



## 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 – Marion McClendon

Commissioners

Karl Birkholz

M. P. Carter

Charles “Chooch” Pickard

John C. Vergos

Andre Gibson

Lauren Taylor

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#### Board of Commissioners Meeting

Monday, January 27, 2014

3:30 pm

- |      |   |                               |
|------|---|-------------------------------|
| I.   | CALL TO ORDER   | Sean Healy                    |
| II.  | BOARD ROLL CALL   | Linda Eskridge                |
| III. | APPROVAL of November 25, 2013 Board Minutes                       | Sean Healy                    |
| IV.  | BUSINESS & REPORTS  | Sean Healy                    |
| A.   | <u>FINANCE COMMITTEE</u>  |                               |
|      | 1. Resolution to Approve Purchase of Diesel Fuel – Res. No. 14-01 | Tom Fox                       |
|      | 2. Resolution to Approve Purchase of Gasoline – Res. No. 14-02    | Tom Fox                       |
|      | 3. Resolution to Purchase Re-tread Tires – Res. No. 14-03         | Glen Lockhart/<br>Ashley Best |

**B. SERVICE AND DEVELOPMENT**

1. **Resolution to Approve FY14 Section 5307  
Capital Projects and State Operating  
Assistance - Res. No. 14-04** Maury Miles
2. **Resolution to Approve FY14 Section 5337  
State of Good Repair Capital Projects  
- Res. No. 14-05** Maury Miles
3. **Resolution to Approve FY14 Section 5339  
Bus and Bus Facilities Capital Projects  
-Res. No. 14-06** Maury Miles
4. **Resolution to Approve a Grant to  
Purchase Bike Racks under the  
Transportation Alternatives Program  
- Res. No. 14-07** Maury Miles
5. **Resolution to Amend Awards for New  
Freedom Projects - Res. No. 14-08** Maury Miles
6. **Resolution to Approve MPO Agreement  
for 5303 Funds - Res. No. 14-09** Tom Fox
7. **Resolution for Disposal of Surplus  
Vehicles - Res. No. 14-10** Glen Lockhart
8. **Resolution to Revise Contingency Fleet  
- Res. No. 14-11** Glen Lockhart
9. **Resolution to Rename MATA's North End  
Terminal to William Hudson Transit  
Center - Res. No. 14-12** Alison Burton

**V. DISCUSSION OF MIDTOWN ALTERNATIVES ANALYSIS STUDY**

**VI. FINANCIAL REPORT** Gilbert Noble

**VII. MARKETING REPORT** Alison Burton

**VIII. PERFORMANCE MEASURES REPORT**

**Tom Fox**

- **November 2013**
- **December 2013**
- **2013 Review**

**IX. GENERAL MANAGER'S REPORT**

**Tom Fox**

**X. SPEAKERS**

*(See sign-in cards for speakers)*

**XI. OLD/NEW BUSINESS**

**Sean Healy**

**MINUTES OF BOARD MEETING**  
**MEMPHIS AREA TRANSIT AUTHORITY**  
**November 25, 2013**

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A regular meeting of the MATA Board of Commissioners was held at 3:30 p.m. on Monday November 25, 2013 in the MATA Board Room at 1370 Levee Road.

**BOARD PRESENT:** Chairman, Sean Healy  
Commissioners: Karl Birkholz; Mattie Carter; John Vergos; Marion McClendon;  
Charles Pickard; Andre Gibson; Lauren Taylor

**STAFF:** Lawson Albritton; Alison Burton; Frances Boyland; Yuri Chambers;  
Darryl Covington; Linda Eskridge; Lavelle Fitch; Don Forsee; Tom Fox;  
Brandy Hough; William Hudson; John Lancaster; Willie Lewis; Glen  
Lockhart; Shelia Maclin; Maury Miles; Gilbert Noble; Glenda Wade;  
Tommy Wallace

**OTHERS:** Maria Fuhrmann, City of Memphis; Delon Hampton, Delon Hampton and  
Associates; Ray McClanahan, MBRU; Johnnie Mosley, Citizens for Better  
Services; Shahin Saimie, MBRU; Sarah Sieloff, SCR; Eddie Settles, Back  
Home Media; Henry Wilson, MATA Retiree

Chairman Healy called the meeting to order. Linda Eskridge, Board Secretary, called the roll. Seven Board Members were present at roll call and Mr. McClendon arrived after roll call. All eight Board Members were present, and there was a quorum for the meeting. Mr. Birkholz made a motion for approval of the October 28, 2013 Board Minutes. Mr. Vergos seconded the motion and the minutes were unanimously approved.

**BUSINESS & REPORTS**

**A. FINANCE COMMITTEE**

**1. Resolution to Award a Contract to HDR Engineering for Preparation of a Midtown Alternatives Analysis Study - Res. No. 13-39**

**Discussion:** Dr. Fox presented this resolution to the MATA Board with an explanation of the purpose of the study and procurement process. Staff is recommending award to HDR Engineering, Inc. at a price of \$751,199. HDR also exceeded their 9% DBE goal at 13.52%. **Mr. Vergos moved that the resolution be put on the floor and Mr. Pickard seconded the motion.** Chairman Healy called for discussion. Mr. Vergos asked about the funding source. Dr. Fox stated 80% federal and 20% local.

Mr. Vergos asked if the 20% comes out of MATA's budget. Dr. Fox stated this is programmed as a CIP item, so it is paid for by CIP. Mr. Gibson asked how the criteria were weighed in making the final decision? They were weighed equally. Mr. Vergos questioned the use of \$150,000 in City funds and stated that the funds can be used for other hard capital projects or for better bus shelters. He also asked what is the specific goal of the project? The goal of the project is to evaluate the midtown areas for major transit improvements that might be appropriate for short-term/long-term needs. Dr. Fox further stated the City of Memphis encouraged MATA to pursue this project.

Mr. Pickard asked if the \$150,000 available from the City could be used for anything other than this project. Dr. Fox stated that the City generally does not move money from one CIP item to another; however, it is possible. Chairman Healy called for the vote. **Seven Board Members voted for approval of the resolution and one Board Member, (John Vergos) voted nay. Resolution No. 13-39 was approved by majority vote.**

**2. Resolution Authorizing the Submission of a Grant Proposal with the Tennessee Department of Transportation (TDOT) for use of Multimodal Access Funds  
- Res. No. 13-40**

*Discussion:* John Lancaster presented this resolution to the MATA Board. This is a new TDOT program that was just initiated. It is funded 95% by TDOT with only a 5% local match. MATA is teaming with the City of Memphis on a project to make improvements at the Poplar/Cleveland super stop location. Estimated project cost is about three quarters of a million dollars. Of that about \$712,000 will be funded by TDOT with a local share of \$37,500. **Mr. Vergos moved that the resolution be put on the floor and Ms. Taylor seconded the motion.** Chairman Healy called for discussion. Mr. Vergos commented that this does seem to provide hard capital assets. He also stated that it would be nice to combine all the shelters within this really into more efficient shelters. Mr. Gibson asked about the process of selection for the Poplar/Cleveland area. Mr. Lancaster stated this area was selected because it is the intersection of two of MATA's busiest bus routes. Also it is our top priority transfer areas. **All Eight Board Members voted for approval and Resolution No. 13-40 was unanimously approved.**

**B. SERVICE AND DEVELOPMENT**

**1. Resolution Authorizing Signatures on Memphis Area Transit Authority**

**General Liability Account - Res. No. 13-41**

*Discussion:* Mr. Hudson presented this resolution to the MATA Board. MATA requires various bank accounts be approved by the MATA Board. An attachment to this resolution shows the various banks that MATA uses, as well as the individuals who will be approved to sign on the accounts. Mr. Hudson is asking the Board to approve for the named signatures to be used to sign on the General Liability Account. **Mr. Gibson moved that the resolution be put on the floor for discussion, and Mr. Vergos seconded the motion.** Chairman Healy called for discussion. Mr. Birkholz asked for clarity on the need for the changes. Mr. Hudson's signature will be removed from the account due to his retirement at the end of the 2013. **All Eight Board Members moved for approval and Resolution No. 13-41 was unanimously approved.**

## FINANCIAL REPORT

**Mr. Gil Noble**

**October 2013**

**Four Months of the fiscal year**

The month of October expenses were slightly variable to budget; which reduced the year-to-date unfavorable variances. Salaries line item continues to be over budget because more transit service was added after the budget was approved. Overall year-to-date expenses are tracking close to budget.

