

MEMPHIS AREA TRANSIT AUTHORITY

1370 Levee Road
Memphis, TN 38108
Telephone: 901-722-7100 www.matatransit.com

Gary J. Rosenfeld
Chief Executive Officer

Board of Commissioners

Martin Lipinski – Chair

Kristen Bland
Shelia Williams
Tommy Pacello
Michael Fulton

Janice Holder
Robert Clark
Michelle McKissack

AGENDA

Board of Commissioners Virtual Board Meeting

1370 Levee Road

Thursday, May 28, 2020

3:30 p.m.

- | | | |
|------|--|------------------|
| I. | Call to Order | Martin Lipinski |
| II. | Board Roll Call | Linda Eskridge |
| III. | Approval of April 28, 2020 Board Minutes | |
| IV. | CEO Report | Gary Rosenfeld |
| V. | Consent Agenda Item(s) | Gary Rosenfeld |
| | a) Resolution Authorizing the Disposal of Surplus/
Obsolete Parts -Res. No. 20-17 | |
| VI. | Service and Development | Gary Rosenfeld |
| | a) Resolution to Adopt the MATA Public Transportation
Agency Safety Plan – Res. No. 20-18 | |
| | b) Resolution for Temporary Fare Policy Modifications
in Response to COVID-19 Emergency -Res. No. 20-19 | |
| VII. | Finance Agenda Item(s) | Gary Rosenfeld |
| | a) Resolution to Authorize an Information Technology
Infrastructure Enterprise Solutions Indefinite-Delivery
Indefinite-Quantity Contract with nMomentum for
Consulting Services to Procure and Upgrade or Replace
a new CAD-AVL System and other IT Related Software
Systems -Res. No. 20-20 | |
| | b) Financial Report | Bernhard Rudolph |
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Agenda (continued)

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| VIII. | Speaker(s) Acknowledgement | Lawson Albritton |
| IX. | Old/New Business | Martin Lipinski |
| X. | Adjournment | Martin Lipinski |

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CALL TO ORDER: A virtual meeting of the MATA Board of Commissioners was called to order by Chairman Martin Lipinski at 3:30 p.m. on Tuesday, April 28, 2020.

BOARD ROLL CALL:

Present: Martin Lipinski, Tommy Pacello, Michael Fulton, Michelle McKissack; Janice Holder; Robert Clark

Absent: Kristen Bland, Roquita Williams; Shelia Williams

Quorum: Yes

Staff: Lawson Albritton, Senior Administrative Officer; Linda Eskridge, Board Secretary/Executive Assistant, Nicole Lacey, Chief Communications Officer; John Lancaster, Director of Planning & Scheduling; Gary Rosenfeld, Chief Executive Officer; Bernhard Rudolph, Chief Financial Officer

Guests:

Minutes of the February 25, 2020 Board Meeting were unanimously approved.

CEO Report – Gary Rosenfeld

Mr. Rosenfeld gave an update on the Statistical Report and showed a Power Point of the report. Mr. Rosenfeld also updated the Board on his upcoming meetings.

April Board Agenda Items

Consent Agenda Item(s)

- a) Resolution Authorizing the Disposal of Surplus/Obsolete Parts – Res. No. 20-10 was approved by Tommy Pacello and seconded by Janice Holder. **The Resolution unanimously Passed.**

Service and Development Item(s)

- a) Resolution to Eliminate Zone Fares – Res. No. 20-11 was approved by Tommy Pacello and seconded by Robert Clark. **The Resolution Unanimously Passed.**
- b) Resolution for Temporary Free Fare Policy in Response to COVID-19 Emergency Res. No. 20-12 was approved by Janice Holder and seconded by Michael Fulton. **The Resolution Unanimously Passed.**

Procurement Agenda Item(s)

- a) Resolution to Award a Contract to Complete Coach Works to Transport and Paint Eighteen 40' Transit Buses -Res. No. 20-13 was approved by Tommy Pacello and seconded by Michael Fulton. **The Resolution Unanimously Passed.**
- b) Resolution to Award a Contract to Luminator Technology Group for an On-Board Safety & Surveillance Security System – Res. No. 20-14 was approved by Michael Fulton and seconded by Robert Clark – **The Resolution Unanimously Passed.**

