



## 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.

### Board of Commissioners

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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

December 8, 2014

3:30 p.m.

1370 Levee Road

- |      |   |                |
|------|---|----------------|
| I.   | CALL TO ORDER   | Sean Healy     |
| II.  | BOARD ROLL CALL   | Linda Eskridge |
| III. | APPROVAL of October 22, 2014 Board Minutes  |                |
| IV.  | ACTION ITEMS:   | Sean Healy     |
| A.   | <u>FINANCE COMMITTEE</u>  |                |
|      | 1. Resolution to Approve a Modification to Task Order #7 with Smith Seckman Reid, Inc. (SSR) for Provision of Technical Assistance Related to Trolley Vehicles – Res. No. 14-54 | Thomas Fox     |
|      | 2. Resolution to Approve a Contract Change Order to DRM for Additional Services Associated with the Central Station Redevelopment Phase 2 Project Res. - Res. No. 14-55         | Thomas Fox     |

3. Resolution to Approve a Contract with William C. Ellis Company for Fabrication and Repair of Vintage Trolley Parts - Res. No. 14-56 Alvin Pearson

4. Resolution to Award a Contract to Paulsen Printing Company for a Five-Year Service Contract for Printed Schedules - Res. No. 14-57 Ashley Best

B. SERVICE AND DEVELOPMENT

1. Resolution to Adopt Title VI Program Update - Res. No. 14-58 John Lancaster

2. Resolution to Approve the Sale, Lease or Use of Two Buildings and Property on Watkins Street - Res. No. 14-59 Ronald Garrison

3. Resolution to Approve FY15 Section 5307 Capital Projects and State Operating Assistance - Res. No. 14-60 Maury Miles

4. Resolution to Approve FY15 Section 5337 State of Good Repair Capital Projects - Res. No. 14-61 Maury Miles

5. Resolution to Approve FY15 Section 5339 Bus and Bus Facilities Capital Projects -Res. No. 14-62 Maury Miles

6. Resolution to Approve FY15 Section 5310 Enhanced Mobility of Senior and Individuals with Disabilities Program Funds - Res. No. 14-63 Maury Miles

7. Resolution to Approve Disposal of Surplus Vehicles and Miscellaneous Trolley Panels and Components - Res. No. 14-64 Maury Miles

**8. Resolution to Revise Contingency Fleet  
Res. No. 14-65**

**Maury Miles**

**V. REPORTS:**

• **FINANCIAL REPORT**

**Gilbert Noble**

• **MARKETING REPORT**

**Alison Burton**

• **PERFORMANCE MEASURES REPORT**

**Thomas Fox**

- **October, 2014**
- **Complaints by Type**

• **GENERAL MANAGER'S REPORT**

**Ronald Garrison**

**VI. SPEAKERS**

*(See sign-in cards for speakers)*

**VII. OLD/NEW BUSINESS**

**Sean Healy**

**MINUTES OF BOARD MEETING**  
**MEMPHIS AREA TRANSIT AUTHORITY**  
**October 22, 2014**

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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 11:00 a.m. on Wednesday October 22, 2014 in the Central Station Board Room at 545 South Main Street.

**BOARD ROLL CALL:**

**Present:** Chairman Sean Healy; Vice Chairman, Andre Gibson  
Commissioners: Charles Pickard; Lauren Taylor; Shelia Williams; John Vergos; Martin Lipinski; Kristen Bland; Roquita Coleman

**Absent:** None

**Quorum:** Yes

**Staff:** Kenya Banks; Alison Burton; Linda Eskridge; Tom Fox; Ron Garrison; Willie Lewis; John Lancaster; Alvin Pearson,

**Guests:** MCIL/STAC Attendees: None  
Memphis Bus Riders Union: Bennett Foster; Georgia King

Others: Kwasi Agyakwa, MPO; Betty Anderson, Travel Trainer; Michelle Bono, Assistant to the City Manager Tallahassee, Johnnie Mosley, Citizens for Better Services; Nicholas Oyler, MPO; Lonnie Williams

Linda Eskridge, Executive Assistant/Board Secretary welcomed all guest and thanked them for attending MATA's monthly Board of Commissioners Meeting.

**APPROVAL OF MINUTES:** Mr. Pickard moved for approval of the September 22, 2014 Board Minutes. Ms. Williams seconded the motion and minutes were unanimously approved.

**ACTION ITEMS:**

**A. FINANCE COMMITTEE**

None

**B. SERVICE AND DEVELOPMENT**

1. **Resolution to Adopt Title VI System-Wide Service Standards Policies – Res. No. 14-51**

**Resolution to Adopt Title VI System-Wide Service Standards Policies – Res. No. 14-51**

Discussion: This resolution was presented by Mr. John Lancaster, Manager of Planning. The service standards and policies document distributed to the Board establishes system-wide service standards and policies as required by FTA for all MATA fixed-route transit services. Mr. Lancaster explained the four service standards and the two service policies required by FTA. *Mr. Vergos moved that Resolution No. 14-51 be put on floor for discussion. Mr. Gibson seconded the motion.* Mr. Vergos asked about the service availability standards and how the fixed-route service area boundary is defined. Mr. Lancaster stated that the service area boundary is roughly defined by a three-quarter mile radius of existing fixed-route service and that when you change the service area boundary, you are changing the calculation of percentage of population within the service area boundary. Mr. Pickard asked how do the standards compare to the old standards. Mr. Lancaster stated that all of the standards are new except for the on-time performance standard. Another question was raised concerning the approaching deadline to have the Title VI Program approved. Mr. Lancaster stated that MATA is required to submit the updated Title VI Program by December 1, 2014, and that we have to complete our monitoring analysis using the Board adopted standards. Mr. Pickard asked should we be comfortable with the on-time performance percentages. Mr. Garrison stated that we know we can meet these percentages; however our goal will be much higher going forward. Going forward our goal will be 20% to 30% higher than what we have now. Dr. Fox stated this is just for the Title VI Program. Mr. Gibson asked what can we expect in regards to the service monitoring results. Mr. Lancaster stated that MATA is working on this now. Mr. Garrison stated that we will be bringing service monitoring results back to the Board at the next Board Meeting. **Resolution No. 14-51 was unanimously approved.**

2. **Resolution to Approve DBE Goal for Fiscal Years 2015-2017 – Res. No. 14-52**

Discussion: This resolution was presented by Mr. Willie Lewis, Manager of Security, ADA, and DBE Compliance. MATA is required to have a DBE goal because we are a recipient of Federal funds. MATA received an approval on September 30, 2014 and MATA's DBE goal is 7%. The previous three-year participation was low. In 2012, 3.05%, 2013 3.35%, and 2014 2.85%, which is an average of 3.05%. This year we are looking at a 7% DBE goal, which staff is recommending for Board's approval. *Ms. Taylor moved that Resolution No. 14-52 be put on the floor for discussion. Ms. Williams seconded the motion.* Mr. Lewis explained the difference between Race Neutral and Race Conscious. Mr. Gibson asked what happens if the goal is set to 7% and we only meet a 3.05% goal. Mr. Lewis stated that whenever you consistently fall short of your goal you have to do a goal analysis and send it to the FTA. Mr. Gibson also asked if we have a lowering of the goal approved by FTA. Mr. Lewis stated that FTA does not actually approve the goal, but approve the method by which you arrived at the goal. Mr. Pearson stated that part of that also contributes to the percentage of work that is available to bid, and that you have to have enough certified disadvantaged businesses in the area that can bid on the work. Mr. Gibson requested staff consider a meeting in the future to provide more clarity of the methodology.

