (as we are under new administration) and get the location set at the 170 N. Main Building, we will probably have it forever, at no cost. We are looking to transition our resource management database, and going to a new version. We have been working on this transition for the last month or so. After all the W-2's and all 2015 reporting, we will transition fully to the new system. We continue to work with various outside vendors looking at our technical infrastructure to boost it up and reduce our vulnerability to outside cyber-attack. We want to assure that we are going down the right path, in consideration of the amount of money that we have to spend. Chooch asked about the progress on updating the data on the GIS geo locators stop. Mr. Garrison stated in working with scheduling and IT, they have taken these stops from 6,500 down to around 4,100. They have also geo located the stops to the proper locations vs. the middle of the intersection. We are now in the testing stage to assure we have proper data. Mr. Gibson stated great progress has been made in IT and ITS, and would like to know MATA's biggest priorities going forward. Mr. Garrison stated the fare box system is our biggest priority, as well as road call. Mr. Gibson asked is there a time table on the AVL accuracy. Mr. Pearson stated we do not have an exact time point at this time. Ms. Bland asked is Trapeze the same IT system that we will use for customer service and is it all integrated. Mr. Garrison stated that we have not been able to purchase that software, but it is all integrated. Timeframe is based on our plans to increase our operational funding next year through the city, and hopefully that would allow us to purchase the software. Right now it is being done manually by different areas and this is one of our priorities.

MATaplus - Mr. Garrison reported there is still a lot of work to be done in MATaplus. The MATaplus director's position is now vacant and we will be recruiting for that. At present, Mr. Steven Fields, Asst. Director of Transportation, who is new to the organization, has stepped up and is working with this area, along with Mr. Greg Holman, Director of Transportation to try to continue some of the improvements started by Ms. Stanko. Ms. Stanko, due to family obligations, was not able to fulfill this responsibility. The SRVS project continues to do well, with 52 customers with disabilities being transported. On-time Performance is off by a couple of points from November to December, but it is 35 points better than what it was and it is still our area of focus.

Facilities - Our facilities have received a lot of improvements. Pictures were shown to compare the differences made to improve the facility.

Trolley Services - All Stations were updated with new shuttle maps; Trolley 799 purchased and due for delivery late March, or early April, 2016; Trolley 453 rehabilitation, is about 82% done, and 25% complete on trolley 540. We are making some good progress.

ACTION ITEMS:

A. FINANCE COMMITTEE

1. Resolution to Authorize Joint Procurement Agreement for Buses from Gillig, LLC Res. No. 16-01

Discussion: Maury Miles, Director of Grants and Procurement, presented this resolution to the MATA Board. MATA entered into a joint procurement for buses for a five year period with Nashville, Knoxville, Clarksville, and Jackson, TN. The five cities thought that would allow us to get a better price for the vehicles. Three proposals were received from Gillig, New Flyer and El Dorado National.

The Evaluation Committee consisted of 12 people from the joint procurement agencies who met and reviewed the proposal. Gillig received the most points of 1,130, and Mr. Miles explained how they arrived at these points. Gillig also had the lowest price for the 40 ft. Diesel buses of \$432,611. MATA currently has funds in a grant for three diesel buses, and once MATA is able to receive its FY16 grant, MATA will be able to purchase another three more buses. We hope to be able to award the first six as part of the Board approving this Resolution. Once funds become available, and in future years, we hope to award those in increments of six each year, for a total of 30 over a five-year period. MATA plans to use formula funds, but if MATA is fortunate to receive discretionary funds, this would make the process faster. *Mr. Vergos moved that Resolution No. 06-01 be put on the floor for discussion. Mr. Pickard seconded the motion.* Mr. Vergos asked what percentage are we saving on used buses, as opposed to if we were purchasing them from an independent joint venture. Mr. Garrison stated that we would bring some prices back at the next Board Meeting. These are not BRT- type buses, but regular diesel buses. Mr. Lipinski asked if there is flexibility to go to smaller buses or BRT buses or is 40ft buses the standard as we go forward. Mr. Miles stated for this contract it would be for 40ft. buses over a five year period for a maximum of 30; however, we do have the option to purchase smaller vehicles for smaller routes, but not under this contract. Mr. Gibson asked about our bus procurement strategically, and what MATA's goals are. Mr. Garrison stated we started working on procurement model and do have part of it, but is not quite complete yet. Mr. Garrison also wants the Board and public to know that MATA's main focus this year is how we replace more buses. Part of our strategy is to increase the funding for buying new buses. **Resolution No. 16-01 was unanimously approved.**

