



## 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, January 26, 2016 - 3:30 p.m.**  
**Benjamin Hooks Library**  
**3030 Poplar Ave.**

- |             |  |                        |
|-------------|--|------------------------|
| <b>I.</b>   | <b>CALL TO ORDER</b>   | <b>Sean Healy</b>      |
| <b>II.</b>  | <b>BOARD ROLL CALL &amp; OBSERVATIONS</b>  | <b>Linda Eskridge</b>  |
| <b>III.</b> | <b>APPROVE November &amp; December BOARD MINUTES</b>   |                        |
| <b>IV.</b>  | <b>CEO's REPORT</b>  | <b>Ron Garrison</b>    |
| <b>V.</b>   | <b>ACTION ITEMS:</b>   | <b>Sean Healy</b>      |
| <b>A.</b>   | <b><u>FINANCE COMMITTEE</u></b>  |                        |
| <b>1.</b>   | <b>Resolution to Authorize Joint Procurement Agreement for Buses from Gillig, LLC<br/>Res. No. 16-01</b>     | <b>Ronald Garrison</b> |
| <b>2.</b>   | <b>Resolution to Approve Lease of Vehicles From Creative Bus Sales for MATAPlus Service – Res. No. 16-02</b> | <b>Ronald Garrison</b> |

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

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

**VI. CHANGE MANAGEMENT - PRESENTATIONS**

- Bailey Holtzclaw – Linda Bailey
- Small Planet Works – Janice Banks

**VII. FINANCIAL REPORT** Gilbert Noble

**VIII. SPEAKERS** Sean Healy  
(Please fill out a Speakers' card)

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

**Public Notice**

"MATA has submitted two projects to the Memphis Urban Metropolitan Planning Organization (MPO) for possible inclusion in the new 2017-2020 Transportation Improvement Program (TIP) using Surface Transportation Program (STP) funding. The first project seeks \$2.5 million in STP funding to purchase up to five fixed-route buses for service expansion on key corridors as identified in MATA's Short Range Transit Plan (SRTP), the Midtown Alternatives Analysis Study, and the MPO's 2040 Regional Transportation Plan (RTP). The second project seeks \$3 million in STP funding to construct on-street transfer facilities at high volume transfer points, also referred to as "super stops" in the SRTP, Midtown Alternatives Analysis Study, and RTP. This funding will be used to install improvements such as new stations/shelters, bike amenities, pedestrian crosswalks, signalization improvements, sidewalk improvements, ticket vending machines/new fare technology, signage, and real-time information for transit customers."

**MINUTES OF BOARD MEETING  
MEMPHIS AREA TRANSIT AUTHORITY  
November 24, 2015**

---

**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 November 24, 2015 at the Benjamin Hooks Library, 3030 Poplar Avenue.

**BOARD ROLL CALL:**

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

**Absent:** Andre Gibson; Roquita Coleman

**Quorum:** Yes

**Staff:** Alison Burton, Director Marketing/Customer Relations; Linda Eskridge, Executive Asst.; Ron Garrison, Chief Executive Officer; John Lancaster, Director of Planning; Maury Miles, Sr. Manager of Grants & Procurement; Gilbert Noble, Chief Financial Officer; Alvin Pearson, Chief Operating Officer; Carl Robinson, Director of Trolley Operations & Maintenance

**Guests:** **MCIL/STAC Attendees:** None present  
**Memphis Bus Riders Union:** Bennett Foster; Betty Robinson; James Robinson; Diane Townsend

**Others:** Betty Anderson, Memphis Advisory Council/Citizens with Disabilities; Kwasi Agyakwa, MPO; Janice Banks, Small Planet Works; Suzanne Carlson, Innovative Memphis; Michelle Corbet, Memphis Business Journal; Kimberly Conley, Redwing Group; Lyndia Crawford; City of Memphis Law Division; Andrew Gafford, Rhodes College; Johnnie Mosley, Citizens for Better Services; Nicholas Oyler, MPO

Linda Eskridge, Board Secretary, welcomed all guests that were present. Ms. Eskridge also made some Board Meeting observations, as well as encouraged everyone to visit the MATA website for updates on Board Meetings.

Page 2

**APPROVAL OF MINUTES:** Mr. Vergos moved for approval of the October 26, 2015 Board Minutes. Mr. Pickard had a question regarding Resolution No. 15-36 on the

purchase of the Gamaco Trolley and the RFP. There was discussion regarding Mr. Pickard's concern and a satisfactory answer was accepted by Mr. Pickard. Ms. Williams seconded the motion. The minutes were unanimously approved.

## **CEO's REPORT**

**Mr. Ronald Garrison**

Mr. Garrison began his presentation with a couple of updates on action items from the October Board Meeting.

