



Memphis Area Transit Authority

MATA'S MISSION: To provide a reliable, safe, accessible, clean and customer-friendly Public Transportation System that meets the needs of the community.

**Ronald L. Garrison
Chief Executive Officer**

Board of Commissioners

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

Commissioners

Chooch Pickard	Shelia Williams
John C. Vergos	Kristen Bland
Martin Lipinski	Lauren Taylor
Roquita Coleman-Williams	

**Board of Commissioners Meeting
Tuesday, November 24, 2015 - 3:30 p.m.
Benjamin Hooks Library
3030 Poplar Ave.**

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|--|------------------------|
| I. CALL TO ORDER | Sean Healy |
| II. BOARD ROLL CALL & OBSERVATIONS | Linda Eskridge |
| III. APPROVAL October 26, 2015 BOARD MINUTES | |
| IV. CEO's REPORT | Ron Garrison |
| V. ACTION ITEMS: | Sean Healy |
| A. <u>FINANCE COMMITTEE</u>
No Items for Discussion | |
| B. <u>SERVICE AND DEVELOPMENT</u> | |
| 1. Resolution to Approve FY16 Section 5307
Capital Projects and State Operating
Assistance – Res. No. 15-39 | Ronald Garrison |

- 2. Resolution to Approve FY16 Section 5337
State of Good Repair Capital Projects
- Res. No. 15-40 Ronald Garrison
- 3. Resolution to Approve FY16 Section 5339
Bus and Bus Facilities Capital Projects
-Res. No. 15-41 Ronald Garrison
- 4. Resolution to Approve FY16 Section 5310
Enhanced Mobility of Senior and
Individuals with Disabilities Program
Funds - Res. No. 15-42 Ronald Garrison
- 5. Resolution to Approve FY16, FY17 and FY18
Section 5307 Congestion Mitigation and Air
Quality Program Funds - Res. No. 15-43 Ronald Garrison
- 6. Resolution to Approve Disposal of Surplus
Vehicles - Res. No. 15-44 Ronald Garrison
- 7. Resolution to Terminate Contract with
Creative Bus Sales for the Purchase of
10 Paratransit Vehicles - Res. No. 15-45 Ronald Garrison
- 8. Resolution to Award Option to Purchase
Five Paratransit Vehicles under Agreement
with the City of Knoxville and National Bus
Sales & Leasing - Res. No. 15-46 Ronald Garrison
- VI. FINANCIAL REPORT Gilbert Noble
- VII. Trolley System Start-up Update Carl Robinson
- VIII. SPEAKERS Sean Healy
(Please fill out a Speakers' card)
- IX. OLD/NEW BUSINESS Sean Healy

**MINUTES OF BOARD MEETING
MEMPHIS AREA TRANSIT AUTHORITY
October 26, 2015**

CALL TO ORDER: A regular meeting of the MATA Board of Commissioners was called to order by Chairman Sean Healy at 3:30 p.m. on Monday October 26, 2015 at Benjamin Hooks Library, 3030 Poplar Avenue.

BOARD ROLL CALL:

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

Absent: Andre Gibson; Shelia Williams

Quorum: Yes

Staff: Alison Burton, Director Marketing/Customer Relations; Garry Dupper, Manager of Scheduling; Linda Eskridge, Executive Asst.; Tom Fox, Chief Administrative Officer; Ron Garrison, Chief Executive Officer; John Lancaster, Director of Planning; Gilbert Noble, Chief Financial Officer; Alvin Pearson, Chief Operating Officer; Scarlet Ponder, Transit Planner; Carl Robinson, Director of Trolley Operations & Maintenance; Susan Trimble-Schubert, Director of Human Resources; Tommy Wallace, Senior Manager IT

Guests: MCIL/STAC Attendees: None present
Memphis Bus Riders Union: Cynthia Bailey; Bennett Foster; Betty Robinson; James Robinson; Sammie Hunter

Others: Betty Anderson, Memphis Advisory Council/Citizens with Disabilities; Kwasi Agyakwa, MPO; Leon Blue, Citizen; Matt Brewer, WREG Channel 3; Lyndia Crawford, City of Memphis/Law Division, Hope Hudson, Rhodes College student; Julia Marshall, Citizens for Better Services; Johnnie Mosley, Citizens for Better Services; Nicholas Oyler, MPO; Tim Wheat, MCIL; Gilda Williams, MATA Patron

Linda Eskridge, Board Secretary, welcomed all guests that were present. Ms. Eskridge also made some Board Meeting observations. Ms. Eskridge acknowledged Ms. Hope Hudson, Rhodes College students that was present to continue the a documentary on

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MATA and the state of transit now, as well as acknowledged WREG-TV Channel 3, Matt Brewer that was filming the meeting as well.