2. Resolution to Approve Lease of Vehicles from Creative Bus Sales for MATAPlus Service - Res. No. 16-02

Discussion: Ron Garrison, CEO, presented this resolution to the MATA Board. He stated that we have had some serious problems with the MATAPlus vehicles, and had to lease 15 vans from Creative Bus Sales in June 2015 to help with the service until the vehicles that MATA purchased are received. However, the vehicles that we purchased, and that the Board approved, have been delayed, therefore, we will need to keep the leased vehicle longer, and that would take the lease cost over \$50,000. Mr. Pearson added that we are asking the Board for approval to continue leasing from the period of June 26, 2015 to June 30, 2016 at a cost of \$1,000 per month per vehicle, which is \$15,000 per month. There is a verbal agreement stating if for some reason a leased vehicle does not run they will not bill MATA for the time that it is in the shop. Creative Bus Sales have been very diligent in working with MATA. We are asking the Board for approval to continue leasing the 15 vehicles to assist us in serving our customers. *Mr. Lipinski moved that the Resolution 16-02 be moved to the floor for discussion. Mr. Vergos seconded the motion.* Mr. Pickard wanted to confirm that there is no problem with the lifts on the vehicles. Mr. Pearson stated these are standard vehicles that are being used statewide. Mr. Lipinski asked about maintaining the vehicles. Mr. Pearson stated that we do not do any heavy maintenance on the vehicles. MATA just changes the oil, and the dealer does all the heavy maintenance on the vehicles. There is a provision in the contract that we may come back to the Board on, that would allow us to use any of the lease money to go towards the purchase if we decide to purchase. **Resolution No. 16-02 was unanimously approved.**

3. Resolution to Authorize the Purchase of 75,000 Gallons of Unleaded Gasoline - Res. No. 16-03

Discussion: Maury Miles presented this resolution to the Board. Since MATA has begun operating services with the trolley buses, as well as the lease of the 15 vans, MATA has used more gasoline than we anticipated last year; therefore, MATA has purchased all the gasoline under the fixed-price contract that the Board approved the previous year has been used. The Board has already approved another contract but it will not start until August 1, 2016. Between now and August 1, MATA felt it would be a good idea to try to lock in another fixed-price contract for another 75,000 gallons of gasoline. Staff went through our procurement process, and received responses from four different firms listed on the resolution. If this resolution is approved, MATA will be asking the firms to give us their prices on a daily basis, and when MATA decides to lock in a price, MATA will notify the four vendors and ask for their price. MATA will lock in that price with the firm that quotes the lowest price for 75,000 gallons of gasoline. Staff is recommending Board's approval. *Mr. Lipinski moved that the resolution be put on the floor for discussion. Mr. Vergos seconded the motion.* Mr. Miles explained the procedure MATA goes through when it comes down to exercising the right under this contract to purchase, as asked by Mr. Vergos. Mr. Garrison also stated that we talked with some FedEx staff on the methodology of purchasing fuel and they agreed this was the best way to do it. **Resolution No. 16-03 was unanimously approved.**

B. SERVICE AND DEVELOPMENT

1. Resolution to Approve a Project with Checker Cab Company for Section 5310 Funds for Enhanced Mobility of Seniors and Individuals with Disabilities - Res. No. 16-04

