



## 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  
President/General Manager**

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### Board of Commissioners

**Chairman – Sean Healy  
Vice Chairman – Andre Gibson**

#### Commissioners

**Charles “Chooch” Pickard  
John C. Vergos  
Martin Lipinski  
Roquita Coleman**

**Shelia Williams  
Kristen Bland  
Lauren Taylor**

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**Board of Commissioners Meeting  
July 27, 2015  
3:30 p.m.  
1370 Levee Road**

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|---|-----------------------|
| <b>I. CALL TO ORDER</b>   | <b>Sean Healy</b>     |
| <b>II. BOARD ROLL CALL &amp; OBSERVATIONS</b>   | <b>Linda Eskridge</b> |
| <b>III. APPROVAL June 22, 2015 BOARD MINUTES</b>  |                       |
| <b>IV. GENERAL MANAGER’S REPORT</b>   | <b>Ron Garrison</b>   |
| <b>V. ACTION ITEMS:</b>   | <b>Sean Healy</b>     |
| <b>A. <u>FINANCE COMMITTEE</u></b>  |                       |
| 1. Resolution Authorizing Insurance Coverage<br>Res. No. 15-23  | <b>Ron Garrison</b>   |
| 2. Resolution to Award a Contract to Gales<br>Creek Enterprises for Rehabilitation of up to<br>18 General Electric Type K-35JJ Controllers<br>-Res. No. 15-24 | <b>Ron Garrison</b>   |
| <b>B. <u>SERVICE AND DEVELOPMENT</u></b>  |                       |
| 1. Resolution to Approve Service Changes<br>-Res. No. 15-25   | <b>Ron Garrison</b>   |

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**VI. FINANCIAL REPORT**

**Gilbert Noble**

**VII. SPEAKERS**

**Sean Healy**

*(Please fill out a Speakers' card)*

**VIII. OLD/NEW BUSINESS**

**Sean Healy**

- **Report on APTA Transit Board Seminar**

*Attendees: Andre Gibson, Roquita Coleman, Shelia Williams*

- **Memphis Area Transit Authority Media Policy**

*Ronald Garrison, President/General Manager*

**MINUTES OF BOARD MEETING  
MEMPHIS AREA TRANSIT AUTHORITY  
June 22, 2015**

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**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 Monday June 22, 2015 at the 1370 Levee Road Board Room.

**BOARD ROLL CALL:**

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

**Absent:** Vice Chairman, Andre Gibson; Lauren Taylor; Roquita Coleman-Williams

**Quorum:** Yes

**Staff:** Bobbie Abram, Director of Maintenance; Lawson Albritton, Executive Administrative Officer; Alison Burton, Director Marketing/Customer Relations; Linda Eskridge, Administrative Asst.; Tom Fox, Deputy General Manager; Ron Garrison, President/General Manager; Maury Miles, Sr. Manager of Grants & Procurement; Gilbert Noble, Chief Financial Officer; Alvin Pearson, Asst. General Manager; Sandy Stanko, Director of MATAplus

**Guests:** **MCIL/STAC Attendees:** None present  
**Memphis Bus Riders Union:** Cynthia Bailey, Justin Davis; Bennett Foster; Sammie Hunter; Georgia King; Michael Krause; Scarlet Ponder; Betty Robinson; Curtis Tillman;

**Others:** Kwasi Agyakwa, MPO; Betty Anderson, Transportation Advocate; Janice Banks, SPW; Jim Brown, Midsouth Peace and Justice; J. Katherine Coxen; Lyndia Crawford, City Attorney's Office; Alaina Getzenberg, Memphis Flyer; Taiwo Jaiyeoba, HDR; James Johnson, SPW; Aury Kangelos, TDOT; Patsy Morgan, Memphis Convention & Visitors Bureau; Johnnie Mosley, Citizens for Better Service; Nicholas Oyler, MPO; Bobbie Banks-Reid, SPW; John Paul Schaeffer, Livable Memphis; Cassandra Taylor, Memphis Convention & Visitor's Bureau; Robert Wisconsin

Linda Eskridge, Board Secretary, welcomed all guests that were present. Ms. Eskridge also made some Board Meeting observations.

**APPROVAL OF MINUTES:** Mr. Vergos moved for approval of the April 27, 2015 Board Minutes. Ms. Bland seconded the motion and the April Board Minutes were unanimously approved.

## **GENERAL MANAGER'S REPORT**

### **Mr. Ronald Garrison**

Mr. Garrison begin by stating that staff is working on a new microphone system for the Board Room as he realizes it is hard for the audience to hear clearly because of the lack of a microphone system.

Mr. Garrison is working on condensing the General Manager's report, and in the next couple of weeks will begin to do a written report, as well as the Powerpoint presentation.

Mr. Garrison stated that we have made some great progress on the Central Station Redevelopment, and will keep the Board updated as information they becomes available.

Mr. Garrison will be meeting with the City on June 23<sup>rd</sup> for the Budget Hearing. There is good news on the CMAQ application. Five projects are included in the application to improve bus service. MATA expects TDOT to announce the winning projects as early as the end of the month and as late as the week after the July 4<sup>th</sup> holiday.