Mr. Noble stated that our external auditors will be completing the FY13 audit in December. The Board will receive a copy of the audit.

Chairman Healy called for any questions from the MATA Board. Chairman Healy commented on the passenger fare, the actual vs. budget is about \$100,000 unfavorable for the month; and \$300,000 unfavorable for the year-to-date. Mr. Noble stated the month budget was a little high because MATA subsequently reduced transit service. Compared to last year, the month's fares were 8% lower. Also the month's ridership was about 8% below the preceding year. This reduction is basically in line with the reduction in service that was implemented in late September. This ended the financial report.

### OLD/NEW BUSINESS

The normal format of the Board meeting was changed due to Board Member (Vergos) possibly needing to leave early, but wanted to bring some business before MATA Board and staff. Chairman Healy called for the **Old/New Business** at this point of the meeting.

#### Midtown Shuttle

Mr. Vergos stated that he met with Mr. Hudson and Dr. Fox regarding the Cooper/Young Corridor and some figures were emailed to him, which he felt was reasonable figures for running a bus in the Overton Square area on Thursdays, Fridays, Saturdays, and Sundays. Mr. Hudson stated that a power point presentation will be shown to include more detailed information on Mr. Vergos' request. Dr. Fox also distributed a copy of the Midtown Shuttle options

to include the routing, the days and hours of coverage, and the annual net cost. An annual funding level of \$50,000, which is the low end of the service, with one bus, would be a good start to build from. Mr. Vergos stated if there are no objections from the Board, he would like to at least talk to some of the developers in that area and see if some of the businesses can be encouraged to contribute to the service. He would also like to make a suggestion to the developers about possibly receiving some revenues from the new parking garage. This is very preliminary, but he would like to go one more step in approaching the people along that corridor. Chooch stated that he does not feel he can use the garage for revenue as it is completely self-service. Mr. Vergos stated he thinks it would be worth it to talk to the developers before totally saying it will not work. Mr. Birkholz asked what kind of ridership it would take to support this. Dr. Fox stated that Nelson\Nygaard reported an estimate of 3 to 10 passengers per hour. He used seven passengers per hour for this analysis. Mr. Vergos will talk with the developers and get back with the MATA Board & staff with an update.

#### **Renaming the North End Terminal**

Ms. Carter made a recommendation to the MATA Board to rename the North End Terminal (NET) after Mr. Hudson as a legacy for his almost 50 years of service to MATA. She realizes that the Board cannot make the change, but can make the recommendation to the Memphis City Council. **Mr. Birkholz made the motion that someone from the MATA Board of Commissioners meet with the City to determine what the process is to rename the North End Terminal. Mr. McClendon seconded the motion.** Mr. Gibson recommended this be put in an official resolution to the Memphis City Council. Chairman Healy volunteered to draft the official resolution to support this request. **All Board Members voted in favor of Chairman Healy drafting a resolution to the Memphis City Council regarding the terms and conditions for renaming the North End Terminal as a legacy to Mr. Hudson.**

#### **Increase in Amtrak Train Travel**

Mr. Vergos mentioned a recent article in the Commercial Appeal regarding the potential renovation of Central Station. He stated that money is being spent to get new airlines to come into Memphis, and additional development is being considered at Central Station but nothing is being done to increase train travel on AMTRAK.

Mr. Vergos suggested that someone from MATA contact Amtrak to see about possibly having an extra train trip between Memphis, New Orleans, Chicago, or in other directions. He realizes this may be a tedious process, but that it should be explored.

## **MARKETING REPORT**

### **Alison Burton**

Ms. Burton began the marketing report by stating in reference to renaming the North end Terminal, that the terminal was actually named by our Director of Transportation, Lawson Albritton in 1998.

Ms. Burton personally thanked the MATA Board for approving a resolution to honor all veterans on November 11<sup>th</sup> (Veterans' Day) with a free ride on all modes of MATA. Nearly 600 veterans took advantage of the free rides. MATA also honored our veterans with a lunch and special ribbon of honor. Mr. Birkholz, MATA Board Member, took time to come by and speak to the veterans on that day as well.

Mr. Pearson and the trolley crew are finishing up with decorating a trolley for Christmas. There have been several requests for photos of the decorated trolley. The City wants to use a picture of the decorated trolley for their official Christmas card.

In a previous Board Meeting there were people present with the Memphis Railroad and Trolley Museum. One of their goals is to sell trolley passes on the weekend. Staff will be working with this group to make the arrangements. Staff will also be working with Amtrak, and hopefully the South Main neighborhood and businesses on the 100<sup>th</sup> Celebration of Central Station.

Service changes will go into effect on December 1, 2013. We have been notifying our riders with flyers, posters, as well as onboard information.

Ms. Burton stated that staff has been meeting to discuss ways to celebrate Mr. Hudson's retirement after 49 years of service to MATA. There will be an open house on December 12, 2013 for retirees and staff; December 19<sup>th</sup> at the North End Terminal we will have open house for the riders, and others wishing to attend. On February 15, 2014, MATA will have an official retirement celebration at Central Station.



This is also Black History Month, which we feel is very appropriate for the occasion. There will also be a formal dedication of the Central Station Hudson Hall in honor of Mr. Hudson during this event. The Hall was named back in 1999 by the Memphis City Council; however, there was not an official dedication ceremony. There will be other activities planned, and we will keep the Board informed of these events. Ms. Burton ended by thanking Mr. Hudson for his 49 years of services to MATA as well as to the general public.

### **GENERAL MANAGER'S REPORT**

The general manager's report began with a power point presentation to update the MATA Board on performance measures and what staff is doing to improve upon these measures in an effort to meet the targets. The presentation consisted of four main goals: 1) Ridership/Efficiency, which included monthly transit boardings, and passengers per revenue hour, 2) Reliability/Quality, which included on-time performance for all modes of transportation, and miles between chargeable road calls, 3) Customer Focus, which included passenger complaints per 100,000 miles, and average customer call wait time, and 4) Safety/Security, which included preventable and non-preventable accidents. Chooch inquired about trolley on-time performance for last year, same month. Mr. Hudson stated that it is a work in progress, but should be corrected the early part of 2014. Fixed route as well. Mr. Vergos asked who establishes the performance target. Mr. Hudson stated that Dr. Fox consults with each director of the division when establishing a target.

The presentation also included more detailed information regarding the options for the proposed midtown shuttle, as well as annual net cost for each option.

Mr. Vergos mentioned a request that he made about a year ago for a list of accident claims cases and what was paid out within the past year. Mr. Hudson apologized and stated that he would get this to Mr. Vergos. Mr. Hudson stated that on time performance has improved, and feels that it will continue to improve and that we are headed in the right direction. Mr. Gibson asked to consider setting goals and keeping track of lost time incidents on site at MATA facilities. Mr. Hudson stated we do keep records of all OJI and are working with a third party administrator that keeps track as well.

Mr. Hudson thanked the Board for approving some changes at the last Board Meeting to add a small amount of service back to address critical needs. The bus service was reduced by 13.2%, which actually ended up being 47,271 actual annual hours reduced from the system.

In the December changes, staff will be adding back about 1.1% of service hours. Mr. Hudson thanked the Board for their support on the services.

Mr. Hudson took this opportunity to thank the Board for allowing him to be the general manager for the last 20 years at MATA. Mr. Hudson also stated that he could not find a better staff to work with. He recognized Chairman Healy and thanked him for his support, attitude and efforts. He offered his assistance even as he leaves at the end of the month if he is needed.