- 
- There was a great increase in ridership on the trolley buses versus the big green buses.
  - Trolley 799 was refurbished in 2014

## **NEW UPDATES**

- One route change was made for the December 13, 2015 service change
- Central Station redevelopment resolution was presented to the Memphis City Council on December 1, 2015, and MATA is in the process of answering questions from the city before approval.
- Nonconnah Corporate Center ridership is still doing well.
- We have potential approval of \$3.3MM for CMAQ funding and the matching funds are already in to the City Capital Improvement Program (CIP)
- MATA is working with Congressman Cohen on transit funding, working to change the language in the next Transportation Bill. Board Members assisted with this as well. As of today, it does not look very promising.
- Dr. Tom Fox was honored at the Tennessee Public Transportation Association with the Hall of Fame Award, which is the highest honor you can receive from this TPTA Association. Also MATA's employee, Mr. Marcellus Gunn received the award for the Urban Driver of the Year in the state of Tennessee. Two operators, Mr. Robert Steward and Mr. Tristan Jones, received 3<sup>rd</sup> place in the Roadeo Competition. The 2016 Conference will be held in Memphis, TN
- MATA celebrated a Veteran's Day Lunch and a salute to all of MATA veterans
- Mr. Garrison gave an update on all of the meeting that he attended in the month of October

## **7 Priorities and Guiding Principles**

Staff is still working on the seven priorities and guiding principles. Great progress has been made, and we are now moving to the next step. Within the next couple of months we will be working on the next steps that we will be taking to move forward.

**Cultural Transformation:** Supervisors have completed several classes, as well as most all operators have been trained on customer service. Staff hopes to put together a video with a few supervisors, as well as operators expressing what they got out of the classes and how it helps them to do a better job. Ms. Williams asked if this includes Sensitivity Training. Mr. Garrison stated that Sensitivity Training is done in the operator's initial training class.

## Page 3

Mr. Garrison stated that he would like to have a refresher training for all of our operators, as well as get some assistance from our community members. Mr. Pickard asked if MATAPlus and Customer Service staff have gone through this training as well. Mr. Garrison stated that Ms. Burton and Mr. Albritton are working together on training for customer service.

They are also looking at staffing in this area as well. There is still some work to be done in that area as well.

**Staffed Right**

The new director of Human Resources, Ms. Susan Schubert, is working very hard filling positions. We have finished the Skype interviews with candidates for the CAO's position. Mr. Garrison will be interviewing the four top candidates after Thanksgiving.

**Trolley Buses**

There are five (5) trolley buses in service in the maintenance area. MATA has worked with the Tennessee College of Technology to do training with both Trolley and Bus Maintenance Technicians.

**IT & ITS** - Tremendous progress has been made in this area. . Mr. Gil Noble (CFO) has been working with the City on providing a downtown rooftop location for a repeater to improve Trolley reception. This will help improve accuracy of tracking vehicles. Presently, the agreement is awaiting written approval from City's administration. Mr. Garrison stated that we only have 4,100 stops in the system because Mr. Dupper, Manager of Scheduling, has been going through taking out the unnecessary stops.

**MATAPlus**

Even though we have a long way to go in MATAPlus, much progress has been made in this area. The SVRS partnership is still going well and is saving MATA a lot of money.

**Trolley Updates** - This will be covered in a Trolley Presentation later in the agenda.

**ACTION ITEMS:****A. FINANCE COMMITTEE**

None

**B. SERVICE AND DEVELOPMENT****1. Resolution to Approve FY16 Section 5307 Capital Projects and State Operating Assistance - Res. No. 15-39**

**Discussion:** Maury Miles, Sr. Manager of Grants and Procurement presented this resolution to the MATA Board. He stated that the grants are presented each year to the Board. A total of eight different capital projects were listed and showed the Federal, State, and Local shares. FTA provides 80% of the funding, TDOT provides 10%, and the remaining 10% is provided by the City of Memphis. The 9<sup>th</sup> project is the State Operating Assistance. Mr. Miles stated that each of the eight capital projects listed were included in the Transportation Improvement Program. *Mr. Vergos moved that Resolution No. 15-39 be put on the floor for discussion. Mr. Pickard seconded the motion.*

## Page 4

Mr. Pickard asked for more information on the fare collection equipment and where we are going with that. He also suggested that we upgrade the technology on the fare box equipment. Mr. Garrison stated that MATA brought someone in to refurbish our current fare box equipment and put new training in place. Chairman Healy stated that the intent is to start the replacement process of the equipment that is not working. Mr. Vergos stated that he feels the Board should be fully abreast of the financial situation, and if we are using funds for one thing that should be used for something else.