Chairman Healy followed up by thanking MATA and staff for coordinating the move of the meeting to the Library as he feels it is a more centrally located area and better access for those riding the bus than the Levee Road facility.

APPROVAL OF MINUTES: Mr. Vergos moved for approval of the September 28, 2015 Board Minutes. Mr. Lipinski seconded the motion. The minutes were unanimously approved.

CEO's REPORT

Mr. Ronald Garrison

Mr. Garrison began his presentation by announcing the official retirement of Dr. Thomas Fox, MATA's CAO as of October 30, 2015. Chairman Healy presented Dr. Fox with a plaque from the Board and staff. Dr. Fox has been hired as the Director of Blackburg, VA Transit Authority. Staff will inform the Board on plans for a reception in honor of Dr. Fox. Congratulations to Dr. Fox and best wishes.

Mr. Garrison began his presentation with a progress report from the Sept. Board Meeting action items:

- **Timetable for the four trucks:** MATA should receive the trucks no later than the 2nd week of December. The numbers for operating on a daily basis is \$160,204 per day for 2016 budget
- Garrison showed some example of **Super Stops** and crosswalks - Vergos recommends that the funding not come from MATA's budget but from alternative funds. Mr. Garrison agreed.
- **Nonconnah Ridership** is doing well; however it fell off a little this week. Mr. Dupper shared some of the comments from the drivers, and staff has implemented those comments into the schedule changes.
- **Stuff the Bus** was very successful, staff did a great job and we had 20 staff volunteers.
- **Guiding Principles** are to remind us of what we all agreed to what we need to do. Mr. Garrison explained the guiding principles so that when it is discussed, all will know what we are discussing and what we are getting ready to do. Garrison went over in a little more details as it was presented on the power point presentation. He shared from the Leadership Development workshops as well.
- **Staff:** Mr. Garrison introduced Ms. Susan Schubert as the new Director of Human Resources, Gregory Holman as the new Director of Bus Operations, and we also have a new Asst. Director of Bus Operations that have not started yet, as well as a new maintenance foreman.
- **Continued Progress on IT & ITS.** There are challenges with on-time performance and bus announcements. Mr. Dupper is working on this with technical staff and is pretty close to getting this done.
- **MATAplus** - We still have a way to go but have seen improvements in on-time performance. No-shows decreased by 34% in September, which saves MATA a lot of money. Mr. Pearson gave an update on some things that staff has done to help decrease no shows as well as increase on time performance. Also working with SRVS has been a really good partnership.

- **Facilities Improvements** – Significant progress have been made. Garrison invited Board to visit the facility to review the improvements, and will work some time before the Board Meeting, and just have the meeting at the MATA facility as well. Mr. Glen Lockhart, superintendent of this area, has done a really good job with putting all of this together.
- **Bus Trolley** – Great progress have been made in this area. We are on the verge of having a schedule that we can share with the Board, approved by TDOT and FTA, and should have this by the next Board Meeting.

Kristen Bland asked about the feedback on the trolley buses as well as ridership numbers. Garrison stated that he has seen more people riding them, and Mr. Pearson stated that he has received nothing but compliments and some stated that we should get more of them. We have not had any negative comments at all. Mr. Pearson will be getting back with the Board on the actual ridership numbers.

ACTION ITEMS:

FINANCE COMMITTEE

1. Resolution Authorizing Signatures on Memphis Area Transit Authority General Liability Account – Res. No. 15-35

Discussion: Mr. Gil Noble, Chief Financial Officer presented this resolution to the MATA Board. This is a small account used by MATA's claims manager to settle small claims. The purpose of this resolution is to withdraw Rick Carwile's name, Claims Manager, who will be retiring at the end of the year and adding Mr. Curlee Alexander's name, the new Claims Manager, as the signers on this account. This account is controlled by finance. *Chairman Healy called for a motion to put 15-35 on the floor for discussion. Ms. Taylor moved that the resolution be put on the floor and Mr. Vergos seconded the motion. Resolution No. 15-35 was unanimously approved.*

Mr. Garrison wanted the Board to know that he and Dr. Fox began working on this claims manager transition about 10 months ago. They did some excellent succession planning for three months in advance of the retirement of Rick Carwile so that the transition would be very smooth, and it worked out really well.