Dr. Fox handed out a map to the Board comparing where we are in terms of the Short Range Transit Plan, as requested by Chairman Healy. Mr. Vergos asked if once we establish the headways is that a budget item or will it flow into the budget once it is established. Dr. Fox's reply was there are a number of variables to go into determining how much service we can provide for a certain amount of money, such as routing, headways, days of service and span of service.

### **SPEAKERS**

**Ray McClanahan, 497 LaClede, Memphis, TN 38126** – Mr. McClanahan re-emphasized what he spoke to the MATA Board about in October regarding the importance of the 42 Crosstown and the 50 Poplar routes. He made a correction on his suggestion to run the #50 until 1:00 a.m., and stated that may not be necessary. The main thing is to cover the end of the second and third shift on Saturday nights. He requested that staff consider running the #50 until 11:30 p.m. or 12:00 midnight on Saturday to cover any second or third shift workers.

Mr. McClanahan also asked if there is a rule about obstructing the isles with shopping carts, and are they supposed to go to the back of the bus when boarding the bus with shopping carts. Mr. Hudson stated that this is a safety issue; however, they are not required to go to the back of the bus. They cannot use the cart to occupy a seat. If they cannot get it in between the seat, they should put it on the side of the isles. The isle should be clear, and the bus driver should make sure the isle is clear.

**Mr. Henry Wilson, 7708 Hunters View Drive, Olive Branch, MS** - Mr. Wilson wanted to take this opportunity as a MATA retiree to recognize Mr. Hudson and express the great job that he has done as general manager. He stated that he has seen a lot of improvements under Mr. Hudson's leadership. He wanted Mr. Hudson to know that he is a great man and also a great general manager. Mr. Wilson also recognized the Board and stated he feels they are doing a great job in trying to make the transit authority a better place for the citizens of this city.

Chairman Healy called for any additional Old/New Business to come before the Board. Mr. Pickard asked for any updates on the general manager selection. Chairman Healy stated that Bruce Smith, MATA's attorney, is reviewing the contract with KL Executive, and should be completed within the next couple of days. Afterwards, representatives from the search team will be reaching out to the Board Members individually for interviews. The search team will interview some of the key local government and civic leaders as well. They will start updating the existing job description with suggestions from the Board. Chairman Healy stated that Dr. Fox will become interim general manager. Ms. Burton asked if it is feasible to put out a press release to that effect. Mr. Healy stated it is acceptable to put out a press release stating that Dr. Fox will become interim general manager.

Ms. Carter recognized all visitors that were present at the meeting and asked if anyone had any comments. Dr. Delon Hampton, with Delon Hampton and Associates made comments and thanked Mr. Hudson as well as MATA for supporting him and for helping him rise through the transit profession. Mr. Hudson recognized Mr. Johnnie Mosley and thanked him for all the support over the years. When a person cares about the passengers as Mr. Mosley does, you can't help but respect him. Mr. Mosley stated that he appreciates Mr. Hudson for being a great role model. He also stated that Mr. Hudson has been that moral support and has inspired many young people across the city.

Ms. Carter wished everyone a Happy Thanksgiving and a very Merry Christmas.

Mr. Birkholz moved that the meeting be adjourned. Mr. McClendon seconded the motion and the November 25, 2013 Board Meeting was adjourned.

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**Mr. Sean Healy**  
**Chairman of the MATA Board**

*NOTE: A taped recording of the MATA Board of Commissioners Meetings is always available in the event of clarity on a particular item.*

**BOARD OF COMMISSIONERS  
MEMPHIS AREA TRANSIT AUTHORITY**

**RESOLUTION NO. 14-01**

**RESOLUTION TO AWARD A CONTRACT TO (COMPANY NAME)  
FOR DIESEL FUEL**

**WHEREAS, The Memphis Area Transit Authority (MATA) is required to maintain an inventory of diesel fuel to ensure the efficient and continued operation of its fleet; and**

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

**WHEREAS, This procurement was formally advertised; and**

**WHEREAS, Staff has reviewed bids received for MATA's requirements for ultra-low sulfur diesel fuel and recommends that a contract be awarded to \_\_\_\_\_ for the purchase of 1,500,000 gallons at a firm price of \$\_\_\_\_\_ per gallon.**

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That a contract for the purchase of 1,500,000 gallons of ultra-low sulfur diesel fuel for a period of one year be awarded at a price of \$\_\_\_\_\_ per gallon to \_\_\_\_\_ at a total cost of \$\_\_\_\_\_.**

**BE IT FURTHER RESOLVED That the President/General Manager, Interim General Manager, Chairman or Vice-Chairman is authorized to execute any and all documents necessary to process such contract(s).**

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

**This resolution was removed from the Board Agenda. An alternative resolution will be brought before the MATA Board at a later date.**



**TO:** MATA Board of Commissioners  
**FROM:** Tom Fox, Interim General Manager  
**SUBJECT:** IFB 13-05, Purchase of Petroleum Products  
**DATE:** January 21, 2014

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**MATA has issued an Invitation for Bid (IFB) for diesel fuel and gasoline. The current fuel contracts are valid until July 2014, but staff wanted to test the market now. In order to allow the Board to vote on contract awards at the meeting, the bid due date has been set to January 27, 2014. Staff will open bids at 10:00 am and make a decision on the recommendation to be made to the Board after review of the bids. Staff will consider three options: (1) reject the bids and resolicit prior to expiration of the current contract, (2) recommend award based on secured (fixed) price, or (3) recommend award based on unsecured (index plus mark-up) pricing.**

**Completed resolutions will be presented at the Board meeting if contract awards are being recommended.**

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

**BOARD OF COMMISSIONERS  
MEMPHIS AREA TRANSIT AUTHORITY**

**RESOLUTION NO. 14-02**

**RESOLUTION TO AWARD A CONTRACT TO (COMPANY NAME)  
FOR GASOLINE**

**WHEREAS, The Memphis Area Transit Authority (MATA) is required to maintain a sufficient supply gasoline to ensure the efficient and continued operation of its system; and**

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

**WHEREAS, This procurement was formally advertised; and**

**WHEREAS, Staff has reviewed bids received for MATA's requirements for gasoline and recommends that a contract be awarded to \_\_\_\_\_ for the purchase of 45,000 gallons at a firm price of \$\_\_\_\_\_ per gallon.**

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That a contract for the purchase of 45,000 gallons of gasoline for a period of one-year be awarded at a price of \$\_\_\_\_\_ per gallon to \_\_\_\_\_ at a total cost of \$\_\_\_\_\_.**

**BE IT FURTHER RESOLVED That the President/General Manager, Interim General Manager, Chairman or Vice-Chairman is authorized to execute any and all documents necessary to process such contract(s).**

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

**This resolution was removed from the Board Agenda. An alternative resolution will be brought before the MATA Board at a later date.**



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Completed resolutions will be presented at the Board meeting if contract awards are being recommended.

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

**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION 14-03**

**RESOLUTION TO AWARD A THREE-YEAR CONTRACT TO  
QUALITY TIRE & SERVICE, LLC FOR RETREAD TIRES**

**WHEREAS, The Memphis Area Transit Authority (MATA) maintains safe, reliable and cost effective transit services and is required to ensure efficient and continued operation of its fleet; and**

**WHEREAS, MATA issued an Invitation for Bids (IFB) for companies to provide four types of retread tires for a three-year (3) period on an as-needed basis; and received three (3) offers; and**

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

**WHEREAS, MATA received three responsive and responsible bids which were reviewed by staff; and**

**WHEREAS, Quality Tire & Service, LLC has submitted the lowest responsive and responsible bid for 265/70R19.5 Load Range G tires(220 per year), 305/70R22.5 Load Range H tires (220 per year), and 275/70R22.5 Load Range H tires (30 per year); and 12R22.5 Load Range H tires(120 per year) at a total cost over the three year period of \$203,000 as shown on Exhibit A;**

**WHEREAS, Staff recommends approval of a three-year contract with Quality Tire & Service, LLC for the purchase of retread tires as shown on Exhibit A at a cost of \$203,000.**

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS, That a three-year contract be awarded to Quality Tire & Service, LLC for Retread Tires as shown on Exhibit A at a cost of \$203,000.**