Mr. Garrison stated he hopes that working with the MMBC we can further develop programs to get more agencies to become DBE certified, thereby over time help to increase our goal. Mr. Healy stated the goal and outcome is what we should be focused on. Ms. Coleman offered her assistance on this and stated that she would have some information by next month that she can share with Mr. Lewis. Chairman Healy stated that we do need to focus on our outreach participation to get more DBE certification and participation. Resolution No. 14-52 was approved by Majority Vote. Mr. Andre Gibson voted Nay.

**3. Resolution to Award a Contract to P & E Development for Repairs to Administration Building's Rear Steps and Surrounding Parking Area - Res. No. 14-53**

Discussion: This resolution was presented by Mr. Alvin Pearson, Assistant General Manager. MATA sits on a landfill at Levee Road and has suffered extensive deterioration. We are proposing a contract to do some repairs on the Administration Building coming into the bus operators area as well as some other pavement repairs. Three bidders were responsive and the lowest was P & E Development at \$260,000. There was a 11% DBE goal assigned to this project; however, they exceeded the goal by 75%. Staff is asking for Board's approval to proceed. *Mr. Lipinski moved that Resolution No. 14-53 be put on the floor for discussion. Mr. Vergos seconded the motion.* Mr. Vergos mentioned the disparity in the amounts, and asked if MATA feels comfortable that P & E is capable of doing the work. Mr. Pearson stated they did some reference checks and found that P & E has done excellent work for the City as well as for the State. This job is a bonded and someone will be monitoring the job as well. If the job does not meet the standards, the bond will be pulled. Resolution No. 14-53 was approved by Majority Vote. Ms. Sheila Williams voted Nay.

**FINANCIAL REPORT**

**Gil Noble**

*No Financial Report was presented*

**MARKETING REPORT**

**Alison Burton**

*No Marketing Report was presented*

**PERFORMANCE MEASURES REPORT**

**September 2014**

**Dr. Tom Fox**

Staff will continue to work on better visual representation, as requested by the Board when presenting this information. For the month of September, seven measures exceeded our target, two measures that were within 10% of the target, and 10 were below the target. Most of the accidents that we experienced were very minor in nature, and we are working hard to get those back under the target.

## **GENERAL MANAGER'S REPORT**

### **Mr. Ronald Garrison**

This month was focused on preparing for the Board of Commissioners Retreat. Mr. Garrison gave a very brief synopsis on the month of October to include:

- Worked with senior staff, and other managers on a SWOT analysis
- Scheduled experts to coming in to work with the trolleys.
- Update/conference call meeting with FTA and TDOT
- Other Meetings
  - Chamber President and staff member
  - Congressman Cohen and later with Brittany Henandez, Cohen's Legislative Assistant.
  - Senator Corker's Legislative Assistant, Hunter Bethea
  - Spoke at the Kiwanis Club.

As stated earlier, this month was mainly focused on preparation for the Board Retreat.

### **SPEAKERS:**

- **Ms. Georgia King, 741 Adams Ave. #101, Memphis, TN - Memphis Bus Rider's Union** - Concerns: Bus drivers do no wait for customers to sit down when boarding the bus before pulling off. They would like to have a public announcement (PA) system to assist customers with directions when deboarding the bus for transfer connections. They would like to see a continuation of police security on buses, and feels this would also assist with crime prevention. They are asking for more time for connecting customers at transfer points. There is a huge concern with the overcrowding of the 50 Poplar, and are asking for this route to be monitored for overcrowding. Mr. Alvin Pearson will take care of the monitoring of the 50 Poplar. Mr. Garrison will have staff meet with Ms. King directly after the Board Meeting, and get more information from Ms. King on her concern, and assures her that we follow up with her on what will be done to resolve the concerns, and follow up again in a few weeks or months to see if the issues have been resolved. Ms. King agreed to remain after the meeting.

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

Chairman Healy called for any old/new business to come before the Board. Mr. Pickard mentioned the discussion about additional cameras around the Hudson Transit Center, and if there has been any discussion regarding body cameras.

Mr. Pickard stated this may be an expensive endeavor, but will provide more coverage than what we are getting at present. Mr. Pearson stated that staff will follow up and look at the feasibility of doing something regarding body cameras. Mr. Bennett Foster spoke about the security cameras, and stated that his only request is to make sure that the cameras that are installed cover the entire parameter.

The next Board Meeting is slated for November 24, 2014. A notice will be sent out in the event of any change in the date of the meeting. It will also be posted on MATA's website.

Chairman Healy called for a motion to adjourn. Ms. Coleman 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. 14-54**

**RESOLUTION TO APPROVE A MODIFICATION TO TASK ORDER #7 WITH SMITH  
SECKMAN REID, INC. (SSR) FOR PROVISION OF TECHNICAL ASSISTANCE  
RELATED TO TROLLEY VEHICLES**

**WHEREAS, the MATA Board of Commissioners awarded Task Order #7 to SSR on July 28, 2014 for professional services related to inspection and repair of trolley vehicles and preparation of associated documentation; and**

**WHEREAS, The Memphis Area Transit Authority (MATA) has a need for additional professional services under this Task Order; and**

**WHEREAS, Staff requested a proposal for additional services from SSR to include assistance from a consultant with national experience with passenger rail safety and rail vehicle fleets; and**

**WHEREAS, SSR provided a proposal including Parsons Brinckerhoff as a subconsultant for two phases of work at a cost of \$248,863, which staff considers to be reasonable; and**

**WHEREAS, Funds are available in a capital grant; and**

**WHEREAS, Approval of this modification will exceed the maximum amount of the contract, and Staff recommends increasing the maximum from \$750,000 to \$1,000,000 to allow for additional task orders to be issued over the remainder of the contract at MATA's discretion.**

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS, That a modification to SSR Task Order #7 be approved in an amount of \$248,863, for a new total of \$327,279.**

**BE IT FURTHER RESOLVED That approval is retroactive to the Notice to Proceed dates.**

**BE IT FURTHER RESOLVED That the maximum amount of the contract be increased to \$1,000,000.**

**BE IT FURTHER RESOLVED That the President/General Manager or Contracting Officer be authorized to execute the necessary documents.**

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



## MEMO

**TO:** MATA Board of Commissioners  
**FROM:** Ron Garrison, President/General Manager  
**SUBJECT:** Modification to Task Order #7 with SSR for Trolley Technical Assistance  
**DATE:** November 26, 2014

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On July 28, 2014, the MATA Board of Commissioners approved a task order under the on-call contract with Smith Seckman Reid (SSR) for technical support related to the trolley system. The approved task order includes expanding and updating various maintenance manuals, and on-site support by Gord McOuat of Streetcar and Trolley Services, Inc., in repairs and training.

Subsequently, in consultation with FTA and TDOT, it was determined that there was a need for additional specialized expertise from a consultant with specialized expertise in comprehensive rail vehicle rehabilitation plans and safety certification plans. Parsons Brinckerhoff (PB) has the necessary specialized expertise as well as recent experience working on MATA's trolley system in conjunction with SSR. Therefore, MATA requested a proposal from SSR for additional services involving PB. The revised proposal outlined two additional phases of work, as shown below:

Phase 1 – On-Site Trolley Review	\$ 38,789
Phase 2 – Trolley Rehabilitation Project	<u>\$210,074</u>
Total Change	\$248,863

When added to the original task order amount of \$78,416, the new total is \$327,279.

Due to the importance of continuing the work to get the trolleys back in service, staff authorized the On-Site Trolley Review on 10/06/2014 and the Trolley Rehabilitation on 11/03/2014, under the procurement policy provision allowing such action due to public exigency.