MATA just had a service change, and staff is working on starting to announce our service changes on a broader scope. Some of our biggest concerns are with Routes 42 and 36.

Mr. Garrison brought the Board up to date on his meeting engagements to include some of the people the Board suggested he meets with. Staff was able to meet with the Nonconnah Corporate Center, who desperately needs service in that area, and we have found a way to work with them. Councilman Collins will speak to the Memphis City Council about providing some of that service and Nonconnah is paying for a considerable amount of that service as well.

Mr. Garrison mentioned Carl Robinson, MATA's new Director of Trolley Operations and Maintenance, who was introduced at the Board Retreat, is making some really good progress with the trolley system. He also introduced Ms. Sandy Stanko, who has been working with MATApplus and has already made considerable improvements that area. MATA has also hired a new Human Resource staff member, Aarika Cox, who is doing very well and helping us with our recruiting efforts. Mr. Garrison spoke about other positions that are in the works for MATA, some are replacement positions and some are will be new positions.

Mr. Garrison reported that unfortunately we have a lot of buses that are not working, as we are having a difficult time in maintenance especially when the temperature goes up. We have revamped our Maintenance program, but we are still having a difficult time making pull outs. We are working on ways to offset this problem and will be coming back to the Board with an update.

Ms. Bland asked with all of the upgrades that have been done to Trapeze do we have a better way of tracking the customer service complaints. Mr. Garrison stated that this was not a part of the upgrade. He stated that we are going to see if there are local vendors that could build the program for us, as we feel this can be done at a much lower rate. Right now it is being tracked manually. Mr. Pickard suggested partnering with the University of Memphis and other universities, and use our relationship with them to work with some of their computer students to assist in this effort. Mr. Garrison stated this is an excellent idea and that Alison Burton has already begun this process as well. Mr. Pickard asked for an update on the TransLoc App. Mr. Garrison stated that it is actually working very well. We are getting ready to do some marketing to put it out. Since we just did a new service change, there was a new push, so we are waiting on doing that marketing effort because it always seems to cause some issues whenever we do a push with the TransLoc Apps. So, the App is working but not as accurate as what we know it should be.

## VI. ACTION ITEMS:

### A. FINANCE COMMITTEE

#### 1. Resolution to Approve a Contract Change Order to DRM for Additional Services for the Central Station Project - Res. No. 15-17

Discussion: Dr. Fox, Deputy General Manager, presented this resolution to the MATA Board. This is the Law firm that has been used to assist MATA with the items listed in the memo attached to the resolution. Staff came to the Board a few months ago to set the compensation limit at \$54,000 and the Board approved at this level, however, it turned out to be quite low. Staff is now coming back to the Board for what we feel is a reasonable estimate to cover the work done to date and to finish the work out, so we are asking to increase this contract up to a total of \$125,000. This also includes the work of our financial experts CBRE. *Mr. Vergos moved that the resolution be put on the floor for discussion. Mr. Lipinski seconded the motion.* Chairman Healy called for discussion from the Board. Mr. Vergos asked how much is legal and how much is CBRE. MATA has not received all the bills from CBRE. Dr. Fox stated that when he last checked, they were at \$20,000, but he feels their final cost may be somewhere in the range of \$30,000 and the difference would be around \$100,000 for legal. Resolution No. 15-17 was unanimously approved.

**2. Resolution to Authorize Joint Procurement Agreement for Paratransit Vehicles  
Res. No. 15-18**

**Discussion:** Mr. Maury Miles, Sr. Manager of Grants and Procurement, presented this resolution to the Board. MATA went through a joint procurement with the City of Knoxville, Knoxville Area Transit for paratransit vehicles. MATA is waiting to purchase seven vehicles under this contract. Three proposals were received and the Evaluation Committee recommends that a contract be awarded to National Bus Sales, who is proposing Champion buses. These buses are about 25 foot long, and the seating arrangement allows there to be 10 ambulatory passengers if the three wheelchair positions are in use. If only one is in use, they can transport up to 14 ambulatory passengers. Once MATA gives the notice to proceed, we think the delivery should be within four to five months. *Mr. Vergos moved that Resolution No. 15-18 be put on the floor for discussion. Mr. Pickard seconded the motion.* Chairman Healy called for the discussion from the Board. Mr. Vergos expressed that he feels the joint partnership seems like a good idea, and feels we should consider other partners for bus purchases as well. Dr. Fox stated that we have done this in the past, and have one in process now with fixed route buses with Nashville. Chairman Healy stated this is the best practice and we would like to see this continued. **Resolution No. 15-18 was unanimously approved.**

**B. SERVICE AND DEVELOPMENT**

**1. Resolution to Purchase up to Eight (8) Vehicles with the Option for Twelve (12) Additional Vehicles – Res. No. 15-19**