Discussion: Maury Miles presented this resolution to the Board. MATA is the designated recipient of the 5310 funds for the Tennessee portion of urbanized area. MATA solicited proposals from various organizations and only received one proposal from Checker Cab for the provision to purchase vans for wheelchair-accessible taxi service. This is an eligible project under the 5310 funds. These vehicles will be used by Checker Cab to replace the vehicles they had under the New Freedom Program that have met their useful service life. If the Board approves this project, MATA will once again solicit for the vehicles and we would have to come back to the Board for that procurement. Once the vehicles are received, MATA would enter into a lease with Checker Cab for these vans for as long as they are in use for the service. The vehicles will be funded by FTA at 80%, TDOT 10%, and Checker Cab will supply the remaining 10%. *Mr. Pickard moved that Resolution No. 16-04 be moved to the floor for discussion. Mr. Pickard seconded the motion.* MATA receives a monthly report on passenger ridership, as well as a monthly maintenance report on how the vehicles are maintained. Mr. Miles explained how this program works along with MATAplus. Mr. Pickard asked if we are under any type of deadline to approve this today. Mr. Miles stated that we are not. Mr. Pickard stated that he has been hearing complaints on the service. Mr. Pickard asked Ms. Betty Anderson for some comments regarding the service, and she did state that the service on the wheelchair-accessible taxis is better than what it was; she also made other comments about some concerns with the service as well. Mr. Ham Smythe, with Checker Cab was present at the meeting and answered any additional questions from the Board. Mr. Miles stated that the cost for 10 vehicles in the past t averaged about \$35,000.00 each. These vans are eligible to be used by people other than persons with disabilities. Mr. Smythe answered several questions from the Board as well.

Mr. Garrison stated that he would like to propose working with Ms. Anderson and the disabled community as well as MATA safety staff in looking at the safety of these vehicles and making recommendations to FTA if in fact something needs to be done differently on how they are operated and how the vehicles are put together. He would like to work with Mr. Smythe and/or marketing groups so that more people are made aware of the services and get the word out. Mr. Pickard asked if the resolution is approved today, if the Board could see the logs and availability and meet with the STAC Committee on this as he is not comfortable making this decision without having met with the STAC Committee. They are supposed to be advisors to MATA on concerns and as such. Mr. Pearson stated that he could get with the STAC Committee and coordinate a meeting with Mr. Pickard and/or the Board regarding these concerns. **Resolution No. 16-04 was unanimously approved.**

2. Resolution to Approve Disposal of Surplus Vehicles – Res. No. 16-05

Discussion: Mr. Garrison, CEO, presented this resolution to the Board. This is a good news item. These are the buses that were parked over the years that we were not able to dispose of because they did not meet their useful service. In working with FTA, they are allowing MATA to dispose of these vehicles and we will make a bit of money, anywhere from \$500 to \$2,000-\$3,000 per vehicle. Most importantly we will get them off the lot and off MATA's books. This resolution is to authorize us to put these vehicles up for bid to dispose of them and has been authorized by FTA. *Mr. Vergos moved that Resolution No. 16-05 be moved to the floor for discussion. Mr. Pickard seconded the motion.* Mr. Vergos expressed his feelings about most of the buses only having 65,000 miles on them, and MATA paid full value for it. We bought buses that were approved by FTA and are allowed to spend federal funds for them. Mr. Garrison expressed the fact that it would cost about \$190,000 to put these buses back in service and MATA does not have the expertise or the manpower to do that. MATA owes the federal government about \$1.2MM for these. If we try to fix them it would cost over \$4MM. What we have worked out with them is purchasing buses with local monies would take this debt off the books. The final thing to work out with them is if we can do it by an amount or if we have to do it bus by bus. MATA is trying to be creative to come up with solutions on this. **Resolution No. 16-05 was unanimously approved.**

PRESENTATIONS

- **Bailey Holtzclaw** – Linda Bailey made a Presentation to the MATA Board on the Cultural Transformation conducted with the Senior Team and with Managers. Anna Holzclaw, the other partner in this company, was not present. This is leadership and team development experts, which help with both personal and team leadership or effectiveness. The overall goal of the leadership is to transform the culture of MATA to one of “reaching excellence together.” There were 12 interviews conducted with employees at all levels to understand the culture as well as advise workshop curriculum. A two-day Retreat was held with the senior team to discuss personal leadership styles. 360 degree assessments were done as well. The senior team came up with commitments for building trust accounts. There was one-on-one coaching and developmental goal setting as well as a one-day goal setting retreat.

The Mission that Mr. Garrison came up with was "MATA will offer the best guest experience possible to our riders every day." Another slogan that senior staff came up with was "Be our Guest." And "We Move Memphis." The team came up with three critical success factors to include: Be an employee of Choice; Improve on-time performance; and Change the way people talk about MATA. Bailey Holtzclaw had a two-day Retreat with the managers of the company as well. Ms. Baily discussed the finding of the two-day retreat with managers. She stated you cannot expect the culture to change overnight; however, a lot of good steps have been made. Evaluations of the workshop were done, and a cultural assessment was done as well.