It is anticipated that there will be at least one more phase that will involve the SSR consultant team. This final phase would likely include activities such as preparation of procedure manuals, training support, maintenance management, engineering, and/or coordination with FTA and TDOT on safety certification.

Staff recommends approval of this Task Order.

**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 14-55**

**RESOLUTION TO APPROVE A CONTRACT CHANGE ORDER TO DRM FOR  
ADDITIONAL SERVICES ASSOCIATED WITH THE CENTRAL STATION  
REDEVELOPMENT PHASE 2 PROJECT**

**WHEREAS, The Memphis Area Transit Authority (MATA) solicited proposals for a new phase of development on the Central Station site ("Central Station Redevelopment Phase 2"); and**

**WHEREAS, Staff is negotiating with the top ranked development team that submitted a proposal; and**

**WHEREAS, the law firm of Dinkelspiel Rasmussen and Mink (DRM) was engaged to provide legal advice and assist staff with the negotiations at a cost of \$44,000; and**

**WHEREAS, Staff has determined that there is also a need for specialized expertise in evaluating the economics of the development team's proposal; and**

**WHEREAS, DRM recommends that the CBRE, a commercial real estate management firm, be added to the DRM team at a cost of \$10,000; and**

**WHEREAS, with the addition of CBRE to the DRM team, the value of the contract is \$54,000, which exceeds \$50,000, and thus requires Board approval.**

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That the contract with Dinkelspiel Rasmussen & Mink is amended to a total of \$54,000.**

**BE IT FURTHER RESOLVED that the President/General Manager, Chairman and Vice-Chairman are authorized to execute the necessary contract changes.**

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## MEMO

**TO:** MATA Board of Commissioners

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

**SUBJECT:** Professional Services for Central Station Redevelopment Phase 2 -  
Dinkelspiel Rasmussen & Mink, and CBRE

**DATE:** December 2, 2014

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To assist MATA in negotiations with the Turley-Community Capital team on the Central Station Redevelopment Phase 2, staff engaged the services of the law firm of Dinkelspiel Rasmussen & Mink (DRM) to provide legal advice and support. The engagement was for \$44,000, which is below the \$50,000 threshold that requires Board approval. Bob Dinkelspiel, the founding principal of the firm, was the primary attorney who worked for MATA on the Central Station Phase 1 project. Due to Mr. Dinkelspiel's critical role in development of Central Station, DRM is considered uniquely qualified to assist MATA with the transition to Phase 2 and was hired on a sole source basis.

As the negotiations proceeded, staff determined that there was a need for specialized expertise to assist in evaluating the economics of the proposal by the developer team. Mr. Dinkelspiel recommended the addition of CBRE as a subconsultant. CBRE has provided a proposal to DRM for the required services at an estimated cost of \$10,000. Staff has reviewed the proposal and found the scope of services and cost to be reasonable.

With the addition of CBRE, the total compensation to DRM would be \$54,000, raising it above the threshold that requires Board approval.

**Staff recommends approval.**

**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 14-56**

**RESOLUTION TO APPROVE A CONTRACT WITH WILLIAM C. ELLIS COMPANY  
FOR FABRICATION AND REPAIR OF VINTAGE TROLLEY PARTS**

**WHEREAS, MATA is in the process of rehabilitating trolleys in order to resume service safely and reliably as soon as possible; and**

**WHEREAS, The William C. Ellis Company has demonstrated expertise in repairing and fabricating various trolley parts at a reasonable cost and timeframe; and**

**WHEREAS, There is an increased need for repairing and fabricating trolley parts in the next 12 months; and**

**WHEREAS, MATA's procurement policy allows for flexibility in the procurement process in situations that are in the public interest; and**

**WHEREAS, Staff considers the expertise of the William C. Ellis Company to be unique and the need for their services to be justifiable as being in the public interest for a 12 month period, and**

**WHEREAS, Staff has negotiated the hourly rates for a machinist @ \$70.00 per hour and a helper @ \$40.00 per hour for typical tasks which are considered to be reasonable; and**

**WHEREAS, Staff will initiate a Request for Proposal process in accordance with the normal procurement procedures to secure a company to provide these services on a long term basis, after the conclusion of the 12 month interim period.**

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That a contract is approved with the William C. Ellis Company for the provision of various trolley part repairs and related services for a period of 12 months at a cost of \$700,000.**

**BE IT FURTHER RESOLVED That Staff is authorized to negotiate costs for other related types of tasks and to approve variations to the negotiated unit costs with appropriate justification.**

**BE IT FURTHER RESOLVED That Staff will initiate a procurement process for a long-term contract for the types of services identified in this resolution.**

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**TO:** MATA Board of Commissioners  
**FROM:** Ron Garrison, President/General Manager  
**SUBJECT:** William C. Ellis Company Contract  
**DATE:** December 3, 2014

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The William C. Ellis Company in downtown Memphis has repaired and fabricated trolley vehicle parts for MATA for many years. Historically, the work has been done on a work order basis as the need arose (i.e., there has not been an on-call contract). The company provides typical task services listed on the attachment.

Due to the amount of work that will be required get trolleys repaired and back in service, MATA expects to have a greater need for these services over the next 12 months. MATA's procurement process allows for flexibility in situations of "public exigency", when it is in the public interest to expedite certain contracted work. Staff considers this to be the case in this situation.

Therefore, staff proposes to enter into a sole source contract with the William C. Ellis Company for a period up to 12 months to provide the services to MATA including but not limited to the types of tasks listed on the attachment. Staff has negotiated hourly rates and typical unit costs for common repairs, as shown on the attachment. The estimated total cost for a 12 month period is \$700,000.

In addition, staff will develop and issue a Request for Proposal to secure a company to provide these services on a long-term basis (e.g. 5 years) in accordance with the normal procurement process with the intent of bringing a recommendation to the MATA Board before the completion of the interim contract with William C. Ellis.

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

**ATTACHMENT**  
**Typical Tasks Performed By Ellis Machine Shop**

Fabrication/Repairs	Total on Trolley	Per Component	10 Trolleys
Timken Bearing - Remove and replace	8	\$ 351.00	\$28,080.00
<b>Melbourne Axle:</b> Remove good bull gear off bad axle, remove bad bull gear off good axle and install good bull gear on good axle – also install Timken Bearings on axle	4	3,153.00	86,120.00
<b>GE249 Armature</b>	4 Armatures		
Repair both armature bearings, repair taper and key hole on shaft – replace pinion gear	8 bearings	2,445.00	195,600.00
Fabricate Saddle Bearings	4	2,474.00	98,960.00
Fabricate Center Bearings	2	1,599.78	31,995.60
MV101 Motor - Remove and replace pinion gear	4	1,438.00	57,520.00
Axle Bearings for Rebabbit	8	845.00	67,600.00
Brake Handles - Made for brake valves on Trolleys	2	625.00	12,500.00
<b>Axle #5</b>			
Turn wheels, check and repair axle bearings and Timken bearings	4	2,280.40	91,216.00
Fabricate Brake Saddles	8	299.00	23,920.00
<b>Total</b>			<b>\$693,511.60</b>

Wm. C. Ellis & Sons hourly labor rate is as follows:  
 Machinist - \$70.00 per hour  
 Helper - \$40.00 per hour

**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION 14-57**

**RESOLUTION TO AWARD A CONTRACT TO  
PAULSEN PRINTING, CO. FOR A FIVE-YEAR SERVICE CONTRACT FOR PRINTED  
SCHEDULES**

**WHEREAS, MATA is required to maintain certain quantities of printed schedules for its various locations and patrons; and**