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

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



**Motion Made By: Mattie Carter      SECONDED: Charles Pickard**

**YEA: Sean Healy; Karl Birkholz; Charles Pickard; Marion McClendon; Mattie Carter; Lauren Taylor; Andre Gibson (via phone)**

**NAY: None**

**Approved: January 27, 2014**

**Absent at Time: John Vergos**

## EXHIBIT A

### Quality Tire & Service, LLC

		Unit Price			Extended Price		
		Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
		2/1/14-1/31/15	2/1/15-1/31/16	2/1/16-1/31/17	2/1/14-1/31/15	2/1/15-1/31/16	2/1/16-1/31/17
265/70R19.5 Load Range G	220	\$ 85.00	\$ 85.00	\$ 87.00	\$ 18,700.00	\$ 18,700.00	\$ 19,140.00
305/70R22.5 Load Range H	220	\$ 139.00	\$ 139.00	\$ 142.00	\$ 30,580.00	\$ 30,580.00	\$ 31,240.00
275/70R22.5 Load Range H	30	\$ 100.00	\$ 100.00	\$ 102.00	\$ 3,000.00	\$ 3,000.00	\$ 3,060.00
12R22.5 Load Range H	120	\$ 125.00	\$ 125.00	\$ 125.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Total Per Year	590				\$ 67,280.00	\$ 67,280.00	\$ 68,440.00
<b>Grand Total for Contract</b>	<b>1770</b>					<b>\$ 203,000.00</b>	



## MEMO

**TO: MATA Board of Commissioners**

**FROM: Dr. Tom Fox, President/General Manager**

**SUBJECT: THREE YEAR SUPPLY OF RETREAD TIRES  
IFB 13-04**

**DATE: January 21, 2014**

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The procurement for a three-year supply of retread tires was formally advertised, and Invitation for Bids were sent to twelve vendors. Three responsive and responsible bids were received. An analysis of the bids received is attached.

The goal for participation by Disadvantaged Business Enterprises (DBE) was set at 0%. Since this procurement is only for supplying retread tires with limited opportunities for subcontracting, there was not a DBE goal assigned.

Quality Tire & Service was the lowest bidder. Southern Tire Mart was the next lowest bidder. Tire Center, LLC was the highest bidder. Since Quality Tire & Service, LLC submitted the lowest responsive and responsible bid for a three-year contract (see Attachment A), Staff recommends that a three-year contract be awarded to them, for the supply of retread tires. The three-year contract amount is \$203,000.

Let me know if you have questions.

# Attachment A

Quality Tire & Service, LLC

Description	Est. Qty.	Unit Price			Extended Price		
		Year 1 2/1/14-1/31/15	Year 2 2/1/15-1/31/16	Year 3 2/1/16-1/31/17	Year 1 2/1/14-1/31/15	Year 2 2/1/15-1/31/16	Year 3 2/1/16-1/31/17
265/70R19.5 Load Range G	220	\$ 85.00	\$ 85.00	\$ 87.00	\$ 18,700.00	\$ 18,700.00	\$ 19,140.00
305/70R22.5 Load Range H	220	\$ 139.00	\$ 139.00	\$ 142.00	\$ 30,580.00	\$ 30,580.00	\$ 31,240.00
275/70R22.5 Load Range H	30	\$ 100.00	\$ 100.00	\$ 102.00	\$ 3,000.00	\$ 3,000.00	\$ 3,060.00
12R22.5 Load Range H	120	\$ 125.00	\$ 125.00	\$ 125.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Total Per Year	590				\$ 67,280.00	\$ 67,280.00	\$ 68,440.00
<b>Grand Total for Contract</b>	<b>1770</b>					<b>\$ 203,000.00</b>	

**Southern Tire Mart, LLC**

Description	Est. Qty.	Unit Price			Extended Price		
		Year 1 2/1/14-1/31/15	Year 2 2/1/15-1/31/16	Year 3 2/1/16-1/31/17	Year 1 2/1/14-1/31/15	Year 2 2/1/15-1/31/16	Year 3 2/1/16-1/31/17
265/70R19.5 Load Range G	220	\$ 98.68	\$ 101.64	\$ 104.69	\$ 21,709.60	\$ 22,360.80	\$ 23,031.80
305/70R22.5 Load Range H	220	\$ 128.00	\$ 131.84	\$ 135.80	\$ 28,160.00	\$ 29,004.80	\$ 29,876.00
275/70R22.5 Load Range H	30	\$ 107.00	\$ 110.21	\$ 113.52	\$ 3,210.00	\$ 3,306.30	\$ 3,405.60
12R22.5 Load Range H	120	\$ 128.00	\$ 131.84	\$ 135.80	\$ 15,360.00	\$ 15,820.80	\$ 16,296.00
Total Per Year	590				\$ 68,439.60	\$ 70,492.70	\$ 72,609.40
<b>Grand Total for Contract</b>	<b>1770</b>					<b>\$ 211,541.70</b>	

**Tire Centers, LLC**

Description	Est. Qty.	Unit Price			Extended Price		
		Year 1 2/1/14-1/31/15	Year 2 2/1/15-1/31/16	Year 3 2/1/16-1/31/17	Year 1 2/1/14-1/31/15	Year 2 2/1/15-1/31/16	Year 3 2/1/16-1/31/17
265/70R19.5 Load Range G	220	\$ 106.09	\$ 110.81	\$ 114.70	\$ 23,339.80	\$ 24,378.20	\$ 25,234.00
305/70R22.5 Load Range H	220	\$ 148.89	\$ 155.28	\$ 160.55	\$ 32,755.80	\$ 34,161.60	\$ 35,321.00
275/70R22.5 Load Range H	30	\$ 131.40	\$ 137.10	\$ 141.81	\$ 3,942.00	\$ 4,113.00	\$ 4,254.30
12R22.5 Load Range H	120	\$ 140.22	\$ 146.27	\$ 151.26	\$ 16,826.40	\$ 17,552.40	\$ 18,151.20
Total Per Year	590				\$ 76,864.00	\$ 80,205.20	\$ 82,960.50
<b>Grand Total for Contract</b>	<b>1770</b>					<b>\$ 240,029.70</b>	

**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 14-04**

**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; 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, Interim 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, Interim 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, Interim General Manager, Deputy General Manager, Chairman or Vice-Chairman of MATA is authorized to execute grant agreements on behalf of MATA.**

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

**Motion Made By: Charles Pickard      SECONDED: Marion McClendon**

**YEA: Sean Healy; Karl Birkholz; Charles Pickard; Marion McClendon; Mattie Carter; Lauren Taylor; Andre Gibson (via phone)**

**NAY: None**

**Approved: January 27, 2014**

**Absent at Time: John Vergos**



**MEMPHIS AREA TRANSIT AUTHORITY  
49 U.S.C. § 5307 FORMULA FUNDS  
AND STATE OPERATING ASSISTANCE  
PROGRAM OF PROJECTS AND BUDGET  
FISCAL YEAR 2014**

<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	80,000	10,000	10,000	100,000
3. Fare Collection Equipment	800,000	100,000	100,000	1,000,000
4. Associated Transit Improvements	120,000	15,000	15,000	150,000
5. Paratransit Service	1,200,000	150,000	150,000	1,500,000
6. 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>\$12,000,000</b>	<b>\$1,500,000</b>	<b>\$1,500,000</b>	<b>\$15,000,000</b>
7. State Operating Assistance	\$ 0	\$5,908,261	\$ 0	\$ 5,908,261



**TO:** MATA Board of Commissioners  
**FROM:** Tom Fox, Interim General Manager  
**SUBJECT:** Descriptions for Capital Projects on Grant Resolutions  
**DATE:** January 22, 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 FY14:**

- 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, 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.**
- 4. 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.**

5. **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.

6. **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' 2000 NovaBus diesel buses that have met their useful service life and for various bus facility improvements. The Board has already approved the contract with Gillig for the three buses, and MATA will give Gillig the Notice to Proceed for manufacturing them once the grant is approved. These projects will be funded 80% by Federal funds, 10% by TDOT and 10% by the City of Memphis.