**Discussion:** Mr. Bobbie Abram, Director of Maintenance presented this resolution to the Board. This resolution is for the purchase of eight rubber-wheel trolley buses, with the option of purchasing 12 more trolley buses. The cost per vehicle is \$147,282.00. The purchase of eight trolley buses would be \$1,178,256 and for the purchase of 12 trolley buses the total would be \$2,945,640. *Ms. Bland moved that Resolution No. 15-19 be put on the floor for discussion. Mr. Vergos seconded the motion.* Chairman Healy called for discussion from the Board. Chairman Healy clarified that this would allow us to put the fixed-route buses that we are currently running on the trolley routes back into the fixed-route system. Mr. Vergos clarified what was stated at the Board Retreat that as we get steel-wheeled trolleys, the buses we are currently using on the trolley routes can go back into fixed route bus fleet for other uses. **Resolution No. 15-19 was unanimously approved.**

**2. Resolution to Award a Contract for the City of Memphis Curb Ramp Improvement Project – Res. No. 15-20**

**Discussion:** Dr. Tom Fox, Deputy General Manager, presented this resolution to the Board. This project is funded through a grant program called New Freedom. It is set aside for projects that go above and beyond what is required by the Americans with Disabilities Act. A few years ago an RFP was issued for projects to be funded under New Freedom, and the City of Memphis responded with a proposal to do some curb ramps at intersections on transit routes to improve access for people with disabilities. City Engineering identified locations in high transit areas. We solicited bids, and included in the Board package is the tabulation of bids for 400 curb ramp, and the low bidder was GCM at \$1,087,290. The DBE participation is 100%. The bids have been reviewed by the City and they are in agreement with the contract award to GCM for that amount. This project will be funded through City, State, Federal funds that won't deplete MATA's allocation of funds for other purposes and/or city matching allocation funds. *Mr. Lipinski moved that Resolution No. 15-20 be put on the floor for discussion.*

*Mr. Pickard seconded the motion.* Chairman Healy called for discussion from the Board. Mr. Pickard stated that he encourages MATA to take full advantage of PR opportunities for such a positive thing that we are doing. It would help educate how federal monies are spent through the organization. Mr. Vergos asked if this is in addition to what the City has already done, or if this taking existing curb ramps and making them better. Dr. Fox stated these are new and are in addition to what they have already programmed to do. Resolution No. 15-20 was unanimously approved.

**3. Resolution to Accept Vehicles from the City of Sevierville through FTA Transfer  
- Resolution No. 15-21**

**Discussion:** Mr. Alvin Pearson, Asst. General Manager, presented this resolution to the Board. This is an FTA transfer, which means that another agency had vehicles they were no longer going to use, but the vehicles still have some useful life. Sevierville, TN went to a more modern rubber tire trolley bus, and they had vans that are really considered trolley vans that they wanted to eliminate and take out of their fleet. Staff worked with FTA and TDOT, and MATA was able to receive two vehicles for a little over \$5,000. The vehicles have been picked up and they are in our shop. The shop is getting ready to put on the final product of the wrap that we are going to put on them to make them look like trolleys. Staff is asking for approval of the transfer of these two vehicles, a 2010 and 2011 Ford Econo van type, very durable vehicles. These vehicles have wheelchair lifts, not ramps, which makes them easier to work on. *Mr. Pickard moved that Resolution No. 15-21 be put on the floor for discussion.* Mr. Vergos seconded the motion. Chairman Healy called for discussion from the Board. Ms. Bland asked in regards to mileage, how long do these vehicles typically last. Mr. Pearson stated these are seven-year vehicles, and we feel that we will get at least 3 to 4 more years of useful life from the vehicles. Resolution No. 15-21 was unanimously approved.

**4. Resolution to Approve a Change Order to HDR Engineering for the Midtown  
Alternatives Analysis Study - Res. No. 15-22**

**Discussion:** Mr. Ron Garrison, General Manager, presented this resolution to the Board. He stated that we had the opportunity to use a firm that we already working with to assist with a couple of things. MATA felt it was important to have this analysis because it determines what kind of vehicles that would work on our trolley system. It will also help us with having those technical specs listed in the memo in the future. *Ms. Bland moved that Resolution No. 15-22 be put on the floor for discussion.* Mr. Pickard seconded the motion. Chairman Healy called for discussion from the Board. Mr. Lipinski asked if there was any thought about putting this out as a separate item to bid, as this task seems to be very different from what is being done in the Midtown Alternative Analysis. Mr. Garrison stated there were two reasons for adding this to HDR's contract, 1) for expediency and 2) is that we were able to negotiate as we felt we had very good pricing. Dr. Fox also added that this is somewhat related to feasibility of certain options for extending the system and what type of cars would be applicable. Mr. Garrison also stated that the Alternative Analysis Study would look at different types of service, so if any kind of recommendation is made, we would have this study to show those types of vehicles could be used on the system. It would be applicable to all portions of the trolley system. Mr. Vergos stated that he feels that \$133,000.00 could be better spent on cleaning up Central Station, HTC, or the apps that MATA working on getting done. Chairman Healy asked if the \$133,000.00 could be applied to something else, and if so what can it be applied to. Mr. Garrison stated that this funding grant can only be used for anything associated with the Alternative Analysis study. Resolution No. 15-22 was approved by the majority vote. Mr. Vergos voted nay to the resolution.