**WHEREAS, MATA issued an Invitation for Bid (IFB) for companies to provide services for printed schedules for a five-year period; and received five responsive offers; and**

**WHEREAS, The bid was formally advertised; and**

**WHEREAS, There was no DBE goal set; and**

**WHEREAS, Paulsen Printing Co. submitted the lowest responsive and responsible bid at the prices shown in Exhibit A; and**

**WHEREAS, Staff has reviewed the bids received and recommends that a five-year contract be awarded to Paulsen Printing Co. at a cost of \$604,070; and**

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That a contract be awarded to Paulsen Printing Co. to provide services for all printed schedules over a five-year period at a cost of \$604,070.**

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

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





**TO:** MATA Board of Commissioners  
**FROM:** Ronald Garrison, President/General Manager  
**SUBJECT:** Five Year Service Contract for Printed Schedules  
IFB 15-03  
**DATE:** December 8, 2014

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**This memo summarizes the procurement and evaluation process for a supplier to provide services for printed schedules. MATA is required to maintain a certain quantity of printed schedules for its various locations and patrons. Listed below are approximate annual schedule quantities.**

<b>Three panel</b>	<b>8.5" X 10.5"</b>	<b>40,000 pcs</b>
<b>Four panel</b>	<b>8.5" X 14"</b>	<b>90,000 pcs</b>
<b>Five panel</b>	<b>8.5" X 17.5"</b>	<b>170,000 pcs</b>
<b>Six panel</b>	<b>8.5" X 21"</b>	<b>300,000 pcs</b>
<b>Seven panel</b>	<b>8.5" X 24.5"</b>	<b>190,000 pcs</b>
<b>Eight panel</b>	<b>8.5" X 28"</b>	<b>140,000 pcs</b>
<b>Nine panel</b>	<b>8.5" X 31"</b>	<b>40,000 pcs</b>
<b>System Map</b>	<b>23.75" x 37" flat (folding to 3.7" x 8")</b>	<b>30,000 pcs</b>
<b>Total Annual Schedule Quantities</b>		<b>1,000,000 pcs</b>
<b>Five-Year Contract Schedule Quantities</b>		<b>5,000,000 pcs</b>

**The IFB was sent to 33 vendors, formally advertised and posted to MATA's website. The goal for participation by Disadvantaged Business Enterprises (DBE) was set at 0%. Five (5) bids were received. MATA staff reviewed these bids on the criteria of the lowest responsive and responsible bid.**

**MATA staff recommended the contract to be awarded to Paulsen Printing Co. The value of the contract, as presented in the Board resolution is based on the lowest responsive and responsible bid for a total of \$604,070.**

# EXHIBIT A

## Five Year Service Contract for Printed Schedules 2014-2019

### YEAR 1 12/1/14-11/30/15

	Three Panel 40,000	Four Panel 90,000	Five Panel 170,000	Six Panel 300,000	Seven Panel 190,000	Eight Panel 140,000	Nine Panel 40,000	System Map 30,000	Total
Conveo	\$ 154.76 \$	\$ 138.39 \$	\$ 114.27 \$	\$ 109.46 \$	\$ 157.39 \$	\$ 175.08 \$	\$ 246.51 \$	\$ 684.00 \$	\$ 155,705.10
Peerless	\$ 95.10 \$	\$ 168.19 \$	\$ 190.51 \$	\$ 141.47 \$	\$ 180.57 \$	\$ 186.20 \$	\$ 206.30 \$	\$ 257.20 \$	\$ 170,115.00
A-1 Printing Services	\$ 92.25 \$	\$ 144.78 \$	\$ 173.95 \$	\$ 106.64 \$	\$ 163.11 \$	\$ 99.33 \$	\$ 160.63 \$	\$ 266.33 \$	\$ 137,595.90
SmartMaps, Inc.	\$ 108.90 \$	\$ 105.81 \$	\$ 113.44 \$	\$ 104.11 \$	\$ 105.11 \$	\$ 132.60 \$	\$ 235.95 \$	\$ 495.00 \$	\$ 127,220.00
<b>Faulkner Printing Co.</b>	<b>\$ 77.93 \$</b>	<b>\$ 125.28 \$</b>	<b>\$ 144.47 \$</b>	<b>\$ 88.05 \$</b>	<b>\$ 136.87 \$</b>	<b>\$ 64.67 \$</b>	<b>\$ 169.08 \$</b>	<b>\$ 360.83 \$</b>	<b>\$ 120,814.00</b>

### YEAR 2 12/1/15-11/30/16

	Three Panel 40,000	Four Panel 90,000	Five Panel 170,000	Six Panel 300,000	Seven Panel 190,000	Eight Panel 140,000	Nine Panel 40,000	System Map 30,000	Total
Conveo	\$ 156.31 \$	\$ 139.77 \$	\$ 115.41 \$	\$ 110.55 \$	\$ 158.96 \$	\$ 176.83 \$	\$ 248.97 \$	\$ 690.84 \$	\$ 157,259.00
Peerless	\$ 97.95 \$	\$ 174.92 \$	\$ 198.14 \$	\$ 147.13 \$	\$ 185.99 \$	\$ 191.79 \$	\$ 214.55 \$	\$ 267.50 \$	\$ 176,280.00
A-1 Printing Services	\$ 94.75 \$	\$ 155.44 \$	\$ 180.00 \$	\$ 108.47 \$	\$ 173.21 \$	\$ 106.36 \$	\$ 122.25 \$	\$ 273.00 \$	\$ 141,800.90
SmartMaps, Inc.	\$ 111.08 \$	\$ 107.92 \$	\$ 115.71 \$	\$ 106.19 \$	\$ 107.21 \$	\$ 135.25 \$	\$ 240.65 \$	\$ 504.90 \$	\$ 129,761.00
<b>Faulkner Printing Co.</b>	<b>\$ 77.93 \$</b>	<b>\$ 125.28 \$</b>	<b>\$ 144.47 \$</b>	<b>\$ 88.05 \$</b>	<b>\$ 136.87 \$</b>	<b>\$ 64.67 \$</b>	<b>\$ 169.08 \$</b>	<b>\$ 360.83 \$</b>	<b>\$ 120,814.00</b>

# EXHIBIT A

## Five Year Service Contract for Printed Schedules 2014-2019

### YEAR 3 12/1/16-11/30/17

	Three Panel 40,000	Four Panel 90,000	Five Panel 170,000	Six Panel 300,000	Seven Panel 190,000	Eight Panel 140,000	Nine Panel 40,000	System Map 30,000	Total
Cenveo	\$ 157.87	\$ 141.17	\$ 116.57	\$ 111.66	\$ 160.55	\$ 178.60	\$ 251.46	\$ 694.26	\$ 158,729.70
Peerless	\$ 100.90	\$ 181.04	\$ 204.08	\$ 151.55	\$ 191.57	\$ 197.54	\$ 221.00	\$ 275.50	\$ 181,647.00
A-1 Printing Services	\$ 99.75	\$ 156.89	\$ 185.30	\$ 111.66	\$ 178.26	\$ 109.21	\$ 134.00	\$ 283.00	\$ 146,117.90
SmartMaps, Inc.	\$ 113.28	\$ 110.08	\$ 118.02	\$ 108.32	\$ 109.35	\$ 137.95	\$ 245.45	\$ 514.97	\$ 132,352.00
<b>Paulsen Printing Co.</b>	<b>\$ 3,117.00</b>	<b>\$ 11,275.00</b>	<b>\$ 24,560.00</b>	<b>\$ 26,414.00</b>	<b>\$ 136.87</b>	<b>\$ 84.67</b>	<b>\$ 169.03</b>	<b>\$ 300.83</b>	<b>\$ 120,814.00</b>