Chairman Healy stated that over the years in the past what we were receiving from other agencies shrunk. It is clearly stated in FTA regulations that grantees can use capital funds as long as it is on durable assets. This money needs to be spent on durable buses. Resolution No. 15-39 was unanimously approved.

**2. Resolution to Approve FY16 Section 5337 State of Good Repair Capital Projects  
- Res. No. 15-40**

**Discussion:** Mr. Miles presented this resolution to the MATA Board and stated that these funds are available for fixed-guideway system. This includes MATA's trolleys system. The money is used for preventive maintenance for rail, and any additional money can be used for rail facility improvements as needed. *Mr. Vergos moved that Resolution No. 15-40 be put on the floor for discussion. Mr. Pickard seconded the motion.* Mr. Miles stated this grant is for the trolley system and any of the maintenance cost associated with the trolley vehicles, the Trolley Maintenance and Storage Facility or any of the rail system's infrastructure. Some of the money can be used to repair some of the trolleys that we have as asked by Mr. Pickard. Resolution No. 15-40 was unanimously approved.

**3. Resolution to Approve FY16 Section 5339 Bus and Bus Facilities Capital Projects  
-Res. No. 15-41**

**Discussion:** Mr. Miles presented this resolution to the MATA Board and stated that this grant is used for buses and bus facilities. It includes two line items: 1) the purchase of up to 10 fixed-route buses with a budget of \$1,200,000, and 2) bus facility improvements with a budget of \$200,000. *Ms. Taylor moved that Resolution No. 15-41 be put on the floor for discussion. Mr. Pickard seconded the motion.* There were no questions. Resolution No. 15-41 was unanimously approved.

**4. Resolution to Approve FY16 Section 5310 Enhanced Mobility of Senior and Individuals with Disabilities Program Funds - Res. No. 15-42**

**Discussion:** Mr. Miles presented this resolution to the MATA Board and stated that these funds were appropriated in Federal fiscal years FY 2014 and 2015 and estimated appropriations for FY2016. He stated that MATA is adding them together and will apply for them in FY2016. He stated the funds are broken down in three different projects to include capital projects, operating projects and project administration. *Mr. Vergos moved that Resolution No. 15-42 be put on the floor for discussion. Mr. Pickard seconded the motion.* Mr. Miles explained potential capital projects and also stated that this program replaced the former Section 5317 New Freedoms program under SAFETY-LU. He stated these funds are to be used for projects benefiting the elderly and/or the disabled, whereas vanpools can be used by anyone. Mr. Miles also explained how these funds are matched and stated that MATA will solicit proposals for projects. He stated that once projects have been selected by the Evaluation Committee, the Staff will bring them back to the Board at some time for selection. He stated that this resolution is just for the grant application to be submitted.

Mr. Pickard stated that he would encourage MATA to try to award projects to non-profit or not-for-profit entities. Resolution No. 15-42 was unanimously approved.

**5. Resolution to Approve FY16, FY17 and FY18 Section 5307 Congestion Mitigation and Air Quality Program Funds – Res. No. 15-43**

**Discussion:** Mr. Miles presented this resolution to the MATA Board and stated that this is a discretionary project. Once these funds are transferred to FTA from FHWA, they are treated as Section 5307 funds. He stated that over the last two years, MATA has been fortunate to be selected by TDOT for four different projects. Mr. Miles gave an explanation of all four projects, and Mr. John Lancaster, Director of Planning and Scheduling and Interim CAO, showed a presentation on the four projects, as well as explained the seven new routes included in these projects. *Mr. Lipinski moved that Resolution No. 15-43 be put on the floor for discussion. Mr. Pickard seconded the motion.* Mr. Lancaster began the presentation. He stated that the goal for the CMAQ program is to try to get people to jobs and that this is really helping MATA to fund operations. The presentation also showed a copy of the map of the revised SRTP that Nelson/Nygaard prepared a little over a year ago to include the routes, key corridors, etc. Mr. Lancaster stated that all of these routes are within the City of Memphis except for the little piece about a 1 ½ miles in the Bridgewater community. Regarding the CMAQ funds for the purchase of trolleys, Mr. Pickard asked if there has been more clarification on the purchase of the new electric rail trolleys. Mr. Garrison stated a presentation would be shown on this later in the meeting. Mr. Garrison stated that the specified minimum useful life for rail rolling stock is 25 years. Mr. Pickard had some reservations about a brand new replica trolley lasting for 25 years. He stated he wanted to be assured that MATA can purchase refurbished vintage trolleys with the CMAQ money. Mr. Garrison stated that if the trolley is certified by FTA as new, and it has a 25 year life, it is considered as new.