### Transportation Alternatives Program (TAP) Discretionary Funds

MATA was able to obtain a grant for \$45,000 using TAP funds for the purchase of up to 60 replacement bicycle racks for fixed-route buses. This is a discretionary program, and the funds are appropriated to the Federal Highway Administration (FHWA) for use by the states for projects that present an alternative to traditional road projects. The Federal funds cover 80% of the costs, and the remaining 20% share is being provided by the City of Memphis.

Let me know if you have questions.

**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 14-05**

**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; 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, Interim 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, Interim 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, Interim General Manager, Deputy General Manager, Chairman or Vice-Chairman of MATA is authorized to execute grant agreements on behalf of MATA.**

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

**Motion Made By: Marion McClendon**

**SECONDED: Karl Birkholz**

**YEA: Sean Healy; Karl Birkholz; Charles Pickard; Marion McClendon; Mattie Carter; Lauren Taylor; Andre Gibson (via phone)**

**NAY: None**

**Approved: January 27, 2014**

**Absent at Time: John Vergos**

**MEMPHIS AREA TRANSIT AUTHORITY  
49 U.S.C. § 5337 STATE OF GOOD REPAIR FUNDS  
PROGRAM OF PROJECTS AND BUDGET  
FISCAL YEAR 2014**

<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	\$1,080,000	\$135,000	\$135,000	\$1,350,000
2. Rail Facility Improvements	<u>80,000</u>	<u>10,000</u>	<u>10,000</u>	<u>100,000</u>
Total	\$1,160,000	\$145,000	\$145,000	\$1,450,000

**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 14-06**

**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; 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, Interim 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, Interim 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, Interim General Manager, Deputy General Manager, Chairman or Vice-Chairman of MATA is authorized to execute grant agreements on behalf of MATA.**

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

**Motion Made By: Karl Birkholz      SECONDED: Lauren Taylor**

**YEA: Sean Healy; Karl Birkholz; Charles Pickard; Marion McClendon; Mattie Carter; Lauren Taylor; Andre Gibson (via phone)**

**NAY: None**

**Approved: January 27, 2014**

**Absent at Time: John Vergos**



**MEMPHIS AREA TRANSIT AUTHORITY  
49 U.S.C. § 5339 BUS AND BUS FACILITIES FUNDS  
PROGRAM OF PROJECTS AND BUDGET  
FISCAL YEAR 2014**

<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>100,000</u>	<u>12,500</u>	<u>12,500</u>	<u>125,000</u>
Total	\$1,060,000	\$132,500	\$132,500	\$1,325,000

**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 14-07**

**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**

**WHEREAS, The Federal Transit Administrator has been delegated authority to award Federal financial assistance for transportation projects; 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, Interim 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 in accordance with the program of projects and budget.**
- 2. That the President/General Manager, Interim 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, Interim General Manager, Deputy General Manager, Chairman or Vice-Chairman of MATA is authorized to execute grant agreements on behalf of MATA.**

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

**Motion Made By: Mattie Carter      SECONDED: Lauren Taylor**

**YEA: Sean Healy; Karl Birkholz; Charles Pickard; Marion McClendon; Mattie Carter; Lauren Taylor; Andre Gibson (via phone)**

**NAY: None**

**Approved: January 27, 2014**

**Absent at Time: John Vergos**

**MEMPHIS AREA TRANSIT AUTHORITY  
TRANSPORTATION ALTERNATIVES PROGRAM  
PROGRAM OF PROJECTS AND BUDGET  
FISCAL YEAR 2014**

<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. Up to 60 Spare Bicycle Racks for Fixed-Route Buses	<b><u>\$ 36,000</u></b>	<b><u>\$ 0</u></b>	<b><u>\$ 9,000</u></b>	<b><u>\$45,000</u></b>
<b>Total</b>	<b>\$ 36,000</b>	<b>\$ 0</b>	<b>\$ 9,000</b>	<b>\$45,000</b>

**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 14-08**

**RESOLUTION TO AMEND AWARD OF NEW FREEDOM PROJECTS**

**WHEREAS, The Section 5317 New Freedom program provides funding for capital and/or operating projects that provide transportation related assistance for persons with disabilities and that are beyond the requirements of the Americans with Disabilities Act (ADA); and**

**WHEREAS, The Memphis Area Transit Authority (MATA) Board of Commissioners awarded New Freedom projects under Resolution No. 13-30 to MATA for the purchase of four MATAPlus revenue vehicles with a ramp capacity exceeding the requirements of the ADA and to Checker Cab for the purchase of four wheelchair-accessible vehicles for taxicab use; and**

**WHEREAS, The MATA Board stated in Resolution No. 13-30 that if the Federal Transit Administration (FTA) approved MATA's plan to use obligated New Freedom funds that were available from another project for other New Freedom projects, it would consider recommending approval of using the funds for MATA and Checker Cab to purchase a greater number of vehicles in accordance with their respective proposals; and**

**WHEREAS, MATA has received approval from FTA to use obligated New Freedom funds that were available from another project for the purchase of more vehicles under the New Freedom program and recommends that the award be increased as follows:**

**MATA                      Up to Eight more MATAPlus Revenue Vehicles with a Ramp Capacity Exceeding the Requirements of the ADA (Four were approved by Resolution No. 13-30.)**

**CHECKER CAB        Up to Six more Wheelchair-accessible Vehicles for Taxicab Use (Four were approved by Resolution No. 13.30.)**

**WHEREAS, MATA will procure the capital projects in accordance with its Procurement Manual and recommend contract award by the MATA Board of Commissioners at a later date.**

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That the number of vehicles authorized for purchase for MATA and Checker Cab for New Freedom projects are increased to the amounts stated above.**

**BE IT FURTHER RESOLVED That the President/General Manager, Interim General Manager, Deputy General Manager, and the Chairman and Vice-Chairman of the MATA Board be authorized to execute any necessary documents.**

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

**Motion Made By: Mattie Carter      SECONDED: Marion McClendon**

**YEA: Sean Healy; Karl Birkholz; Charles Pickard; Marion McClendon; Mattie Carter; Lauren Taylor; Andre Gibson (via phone)**

**NAY: None**

**Approved: January 27, 2014**

**Absent at Time: John Vergos**



**To: The MATA Board of Commissioners**

**From: Tom Fox, Interim General Manager**

**Date: January 22, 2014**

**Re: Resolution to Amend Award of New Freedom Projects**

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At the August 26, 2013 Board meeting, MATA's Staff recommended that the Board award various projects under the Section 5317 New Freedom program. Based upon that recommendation, the Board awarded the following projects with their budgets in Resolution No. 13-30:

<u>Project Sponsor</u>	<u>Total</u>	<u>Project</u>
MATA	\$ 50,248	Project Administration
MATA	154,800	Same-day Service for Rescheduled MATAPlus Trips over a 3-Year Period
MATA	200,000	Purchase up to Five MATAPlus Revenue Vehicles with Higher Capacity Lifts than Required by ADA
Checker Cab	<u>150,000</u>	Purchase up to Five Wheelchair-Accessible Vehicles for Taxi Service
<b>TOTAL</b>	<b>\$555,048</b>	

During the proposal process, MATA had requested to use funds for the purchase of up to 12 vehicles; Checker Cab had requested funds for the purchase of up to 10 wheelchair-accessible vans for taxi service; and Pete's Transportation requested capital funds for leasing three vans and operating assistance to provide service to persons with disabilities.

Due to limitations in the amount of funds available, Staff recommended a lower amount of vehicles for MATA and Checker Cab and made no recommendation on the proposals from Pete's Transportation. Once the funds were obligated into an existing grant, MATA requested FTA's approval to move existing funds from the line item for same-day service to the line item for the purchase of vehicles to increase its amount of funds available. FTA approved this request.