### YEAR 4 12/1/17-11/30/18

	Three Panel 40,000	Four Panel 90,000	Five Panel 170,000	Six Panel 300,000	Seven Panel 190,000	Eight Panel 140,000	Nine Panel 40,000	System Map 30,000	Total
Cenveo	\$ 159.45	\$ 142.58	\$ 117.73	\$ 112.78	\$ 162.16	\$ 180.38	\$ 253.98	\$ 697.68	\$ 160,211.50
Peerless	\$ 103.93	\$ 186.52	\$ 210.20	\$ 156.09	\$ 197.32	\$ 203.46	\$ 225.40	\$ 281.03	\$ 186,929.00
A-1 Printing Services	\$ 108.25	\$ 164.11	\$ 191.00	\$ 114.40	\$ 183.05	\$ 114.21	\$ 149.75	\$ 299.67	\$ 151,638.90
SmartMaps, Inc.	\$ 115.53	\$ 112.28	\$ 120.38	\$ 110.48	\$ 111.53	\$ 140.71	\$ 250.35	\$ 525.23	\$ 134,995.00
<b>Paulsen Printing Co.</b>	<b>\$ 77.93</b>	<b>\$ 125.28</b>	<b>\$ 144.47</b>	<b>\$ 88.05</b>	<b>\$ 136.87</b>	<b>\$ 84.67</b>	<b>\$ 169.08</b>	<b>\$ 300.83</b>	<b>\$ 120,814.00</b>

# EXHIBIT A

## Five Year Service Contract for Printed Schedules 2014-2019

	YEAR 5 12/1/18-11/30/19									
	Three Panel 40,000	Four Panel 90,000	Five Panel 170,000	Six Panel 300,000	Seven Panel 190,000	Eight Panel 140,000	Nine Panel 40,000	System Map 30,000	Total	
Cenveo	\$ 161.04	\$ 144.01	\$ 118.91	\$ 113.90	\$ 163.78	\$ 182.19	\$ 256.52	\$ 701.10	\$ 21,033.00	\$ 161,705.80
Peerless	\$ 107.03	\$ 192.07	\$ 216.51	\$ 160.78	\$ 203.24	\$ 209.57	\$ 232.18	\$ 289.47	\$ 8,684.00	\$ 192,533.00
A-1 Printing Services	\$ 113.20	\$ 173.22	\$ 195.71	\$ 117.57	\$ 188.30	\$ 117.86	\$ 163.75	\$ 313.00	\$ 9,390.00	\$ 156,876.90
SmartMaps, Inc.	\$ 117.83	\$ 114.52	\$ 122.78	\$ 112.69	\$ 113.76	\$ 143.51	\$ 255.35	\$ 535.73	\$ 16,072.00	\$ 137,691.00
<b>Paulsen Printing Co.</b>	<b>\$ 77.93</b>	<b>\$ 125.28</b>	<b>\$ 144.47</b>	<b>\$ 88.09</b>	<b>\$ 136.67</b>	<b>\$ 34.67</b>	<b>\$ 169.08</b>	<b>\$ 380.81</b>	<b>\$ 10,825.00</b>	<b>\$ 170,814.00</b>

### Grand Totals

Cenveo	\$ 793,611.10
Peerless	\$ 907,504.00
A-1 Printing	\$ 734,030.50
SmartMaps, Inc.	\$ 662,019.00
<b>Paulsen Printing Co.</b>	<b>\$ 604,070.00</b>

**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION 14-58**

**RESOLUTION TO ADOPT TITLE VI PROGRAM UPDATE**

**WHEREAS, Title VI of the Civil Rights Act of 1964 prohibits discrimination by recipients of Federal financial assistance on the basis of race, color, and national origin; and**

**WHEREAS, Changes to the Title VI Requirements and Guidelines for Federal Transit Administration (FTA) Recipients (FTA Circular 4702.1B) were published on October 1, 2012, and these changes require Board adoption of the Title VI Program Update by fixed route providers of public transportation; and**

**WHEREAS, MATA'S existing Title VI Program will expire on January 31, 2015; and**

**WHEREAS, Staff has developed an updated Title VI Program that meets FTA requirements and guidelines; and**

**WHEREAS, Staff has provided a draft copy to FTA for review and distributed for public comment via e-mail distribution to stakeholder groups, and by posting on MATA's website; and**

**WHEREAS, comments were accepted from members of the public prior to Board adoption; and**

**WHEREAS, the MATA Board of Commissioners adopted Service Standards and Policies on October, 22, 2014; and**

**WHEREAS, Staff recommends approval of the Title VI Program Update; and**

**NOW BE IT FURTHER RESOLVED BY THE BOARD OF COMMISSIONERS OF THE MEMPHIS AREA TRANSIT AUTHORITY That the Title VI Program Update is approved as presented.**

**BE IT FURTHER RESOLVED That the Board has reviewed, is aware of, and approves the Service Monitoring Report set forth in Appendix H of the Title VI Program Update.**

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



**TO:** MATA Board of Commissioners

**FROM:** Ronald L. Garrison, President and General Manager  
John Lancaster, Manager of Planning & Title VI Coordinator

**DATE:** December 3, 2014

**SUBJECT:** Approval of Title VI Program Update

**Requirements and Purpose**

MATA's Title VI Program is being updated to meet new and enhanced requirements of the revised Federal Transit Administration (FTA) Title VI Circular 4702.1B. MATA staff is requesting the MATA Board of Commissioners to approve the 2014 Title VI Program Update. Specific components requiring Board approval include results from the monitoring of MATA's system-wide service standards and policies that were adopted October 22, 2014 as well as the following items below and as included in the program update:

- Title VI Notice to the Public
- Title VI Complaint Procedures
- Title VI Complaint Form
- List of Transit-Related Title VI Investigations, Complaints, and Lawsuits
- Public Participation Plan
- Language Assistance Plan
- Table of Non-Elected Committees and Councils
- Subrecipient Monitoring
- Title VI Equity Analyses (Storage, Maintenance, and Operations Facilities, Service, and/or Fare)
- MATA Board Resolution Approving Title VI Program
- Service Standards
- Service Policies
- Demographic and Service Profile Maps/Charts
- Demographic Ridership & Travel Patterns (collected by surveys)
- Service Monitoring (including Board Approval)
- Description of Public Engagement Process

- **Results of service and/or fare equity analysis conducted since the last Title VI Program submission**

In order to demonstrate that MATA is complying with Title VI requirements, FTA requires MATA to prepare and submit a Title VI Program Update every three years. Since MATA's last Title VI Program submittal, FTA has issued a revised Circular 4702.1B, effective October 1, 2012. The revised Circular outlines several new and enhanced regulatory requirements such as the establishment of system-wide service standards and policies, some of which MATA has addressed for the first time. The Title VI Program must be approved by MATA's Board of Commissioners prior to submission to FTA.