Mr. Garrison stated that nothing the Board does today will lock MATA in to a particular type of trolley. The Commissioners had a number of questions of which Mr. Garrison stated that MATA will be meeting with the Board for discussion on all of the questions and concerns of the Board. Mr. Miles stated that by getting CMAQ funds for operating assistance, this will help MATA greatly by increasing ridership, revenue miles and hours which will eventually help MATA receive more 5307 and 5339 funds. Resolution No. 15-43 was unanimously approved.

**6. Resolution to Approve Disposal of Surplus Vehicles – Res. No. 15-44**

**Discussion:** Mr. Miles presented this resolution to the MATA Board. He stated that MATA has three buses that have met their useful life and that Staff is requesting the Board to allow them to be disposed. He stated that they are all 2002 40-foot NovaBus buses and have mileage in excess of 600,000 miles. *Mr. Pickard moved that Resolution No. 15-44 be put on the floor for discussion. Ms. S. Williams seconded the motion.* Resolution No. 15-44 was unanimously approved.

**7. Resolution to Terminate Contract with Creative Bus Sales for the Purchase of 10 Paratransit Vehicles – Res. No. 15-45**

**Discussion:** Mr. Miles presented this resolution to the MATA Board and stated that two months ago, the Board approved MATA to purchase 10 buses under a State of Oklahoma contract.



He stated that this contract needs to be terminated because MATA has recently been made aware that FTA does not allow grantees to purchase vehicles or materials off other State's contracts. *Mr. Vergos moved that Resolution No. 15-45 be put on the floor for discussion. Ms. Bland seconded that motion. There were no questions. Resolution No. 15-45 was unanimously approved.*

**8. Resolution to Award Option to Purchase Five Paratransit Vehicles under Agreement with the City of Knoxville and National Bus Sales & Leasing - Res. No. 15-46**

**Discussion:** Mr. Miles presented this resolution to the MATA Board and stated that with the funds that MATA has available, MATA would like to purchase some buses off of a joint procurement contract that MATA has with the City of Knoxville. He stated that the Board approved MATA to purchase seven paratransit buses under that contract in mid-2015. He stated that contract also has options of five buses each year for the next four years and that Staff is requesting the Board to approve the purchase of the first year's option of five more buses. He stated MATA has additional grant funds to purchase two more of these buses; however, MATA will wait to award the next option until FY16 and future years' funds are available. He stated Staff is requesting the Board's approval to purchase five 24-foot buses under the contract's first option. *Ms. Taylor moved that Resolution No. 15-46 be put on the floor for discussion. Ms. Bland seconded the motion.* Ms. Bland asked if the funds that are saved are available for next year. Mr. Miles stated they will be available as carryover funds for future years. Mr. Garrison stated there are a lot of regulations that MATA has to go through to make sure everything is right. He complimented Mr. Miles and the Purchasing Department on the great job in catching the mistake about the buses from the State of Oklahoma contract. Regarding the Triennial Review, he stated that MATA had not experienced this before. Maury was able to get with the vendor and terminate the contract for convenience. He stated that if they had already begun working on the buses, MATA would have owed them money for the work already done unless someone else bought those buses. *Resolution No. 15-46 was unanimously approved.*

## **FINANCIAL REPORT**

**October, 2015**

**Gilbert Noble, CFO**

Mr. Noble reported that revenues are largely on budget, except that we did draw down \$4.8MM early [in October] from the state, which was not budgeted until the month of November. This earlier draw-down caused revenues to be over budget as of October. Expenses overall are favorable to budget by 2% for the first four months. We continue to track to budget; however our budget was a very narrow margin and there is still some question as to when we will receive our FY2016 Federal Funds. If we receive them after April or May 2016, we need to go back to the city to borrow the money. We are still hoping we don't have to borrow the money sometime in the spring. Passenger Revenues are slightly below budget. We have a few revenue items that are slightly above budget. For the most part, other than drawing down State grant funds early, we are still tracking relatively close to budget. There were no questions. The finance report was accepted.



Page 7

## TROLLEY SYSTEM START UP PRESENTATION

Carl Robinson, Director of Trolley Operations & Maintenance

Mr. Garrison stated that we have some real basic information for the Board and under old/new business he will talk with the Board about getting together on the December 18<sup>th</sup> for a short Board Meeting and afterwards go into a question and answer session regarding trolley start up in more details.