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Finance Agenda Item(s)

- a) Resolution to Amend nMomentum Enterprise Asset Management System (EAM) Consulting Service – Res. No. 20-15 was approved by Tommy Pacello and seconded by Janice Holder – **The Resolution Unanimously Passed**

Financial Report – Bernhard Rudolph

Actual revenue of \$45.4M year-to-date through March is favorable to budget by \$2.3M. The overage is largely due to the additional \$2.5M that was received from the City in March. Actual expense through March is unfavorable to budget by \$2.67M, but when adjusting for \$1.43M of grant-funded items, for which there is offsetting revenue, actual expense is \$1.24M over budget. This overage is largely due to the labor costs associated with not reducing service as budgeted and this was the reason for the additional \$2.5M in funding that was received from the City. Passenger fares through March were \$403k unfavorable to budget. Fixed Route was \$176k below budget, MATA Plus was \$155k unfavorable to budget, and Trolley was \$72k below budget. MATA's cash position of \$11.1M (including Receivables) is enough to carry us through to mid-May, when we should start receiving our Federal funding.

Speakers

Comments were sent in via MATA's Public Comment Page of the website. Mr. Albritton, speaker facilitator read each comment to the Board. The comments will be address later.

Mr. Johnnie Mosley, Chairman, Citizens for Better Service

First, I thank the board for allowing me to submit my written comments and questions for this virtual board meeting. Shortly I learned that MATA was planning to run Sunday Service in response to Covid-19, I immediately requested, in writing that MATA incorporate the Saturday Schedule. I felt that that this would strike the right balance in meeting the transportation needs of the ridership and the safety and health of MATA employees and riders. I knew that Nashville and Chattanooga were going to a Saturday Schedule plus add trips as early as 6a.m. to accommodate passengers who had to get to work early. Since then, MATA has incorporated the Sunday Schedule and the ridership has suffered a great deal of personal transportation pains. Because MATA is running a Sunday Schedule, there is no bus service in areas such as Northaven, Box town, and New Chicago. As a result of Sunday Schedule, riders have been forced to an unearned homebound status while trying to figure out how to get to essential places such as the Mid-South Food Bank for a free box of grocery. Where is MATA for seniors over 60, veterans, people with disabilities, and those who have no transportation to get free food? MATA should do more to strike a balance to protect lives and livelihoods of bus riders and MATA employees. I submit the following questions to the MATA Board and MATA administration for discussions and response.

Question 1: At a time when public transits in cities around the country have the same information about Covid-19 as MATA, why is MATA still running Sunday Service which is having a greater negative impact on the lives and livelihoods of the ridership? Are there any plans for MATA to switch to Saturday Schedule with early bus trips soon?

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Question 2: If it is true that MATA has a shortage of bus operators what factor have contributed to this shortage? If MATA were able to run at full service before COVID-19 what has changed over the past weeks in which MATA cannot run a Saturday schedule with the same number of bus operators. Has MATA considered holding a virtual job fair to address this “shortage” in bus operators?

Question 3: In an effort to hear directly from bus riders and improve communications about the status of bus service, does MATA plan to hold a virtual townhall meeting with the ridership. Does MATA plan to provide daily or weekly updates other than the social media.

MATA can provide more updates via MATA’s webpage, daily announcements on the bus radio, public service announcements and email. Riders are asking questions which Citizens for Better Services and Memphis Bus Riders Union cannot answer and we are going to mislead the ridership.

Question 4: For riders, mostly seniors, who are waiting a long time for a bus for female riders who are fearful of being victims of possible verbal or physical assaults while praying for a bus, will MATA consider setting up a hotline number so ridership can report problems at the bus stop in real time?

Thank you in advance for your response to my questions.

Mr. Sammie Hunter, Co-Chair, Memphis Bus Riders Union

Subject: Comments/ Questions for MATA Board

Thank you for allowing me to submit my comments/questions for the meeting of the MATA Board on April 28,2020. Please find below my comments/questions.

Question 1: Recently it was announced that MATA received nearly 36 million dollars from the federal government amid Covid-19, what is the plan for this money? Will this money be used to increase the frequencies of bus routes, improve night and weekend service?