Resolution No. 13-30 also stated that projects that were not awarded would be reconsidered for recommendation if MATA received FTA's approval to move funds between line items. Since FTA approved MATA's request, MATA's Staff is now recommending that the number of vehicles for MATA be increased by eight for a total of 12 and Checker Cab's number of vehicles be increased by five to 10. Additionally, Staff is recommending that the Evaluation Committee reconvene

**Page 2**

**and determine if there is merit in awarding some of the funds to Pete's Transportation for the lease of three vans. If the project is recommended, MATA's Staff recommends that a portion of MATA's funds for vehicles be made available to Pete's Transportation.**

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



**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 14-09**

**RESOLUTION TO APPROVE AGREEMENT FOR TRANSPORTATION PLANNING  
COORDINATION AND COOPERATION BETWEEN THE MEMPHIS URBAN AREA  
METROPOLITAN PLANNING ORGANIZATION AND MEMPHIS AREA TRANSIT  
AUTHORITY (MATA)**

**WHEREAS, MATA works cooperatively with the Memphis Urban Area Metropolitan Planning Organization (MPO) on transit planning activities in the Memphis area under the terms of a 2004 Memorandum of Agreement (MOA); and**

**WHEREAS, Due to changes in the manner in which Federal Transit Administration Section 5303 Transit Planning funds are being allocated to the Memphis area, a new Agreement is required; and**

**WHEREAS, The new 2014 agreement makes changes in the duties and responsibilities of the parties and the funding split; and**

**WHEREAS, The terms of the 2014 agreement will be revisited on an annual basis.**

**NOW THEREFORE BE IT RESOLVED BY THE MATA BOARD OF COMMISSIONERS That the attached Agreement between MATA and the Memphis Memphis Urban Area Metropolitan Planning Organization is approved.**

**BE IT FURTHER RESOLVED, Approval is contingent on approval of the Memphis MPO Transportation Policy Board.**

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

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

**Motion Made By: Charles Pickard      SECONDED: Marion McClendon**

**YEA: Sean Healy; Karl Birkholz; Charles Pickard; Marion McClendon; Mattie Carter; Lauren Taylor; Andre Gibson (via phone)**

**NAY: None**

**Approved: January 27, 2014**

**Absent at Time: John Vergos**





**TO:** MATA Board of Commissioners  
**FROM:** Tom Fox, Interim President/General Manager  
**SUBJECT:** MPO Agreement for Transit Planning  
**DATE:** January 21, 2014

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Historically MATA has worked with the Memphis Urban Area Metropolitan Planning Organization (MPO) to conduct transit planning and share grant funds under the terms of an Agreement that dates from 2004. The primary source of funding for transit planning activities is the Federal Transit Administration Section 5303 Program. Funds under this program are allocated on a formula basis and from FTA to the Tennessee Department of Transportation (TDOT), then to Memphis. MATA typically uses its share of the funds for staff time related to route and scheduling planning, associated data collection and analysis, and consultant studies (such as the Short Range Transit Plan). The MPO uses its share of the funds for staff time associated with regional transit planning, processing MATA's amendments to MPO documents (such as the Unified Planning Work Program, Transportation Improvement Program and Long Range Transportation Plan), and consultant studies.

Until recently TDOT has provided grant funds directly to MATA and directly to the MPO under separate grant agreements based on the funding split in the 2004 Agreement. TDOT has now determined that all funds must be provided directly to the MPO and that a new agreement is needed between the MPO and MATA. Attached is the 2014 Agreement that MATA staff and MPO staff have discussed. Key differences in the 2014 agreement as compared to the 2004 agreement are summarized below.

<b>Provision</b>	<b>2004 Agreement</b>	<b>2014 Agreement</b>
<b>Funding Percentage - MATA</b>	<b>85%</b>	<b>25%</b>
<b>Funding Percentage - MPO</b>	<b>15%</b>	<b>75%</b>
<b>Annual Funding – MATA</b>	<b>\$350,000</b>	<b>\$99,000</b>
<b>Annual Funding – MPO</b>	<b>\$62,000</b>	<b>\$314,000</b>
<b>Lead Agency for UPWP Preparation</b>	<b>MPO</b>	<b>MPO</b>
<b>Lead Agency for TIP Preparation</b>	<b>MPO</b>	<b>MPO</b>
<b>Lead Agency for LRTP</b>	<b>MPO</b>	<b>MPO</b>
<b>Lead Agency for NTD Reporting</b>	<b>MATA</b>	<b>MATA</b>
<b>Lead Agency for Planning Studies</b>	<b>MATA</b>	<b>MPO</b>
<b>Lead Agency for MPO Federal Certification</b>	<b>MPO</b>	<b>MPO</b>
<b>Updates to the Funding Split</b>	<b>Upon notice of either party</b>	<b>Annually</b>

**NOTE:** Funding levels under the 2004 Agreement is based on the most recent fiscal year; funding percentage and levels under the 2014 Agreement are projected.

Board action is requested on the 2014 Agreement.

**Agreement  
For  
Transportation Planning Coordination and Cooperation  
Between  
The Memphis Urban Area Metropolitan Planning Organization  
And  
The Memphis Area Transit Authority**

The purpose of this agreement (“Agreement”) is to establish a written cooperative working agreement between the Memphis Urban Area Metropolitan Planning Organization (“Memphis MPO”) and the Memphis Area Transit Authority (“MATA”) as part of the regional transportation planning process and to clarify each party’s role and responsibilities with respect to Federal Transit Administration (“FTA”) Section 5303 Transit Planning funds allocated to the Memphis MPO through the Tennessee Department of Transportation (“TDOT”) and Mississippi Department of Transportation (“MDOT”). Additionally, this Agreement specifies cooperative procedures for carrying out specific transit-related transportation planning activities in the Memphis MPO planning area. Memphis MPO and MATA shall be collectively referred to herein as the “Parties”.

Under this Agreement, based on the availability of funds, MATA shall contract with the Memphis MPO to receive FTA Section 5303 federal and state funds for the purpose of completing certain transit planning projects as identified in the Memphis MPO’s Unified Planning Work Program (“UPWP”).

The parties shall abide by the provisions of the FTA Section 5303 Program, pursuant to 49 U.S.C. 5303 and the requirements set forth in FTA Circular C-8100.1C, as amended, to provide funds to MPOs to support costs of preparing Long Range Transportation Plans, financially feasible Transportation Improvement Plans, and conducting intermodal transportation planning and technical studies.

All Section 5303 grants awarded by TDOT and MDOT are deemed incorporated herein by this reference as if fully set forth herein. The Parties shall comply with the terms of this Agreement, as well as with all applicable state and federal laws and regulations with respect to Section 5303 Transit Planning funds in their performance of this Agreement. The most recent version of the contract clauses required by FTA Third Party Contracting Guidelines, currently FTA C4220.1F, are incorporated herein by reference.

Specifically, no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under the terms of this Agreement on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification protected by federal, and applicable state law, or statutory law. MATA and the Memphis MPO, upon request, will show proof of such nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination. As recipients of federal funding, the Parties are responsible for maintaining a current Title VI program and for complying with all relevant non-discrimination regulations and guidelines.

The Parties to this Letter of Agreement hereby further agree to the following roles, responsibilities and statements with respect to the regional transportation process, as follows:

**Section I**

The Memphis MPO is a federally mandated transportation policy-making and planning organization for the Memphis Urbanized Area. As such, and to the extent that the Memphis MPO may be bound by contracts which may hereafter be entered into, the Memphis MPO shall develop and maintain the plans and studies listed below to be in compliance with federal law:

## **1. Prepare, publish and maintain the Long Range Transportation Plan (“LRTP”)**

The LRTP guides the decision-making process for the selection and implementation of transportation projects in the Memphis MPO area. It outlines the policies, and long-range and short-range actions that support an integrated and intermodal transportation system for the effective and efficient movement of people and goods. The LRTP’s planning horizon is at a minimum 20 years and the document is reviewed and updated every four years or more often as needed (23 CFR 450.322).

## **2. Prepare, publish and maintain the Transportation Improvement Program (“TIP”)**

The TIP lists each transportation project planned for implementation in the Memphis MPO area within a four-year timeframe. These projects include roadway, congestion mitigation, transit alternatives, enhancement, rideshare, and mass transit projects. All TIP projects stem from the LRTP, and the TIP is reviewed and updated every four years or more often as needed pursuant to 23 CFR 450.324.