Mr. Robinson made a presentation to the Board about the Main Street Trolley Activation Process (MTAP). Mr. Pickard asked if Mr. Garrison could send the Board the letter of Commitment that was sent to FTA, as well as a report on Federal regulations. Mr. Garrison stated that he would send this information to the Board. Mr. Robinson resumed the presentation that addressed the issue discussed earlier regarding the definition of the useful life of the vehicle. Mr. Robinson also discussed the condition of the current fleet. He discussed the basic safety components of the car. There are 20 trolleys in the fleet. In going through the assessment, only Trolley #453 was considered good. Others trolleys were fair, very poor, and two that burned. This is a lengthy process to even be able to work on the cars, and Mr. Robinson explained the process. They did finally get the trolley activation plan approval to put the one car back together. Mr. Robinson talked about the trolley revenue service timelines. Mr. Robinson mentioned and discussed three points to include whether or not to purchase, send the cars out, or rebuild in-house. Mr. Robinson discussed the final point, which was how much we spent to maintain our reserve funds. Mr. Pickard stated that he would like to see a matrix on where we spent monies, and on which trolleys. Ms. Lauren Taylor agreed with Chooch. She expressed that she does not have a grasp on the big picture. She is also concerned with the money spent thus far, and what it was used for, and what is left to do. Therefore, she was skeptical about approving. There were several other questions that were asked and Mr. Healy suggested all of the questions and concerns be addressed in the Board Retreat on December 18, 2015.

## IX. SPEAKERS

Ms. Betty Anderson wanted to clear up a few statements that were made in the October Board minutes. The minutes stated that no negative comments were received regarding the new trolleys. She stated that she had sent several emails to both Mr. Garrison and Mr. Pearson. She stated that she has not told anyone that she is not getting service, but did say that the lifts on the new trolley buses, as well as on the paratransit buses with lifts, are not accessible to her when she has her dog. The lifts are not enough to accommodate both she and her dog, which means that it is inaccessible. She stated that she has been told by several people, that MATA would only purchase paratransit buses with lifts.

Page 8

She stated if that is the case, everyone at MATA should be ashamed to purchase buses that are not accessible to everyone. Ms. Anderson stated that if those buses with lifts, including the MATApplus buses, are not accessible to her, and they come to her house and let down in the driveway and she gets on it and it is not on level ground, it will not work. She also stated that if they put it across the curb, she alluded to the amount of space that she has to get on it, that she will not get in her yard to get on the bus. Ms. Anderson complimented Mr. Robinson on the good job that he has done in the Trolley division, but stated that he has no control over the lifts.

**X. OLD/NEW BUSINESS**

Mr. Garrison stated that he would like to get ideas from the Board on a December Board Meeting. MATA is required to have 10 meetings per calendar year, and we have only had nine. Mr. Pickard asked if there is a date for the Board Retreat. Mr. Garrison stated no date has been set, but it will be discussed with the Board. A meeting will be scheduled with Mr. Pickard and MATA staff regarding the Riverfront Trolley. Mr. Pickard also mentioned that he asked to be updated on the Central Station design progress along the way, and he has not received any update. Mr. Pickard also mentioned that it has been presented to the Memphis City Council. Mr. Lancaster stated that they also have to go through the process and present their designs to FTA for approval. Mr. Garrison stated they could bring back an update on where they are on the timeframe of the design.

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



Mr. Sean Healy  
Chairman of the Board

**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION 16-01**

**RESOLUTION TO AUTHORIZE JOINT PROCUREMENT AGREEMENT FOR BUSES  
FROM GILLIG, LLC**

**WHEREAS, The Memphis Area Transit Authority (MATA), the Nashville Metropolitan Transit Authority (MTA), the City of Knoxville (on behalf of Knoxville Area Transit (KAT), the City of Clarksville and the Jackson Transit Authority determined that a single solicitation document requesting proposals for the purchase of low-floor transit buses on an as-needed basis over a five-year period would be the most cost-effective method of procuring this rolling stock; and**

**WHEREAS, A joint procurement provides the opportunity to obtain better pricing through larger purchases; and**

**WHEREAS, Nashville MTA agreed to be the lead agency; and**

**WHEREAS, An Evaluation Committee was established with representatives of the agencies listed above; and**

**WHEREAS, A Request for Proposals was issued for 30', 35' and 40' low-floor diesel and hybrid buses in a standard configuration, an express type (suburban) style and a BRT style over a five-year period with a minimum quantity of six and a maximum quantity of 30 for MATA; and**

**WHEREAS, Proposals were received from three companies; and**

**WHEREAS, The Evaluation Committee reviewed the proposals and determined the top ranked proposer to be Gillig, LLC; and**

**WHEREAS, MATA intends to purchase six 40-foot low-floor buses at a cost of \$2,595,666 (or \$432,611 each) initially with options for up to 24 additional vehicles at the same unit cost over the five-year period; and**

**WHEREAS, Capital grant funds are available at this time for three buses, and MATA plans to give Notice to Proceed for the additional three buses in the first year once FY16 grant funds are available; and**