**VII. FINANCIAL REPORT****May, 2015****Gilbert Noble, CFO**

Mr. Noble reported on the month of May, which represents 11 out of the 12 months of the fiscal year, and July 1<sup>st</sup> starts the new fiscal year. Our revenues for the month of May are in-line with budget. MATA experienced a delay in the second portion of our federal funds and as a result we had to reach out to the City again for a second loan. We earlier received a loan from the City in April, but have paid that money back, after we received 8/12<sup>th</sup> of the federal allotment. Another portion has usually been received before the end of the fiscal year, but this year it will be delayed. The 2<sup>nd</sup> loan was a little more difficult for the city because MATA could not repay it within the fiscal year. City structured it as a grant anticipation loan, and there was more associated paperwork. The funds were drawn down on June 8, 2015 and the City is expecting payback before October, of which we feel confident about that.

Expenses are close to budget overall. Our passenger fares are less this fiscal year than the previous fiscal year, which is a reflection of the services that were cut over time. Fares on the trolley line reflect an uptick in May because the City paid MATA to run free service for the Bass Pro opening.

There was a letter in the financial report from the State department for Audit, making the Board aware of our significant deficit status. Fiscal year June, 2014 ended with a deficit of \$6,662,113, and the \$19,169,649 deficit is cumulative.

In relation to the question asked by Chairman Healy regarding the new Medicare Health Plan for post-65 retirees, we do have a strategy in the future to encourage more sign-ups. As this was the first year, most retirees were not comfortable with signing up for this plan. Mr. Noble also answered questions regarding OPEB.

Mr. Pickard asked for an explanation of the fringe benefits where MATA is \$42,500.00 over budget for uniforms and miscellaneous. Mr. Noble explained that, at budgeting time, it was assumed that uniform allowances would be skipped for 2015, but that feature did not end up in the final version of the union contract approved in 2014.

Mr. Garrison stated these are some of the things we will be addressing in the next Board Retreat as we do have some serious challenges ahead.



## VIII. SPEAKERS

**Scarlet Ponder - Co-Chair of MBRU**

RE: 2015 Recommendations for Improving Bus Facilities

A copy of the recommendations was distributed to the MATA Board. MBRU have been in touch with MATA, as well as met with Mr. Garrison and staff on these recommendations. The presentation is to update the Board on the proposed recommendations, changes, and improvements for the Hudson Transit Center. There were five main categories of focus to include: safety, sanitary conditions, customer service, public engagement; and quality of life. Photos were included in the presentation to show the type of improvements that is being proposed.

MATA had already begun the work on some of the improvements and the MBRU thanked MATA. MATA is working with the MBRU to determine what changes might be feasible based on cost and how much could be done within the next budget year. MATA has agreed to draft a letter to the MBRU within the next month to list the improvements they feel are feasible to do within the near future, and the MATA Board will be copied on this letter as well. The presentation also included visuals of before and after improvements to show the impact it would have on existing, as well as new customers. Chairman Healy commented that the presentation was well put together, and is now public record. Chairman Healy asked that MATA continues to keep the Board abreast, and he feels that the MATA staff is working to get things in motion. Ms. Shelia Williams stated, as she mentioned in the Board Retreat, there needs to be more balance with enforcing security officers that have had sensitivity training to correct behavior in the proper way. She also stressed that it is not safe at the terminal. Mr. Pickard stated that he did some research on body cameras and found the price to be very reasonable to buy or to lease. He stated that based on the cost he received from his investigation the cameras should be implemented as soon as possible. *Mr. Pickard made a motion that MATA immediately get body cameras for security at the HTC. Mr. John Vergos seconded the motion.* After the motion was made and seconded, Mr. Vergos suggested an amendment to the motion that before the cameras are implemented that MATA staff comes back with a proposal at the next Board Meeting. Mr. Pickard stated due to the small amount of money it takes to implement the cameras, staff does not need Board's approval. Chairman Healy stated, this is not necessarily about the money, he feels it would be very educational for all people who understands all the implications to come back and update the Board on this. Chairman Healy stated that he is not against the body cameras, but does not feel like Board should have a full discussion on this today, especially due to other Board Members not being present. Mr. Vergos asked about the status of the negotiation with MPD and would that solve some of the security problems should we be successful with the negotiations. Mr. Garrison stated we have been talking to them about possibly helping or supplementing the security at the transit center.

Mr. Garrison requested that the Board would give staff a little more time on implementing the body cameras. Chairman Healy called for a vote or a withdrawal on the motion on the floor. *Mr. Pickard withdrew the motion contingent upon staff coming up with a recommendation to the body camera problems before the next Board Meeting that the Board can act on very quickly.* Chairman Healy also suggested that the security committee meets between now and the next Board Meeting, and come up with a recommendation to the Board.