## **3. Prepare, publish and maintain the Unified Planning Work Program (“UPWP”)**

The UPWP identifies specific transportation planning tasks that the Memphis MPO and its partner agencies shall undertake during a two-year period. The UPWP is updated on an annual basis or more often as needed pursuant to 23 CFR 450.308.

## **4. Federal Certification**

The Memphis MPO transportation planning process is reviewed every four (4) years by the Federal Highway Administration (“FHWA”), FTA, and Environmental Protection Agency (“EPA”) to determine its conformance with federal regulations. The Memphis MPO underwent its most recent Federal Certification review in August 2011, and received notification of its certification from the federal agencies in October 2011 pursuant to 23 USC 134, 49 USC 1607, 23 CFR 450, and 49 CFR 613.

## **5. Transportation Studies & Other Plans**

The Memphis MPO conducts various transportation studies, which supplement and guide the required planning tasks described above. These studies may include data collection, transportation and land use modeling, corridor studies, multimodal studies (freight, transit, bicycle & pedestrian, etc.), congestion and air quality programs, among other related planning projects.

### **Section II**

MATA is the public transportation operator for the Memphis area and the designated recipient for FTA capital and operating grant programs. MATA is responsible for complying with all FTA reporting regulations. MATA provides fixed route bus service, rail trolley service, and paratransit service for eligible persons with disabilities in the City of Memphis and portions of Bartlett, Germantown, unincorporated Shelby County, TN and West Memphis, Arkansas. MATA does not currently provide such services to the Mississippi portion of the MPO area. As such, and to the extent that MATA may be bound by contracts which may hereafter be entered into, MATA shall be responsible for the following tasks to be in compliance with federal law:

#### **1. Memphis MPO plans and studies**

MATA shall assist the Memphis MPO in the development of the transit portions of the LRTP, TIP, and the UPWP. MATA shall make available any records, documents or information necessary to accomplish the Memphis MPO’s planning objectives and the development of the LRTP and the TIP, including, but not limited to, available transit

ridership data, budgets and other reports. MATA shall assist the Memphis MPO in the development of the UPWP by identifying activities, schedules and budgets to be undertaken by MATA.

## **2. Memphis MPO's Federal Certification**

MATA shall participate in the Memphis MPO's quadrennial Federal Certification per Section I(4) above. MATA will upon request provide information and records to the MPO to assist the MPO in the quadrennial Federal Certification. MATA will provide documentation and assistance to the MPO in regards to applicable Title VI reporting requirements.

## **3. Transit related studies**

The Parties agree to work cooperatively in carrying out the transit related studies in the UPWP of the Memphis MPO per Exhibit A, which is attached hereto and incorporated herein by this reference as if fully set forth herein.

### **Section III**

1. The federal reauthorization bill "Moving Ahead for Progress in the 21<sup>st</sup> Century" (MAP-21) and corresponding amendments to Titles 23 and 49 of U.S. Code provide funding and procedural requirements for multimodal transportation planning in metropolitan areas and states that is cooperative, continuous, and comprehensive, resulting in long-range plans and short-range programs of transportation investment priorities. The Memphis MPO will develop, with coordination, cooperation, and collaboration from MATA, the appropriate transportation plans as required, and ensure consistency with 49 U.S.C. Sections 5326(c) and 5329(d).
2. The Memphis MPO shall enter into a sub-contract agreement with MATA, with respect to Section 5303 funding received through the Tennessee Department of Transportation, in the amount of Ninety-Nine Thousand Dollars (\$99,000) in the first year, to administer services in furtherance of the fulfillment of the transportation planning tasks as described above. This includes federal funds in the amount of eighty-eight thousand dollars (\$88,000) and state funds in the amount of eleven thousand dollars (\$11,000). The funding amount will be updated on an annual basis.
3. MATA shall provide documentation of the availability of local matching funds in the amount of eleven thousand dollars (\$11,000) in the first year. Failure to document the local match requirement specified herein may result in termination of this Agreement and withholding of payment for work completed.
4. As needed, the Memphis MPO may contract with MATA to make available Section 5303 funds received through the Mississippi Department of Transportation funding for the fulfillment of the transportation planning tasks as described above within the Mississippi portion of the Memphis MPO planning area.
5. MATA will submit invoices to the MPO on a quarterly basis requesting reimbursement for services performed during the previous months. Invoices will be submitted to the attention of, Memphis MPO Administrator. Shelby County will pay such invoices within thirty (30) days of their receipt.
6. MATA shall provide quarterly reports to the Memphis MPO, detailing the use of funds and corresponding planning tasks as specified in this Agreement. The Memphis MPO's Transportation Policy Board may request that MATA make presentations on specific projects or general planning updates at its quarterly meetings. The MATA Board of Commissioners may request that the MPO make presentations on specific projects or general planning updates at its monthly meetings.
7. This Agreement shall remain in effect until either party prior thereto notifies the other in writing, providing a minimum of thirty (30) days' notice. If or when this occurs, the Parties agree to meet as soon as practicable to discuss modifications to this cooperative working Agreement.

8. This Agreement may be executed in one or more counterparts, each of which, when fully executed, shall be deemed an original.

9. This instrument constitutes the entire agreement between the Parties pertaining to the subject matter herein contained, and supersedes all prior or contemporaneous arrangements, oral or written. No amendment to this instrument or departure therefrom by either party shall be effective unless the same be in writing, signed by the Parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement effective as of the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

By: \_\_\_\_\_

**Mayor A C Wharton, Jr.,  
Chairman, Transportation Policy Board  
Memphis Urban Area Metropolitan Planning Organization**

By: \_\_\_\_\_

**Thomas D. Fox, Ph.D., AICP,  
Interim President/ General Manager  
Memphis Area Transit Authority**

## Exhibit A

By this Agreement, the Memphis MPO and MATA shall cooperatively determine and agree to their mutual responsibilities, including responsibilities for funding, on an annual basis in carrying out the transportation planning tasks programmed in the UPWP of the Memphis MPO for transit-related purposes and programs, which are specified in the table below.

**Table 1: UPWP Transit Planning Tasks**

MPO Planning Tasks	MATA	Memphis MPO
TASK A – Program Administration	Cooperate/Collaborate	Lead Agency
TASK B – Data Collection, Maintenance, & Analysis	Lead Agency	Cooperate/Collaborate
TASK C – Short-Range Planning	Cooperate/Collaborate	Lead Agency
TASK D – Long-Range Planning	Cooperate/Collaborate	Lead Agency
TASK E – Air Quality & Congestion Management	Cooperate/Collaborate	Lead Agency
TASK F – Public Participation	Cooperate/Collaborate	Cooperate/Collaborate
TASK G – Regional Public Transit Planning	Cooperate/Collaborate	Lead Agency
TASK H – Planning Contingency	Cooperate/Collaborate	Lead Agency

**Lead Agency:** Agency responsible for ensuring the planning project is completed and communication protocols are followed. The Lead Agency will also be responsible for the selection and contracting of consultants through the appropriate processes for the completion of planning projects.

**Coordinate:** Assist as needed with plans, programs, and schedules in consultation with Lead Agency, such that agencies' separate projects do not conflict or duplicate efforts. Coordinated projects are those for which parties other than the Lead Agency do not have a direct vested interest and are often specific projects rather than policy outcomes. The Lead Agency is expected to consult with the other to ensure efficiencies are utilized and conflicts are avoided. Parties with legal standing should be involved in the coordination and parties should operate in good faith.

**Cooperate/Collaborate:** Parties involved will work together to achieve a common goal or objective. Cooperation or collaboration are often employed where multiple parties have a vested interest in the outcome and may involve a shared project or policy outcome. Parties may share expertise, resources, etc. to accomplish the goal. Project-level agreements may be necessary for certain planning tasks, particularly those carried out using funding sources other than those covered by this Agreement.