**WHEREAS, Future option years' purchases will be subject to the availability of grant funds.**

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That the Joint Procurement Agreement among MATA, Nashville MTA, the City of Knoxville (on behalf of KAT), the City of Clarksville, the Jackson Transit Authority and Gillig, LLC is approved.**

**BE IT FURTHER RESOLVED That the purchase of six 40-foot low-floor buses at a cost of \$2,595,666 (or \$432,611 each) is approved.**

**BE IT FURTHER APPROVED That MATA is authorized to issue a Notice to Proceed for future option years' buses once grant funds are available.**

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

\*\*\*\*\*

**Motion Made By: John Vergos                      SECONDED: Chooch Pickard**

**YEA: Charles Pickard; Martin Lipinski; John Vergos; Sean Healy; Kristen Bland; Shelia Williams; Andre Gibson**

**NAY: None**

**Approved: November 24, 2015**

**Absent at Time: Roquita Williams; Lauren Taylor**



**TO:** MATA Board of Commissioners

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

**SUBJECT:** Joint Procurement with Nashville MTA, the City of Knoxville, the City of Clarksville and the Jackson Transit Authority for Buses

**DATE:** January 26, 2016

---

This memo summarizes the procurement process for buses that was done as a joint procurement with the Nashville Metropolitan Transit Authority (MTA), the City of Knoxville (on behalf of Knoxville Area Transit (KAT), the City of Clarksville and the Jackson Transit Authority. Nashville MTA oversaw the procurement with input by MATA and the other procuring agencies. The procurement was for 30', 35' and 40' low-floor diesel and hybrid-electric buses in a standard configuration, an express type (suburban) style and a BRT style. This is an "Indefinite Delivery/Indefinite Quantity" contract over a five-year period, meaning that the timing of the order(s) and the number of vehicles is determined individually by the various procuring agencies. MATA intends to purchase between six and 30 vehicles under this contract over a five-year period.

The Evaluation Committee consisted of 12 staff members from the five procuring agencies. The following criteria were established for evaluating proposals:

1. Base Cost Component (35 points)
2. Optional Equipment Cost Component (10 points)
3. Value Component (Expertise/Technical/Performance) (55 points)

Three responsive and responsible proposals were received. The proposers were Gillig, New Flyer and El Dorado National. The Evaluation Committee reviewed and rated each proposal on each of the criteria. The results are as follows based upon a possible total of 1,200 points:

1. Gillig 1,130 points
2. New Flyer 1,010 points
3. El Dorado National 869 points

Gillig, LLC is the recommended vendor at base prices for standard configuration buses as follows:

Page 2

	Gillig	New Flyer	El Dorado
30-foot Low-Floor Diesel Bus	\$421,486	No Bid	\$418,065
35-foot Low-Floor Diesel Bus	\$428,411	\$434,646	\$458,837
40-foot Low-Floor Diesel Bus	\$432,611	\$439,646	\$468,547

MATA currently has Section 5339 funds to purchase three 40' diesel funds, and once we receive our FY16 funds, we will be able to purchase three more. As future Section 5339 or other funds become available, MATA intends to give a Notice to Proceed to Gillig for the purchase of additional buses under the options included in the five-year contract.

MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS

RESOLUTION NO. 16-02

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

WHEREAS, The Memphis Area Transit Authority (MATA) had a need for additional vehicles for MATAPlus service in 2015; and

WHEREAS, MATA leased 15 vans from Creative Bus Sales in June, 2015 for three months at a cost of \$1,000 per van per month or \$15,000 per month; and

WHEREAS, MATA found it necessary to continue leasing the vans after the initial three-month period until MATA receives 12 buses on order from National Bus Sales; and

WHEREAS, MATA has been notified that the 12 buses will not be delivered until April, 2016; and

WHEREAS, The cost for leasing the 15 vans from Creative Bus Sales has exceeded \$50,000 which requires approval from the MATA Board; and

WHEREAS, Staff recommends that the MATA Board approve the lease to cover the period of June 26, 2015 – June 30, 2016 at a monthly cost of \$15,000 for 15 vans for a total cost of \$180,000.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That the lease with Creative Bus Sales for 15 vans for MATAPlus service is approved to cover the period of June 26, 2015 – June 30, 2016 at a monthly cost of \$15,000 for 15 vans for a total cost of \$180,000.