Ms. Bailey recommended that the cultural assessment be repeated at the end of this year, and the 360 degree assessments be repeated in the next two years to track progress. Their contract is for a 2 ½ day workshop in March on communication and feedback, and another 2 ½ day workshop with topics to be determined.

- **Small Planet Works - Janice Banks** made a Presentation to the MATA Board of Commissioners on Cultural Transformation for Supervisor and Employee Development. Ms. Banks introduced members of her team that were present also. They have worked with approximately 260 operators and 12 supervisors with MATA. There was a lot of work time put in; however, change management will not happen in a year or even in two years, meaning it has to be continued and repeated. They worked to help develop standards, help to train those operators and supervisors to the standards, help to develop tool that those supervisors would need to apply the standards, and supply some metrics so that their performance could be consistently measured and feedback provided for them. There were seven sessions held with the supervisors, which were listed and discussed, as well as the Return on Investment (ROI) that MATA should see after completion of the training. Ms. Banks also talked about the changes in behavior that should be seen and expected from the supervisors. A set of Management effectiveness levels were developed so that supervisor's behavior can also be measured and monitored.

Ms. Banks talked about the key things to Customers service effectiveness and the four things that customers really want: 1) Greeting; 2) Promise of help; 3) Offer of additional help; and 4) Recommitment. The other standard that was developed is non-communications factors. This will allow supervisors to monitor the type of customer service that is ministered by their operators. Ms. Banks stated performance evaluations are usually given annual, but can be given more often.

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All of the standards are observable and manageable. Identifying Return on Investment (ROI) for MATA is very critical. Ms. Banks wrapped up the presentation with some next steps for going forward with the training. This is what they have been doing since June, 2015.

FINANCIAL REPORT

December, 2015

Gilbert Noble, CFO

Operating Revenues for the first six month are \$35.6MM and P&L Expenses are \$29.6MM of which both is close to budget. Net Operations are generally profitable in the first six months and unprofitable in the last six months.

There were three quarterly charts included to compare each quarter with Budget and with prior two years. Salaries and wages in the September and December quarters were less than budget, and the same on Healthcare cost. Services and Materials have been above budget in each of the quarters. The net of all three is within about \$100,000 of budget.

Related to our external Audit for FY15, the fiscal year ended in June, 2015. The audit was completed in December, 2015. It was combined with the city by the City of Memphis Consolidated Annual Financial Report and there are a few GASB accounting changes that the City and MATA adopted, and both made the applicable adjustments. Later we will show the Board what our FY15 looks like following these adjustments. There were no specific audit findings, so the audit is now behind us.

Mr. Noble asked for any questions. Mr. Healy asked what was driving our FY15 2nd half and FY16 1st half 'Services' expenses so much higher than everything else. Mr. Noble stated there was a lot going on at that time, and we spent considerable funds in contracted services for the trolley system and for various facilities repairs and upgrades. Mr. Lipinski asked about the variance on the Insurance line. Mr. Noble stated the insurance for the first six months is unfavorable to budget by \$126,000. MATA budgeted an amount that was comparable to what we experienced in the last three years, and the variance is primarily driven by claims by consumers, which are indeed up for the first six months. These claims have been relatively low for three years and this amount not out of line with what we experienced prior to three years ago. The Financial Report was approved.

SPEAKERS

Ms. Cynthia Bailey, Co-Chair of MBRU – Points of Concern:

- The December Bus Fire and why nothing has been mentioned in today's meeting.
- #2 Airport bus on Saturdays is overcrowded and the ramps do not work enough
- Not enough said today about public transportation, specifically buses, which is the main issue with the community. It seems to be all about the trolleys. We need to hear about the next step for the public transportation buses.
- The next time MATA receive funding, they may want to consider putting it into public transportation, instead of the trolleys and other public transportation as the cabs. That is very important to the community.

Mr. Healy stated the Board recently received an updated on the fire, which is why it was not a topic for today's agenda. Mr. Healy also stated that priority is where we are going to go for funding to get the things we need, which he feels is something that we all are very sensitive to.