### **HDR Midtown Alternative Analysis Presentation**

#### **Taiwo Jaiyeoba**

Mr. Jaiyeoba updated the Board on accomplishments since his last presentation on this study. Several meetings have taken place since the last presentation. The preliminary results of the screening process shows that seven alignments, (down from 26 alternative alignments), were rated as best or good when considering the project's goals. The seven alignments will be further evaluated and discussed in the next phase and will eventually result in the selection of a Locally Preferred Alternative. Mr. Pickard recommended that HDR meet with the Board, as they have met with other stakeholders, in an effort to get them more involved in the Midtown Alternative Analysis study. Mr. Vergos asked for clarity on the goal of this study. Mr. Jaiyeoba stated the goal is to offer riders another option of transit. Mr. Garrison and Dr. Fox will work with HDR to assist in getting this meeting scheduled with the MATA Board. Mr. Garrison stated that we will make sure that the Board is fully aware of any future public sessions regarding this subject matter.

### **Small Planet Works Presentation**

#### **Janice Banks, CEO**

Small Planet Works is excited to be partnering with MATA on the cultural transformation through the reaching excellence together model and its guide. Ms. Banks gave a brief update on the company, which is located in downtown Memphis. The company's primary focus is strategic planning, capacity building, organizational development, and process improvement. Ms. Banks stated that some of their clients include, but not limited to, Federal Express, Army Corp of Engineering, Phillips; Shelby County, MLGW and the Navy. SPW have been asked to work in these four areas: helping MATA to establish standards, developing training to help employees meet those standards, provide tools to accomplish the standards, and help establish a system of measurement. They have been asked to work with the managers and supervisors, and with customer facing employees. Ms. Banks took the opportunity to thank Ms. Alison Burton for helping to make the workshop environment comfortable as well as fun. The organization receives summaries after each workshop.

Again, she thanked MATA for the opportunity to work with us. Mr. Healy stated that it would be good to have a measurable way to communicate with different constituencies about how we were before and the positive outcome because of this strategic investment in our staff. Ms. Banks stated there are standards and they will be introduced to those standards in the workshop. Mr. Garrison thanked them for coming and stated they are doing a tremendous job with staff.

#### IX. OLD/NEW BUSINESS

Chairman Healy called for old/new business from the Board. Mr. Pickard recognized Mother Georgia King, of whom he had the privilege of attending her renaming of a portion of Poplar Ave. Mother King has been a transit advocate for years, as well as a and a community leader and he is very proud of her accomplishment.

Mr. Garrison stated that he would follow up with MATA Board on possible dates and time changes to the MATA Board of Commissioners Meetings. He made a recommendation for the Board to consider and think about the 4<sup>th</sup> Tuesday of the month, at either 2:00pm or 3:00pm. The change probably will not take place until the August meeting. Chairman Healy suggested that we re-evaluate Central Library as a possible venue for the meetings.

Mr. Garrison also stated that we have put the notice out for the budget presentation to the Board finance committee and is still planning to have it on July 16, 2015. It will also be published on the website on July 21, and on July 27<sup>th</sup> it will come before the MATA Board for a vote.

The next schedule Board Meeting is July 27, 2015 at 3:30p.m. at 1370 Levee Road Board in the Board Room.

Chairman Healy took the opportunity to thank both staff and guest for attending the MATA Board of Commissioners Meeting. Chairman Healy called for a motion to adjourn the meeting. Mr. Pickard moved that the meeting be adjourned. Mr. Vergos seconded the motion and the meeting was adjourned.

  

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Mr. Sean Healy  
Chairman of the Board

MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS

RESOLUTION NO. 15-23

RESOLUTION AUTHORIZING INSURANCE COVERAGE

WHEREAS, The Memphis Area Transit Authority (MATA) maintains a risk management program that includes various lines of insurance coverage; and

WHEREAS, Third Party Administration services are included for Workers Compensation claims and Auto/General Liability claims; and

WHEREAS, The expiration date for the current coverage is August 1, 2015; and

WHEREAS, Under contract, MATA's insurance broker, Arthur J. Gallagher Risk Management Service, Inc., solicited requests for coverage for the period August 1, 2015 to August 1, 2016; and

WHEREAS, The carriers listed on the attached schedule quoted the most competitive premiums; and

WHEREAS, Staff considers these premiums to be reasonable given the current facts and circumstances.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That insurance coverages and Third Party Administration agreements be approved as shown for the period of August 1, 2015 to August 1, 2016 for a total cost of \$669,861.

BE IT FURTHER RESOLVED That Staff is authorized to add and delete rolling stock and facilities from the insured items list at the appropriate time at rates consistent with those approved by this resolution.

BE IT FURTHER RESOLVED That Staff is authorized to approve additional costs of the Third Party Administrator associated with investigation and settlement of claims on an as needed basis.

BE IT FURTHER RESOLVED That the President/General Manager, Deputy General Manager, Chairman and Vice-Chairman are authorized to execute the necessary documents.