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

\*\*\*\*\*



Res. No. 16-02

---

**Motion Made By:** Martin Lipinski      **SECONDED:** Andre Gibson

**YEA:** Charles Pickard; Martin Lipinski; John Vergos; Sean Healy; Kristen Bland; Shelia Williams;  
Andre Gibson

**NAY:** None

**Approved:** November 24, 2015

**Absent at Time:** Roquita Williams; Lauren Taylor



**TO:** The MATA Board of Commissioners

**FROM:** Ronald L. Garrison, Chief Executive Officer (CEO)

**DATE:** January 26, 2016

**SUBJECT:** Lease of 15 Vans from Creative Bus Sales for MATAPlus Service

In June, 2015, MATA's Staff determined that it would be in MATA's best interest to lease 15 vans from Creative Bus Sales for three months to help meet service demands for MATAPlus service. Each van's monthly cost was \$1,000, so the total monthly cost was \$15,000 with the total cost over the three-month period being \$45,000. MATA has continued to use the vans while 12 buses are on order, and the cost for the lease has exceeded \$50,000 which requires Board approval.

Staff estimates that the 15 vans will need to be leased through the end of April, 2016 when the 12 buses on order from National Bus Sales are scheduled to be delivered; however, Staff recommends that the lease for the 15 vans be approved through June 30, 2016 in case of delays in delivery of the 12 buses or unforeseen service needs. If the vans are no longer needed after the 12 buses are received, MATA will be able to return the vans to Creative Bus Sales earlier than June 30<sup>th</sup>.

The cost of the lease for the 15 vans for the period of June 26, 2015 – June 30, 2016 will be \$180,000, and MATA's Staff is requesting the Board to approve the lease for this amount.

**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 16-03**

**RESOLUTION TO AUTHORIZE THE PURCHASE OF 75,000 GALLONS 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 75,000 gallons for a six-month period; and**

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

**WHEREAS, MATA solicited offers 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 75,000 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 four responsive and responsible offers from vendors willing to participate in the procurement for the unleaded gasoline for 75,000 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 six-month period:**

**Heritage Petroleum, LLC  
JAT Oil Inc.  
Mansfield Oil Company of Gainesville, Inc.  
Petroleum Traders Corporation; and**

**WHEREAS, MATA Staff recommends the Board authorize it to lock in a fixed-price for 75,000 gallons of unleaded gasoline to the lowest bidder during the period of February 1, 2016 – July 31, 2016 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 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 for 75,000 gallons of unleaded gasoline to the lowest bidder during the period of February 1, 2016 – July 31, 2016 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 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 any and all documents necessary to process such contract(s).**

\*\*\*\*\*

**Motion Made By: Martin Lipinski      SECONDED: John Vergos**

**YEA: Charles Pickard; Martin Lipinski; John Vergos; Sean Healy; Kristen Bland; Shelia Williams; Andre Gibson**

**NAY: None**

**Approved: November 24, 2015**

**Absent at Time: Roquita Williams; Lauren Taylor**



**TO:** MATA Board of Commissioners  
**FROM:** Ron Garrison, CEO  
**SUBJECT:** IFB 16-04, Purchase of 75,000 Gallons of Unleaded Gasoline  
**DATE:** January 26, 2016

---

MATA has issued a solicitation for 75,000 gallons of unleaded gasoline for the period of February 1, 2016 through July 31, 2016. The current contract for unleaded gasoline has expired.

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 for the purpose of locking in a fixed-price contract for 75,000 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 four vendors listed below stated they were willing to participate in the procurement for the fixed-price contract for 75,000 gallons of unleaded gasoline.

Heritage Petroleum, LLC  
JAT Oil Inc.  
Mansfield Oil Company of Gainesville, Inc.  
Petroleum Traders Corporation; and

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 in order to lock in a fixed-price contract for 75,000 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 six-month period 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. 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. 16-04**

**RESOLUTION TO APPROVE A PROJECT WITH CHECKER CAB COMPANY FOR  
SECTION 5310 FUNDS FOR ENHANCED MOBILITY OF SENIORS AND  
INDIVIDUALS WITH DISABILITIES**

**WHEREAS, The Memphis Area Transit Authority (MATA) is a public agency responsible for providing public transportation services within the city of Memphis and surrounding communities; and**

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

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

**WHEREAS, Checker Cab Company submitted a proposal for the purchase of 10 wheelchair-accessible vehicles for taxi service; and**

**WHEREAS, An Evaluation Committee was established with representatives of the Memphis MPO and MATA; and**

**WHEREAS, The Evaluation Committee evaluated the proposal, determined it to be responsive and recommends that Checker Cab Company's project be funded with Section 5310 funds; and**

**WHEREAS, If the project is approved by the MATA Board, the MATA staff will procure the 10 wheelchair-accessible vehicles in accordance with MATA's Procurement Policies including formal advertisement; and**

**WHEREAS, This project, will be funded by federal funds (80%), state funds (10%) and Checker Cab Company (10%); and**

**WHEREAS, Checker Cab Company will be required to enter into a lease with MATA for the use of the 10 vehicles in accordance with FTA policy.**

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That Checker Cab Company's proposed project for 10 wheelchair-accessible vehicles for use in taxi service is approved.**

**BE IT FURTHER RESOLVED** That the MATA Staff is authorized to procure the 10 wheelchair-accessible vehicles for Checker Cab's use through MATA's Procurement Policies including formal advertisement.