He mentioned there were several places Mr. Garrison talked about getting some incremental funding that have nothing to do with the trolley, without getting bus fleet. We are way off cycle, if you think about the life cycle of management of assets, it's a target-reach environment and we have to retire some of the buses that we have, and it is all about getting some capital funding to do that, and he appreciates the work MATA is doing to get this done. He also appreciates the comments made by Ms. Bailey as well.

OLD/NEW BUSINESS

Mr. Garrison stated that the public notice piece included in the agenda under Old/New Business is definitely something we wanted to get out to the public, as well as make the Board aware of. Mr. Garrison, Mr. Lancaster, and Mr. Noble have been working on this with Suzanne Carlson, with the Innovative Team, to put together an application for new funding for buses. We want the public to know that we are not only looking at buses, but super stops for our customers as well.

Mr. Vergos asked what would be a roll out timeline for the SRTP if decided right this moment to do so, not holding anyone to the answer. Mr. Garrison stated that MATA do not have the staff to do it the right way. Mr. Lancaster is working on a timeline to put that together and is trying to work it in with next year's funding. Mr. Lancaster is also working a lot with staff as well as Nelson\Nygaard so that it can be as effective as possible, as we have been talking a lot about this.

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We are looking at if we can do all of it in September, 2016. Mr. Vergos agrees that it definitely needs to be done right, and feels that September would definitely be a great timeframe.

Mr. Gibson asked if we could go back to the full report of On-Time Performance, now that we have the IT and ITS issues under control. Incidents per mile, more system related performance reporting at the meetings. Mr. Garrison stated that we do have copies for November and December to pass out to the Board and we are looking at the data more intensely.

Next Board Meeting is scheduled for Tuesday, February 23, 2015 at Benjamin Hooks Library at 3:30 p.m. Commissioner Coleman asked staff and Board to check out the Leadership featured article of her in the February issue of the Memphis Magazine. Mr. Vergos mentioned that a premier feature of Memphis will be on the Travel Channel tonight at 8:00 p.m. Chairman Healy thanked everyone that attended the meeting and moved for adjournment.

Mr. Vergos moved that the meeting be adjourned. Shelia Williams seconded the motion and the meeting was adjourned.

Mr. Sean Healy
Chairman of the Board

MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS

RESOLUTION NO. 16-06

RESOLUTION TO APPROVE THE FINAL TWO OPTIONAL YEARS OF THE ON-
CALL CONTRACT WITH SHELBY ELECTRIC COMPANY FOR RAIL SYSTEM AND
FACILITY ELECTRICAL SERVICES

WHEREAS, On September 26, 2011, the Memphis Area Transit Authority (MATA) Board of Commissioners awarded an on-call contract to Shelby Electric Company for rail system and facility electrical services; and

WHEREAS, The contract was for three years with a two-year option; and

WHEREAS, Shelby Electric Company has performed the services under the contract satisfactorily; and

WHEREAS, MATA Staff is requesting the Board to approve the final two years of the contract.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That Years 4 and 5 of the on-call contract with Shelby Electric Company for rail system and facility electrical services is approved.

BE IT FURTHER RESOLVED That the Contracting Officer is authorized to execute the necessary documents for this approval.

Motion Made By: Lauren Taylor SECONDED: Chooch Pickard

YEA: Charles Pickard; Martin Lipinski; Kristen Bland; Shelia Williams; Andre Gibson; Lauren Taylor; Roquita Williams

NAY: None

Approved: February 23, 2016

Absent at Time: John Vergos; Sean Healy



TO: MATA Board of Commissioners

FROM: Ron Garrison, Chief Executive Officer

SUBJECT: Resolution to Approve the Final Two Optional Years of the On-Call Contract with Shelby Electric Company for Rail System and Facility Electrical Services

DATE: February 23, 2016

On September 26, 2011, the Board approved a three-year on-call contract with Shelby Electric Company to provide rail system and facility electrical services. This contract had an option for two additional years. When MATA solicited bids in 2011, Shelby Electric Company was the only bidder. Staff was already familiar with Shelby's work on the system and determined that they were a responsive and responsible bidder. Staff also reviewed their costs and determined that they were fair and reasonable.

Since the approval of the contract, Shelby has worked on various portions of the entire trolley system including the catenary system, the power substations, the Trolley Maintenance and Storage Facility and, most recently, the wiring for the trolleys. Staff is requesting retroactive Board approval for entering Years 4 and 5 since the continuity of expertise is necessary as MATA works to restart the trolley system.

MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS

RESOLUTION NO. 16-07

RESOLUTION TO AMEND THE NELSON\NYGAARD CONTRACT TO UPDATE THE
SHORT RANGE TRANSIT PLAN

WHEREAS, On November 22, 2010, the Memphis Area Transit Authority (MATA) Board of Commissioners awarded a contract to Nelson\Nygaard Consulting Associates for preparation of a Short Range Transit Plan (SRTP); and

WHEREAS, By Resolution #12-26, on June 25, 2012, the MATA Board of Commissioners approved a change order and amended the contract to a total of \$397,425; and

WHEREAS, Previous updates required execution of two additional change orders in the amounts of \$25,564 and \$11,464; and

WHEREAS, On March 24, 2014, the MATA Board adopted the Short Range Transit Plan; and

WHEREAS, This change order is required to provide additional planning assistance to implement the SRTP's recommendations and review downtown service patterns and major transfer locations; and

WHEREAS, The proposed scope of work has been reviewed and negotiated for a price of \$29,455 which staff has determined to be fair and reasonable; and

WHEREAS, Nelson\Nygaard's contract scope, fee, and schedule was previously amended administratively by change orders to \$434,453 and 48 months; and

WHEREAS, Staff recommends that the Board authorize an additional change order to Nelson\Nygaard to update the SRTP at a cost of \$29,455 which will increase the total contract to \$463,908 and 72 months; and

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That the contract with Nelson\Nygaard Consulting Associates be increased to a total of \$463,908, with the period of performance to 72 months for continuing work for the SRTP.

BE IT FURTHER RESOLVED That the Contracting Officer is authorized to execute the necessary documents.

Motion Made By: Charles Pickard SECONDED: Lauren Taylor

YEA: Charles Pickard; Martin Lipinski; Kristen Bland; Shelia Williams; Andre Gibson; Lauren Taylor;
Roquita Williams

NAY: None

Approved: February 23, 2016

Absent at Time: John Vergos; Sean Healy



TO: MATA Board of Commissioners

FROM: Ron Garrison, Chief Executive Officer

SUBJECT: Nelson\Nygaard Contract – Continuing Short Range Transit Plan Activities

DATE: February 18, 2016

In November of 2010, the MATA Board of Commissioners awarded a contract to Nelson\Nygaard Consulting Associates to assist MATA in developing a Short Range Transit Plan (SRTP). A total of four change orders has been previously executed for this contract. The first included a feasibility study to examine optimum routing for shuttle service for Overton Square; the second was for a jointly funded study with the Memphis Urban Metropolitan Planning Organization (MPO) to examine the need for transit service in DeSoto County, Mississippi; the third examined alternative bus routing scenarios for downtown Memphis; and the fourth change order was to revise the service productivity standards and plan implementation based on budget and service reductions that were implemented in the fall of 2013. Three of the change orders were administratively executed by staff since they did not exceed 10% of the original contract cost while the DeSoto County study was approved by the MATA Board due to the additional cost. Subsequently, the SRTP was adopted by the MATA Board of Commissioners on March 24, 2014.

MATA needs Nelson\Nygaard to perform additional work to update the SRTP. The objective of the additional work is to provide planning assistance to aid MATA in the implementation of the Short Range Transit Plan's recommendations, including updates of the service productivity analysis, market analysis, route development worksheet and corresponding service hierarchy in order to develop a revised set of service standards. The work will also include a review of downtown service patterns in light of recent redevelopment plans such as Central Station, St. Jude Hospital, and Bass Pro Shops, as well as a review of major transfer locations and proposed Super Stops.

The proposed fee for this additional work is \$29,455. The additional work is expected to take about three to four months to complete, but additional time has been included in the Contract to extend their time of performance through November of 2016. Section 5303 planning funds are available to fund the work. The new contract amount, including the work included in previous change orders, will be \$463,908.

Nelson\Nygaard's proposed rates for labor have increased minimally; however, the rates for overhead and profit are the same as the existing contract. MATA staff has determined that their rates are fair and reasonable and recommends approval of amending the contract to \$463,908 and extending the time of performance to 72 months. Please let me know if you have questions or would like to discuss.