Under the new requirements established in the revised Title VI Circular, agencies must:

- **Submit a Board-approved formal Public Participation Plan/Program**
- **Provide the racial composition of non-elected committees and councils**
- **Provide a description of how the agency monitors its sub-recipients (not applicable to MATA since MATA does not have any subrecipients)**
- **Conduct Title VI equity analysis for construction of new facilities**
- **Obtain Board approval of Title VI Program prior to submission to FTA**

Enhanced requirements established in the revised Title VI Circular include:

- **Collecting and reporting ridership demographic data**
- **Evaluating major service changes and fare changes using Title VI definitions that have been vetted with the public and approved by the Board of Commissioners**
- **Major service change policy, disparate impact policy, and disproportionate burden policy.**
- **Board approval of Title VI equity analysis of major service changes and fare adjustments**
- **Setting policy for Title VI system-wide service standards and service policies for each fixed route mode**
  - **Defining service standards for vehicle load, vehicle headway, on-time performance, and service availability**
  - **Developing service policies for transit amenities and vehicle assignment**
- **Monitoring transit service**
  - **Securing Board approval of monitoring results**

### **Summary of Title VI Program Update**

MATA's current Title VI Program Update includes the required information as outlined in the checklist above. MATA publicizes its Title VI notices as required. Two Title VI complaints were investigated and closed over the past three years. A Public Participation and Language Assistance Plan have been developed according to the new regulations.

**MATA's Board and its committee's composition and racial breakdown have been documented. Since MATA does not pass through any federal funding to subrecipients, it is not responsible for monitoring any subrecipients. There were no construction projects within the past three years that met the reporting requirements. MATA has completed the required passenger surveys and created the required demographic mapping of minority and low-income populations. MATA's Board of Commissioners has adopted the required Major Service Change Policy, Disparate Impact Policy, and Disproportionate Burden Policy, and applied these policies to service changes that met the required thresholds. No disparate impacts or disproportionate burdens have been identified in any of the required equity analyses.**

**Summary of Title VI Service Monitoring Report**

**MATA has evaluated its fixed-route services against the required and Board-adopted system-wide service standards and policies. Only two standards were not met. Some routes did not meet the required headway standards and all but one route failed the on-time performance standard. However, there was no pattern of discrimination, and no potential disparate impacts to minority populations or disproportionate burdens to low-income populations were identified.**

**The 2014 Title VI Program Update and Monitoring Report represents MATA's efforts to document its compliance with FTA Circular 4702.1B.**



**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 14-59**

**RESOLUTION TO APPROVE THE SALE, LEASE OR USE OF TWO BUILDINGS  
AND PROPERTY ON WATKINS STREET**

**WHEREAS, The Memphis Area Transit Authority (MATA) owns two buildings and property located at 1364 and 1376 North Watkins Street; and**

**WHEREAS, MATA's use of the buildings and property has changed over the years so that it may be more beneficial to lease or sell the buildings; and**

**WHEREAS, MATA's Staff recommends that the Board authorize the Staff to lease or sell the buildings and property if their use is not needed for transit purposes; and**

**WHEREAS, Any proceeds received from any lease would be placed in MATA's operating account to reduce operating costs of the transit system; and**

**WHEREAS, MATA will be required to return the Federal share of the funds received if the buildings and property are sold.**

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That the MATA Staff is authorized to lease or sell the two buildings and property located at 1364 and 1376 North Watkins Street.**

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

**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 14-60**

**RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION WITH THE  
FEDERAL TRANSIT ADMINISTRATION, AN ADMINISTRATION OF THE UNITED  
STATES DEPARTMENT OF TRANSPORTATION, FOR FEDERAL ASSISTANCE  
AUTHORIZED BY 49 U.S.C. CHAPTER 53, TITLE 23 UNITED STATES CODE AND  
OTHER FEDERAL STATUTES ADMINISTERED BY THE FEDERAL TRANSIT  
ADMINISTRATION AND THE TENNESSEE DEPARTMENT OF TRANSPORTATION**

**WHEREAS, The Federal Transit Administrator has been delegated authority to award Federal financial assistance for transportation projects under the Section 5307 program; and**

**WHEREAS, The grant for financial assistance will impose certain obligations upon the applicant, including the provision by it of the local share of project costs in the program; and**

**WHEREAS, The Memphis Area Transit Authority (MATA) has or will provide all annual certifications and assurances to the Federal Transit Administration required for the projects.**

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS:**

- 1. That the President/General Manager, Deputy General Manager, Chairman or Vice-Chairman of MATA is authorized to execute and file an application for federal assistance authorized by 49 U.S.C. Chapter 53, Title 23, United States Code, or other Federal statutes authorizing a project administered by the Federal Transit Administration to aid in the financing of capital and operating assistance projects, and with the Tennessee Department of Transportation in accordance with the program of projects and budget. MATA has received authority from the City of Memphis to apply for Urbanized Area Formula Program assistance.**
- 2. That the President/General Manager, Deputy General Manager, Chairman or Vice-Chairman is authorized to execute and file with its applications, the annual certifications and assurances and other documents the Federal Transit Administration requires before awarding a Federal assistance grant.**
- 3. That the President/General Manager, Deputy General Manager, Chairman or Vice-Chairman of MATA is authorized to execute grant agreements on behalf of MATA.**

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

**MEMPHIS AREA TRANSIT AUTHORITY  
49 U.S.C. § 5307 FORMULA FUNDS  
AND STATE OPERATING ASSISTANCE  
PROGRAM OF PROJECTS AND BUDGET  
FISCAL YEAR 2015**

<b><u>PROJECT</u></b>	<b><u>FEDERAL SHARE</u></b>	<b><u>STATE SHARE</u></b>	<b><u>LOCAL SHARE</u></b>	<b><u>TOTAL SHARE</u></b>
1. Bus Facility Improvements	400,000	50,000	50,000	500,000
2. Computer Hardware and Software	48,000	6,000	6,000	60,000
3. Fare Collection Equipment	360,000	45,000	45,000	450,000
4. Office Equipment and Furniture	32,000	4,000	4,000	40,000
5. Associated Transit Improvements	120,000	15,000	15,000	150,000
6. Paratransit Service	1,200,000	150,000	150,000	1,500,000
7. Preventive Maintenance	<u>9,400,000</u>	<u>1,175,000</u>	<u>1,175,000</u>	<u>11,750,000</u>
<b>TOTAL CAPITAL</b>	<b>\$11,560,000</b>	<b>\$1,445,000</b>	<b>\$1,445,000</b>	<b>\$14,450,000</b>
8. State Operating Assistance	\$ 0	\$5,908,300	\$ 0	\$ 5,908,300



**TO:** MATA Board of Commissioners  
**FROM:** Ron Garrison, President/General Manager  
**SUBJECT:** Descriptions for Capital Projects on Grant Resolutions  
**DATE:** December 8, 2014

MATA applies for grants annually as funds are appropriated/allocated by FTA, TDOT and the City of Memphis. Due to FTA appropriating funds under various sections of the Federal Transit Act, MATA has to apply for each program separately. This is the reason for having four different grant resolutions.

#### **FTA Section 5307 Formula Funds**

Section 5307 Formula funds are apportioned to grantees on a formula based upon data as reported in the National Transit Database. The variables in the formula include measure such as passengers, passenger miles, population, and population density. The Federal funds cover 80% of the costs, and the remaining share is split between TDOT (10%) and the City of Memphis (10%).

MATA has the ability to allocate Section 5307 Formula funds to FTA-eligible projects. MATA proposes the following projects using Section 5307 funds for FY15:

1. **Bus Facility Improvements** – This includes any projects associated with repairs or rehabilitation of MATA bus facilities. Typical projects include roof repair or replacement, HVAC or other equipment repair or replacement, security systems, repaving and restriping parking lots, painting, plumbing and electrical repairs, etc.
2. **Computer Hardware and Software** – This includes any hardware and software for MATA's IT system. Typical projects include computers, monitors, printers, servers, copiers, etc. and miscellaneous software.
3. **Fare Collection Equipment** – MATA's existing fare collection equipment for the revenue fleet has reached its useful life. Staff estimates that this equipment will need to be replaced as soon as funds are available. MATA will use the funds in this grant to supplement rail funds already in a Section 5309 grant plus future Section 5307 and/or Section 5339 funds. Additional funds will be required from future years' appropriations to cover the costs for all the fare collection equipment needed.