**BE IT FURTHER RESOLVED** That once bids are received for the 10 vehicles, MATA's Staff will seek approval of the contract from the MATA Board.

**BE IT FURTHER RESOLVED** That MATA will enter into a lease with Checker Cab for the 10 vehicles in accordance with FTA policy.

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

\*\*\*\*\*

**Motion Made By:** John Vergos      **SECONDED:** Chooch Pickard

**YEA:** Charles Pickard; Martin Lipinski; John Vergos; Sean Healy; Kristen Bland; Shelia Williams; Andre Gibson

**NAY:** None

**Approved:** November 24, 2015

**Absent at Time:** Roquita Williams; Lauren Taylor





**TO:** The MATA Board of Commissioners

**FROM:** Ronald L. Garrison, Chief Executive Officer (CEO)

**DATE:** January 26, 2016

**SUBJECT:** RFP# 16-02  
Section 5310 – Enhanced Mobility of Seniors and Individuals with Disabilities

Request for Proposals were mailed to 25 vendors for Section 5310 – Enhanced Mobility of Seniors and Individuals with Disabilities. A DBE goal was not assigned. This procurement was formally advertised.

One responsive proposal was received from Checker Cab Company.

Staff recommends a contract be awarded to Checker Cab Company to improve mobility for seniors and individuals with disabilities by removing barriers to transportation services and expanding the transportation mobility options available to them.

**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 16-05**

**RESOLUTION TO APPROVE DISPOSAL OF SURPLUS VEHICLES**

**WHEREAS, The Memphis Area Transit Authority (MATA) has two 2003 40' Gillig buses, two 2000 40' NovaBus buses and five 2002 40' NovaBus buses that have met their useful service life and can be disposed; and**

**WHEREAS, MATA has received approval from the Federal Transit Administration to dispose of 13 1999 30' Champion buses and one 2000 30' Champion bus that were taken out of service before reaching their useful service life due to wiring and structural issues; and**

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

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

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

**BE IT FURTHER RESOLVED That if the aforementioned method of disposing of the vehicles is unsuccessful, they may be donated to a public non-profit organization.**

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

**Motion Made By: John Vergos**

**SECONDED: Chooch Pickard**

**YEA: Charles Pickard; Martin Lipinski; John Vergos; Sean Healy; Kristen Bland; Shelia Williams; Andre Gibson**

**NAY: None**

**Approved: November 24, 2015**

**Absent at Time: Roquita Williams; Lauren Taylor**

**EXHIBIT A**

**VEHICLES TO BE DISPOSED**

**Bus 124 – 1999 30' Champion – Mileage 185,503**  
**Bus 125 – 2000 30' Champion – Mileage 65,637**  
**Bus 126 – 1999 30' Champion – Mileage 134,870**  
**Bus 127 – 1999 30' Champion – Mileage 221,847**  
**Bus 200 – 1999 30' Champion – Mileage 220,124**  
**Bus 201 – 1999 30' Champion – Mileage 225,335**  
**Bus 202 – 1999 30' Champion – Mileage 176,149**  
**Bus 203 – 1999 30' Champion – Mileage 188,397**  
**Bus 204 – 1999 30' Champion – Mileage 145,565**  
**Bus 205 – 1999 30' Champion – Mileage 88,284**  
**Bus 206 – 1999 30' Champion – Mileage 180,123**  
**Bus 207 – 1999 30' Champion – Mileage 154,652**  
**Bus 208 – 1999 30' Champion – Mileage 202,843**  
**Bus 209 – 1999 30' Champion – Mileage 186,248**  
**Bus 403 – 2003 40' Gillig – Mileage 570,255**  
**Bus 420 – 2003 40' Gillig – Mileage 575,362**  
**Bus 887 – 2000 40' NovaBus – Mileage 722,154**  
**Bus 888 – 2000 40' NovaBus – Mileage 725,438**  
**Bus 892 – 2002 40' NovaBus – Mileage 691,181**  
**Bus 895 – 2002 40' NovaBus – Mileage 692,691**  
**Bus 912 – 2002 40' NovaBus – Mileage 656,377**  
**Bus 917 – 2002 40' NovaBus – Mileage 589,309**  
**Bus 923 – 2002 40' NovaBus – Mileage 633,401**