2. Resolution to Refurbish One (1) Double-Ended Vintage Trolley Car from Gomaco Trolley – Res. No. 15-36

Discussion: Mr. Alvin Pearson, Chief Operations Officer, presented this resolution to the MATA Board. This is the resolution to purchase one Gomaco Trolley. Staff sent out an RFP and four people participated. Two vendors were deemed not successful as following all of the guidelines of the RFP, and two vendors were successful. The two successful vendors were Gomaco and Gales Creek Enterprises. After the committee reviewed the proposals, Gomaco outscored Gales Creek. Gomaco's price was a little higher than Gales Creek, however, Gales Creek would have a six month waiting period before we can get a trolley in and Gomaco could have one within 12 weeks. We are in final negotiations to get that down to 8 to 9 weeks, and with the additional servicing they would come and bring with it would hopefully allow us to get them in by the end of March and hopefully have things rolling by April. *Chairman Healy called for a motion to put 15-36 on the floor for discussion. Mr. Vergos moved that the resolution be put on the floor and Mr. Pickard seconded the motion.*

Mr. Vergos asked if the RFP changed, and Mr. Pearson stated that this is basically the standard RFP. We had been in negotiations with FTA on some issues but there were no major changes on it. To Vergos' other point, Gales Creek expressed this was the absolute earliest they could get the trolleys here. Mr. Garrison also gave some other pertinent advantages to the trolley from Gomaco, which is also why they scored higher. Mr. Pearson also expressed that we have to put this out on system testing before the trolleys are put out, which is an 8-week process after the trolleys arrive. Mr. Pearson stated that this trolley is purchased with the left over monies from the 2004 monies from the Madison Street Line. Chooch asked what year is the trolley refurbished from? Mr. Pearson will get this information back to the Board. **Resolution No. 15-36 was unanimously approved.**

SERVICE AND DEVELOPMENT

1. Resolution to Approve Service Changes Res. No. 15-37

Discussion: Mr. John Lancaster, Director of Planning, presented this resolution to the MATA Board. This is the resolution to discuss some proposed changes for the December sign-up. A summary was made available in the attached memo. These are all minor changes to 28 routes and most includes correcting headway, moving out the travel times, and adding more recovery time at the end of the lines, all designed to improve on-time performance. Mr. Lancaster also explained how these routes would conform to the Short Range Transit Plan. There are only four routes that had geographic changes, 17, 32, 35 and 69. Mr. Lancaster went into more details with each of the four routes to explain the minor changes. A public meeting was held on October 19th to get public comments, we received some great comments. The schedule head-way was in draft format for review at the meeting. There was no impact on Title VI from the minor changes. MATA will post the public comments on the MATA website. *Chairman Healy called for a motion to put 15-37 on the floor for discussion. Mr. Vergos moved that the resolution be put on the floor and Mr. Lipinski seconded the motion.* There were several speakers from the audience on this agenda item.

- **Ms. Julia Marshall, 1195 Finch Dr., Citizens for Better Services** - Ms. Marshall thanked the Board for the opportunity to speak. She hopes that the minor route changes reported are improved routing changes. She stated that both fixed route and MATApus are very helpful to her, and the riders really need MATA services. She stated that MATA will hear from them further in writing. *Mr. Healy welcomed Ms. Marshall to stay after the meeting and discuss any questions she may have with as there is staff on hand to accommodate her questions.* Mr. Vergos again asked for a route map of the highlighted route changes, and how it affects the system in the future. Ms. Taylor asked for an explanation on criteria for SRTP and incorporating routes into the plan. Mr. Lancaster gave a brief explanation on this and stated that we do have some ideas on how we can implement this into the SRTP. Mr. Garrison stated that we will be bringing information back to the Board on ways to implement the routes into the SRTP. Mr. Garry Dupper, Manager of Scheduling was also on hand to answer questions regarding the route changes.
- **Mr. Sammie Hunter, 3225 Applewood, MBRU** - Mr. Hunter expressed his appreciation for staff going to the south Memphis neighborhood community in an effort to get the routes running back in that area. Mr. Hunter asked if MATA could look into trying to help some of the people in the Firestone area, from the old Route 31 with some service, as there of a few elderly people in that area that has to walk about a block and it would help out tremendously. Again, he commends MATA for helping the south Memphis community.