Question 2: Since I have witnessed firsthand the verbal outrage by frustrated bus riders. I have seen bus drivers caught in the middle of the frustrations. What is MATA plan on doing to deal with the situation?

Question 3: What is the real problem for not running Saturday schedule? I have been told there was a shortage of drivers. I have been told if MATA run the buses on Saturday Schedule, drivers were going to be laid off. What is the truth?

Question 4: Based on the agenda, MATA is proposing to suspend free bus rides, temporarily, how long is temporary? By allowing people to ride the bus free during this pandemic, there have been problems with joyriding. These problems have led to several bus riders being late for work or not at all.

Question 5: By running Sunday Schedule, a lot of people cannot get to their doctors, grocery stores and work and female riders are being harassed at the bus stops. What is the plan for addressing these problems of bus riders?

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In closing, am still getting calls from riders who are in danger of losing their jobs. I am still hearing from riders who have no transportation. I am at the bus stops with them. Therefore, I want to know when is MATA is going to meet the bus riders halfway and do right by them? Thank you.

Rita Campbell ritacampbell613@yahoo.com>

My questions to the Board of Commissioners are concerning our Public Transportation system during this Covid-19 Pandemic.

1. How will the Mayor, and Mata proceed in making sure ALL of our citizens have access to the public Transit system once Mayor Strickland lifts the stay at home order?

2. What is the plan, and steps going forward in keeping essential Mata drivers safe from more Coronavirus spikes, and endangering our riders. Have you considered testing all drivers in order to reduce, and contain the spread of this virus, if not why since Testing is crucial in combating and containment of this virus according to medical research?

Justin Davis, Secretary/Treasurer, Memphis Bus Riders Union

Hello MATA Board,

I hope call of you are staying safe and healthy during this difficult time. The Bus Riders Union has received a flurry of calls about riders being left at bus stops, because MATA's reduced service and bus capacity. Many riders feel that this could be mitigated by moving to a Saturday schedule, or running additional buses to pick up people who are getting left behind - we've constantly heard both suggestions in the past month. Has MATA explored either of these options?

I would also like to know if MATA is paying for drivers, maintenance workers, and other employees to have personal protective equipment (PPE), hazard pay, and/or sick leave.

Best,

Justin Davis
Secretary/Treasurer, Memphis Bus Riders Union

Be careful out there.

Old/New Business

Adjournment
The meeting was adjourned by Chairman Lipinski

Martin Lipinski, Chairman

**MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS**

RESOLUTION NO. 20-17

RESOLUTION AUTHORIZING THE DISPOSAL OF SURPLUS/OBSOLETE PARTS

WHEREAS, The Memphis Area Transit Authority (MATA) has 44 bud rims for 2003 Gilling buses that are surplus/obsolete parts that are no longer useful to the Authority; and

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

WHEREAS, Said parts shall be disposed by vendor credit, written bids, electronic bids, trade-in, FTA transfer, negotiated sale price or by public auction; and

WHEREAS, If MATA is unsuccessful in disposing of said parts in the manner stated above, then they may be sold as scrap or discarded; and

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

NOW, THEREFORE, BE IT RESOLVED THAT THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS is hereby authorized to dispose of the surplus/obsolete parts by vendor credit, written bids, electronic bids, trade-in, FTA transfer, negotiated sale price or by public auction.

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

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

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MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS

RESOLUTION NO. 20-18

RESOLUTION TO ADOPT THE MATA PUBLIC TRANSPORTATION AGENCY SAFETY PLAN

WHEREAS, The management of safety is one of the core business functions of the Memphis Area Transit Authority. MATA is committed to developing, implementing, maintaining, and constantly improving processes to ensure that all transit service delivery activities take place under a balanced allocation of organizational resources, aimed at achieving the highest level of safety performance and

WHEREAS, SMS implementation the formal adoption of an approved Public Transportation Agency Safety Plan (PTASP) will be a federal requirement for transit organizations nationwide December 31, 2020 and will provide a safety management framework for all modes of transportation; and

WHEREAS, 49 CFR Part 673, The Federal Transit Administration (FTA) Final Rule, which became effective on July 19, 2019, requires States and certain operators of public transportation systems that receive Federal financial assistance under 49 U.S.C. Chapter 53 to develop Public Transportation Agency Safety Plans (PTASP) based on the Safety Management System approach; and