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## MEMPHIS AREA TRANSIT AUTHORITY

## INSURANCE COVERAGES FOR PERIOD OF AUGUST 1, 2015 - AUGUST 1, 2016

<u>Coverage</u>	<u>Company/Carrier</u>	<u>Annual Premium</u>
Property: (including Risk Control Assessment)	Affiliated FM Insurance \$ FM Global Group	94,000
Defined Perils – Revenue Vehicle Fleet:	RSUI Indemnity/ Allegheny Insurance	144,439
Physical Damage – Service Vehicle Fleet:	Scottsdale Insurance/ Nationwide Group	7,733
Directors & Officers and Employment Practices Liability:	National Union Fire of PA/ American International Group	18,543
Crime and Fiduciary:	Federal Insurance/Chubb	8,367
Terrorism Stand Alone:	Lloyd's Syndicate	22,000
Excess General Liability: State of Pennsylvania/ American International Group	The Insurance Co. of the	150,000
Excess Worker's Compensation:	Safety National Casualty/ Safety National Group	109,941
Hazard Insurance	Federal Insurance/ Chubb	1,729
Cyber	BCS Insurance/ AJG Cyber Program	8,139
<b>SUBTOTAL INSURANCE PREMIUMS:</b>		<b>\$564,891</b>
Third Party Administrator Fee For Workers Compensation Claims:	PMA Companies	25,550
Third Party Administrator Fee For Auto/General Liability Claims:	PMA Companies	79,420
<b>SUBTOTAL THIRD PARTY ADMINISTRATION:</b>		<b>\$104,970</b>
<b>GRAND TOTAL:</b>		<b>\$669,861</b>

**Motion Made By:** Martin Lipinski      **SECONDED:** Lauren Taylor

**YEA:** Charles Pickard; Martin Lipinski; Shelia Williams; Sean Healy; Lauren Taylor; John Vergos; Andre Gibson; Roquita Coleman

**NAY:** None

**Approved:** July 27, 2015

**Absent at Time:** Kristen Bland



**TO:** MATA Board of Commissioners

**FROM:** Ron Garrison, President/General Manager

**SUBJECT:** Insurance Coverage Effective August 1, 2015

**DATE:** July 21, 2015

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**Staff proposes private insurance in the following categories of coverage:**

- Property
- Defined Perils Physical Damage – Revenue Vehicle Fleet
- Physical Damage – Service Vehicle Fleet
- Directors & Officers and Employment Practices Liability
- Crime & Fiduciary
- Terrorism
- Excess General Liability
- Excess Workers' Compensation
- Felonious Assault
- Cyber

**Staff is recommending that Cyber be added this year. Cyber coverage protects MATA from liability associated with release of personal information as a result of a cyber attack.**

**MATA is self insured for General Liability up to \$2,000,000 and for Workers Compensation up to \$500,000. The Excess policies are invoked for claims exceeding these retention amounts. The other coverages' deductibles are generally in the range of \$10,000-\$75,000, except for buses (\$100,000) and trolleys (\$250,000).**

**MATA hired Arthur J. Gallagher Risk Management Services Inc. (AJG) to develop our insurance program on an annual basis. AJG's services include securing the most competitive quotes for the various insurance coverages and advising MATA on insurance-related issues. AJG is recommending the carriers and premiums shown on the accompanying resolution for the year beginning on August 1, 2015.**

**The comparison of premiums for the new year as compared to the expiring year are shown below.**



<b>Coverage</b>	<b>Premium 2014-2015</b>	<b>Premium 2015-2016</b>	<b>Percent Change</b>
<b>Property</b>	<b>\$94,000</b>	<b>\$94,000</b>	<b>0.0%</b>
<b>Defined Perils Physical Damage Revenue Vehicle Fleet</b>	<b>\$159,437</b>	<b>\$144,439</b>	<b>-9.4%</b>
<b>Physical Damage – Service Vehicle Fleet</b>	<b>\$7,842</b>	<b>\$7,733</b>	<b>-1.4%</b>
<b>Directors &amp; Officers and Employment Practices Liability</b>	<b>\$18,543</b>	<b>\$18,543</b>	<b>0.0%</b>
<b>Crime &amp; Fiduciary</b>	<b>\$7,600</b>	<b>\$8,367</b>	<b>+10.1%</b>
<b>Terrorism</b>	<b>\$24,000</b>	<b>\$22,000</b>	<b>-8.3%</b>
<b>Excess General Liability</b>	<b>\$153,465</b>	<b>\$150,000</b>	<b>-2.3%</b>
<b>Excess Workers' Compensation</b>	<b>\$109,667</b>	<b>\$109,941</b>	<b>+0.2%</b>
<b>Felonious Assault</b>	<b>\$1,729</b>	<b>\$1,729</b>	<b>0.0%</b>
<b>Cyber</b>	<b>n/a</b>	<b>\$8,139</b>	<b>-</b>
<b>TOTAL</b>	<b>\$576,283</b>	<b>\$564,891</b>	<b>-2.0%</b>

Compared to the expiring policies, there is a slight decrease in total premium. Premiums are lower for four (4) policies, the same for three (3) policies, and higher for two (2) policies, and one was added. Premiums are determined largely by exposure (measured by value of assets or operating costs) and per unit rates established by the insurance companies. Per unit rates are affected by our experience as well as the experience across the country. MATA's changes in exposures ranged from -12.7% to +0.9%; rate changes ranged from -0.85% to +29.2%.