**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 14-10**

**RESOLUTION TO APPROVE DISPOSAL OF SURPLUS VEHICLES**

**WHEREAS, The Memphis Area Transit Authority (MATA) has been notified by Yellow Cab that two of their wheelchair-accessible vans used for accessible taxi service have met their useful service life and is no longer in service; and**

**WHEREAS, MATA has 10 buses that have met their useful service including a 1983 GMC RTS 40' bus, a 1986 TMC 40' bus and eight 2000 40' Novabus buses that are currently in the Contingency Fleet; and**

**WHEREAS, Bus 1009, a 2005 Optima, burned and needs to be disposed; and**

**WHEREAS, The following service vehicles have met their useful service life: one 2000 Dodge Van, one 2001 Dodge Pickup Truck, one 2003 Park Avenue Buick and five 2007 Dodge Caravans; 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.**

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

**Motion Made By: Mattie Carter**

**SECONDED: Charles Pickard**

**YEA: Sean Healy; Karl Birkholz; Charles Pickard; Marion McClendon; Mattie Carter; Lauren Taylor; Andre Gibson (via phone)**

**NAY: None**

**Approved: January 27, 2014**

**Absent at Time: John Vergos**

**EXHIBIT A**

**VEHICLES TO BE DISPOSED**

**Bus 323 - 1983 GMC RTS**

**Bus 677 - 1986 TMC**

**Bus 857 - 2000 NovaBus**

**Bus 858 - 2000 NovaBus**

**Bus 859 - 2000 NovaBus**

**Bus 860 - 2000 NovaBus**

**Bus 861 - 2000 NovaBus**

**Bus 872 - 2000 NovaBus**

**Bus 878 - 2000 NovaBus**

**Bus 884 - 2000 NovaBus**

**Bus 1009 - 2005 Optima**

**Van 70 - 2009 Dodge Grand Caravan (leased to Yellow Cab)**

**Van 73 - 2009 Dodge Grand Caravan (leased to Yellow Cab)**

**Van 9 - 2000 Dodge Van**

**Truck 12 - 2001 Dodge Pickup**

**Car 34 - 2003 Park Avenue Buick**

**Van 74 - 2007 Dodge Caravan**

**Van 75 - 2007 Dodge Caravan**

**Van 78 - 2007 Dodge Caravan**

**Van 80 - 2007 Dodge Caravan**

**Van 82 - 2007 Dodge Caravan**

**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 14-11**

**RESOLUTION TO REVISE CONTINGENCY FLEET**

**WHEREAS, The Memphis Area Transit Authority (MATA) increased fixed-route bus service on December 1, 2013 resulting in 105 fixed-route buses being in service during peak periods; and**

**WHEREAS, The Federal Transit Administration (FTA) permits grantees to maintain a spare fleet of buses equal to 20% of the number used in peak service which results in MATA being allowed to maintain 126 buses in the active fixed-route fleet; and**

**WHEREAS, FTA permits grantees to maintain a contingency fleet of buses which have met their useful service life; 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; and**

**WHEREAS, It is in MATA's best interest to rotate certain buses in and out of the Contingency Fleet on a semi-annual basis at an appropriate time as determined by the Director of Bus Maintenance.**

**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.**

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

**Motion Made By: Karl Birkholz                      SECONDED: Lauren Taylor**

**YEA: Sean Healy; Karl Birkholz; Charles Pickard; Marion McClendon; Mattie Carter; Lauren Taylor; Andre Gibson (via phone)**

**NAY: None**

**Approved: January 27, 2014**

**Absent at Time: John Vergos**

**EXHIBIT A**

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

**Bus 56 – 1992 Chance Trolley  
Bus 57 – 1992 Chance Trolley  
Bus 58 – 1992 Chance Trolley  
Bus 862 - 2000 NovaBus  
Bus 863 - 2000 NovaBus  
Bus 864 - 2000 NovaBus  
Bus 865 - 2000 NovaBus  
Bus 866 - 2000 NovaBus  
Bus 867 - 2000 NovaBus  
Bus 868 - 2000 NovaBus  
Bus 869 - 2000 NovaBus  
Bus 870 - 2000 NovaBus  
Bus 871 - 2000 NovaBus  
Bus 877\* - 2000 NovaBus  
Bus 879\*- 2000 NovaBus  
Bus 880\* - 2000 NovaBus  
Bus 881\* - 2000 NovaBus  
Bus 882\* - 2000 NovaBus  
Bus 883\* - 2000 NovaBus  
Bus 885\* - 2000 NovaBus**

**\*BUSES TO BE ROTATED IN CONTINGENCY FLEET**

**Bus 403\* - 2003 Gillig  
Bus 405\* - 2003 Gillig  
Bus 411\* - 2003 Gillig  
Bus 413\* - 2003 Gillig  
Bus 414\* - 2003 Gillig  
Bus 419\* - 2003 Gillig  
Bus 420\* - 2003 Gillig**



**To: The MATA Board of Commissioners**

**From: Tom Fox, Interim General Manager**

**Date: January 22, 2014**

**Re: Resolution Approving Contingency Fleet and Rotating Buses**

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**MATA has maintained a Contingency Fleet through the years for emergency purposes. FTA permits grantees to do this with the understanding that the Contingency Fleet be kept in operating condition in case it has to be put into emergency service quickly. Only buses that have met their useful service life are eligible to be placed into the Contingency Fleet.**

**Each type of revenue vehicle operated by MATA has a useful service life based upon FTA's guidelines. The 40' and 60' (articulated) buses have a useful service life of 12 years in service or 500,000 miles, whichever comes first. Glen Lockhart, MATA's Director of Bus Maintenance, estimates that MATA's fleet of 20 2003 Gillig buses will be meeting their useful service life by mileage by the end of 2014.**

**In order to keep the buses in the Contingency Fleet in operating condition and to keep from putting so many miles on the buses in the Active Fleet, Staff is recommending that MATA rotate seven of the 2000 NovaBus buses that are currently in the Contingency Fleet with the seven 2003 Gilligs that have at least 500,000 miles. This rotation should take place around April, 2014. MATA will be receiving 15 buses in April and 12 buses in May. Once they are placed in service, MATA will revisit the Contingency Fleet and make recommendations for rotating more buses from the Active Fleet. Staff plans to request Board approval to rotate buses between the Contingency Fleet and the Active Fleet on a semi-annual basis.**

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

**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 14-12**

**RESOLUTION TO RENAME MATA'S NORTH END TERMINAL TO  
WILLIAM HUDSON TRANSIT CENTER**

**Whereas, from 1865 to 1998, MATA bus riders primarily waited for buses on street corners or designated outdoor areas; and**

**Whereas, MATA bus riders waited on sunny and hot days, in the rain sleet and snow for the next bus to arrive; and**

**Whereas, in 1977, William Hudson was promoted to Director of Customer Service for MATA and strongly encouraged management to construct covered waiting areas for customers; and**

**Whereas, in 1994, and now President and General Manager of MATA, William Hudson sought to secure funding to build transit centers to provide a convenient connection point for several bus routes to meet and offer comfort for passengers; and**

**Whereas, it was through the guidance and leadership of Will Hudson that a transit center with seating, heating, air conditioning, telephones, restrooms, security and travel information became a reality; and**

**Whereas, in 1998, the first transit center was built at 444 North Main Street and named the North End Terminal; and**

**Whereas, in honor of William Hudson's 49 years of service and significant contributions to MATA and the Memphis community; and**

**Whereas, William Hudson has rendered distinguished service and it is befitting that the first transit center be renamed in honor of Will Hudson; and**

**Whereas, staff recommends the North End Terminal be renamed the William Hudson Transit Center.**

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE MEMPHIS AREA TRANSIT AUTHORITY, That the MATA facility located at 444 North Main Street be renamed the William Hudson Transit Center.**

**BE IT FURTHER RESOLVED, That staff is directed to install appropriate signage.**

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

**Motion Made By: Mattie Carter            SECONDED: Marion McClendon**

**YEA: Sean Healy; Karl Birkholz; Charles Pickard; Marion McClendon; Mattie Carter; Lauren Taylor; Andre Gibson (via phone)**

**NAY: None**

**Approved: January 27, 2014**

**Absent at Time: John Vergos**