WHEREAS, The Public Transportation Agency Safety Plan will guide MATA employees as a culture of safety is formally developed top-down, organization wide, and performance driven to effectively mitigate safety risk; and

WHEREAS, MATA Safety and Security Division along with safety consultant developed the Public Transportation Agency Safety Plan and related tasks that have been approved by the State Oversight Agency; and

WHEREAS, MATA has completed an organization wide gap analysis to identify strengths, weaknesses, opportunities, and threats in support of SMS implementation and the development of the MATA PTASP; and

WHEREAS, The formal adoption of the MATA Public Transportation Agency Safety Plan is an FTA requirement, it is being submitted to the MATA Board of Commissioners for approval.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That the MATA Public Agency Safety Plan is adopted.

BE IT FURTHER RESOLVED That the MATA Board of Commissioners agrees to program investments that support the Public Transportation Agency Safety Plan and the implementation of SMS.

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Below are two attachments to Res. No. 20-18 above. The TDOT attachment has six pages and the MATA Attachment has 95 pages.



TDOT MATA Agency
Safety Plan Prelimin:



MATA_PTASP_FINAL
_20200220.pdf

MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS

RESOLUTION NO. 20-19

RESOLUTION FOR TEMPORARY FARE POLICY MODIFICATIONS IN RESPONSE TO COVID-19 EMERGENCY

WHEREAS, On March 24, 2020, The Memphis City Council by adoption of Resolution #24 modified the Fiscal Year 2020 Operating Budget in response to the Declaration of State of Emergency and the Financial Impact of the Coronavirus Disease 2019 (COVID-19) to provide funding for free or reduced fee/fare mobility options to assist in the accommodation of Memphis citizens' accessibility to transportation for doctor visits, food distributions, or extraordinary travel necessary adaptations; and

WHEREAS, By Executive Order from the Mayor of the City of Memphis, no more than 10 passengers are allowed to board a transit vehicle until expiration of the Executive Order; and

WHEREAS, MATA eliminated fares on all modes of public transportation, effective March 25, 2020 through April 30, 2020 to respond to the COVID-19 emergency; and

WHEREAS, The temporary free fare policy was advertised on MATA's website, through press releases, and on social media platforms; and

WHEREAS, The MATA Board of Commissioners have the authority to determine public transportation service levels and to establish fares; and

WHEREAS, The Federal Transit Administration Title VI regulations permit promotional or temporary fare reductions of periods less than six months and do not require a fare equity analysis; and

WHEREAS, On April 28, 2020, the MATA Board of Commissioners extended the temporary free fare policy beyond April 30, 2020 on an as needed basis, with an expiration provision to coincide with local requirements permitting groups of 25 or larger to assemble or 25 or more passengers to be allowed to board a transit vehicle.

WHEREAS, On May 18, 2020, local government and health officials moved forward with Phase II of reopening plan, permitting groups of up to 50 to assemble and it is expected that the community will move into Phase III of the reopening plan within the next month; and

WHEREAS, MATA seeks the flexibility to restore fare collection at a discounted rate and such discounts shall not be eligible for further discounts. Authorization shall be for six months effective on June 1, 2020 and fares shall be determined by the MATA's CEO in consultation with local officials and coordination with the MATA Board of Commissioners.

NOW THEREFORE BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS, That MATA's CEO be granted the authority to temporarily restore fare collection at a reduced rate over the next six months.



TO: MATA Board of Commissioners
FROM: Gary Rosenfeld, Chief Executive Officer
SUBJECT: Resolution to Restore Fare Collection
DATE: May 28, 2020

In response to the COVID-19 health emergency, Mayor Strickland's Executive Order, and actions by the Memphis City Council, MATA implemented a temporary free fare policy on all modes of public transportation for a period from March 25th through April 30, 2020. The free fares were advertised to the public on MATA's website and through social media.

On April 28, 2020, the MATA Board of Commissioners extended the free fare policy beyond April 30, 2020, to comply with local government health regulations and policies to reduce the spread of the COVID-19 virus. On May 18, 2020, local government and health officials announced entry into Phase II of the reopening plan that permitted groups of up to 50 to assemble and it is expected that the community may enter Phase III within the near future.