4. **Office Furniture and Equipment** – MATA periodically needs to purchase various office equipment and furniture for its staff.

5. **Associated Transit Improvements** – FTA requires grantees to spend at least 1% of their apportionments on associated transit improvement projects. There are seven categories of eligible projects. MATA intends to use these funds for bus shelters and/or benches, trash receptacles, signage and pedestrian access/walkways.

6. **ADA Paratransit Service** – FTA allows grantees to use 10% of their apportionment for operating costs associated with the provision of ADA paratransit service. MATA includes the use of these capital funds to cover operating costs of the MATAPlus operations.

7. **Preventive Maintenance** – FTA allows grantees to use their apportionments for eligible preventive maintenance costs. MATA charges costs such as maintenance-related labor costs, fringe benefits, services, materials and supplies, utilities, etc. to preventive maintenance. Fuel and insurance costs are ineligible for this category.

#### **State Operating Assistance**

TDOT allocates funds to transit systems in the state based upon a formula basis. TDOT requires grantees to provide a match equal to the state share. MATA counts the operating assistance received from the City of Memphis as this match.

#### **FTA Section 5337 Formula State of Good Repair Funds**

These funds are provided on a formula basis for fixed-guideway systems that are at least seven years old. All three lines of MATA's trolley system are seven years old, so these funds are available for eligible capital projects for MATA's entire trolley system. MATA plans to use these funds for eligible preventive maintenance costs as described under Section 5307 above as well as Rail Facility Improvements if there are remaining funds. The Federal funds cover 80% of the costs, and the remaining share is split between TDOT (10%) and the City of Memphis (10%).

#### **FTA Section 5339 Formula Bus and Bus Facilities Funds**

These funds are provided on a formula basis by FTA for bus and bus facilities projects. MATA plans to use these funds for the purchase of three diesel 40' buses to replace three 40' 2002 NovaBus diesel buses that have met their useful service life and for various bus facility improvements. These projects will be funded 80% by Federal funds, 10% by TDOT and 10% by the City of Memphis.

## **FTA Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Funds**

**These funds are provided on a formula basis by FTA to urbanized areas to 1) serve the special needs of transit-dependent populations beyond traditional public transportation service where public transportation is insufficient, inappropriate, or unavailable; 2) funds projects that exceed the requirements of the Americans with Disabilities Act; 3) funds projects that improve access to fixed-route service and decrease reliance on complementary paratransit service; and 4) funds projects that are alternatives to public transportation. The funds can be used for operating projects or capital projects.**

**MATA has been designated the recipient of the Tennessee portion of formula funds appropriated to the Memphis Urbanized Area. MATA plans to solicit proposals from interested parties for these funds. Once the projects have been selected for award, Staff will bring them to the MATA Board for its approval. The Federal funds cover 50% of the operating costs, and the remaining share is split between TDOT (25%) and the proposer (25%). FTA funds 80% of the capital costs, and the remaining share is split between TDOT (10%) and the proposer (10%).**

**Let me know if you have questions.**

**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 14-61**

**RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION  
WITH THE FEDERAL TRANSIT ADMINISTRATION, AN ADMINISTRATION OF THE  
UNITED STATES DEPARTMENT OF TRANSPORTATION, FOR  
FEDERAL TRANSPORTATION ASSISTANCE AUTHORIZED BY 49 U.S.C.  
CHAPTER 53, TITLE 23 UNITED STATES CODE AND OTHER FEDERAL  
STATUTES ADMINISTERED BY THE FEDERAL TRANSIT ADMINISTRATION AND  
THE TENNESSEE DEPARTMENT OF TRANSPORTATION**

**WHEREAS, The Federal Transit Administrator has been delegated authority to award Federal financial assistance for transportation projects under the Section 5337 program; and**

**WHEREAS, The grant for financial assistance will impose certain obligations upon the applicant, including the provision by it of the local share of project costs in the program; and**

**WHEREAS, The Memphis Area Transit Authority (MATA) has or will provide all annual certifications and assurances to the Federal Transit Administration required for the projects.**

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS:**

**1. That the President/General Manager, Deputy General Manager, Chairman or Vice-Chairman of MATA is authorized to execute and file an application for federal assistance authorized by 49 U.S.C. Chapter 53, Title 23, United States Code, or other Federal statutes authorizing a project administered by the Federal Transit Administration to aid in the financing of capital assistance projects, and with the Tennessee Department of Transportation in accordance with the program of projects and budget.**

**2. That the President/General Manager, Deputy General Manager, Chairman or Vice-Chairman is authorized to execute and file with its applications, the annual certifications and assurances and other documents the Federal Transit Administration requires before awarding a Federal assistance grant.**

**3. That the President/General Manager, Deputy General Manager, Chairman or Vice-Chairman of MATA is authorized to execute grant agreements on behalf of MATA.**

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**MEMPHIS AREA TRANSIT AUTHORITY  
49 U.S.C. § 5337 STATE OF GOOD REPAIR FUNDS  
PROGRAM OF PROJECTS AND BUDGET  
FISCAL YEAR 2015**

<b><u>PROJECT</u></b>	<b><u>FEDERAL SHARE</u></b>	<b><u>STATE SHARE</u></b>	<b><u>LOCAL SHARE</u></b>	<b><u>TOTAL SHARE</u></b>
1. Preventive Maintenance for Rail System	\$1,160,000	\$145,000	\$145,000	\$1,450,000
2. Rail Facility Improvements	<u>80,000</u>	<u>10,000</u>	<u>10,000</u>	<u>100,000</u>
Total	\$1,240,000	\$155,000	\$155,000	\$1,550,000



**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 14-62**

**RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION  
WITH THE FEDERAL TRANSIT ADMINISTRATION, AN ADMINISTRATION OF THE  
UNITED STATES DEPARTMENT OF TRANSPORTATION, FOR  
FEDERAL TRANSPORTATION ASSISTANCE AUTHORIZED BY 49 U.S.C.  
CHAPTER 53, TITLE 23 UNITED STATES CODE AND OTHER FEDERAL  
STATUTES ADMINISTERED BY THE FEDERAL TRANSIT ADMINISTRATION AND  
THE TENNESSEE DEPARTMENT OF TRANSPORTATION**

**WHEREAS, The Federal Transit Administrator has been delegated authority to award Federal financial assistance for transportation projects under the Section 5339 program; and**

**WHEREAS, The grant for financial assistance will impose certain obligations upon the applicant, including the provision by it of the local share of project costs in the program; and**

**WHEREAS, The Memphis Area Transit Authority (MATA) has or will provide all annual certifications and assurances to the Federal Transit Administration required for the projects.**

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS:**

**1. That the President/General Manager, Deputy General Manager, Chairman or Vice-Chairman of MATA is authorized to execute and file an application for federal assistance authorized by 49 U.S.C. Chapter 53, Title 23, United States Code, or other Federal statutes authorizing a project administered by the Federal Transit Administration to aid in the financing of capital assistance projects, and with the Tennessee Department of Transportation in accordance with the program of projects and budget.**

**2. That the President/General Manager, Deputy General Manager, Chairman or Vice-Chairman is authorized to execute and file with its applications, the annual certifications and assurances and other documents the Federal Transit Administration requires before awarding a Federal assistance grant.**