In addition to the insurance program, AJG also arranges for the Third Party Administrator (TPA) for Workers Compensation claims. AJG is recommending continuing with PMA Companies. For the first time, staff is requesting approval to engage PMA Companies to also provide Third Party Administration services for Auto and General Liability claims which are currently being provided in-house. Use of the TPA for workers compensation claims has resulted in improved management and cost containment in this program. And, with the retirement of MATA's in-house Claims Manager, staff believes it is prudent to add TPA services for liability claims at this time. Below is the cost comparison from the expiring year.

<b>Coverage</b>	<b>Fee 2014- 2015</b>	<b>Fee 2015- 2016</b>	<b>Percent Change</b>
<b>Third Party Administration for Workers Compensation</b>	\$23,950	\$25,550	+6.7%
<b>Third Party Administration for Auto/General Liability Claims</b>	n/a	\$79,420	-
<b>TOTAL</b>	\$23,950	\$104,970	-

**Staff recommends approval of the proposed program.**

**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 15-24**

**RESOLUTION TO AWARD A CONTRACT TO GALES CREEK ENTERPRISES FOR  
REHABILITATION OF UP TO 18 GENERAL ELECTRIC TYPE K-35JJ  
CONTROLLERS**

**WHEREAS, The Memphis Area Transit Authority (MATA) Trolley Division has a need for rehabilitation of General Electric type K-35JJ controllers for use on trolleys; and**

**WHEREAS, MATA issued an Request for Proposal (RFP) to companies for rehabilitation of up to 18 general electric type K-35JJ controllers; and**

**WHEREAS, Three offers were received; and**

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

**WHEREAS, An Evaluation Committee reviewed and rated the proposals; and**

**WHEREAS, Gales Creek Enterprises of Oregon, Ltd. submitted the highest rated proposal; and**

**WHEREAS, Staff has determined that the proposal is responsive and responsible and recommends approval of a contract with Gales Creek Enterprises of Oregon, Ltd. for a base order of six (6) General Electric Type K-35JJ controllers at a cost of \$8,666 each, or \$51,996, with options for up to 12 additional controllers at a cost of \$103,992 for a total cost of \$155,988.**

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS, That a contract be awarded to Gales Creek Enterprises of Oregon, Ltd. for the rehabilitation of six General Electric Type K-35JJ controllers at a cost of \$51,996.**

**BE IT FURTHER RESOLVED That rehabilitation of 12 additional controllers may be authorized at a cost of \$103,992.**

**BE IT FURTHER RESOLVED That the President/General Manager, Chairman or Vice-Chairman be authorized to execute the contract.**

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

**YEA:** Charles Pickard; Martin Lipinski; Shella Williams; Sean Healy; Lauren Taylor; John Vergos; Andre Gibson; Roquita Coleman

**NAY:** None

**Approved:** July 27, 2015

**Absent at Time:** Kristen Bland



MINUTES OF 7/27/15 ITEM VA2

**TO:** MATA Board of Commissioners  
**FROM:** Ronald Garrison, President/General Manager  
**SUBJECT:** RFP 15-10 Rehabilitation of 18 General Electric Type K-35JJ Controllers  
**DATE:** July 27, 2015

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This memo summarizes the procurement and evaluation process for the rehabilitation of up to 18 general electric type K-35JJ controllers.

The RFP was sent to vendors on MATA's list, formally advertised and posted to MATA's website. There was no DBE goal set. Three (3) proposals were received. MATA staff reviewed these proposals on the criteria set forth in the RFP: experience and past performance, qualifications of employees, understanding the project, delivery schedule and overall cost.

Proposals were received from Gales Creek Enterprises of Oregon Ltd. with a cost of \$8,666 each for a total cost of \$155,988, Gomaco Trolley Company with a cost of \$24,500 each for a total cost of \$441,000, and Swiger Coil Systems with a cost of \$33,000 each for a total cost of \$594,000. Based on the evaluation criteria, Gales Creek Enterprises of Oregon, Ltd. submitted the highest rated proposal.

Staff recommends that a base order of six (6) controllers be authorized (enough for three trolleys) with an option for the remaining 12. In cooperation with FTA and TDOT, MATA will explore the possibility of rehabilitating some or all of the 12 additional controllers in-house in the future. For that reason only six are being recommended for outsourcing at this time.

MATA staff recommends the contract to be awarded to Gales Creek Enterprises of Oregon, Ltd. for rehabilitation of six controllers with options up to a 18 at a cost of \$8,666 each.