For these reasons, MATA is seeking flexibility from the Board of Commissioners for MATA's CEO to be granted the authority to restore fare collection at a reduced rate below previously Board adopted rates. MATA's CEO will coordinate this process through consultation with local government officials and the MATA Board of Commissioners over the next six- month period.

Please let me know if you have any questions.

MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS

RESOLUTION NO. 20-20

RESOLUTION TO AUTHORIZE AN INFORMATION TECHNOLOGY INFRASTRUCTURE ENTERPRISE SOLUTIONS INDEFINITE-DELIVERY INDEFINITE-QUANTITY CONTRACT WITH nMOMENTUM FOR CONSULTING SERVICES TO PROCURE AND UPGRADE OR REPLACE A NEW CAD-AVL SYSTEM AND OTHER IT RELATED SOFTWARE SYSTEMS

WHEREAS, The Memphis Area Transit Authority (MATA) needs to upgrade and/or replace its existing CAD-AVL and other software systems to be compatible with new fare technology and keep MATA's IT related infrastructure in a state of good repair; and

WHEREAS, MATA requires the assistance of a qualified consultant to develop a new concept of services and prepare specifications to procure and upgrade the existing systems; and

WHEREAS, Nashville Metropolitan Transit Authority (MTA) has agreed for MATA to utilize the assignability clause contained in MTA's contract 2016659-C with nMomentum and their Information Technology Infrastructure Enterprise Solutions Services Indefinite Delivery Indefinite Quantity for MATA to procure consulting services from nMomentum for its enterprise asset management project; and

WHEREAS, MATA and nMomentum have agreed upon a contract price of \$1,000,000 to provide these services; and

WHEREAS, The funding for the contract is available from Federal, State, and Local sources; and

WHEREAS, MATA's staff recommends that the Board authorize MATA to enter a contract under MTA's contract with nMomentum for consulting services associated with procuring and implementing a new fare collection system by issuing task orders not to exceed \$1,000,000.

WHEREAS, MATA's staff recommends that the Board authorize MATA to enter a contract under MTA's contract with nMomentum for consulting services to upgrade and/or replace MATA's existing CAD-AVL system and other IT related software and hardware by issuing task orders not to exceed \$1,000,000.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That MATA is authorized to enter into a contract under MTA's contract with nMomentum for consulting services associated with procuring upgrading or replacing it's CAD-AVL system in the amount of \$1,000,000.

BE IT FURTHER RESOLVED That MATA would issue task orders as necessary to nMomentum and that the time of completion will be 583 calendar days from Board Award or Notice to Proceed.

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

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TO: MATA Board of Commissioners

FROM: Gary Rosenfeld, Chief Executive Officer

SUBJECT: Information Technology IDIQ Contract – Upgrade or Replacement of CAD-AVL and other IT Systems

DATE: May 28, 2020

MATA plans to upgrade and or replace its existing CAD-AVL system and other IT related software to keep up with new technology and improve system reliability. Due to rapidly changing technology, competing software systems, and a lack of in-house technical expertise, MATA is seeking to obtain this expertise through a contracted consultant team using Nashville MTA's procurement of the same resource under the same contract by an allowable process known as piggybacking. Both the Federal Transit Administration and Tennessee Department of Transportation have sanctioned the use of this procurement method for these types of services. The contract is considered an indefinite-delivery indefinite quantity (IDIQ) type of service contract. The contract will allow MATA to obtain the needed technical expertise to oversee and manage the procurement, testing, associated with the upgrade and or replacement of the existing CAD-AVL system and integration of existing software and systems.

The estimated cost to provide these services under the previously bid hourly rates and contract amounts is \$1,000,000. The expected duration of the contract and need for these services is estimated to be 1 year, 7 months, and 4 days or 583 calendar days. The contract will be issued through task orders on an as-needed basis.

The selected contractor, nMomentum is a certified Disadvantaged Business Enterprise (DBE) contractor. Therefore, 100 percent of the contract amount will apply to MATA's DBE goals.

MATA's Staff recommends that a contract be executed with nMomentum in an amount of 1,000,000.