**3. That the President/General Manager, Deputy General Manager, Chairman or Vice-Chairman of MATA is authorized to execute grant agreements on behalf of MATA.**

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**MEMPHIS AREA TRANSIT AUTHORITY  
49 U.S.C. § 5339 BUS AND BUS FACILITIES FUNDS  
PROGRAM OF PROJECTS AND BUDGET  
FISCAL YEAR 2015**

<u>PROJECT</u>	<u>FEDERAL SHARE</u>	<u>STATE SHARE</u>	<u>LOCAL SHARE</u>	<u>TOTAL SHARE</u>
1. Up to Three Fixed- Route Diesel Buses	\$ 960,000	\$120,000	\$120,000	\$1,200,000
2. Bus Facility Improvements	<u>160,000</u>	<u>20,000</u>	<u>20,000</u>	<u>200,000</u>
<b>Total</b>	<b>\$1,120,000</b>	<b>\$140,000</b>	<b>\$140,000</b>	<b>\$1,400,000</b>

**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 14-63**

**RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION WITH THE  
FEDERAL TRANSIT ADMINISTRATION, AN ADMINISTRATION OF THE UNITED  
STATES DEPARTMENT OF TRANSPORTATION, FOR FEDERAL ASSISTANCE  
AUTHORIZED BY 49 U.S.C. CHAPTER 53, TITLE 23 UNITED STATES CODE AND  
OTHER FEDERAL STATUTES ADMINISTERED BY THE FEDERAL TRANSIT  
ADMINISTRATION AND THE TENNESSEE DEPARTMENT OF TRANSPORTATION**

**WHEREAS, The Federal Transit Administrator has been delegated authority to award Federal financial assistance for transportation projects under the Section 5310 program; and**

**WHEREAS, The grant for financial assistance will impose certain obligations upon the applicant, including the provision by it of the local share of project costs in the program; and**

**WHEREAS, The Memphis Area Transit Authority (MATA) has or will provide all annual certifications and assurances to the Federal Transit Administration required for the projects.**

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS:**

**1. That the President/General Manager, Deputy General Manager, Chairman or Vice-Chairman of MATA is authorized to execute and file an application for federal assistance authorized by 49 U.S.C. Chapter 53, Title 23, United States Code, or other Federal statutes authorizing a project administered by the Federal Transit Administration to aid in the financing of capital and operating assistance projects, and with the Tennessee Department of Transportation in accordance with the program of projects and budget. MATA has received authority from the City of Memphis to apply for Urbanized Area Formula Program assistance.**

**2. That the President/General Manager, Deputy General Manager, Chairman or Vice-Chairman is authorized to execute and file with its applications, the annual certifications and assurances and other documents the Federal Transit Administration requires before awarding a Federal assistance grant.**

**3. That the President/General Manager, Deputy General Manager, Chairman or Vice-Chairman of MATA is authorized to execute grant agreements on behalf of MATA.**

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**MEMPHIS AREA TRANSIT AUTHORITY  
49 U.S.C. § 5310 ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH  
DISABILITIES PROGRAM FUNDS  
PROGRAM OF PROJECTS AND BUDGET  
FISCAL YEAR 2015**

<u>PROJECT</u>	<u>FEDERAL SHARE</u>	<u>STATE SHARE</u>	<u>LOCAL SHARE</u>	<u>TOTAL SHARE</u>
1. Operating Projects	\$1,408,000	\$704,000	\$704,000	\$2,816,000
2. Capital Projects	<u>1,152,000</u>	<u>144,000</u>	<u>144,000</u>	<u>1,440,000</u>
Total	\$2,560,000	\$848,000	\$848,000	\$4,256,000

**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 14-64**

**RESOLUTION TO APPROVE DISPOSAL OF SURPLUS VEHICLES AND  
MISCELLANEOUS TROLLEY PANELS AND COMPONENTS**

**WHEREAS, The Memphis Area Transit Authority (MATA) has seven buses that have met their useful service including one 1991 and two 1992 Chance trolley buses and four 2000 Novabus 40' buses that are currently in the Contingency Fleet; and**

**WHEREAS, MATA has six trolleys that were purchased in 1993 that have never been refurbished and need to be disposed along with miscellaneous trolley panels and components located at 1376 Watkins Street; and**

**WHEREAS, It is in the best interest of MATA to dispose of said vehicles which have met their useful service life as shown on the attached Exhibit A in accordance with disposal procedures in MATA's Procurement Manual for the buses and for vehicles with the local share provided by a private company; 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 President/General Manager is hereby authorized to dispose of the aforementioned vehicles listed in Exhibit A in accordance with disposal procedures in MATA's Procurement Manual for the buses and for vehicles with the local share provided by a private company.**

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

**BE IT FURTHER RESOLVED That MATA's Staff is also authorized to dispose of the miscellaneous trolley panels and components located at 1376 Watkins Street.**

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

## EXHIBIT A

### VEHICLES TO BE DISPOSED

**Bus 56 – 1991 Chance Trolley Bus**  
**Bus 57 – 1992 Chance Trolley Bus**  
**Bus 58 – 1992 Chance Trolley Bus**  
**Bus 877 – 2000 NovaBus**  
**Bus 879 – 2000 NovaBus**  
**Bus 880 - 2000 NovaBus**  
**Bus 886 – 2000 NovaBus**  
**Trolley 114 – 1931 30' Brill Trolley**  
**Trolley 157 – 1931 30' Brill Trolley**  
**Trolley 178 – 1931 30' Brill Trolley**  
**Trolley 181 – 1931 Double-truck Brill Trolley**  
**Trolley 197 – 1931 30' Brill Trolley**  
**Trolley 266 – 1931 30' Brill Trolley**

**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 14-65**

**RESOLUTION TO REVISE CONTINGENCY FLEET**

**WHEREAS, FTA permits grantees to supplement the active fleet with a contingency fleet of buses which have met their useful life; and**

**WHEREAS, The Memphis Area Transit Authority (MATA) has maintained a Contingency Fleet for several years for emergency needs; and**

**WHEREAS, It is in the best interest of MATA to maintain 20 buses which have met their useful service life in the Contingency Fleet as shown on Exhibit A.**

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That MATA is authorized to maintain the 20 buses shown on Exhibit A in the Contingency Fleet.**

**BE IT FURTHER RESOLVED That MATA is authorized to rotate buses in the Contingency Fleet indicated by an asterisk on Exhibit A on a semi-annual basis at an appropriate time as determined by the Director of Bus Maintenance.**

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

**EXHIBIT A**

**VEHICLES TO BE MAINTAINED IN THE CONTINGENCY FLEET**

**Bus 401 - 2003 Gillig  
Bus 403 - 2003 Gillig  
Bus 404 - 2003 Gillig  
Bus 405 - 2003 Gillig  
Bus 406 - 2003 Gillig  
Bus 407 - 2003 Gillig  
Bus 408 - 2003 Gillig  
Bus 409 - 2003 Gillig  
Bus 410 - 2003 Gillig  
Bus 412 - 2003 Gillig  
Bus 413 - 2003 Gillig  
Bus 414 - 2003 Gillig  
Bus 416 - 2003 Gillig  
Bus 417 - 2003 Gillig  
Bus 418 - 2003 Gillig  
Bus 420 - 2003 Gillig  
Bus 877 - 2000 NovaBus  
Bus 879 - 2000 NovaBus  
Bus 880 - 2000 NovaBus  
Bus 886 - 2000 NovaBus**