**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 15-25**

**MINUTES OF** 7/27/15 **ITEM** VB1

**RESOLUTION TO APPROVE SERVICE CHANGES**

**WHEREAS, MATA makes service changes periodically in order to increase efficiency and effectiveness of service and to align service levels with available funding; and**

**WHEREAS, Recent developments necessitate these changes; and**

**WHEREAS, The proposed set of service changes was made available for public comment by posting notices in the Daily News and Tri-State Defender, on MATA's website, and at transit centers; and**

**WHEREAS, Comments from riders and citizens in the community have been considered; and**

**WHEREAS, Staff recommends that the changes summarized below be approved for fixed route bus service.**

**Goodlett Farms – Eliminate route.**

**WHEREAS, A Title VI Service Equity Analysis has been performed in accordance with MATA's adopted Title VI policy and FTA regulations and it has been determined that there will be no adverse or disparate impacts associated with these service changes; and**

**Nonconnah Corporate Center – \*\*\* New Service\*\*\* Outbound from Airways Transit Center, right on Airways Blvd., right on Brooks Rd., right on Directors Row, left on Airways Blvd., left on Democrat Rd., right on Nonconnah Blvd., to end of the line at Dividend Dr. Inbound from Dividend Dr. right on Corporate Ave., left on Nonconnah Blvd., left on Democrat Rd., right on Airways Blvd., right on Brooks Rd., right into Airways Transit Center to end of the line. Proposed hours of service are Monday thru Friday from 8 a.m. - 8 p.m. Buses are scheduled to run every 30 minutes to and from the Airways Transit Center, 3033 Airways Blvd.**

**WHEREAS, There will be no changes to MATAPlus service; and**

**WHEREAS, There will be no changes to Trolley service.**

**WHEREAS, Staff recommends said changes be effective on August 17, 2015 or as soon thereafter as practical.**

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS, That the service changes are approved to be effective on August 17, 2015 or as soon as practical thereafter.**

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**Motion Made By: Andre Gibson      SECONDED: John Vergos**

**YEA: Charles Pickard; Martin Lipinski; Shelia Williams; Sean Healy; Lauren Taylor; John Vergos; Andre Gibson; Roqulta Coleman**

**NAY: None**

**Approved: July 27, 2015**

**Absent at Time: Kristen Bland**





**TO:** MATA Board of Commissioners

**FROM:** Ron Garrison, President/General Manager

**SUBJECT:** Summary of Proposed Service Changes for August 2015

**DATE:** July 21, 2015

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The changes in the accompanying resolution are designed to respond to two recent developments: (1) the end of the funding commitment for the Goodlett Farms route, and, and (2) new funding for a route serving Nonconnah Corporate Center.

**Goodlett Farms Route** – This route was initiated in April 2014 to serve the area south of I-40 east, between Sycamore View Road and Appling Road. The route was primarily designed to serve employees of the Conduit Global Call Center which opened around that time. The route was funded by a combination of MATA Section 5307 funds (50%) and Community Development Block Grant funds from the City Division of Housing and Community Development (50%). The funding has been exhausted and ridership has been poor since the inception of the route. In July 2015 Conduit Global, the largest employer along the route, laid off approximately 600 of the 700 employees at the call center. Based on these circumstances, staff recommends elimination of the route.

MATA has performed a Title VI service equity analysis for the elimination of this route and the results indicated that there were no adverse or disparate impacts associated with the elimination of this service. If you would like to review this analysis please let me know.

**Nonconnah Corporate Center Route** - MATA has had recent discussions with Councilman Harold Collins and management of the Nonconnah Corporate Center (NCC) about providing service to this area. NCC is north of the Airport and is roughly bounded by Airway Blvd on the east, I-240 on the north, Millbranch Road on the west and Nonconnah Creek on the south. MATA previously served NCC with a branch of the #32-East Parkway, but the branch was discontinued several years ago during the December 2011 sign-up due to low ridership and in an effort to make the route simpler and more direct. Recently, new tenants are moving into NCC, increasing the potential for transit ridership. In order to test the viability of restoring service, the Memphis City Council, led by Harold Collins, approved an amendment to MATA's operating budget to add \$120,000 to fund one-half of the cost of service for an eight month period, with the other one-half of the cost to be covered by revenue from bus passes purchased by tenants of NCC. The route will circulate through NBP and use Airways Blvd to connect with the Airways

**Transit Center. Service will be provided Monday-Friday from about 8:00 am to 8:00 pm. Buses are scheduled to run every 30 minutes.**

**Page 2**

**The service will operate up to 8 months depending on the amount of funding available to supplement the initial City appropriation of \$120,000.**

**MATA sought public comment by the following methods:**

- **Advertisements in the Daily News, Tri-State Defender, and LaPrensa Latina**
- **Notice on MATA's website**
- **Printed materials available at transit centers**
- **E-mail to Memphis Bus Riders Union**

**As of the date of this memo, one comment has been received. The comment and MATA's response are summarized below:**

**Comment: I want to petition MATA not to cut the Goodlett Farms route. I know that the whole idea of the bus was for Conduit Global to have a way for their employees to get to work but this bus is an added benefit to others who work out this way as well. I do not drive a car and don't own one; having to walk from Sycamore View and Macon to my job at Accredo would be a hardship for me.**

**Staff Response: This route has had extremely poor ridership since its inception. MATA worked closely with Conduit Global and ITT Tech, and conducted outreach to the businesses and apartment complexes along the route. And, all the funding allocated for the service has been expended. However, MATA has a grant application pending that would provide funding for another route serving the general area as well as areas further east, such as the IKEA store that will open in 2016. If approved, this service would begin in 2016.**

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

# Goodlett Farms