- **Ms. Betty Robinson, 858 Alaska Street, MBRU** - Ms. Robinson stated her concerns are with the 42 and 53 Faxon by the crosstown building because riders are having a problem transferring to the 53 because of the construction. She is asking if it is possible to relocate the stop back to Faxon and Watkins. Mr. Dupper stated that he would note to the drivers on both the 42 and 53 where they should connect just south of the Sears Crosstown building, due to the crosstown stop closing. Ms. Robinson's other issue is with the operators, especially on the inbound 40 on Sunday it states the bus is supposed to leave Jackson & Watkins at 2:05 p.m., however, he leaves at 2:00 p.m. When asked why he left early, he stated "this is my route, I run when I want to run." Mr. Pearson stated they are taking care of this matter and is scheduled to meet with the driver.
- **Mr. Bennett Foster, 2489 Harvard, MBRU** - Talked about the new input for the changes that may not go along with the SRTP and stated that he think it's great that the Board approved the SRTP and great to have plans, as well as implement those plans Mr. Bennett's point is it important to have the communities bringing their voice to the table as it will make it easier to approve changes that affect the needs of the community. He mentioned the Foote Homes residence, which will be displaced; however most of them rides the bus and will be moving to other parts of the city. The plan will have to address those needs as well. Mr. Healy stated that the guidelines that will come before the Board will show that we are going to continue to do that. Board and staff will be working future retreats to come up with a strategy on how we are going to do the outreach in the future. Mr. Vergos stated he hopes that the MBRU and our customers understands how difficult it is to just move a bus a block for one person, and hopes that everyone going through this, especially our customers will have an open mind. Mr. Healy stated that the key to this is transparency and criteria used for decision-making.
- **Ms. Gilda Williams, 84 Autumn Branch Lane, 38109** - On behalf of the citizens of Riverview Kansas Community, they are all appreciative of Mr. Garrison and the MATA staff for assisting in providing viable transportation once again and the people were not placed at risk in any way for these services. Again, MATA deserves kudos! Resolution No. 15-39 was unanimously approved.

2. Resolution Authorizing Free Fares for Veterans on November 11, 2015 - Res. No. 15-38

Discussion: Mr. Ronald Garrison, CEO, presented this resolution to the Board, and he is a veteran. This is a way of recognizing the veterans and current members of the armed services. They will use their ID and ride for free on that day. *Chairman Healy called for a motion to put 15-38 on the floor for discussion.* Resolution No. 15-39 was unanimously approved.

VII. FINANCIAL REPORT

September, 2015

Gilbert Noble, CFO

The financial report included two charts comparing the year-to date revenues with budget and year-to-date expenses to the budget. Revenues are favorable to budget by \$5.1MM, primarily due to FY16 state funds which was budgeted later in November but we actually received in September. The expenses are on budget about \$300,000 below budget.

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Mr. Noble discussed the three quarterly charts (*see page 1 of the financial summary.*) These two charts make up about 74% of the total expenditures. Services and materials are over budget by \$155,000 for the quarter, and salaries and healthcare combined to be favorable by \$500,000. Overall our expenses are trending very well to budget. This ended the financial report. There were no questions from the Board.

IX. SPEAKERS

Ms. Suzanne Carlson, Mayor's Institute for Excellence – Ms. Carlson is requesting an update on the customer service tracking software. She stated that people have a lot of specific concerns, such as if there will be a way to electronically enable that to give quick feed-back and be able to track that. Ms. Carlson feels that with the SRTP coming out, people will have some really big issues, and to allow people to work through their issues and get a response to that, would really pave the way for improving the reputation of MATA. Mr. Garrison will get with Ms. Carlson on this request. Ms. Taylor asked that the Board be updated on the response as well.

X. OLD/NEW BUSINESS

Mr. Vergos commented that a discussion with the Board should take place when staff is planning to use capital funds for operating purchases, especially since one of the main things that is causing budget shortfall, besides pension and OPEB, is maintaining our buses. He stated even though FTA is really strict on MATA about how we are going to put the trolley back on line, they still allow us to use Federal matching dollars to buy buses that they approve that could very well be "lemons". Mr. Healy stated he thinks that significant amount of capital dollars that we spent is something that was covered during the Board Retreat and that a decision was made to use capital dollars for something other than a hard assets. Also in terms of the FTA, seems of late, we've seen a little bit more conversation, especially on the Champion bus, but feels there is nothing wrong with pointing out or asking FTA questions about those things that we have concerns about. Mr. Garrison stated that he could not agree more. Garrison also stated that as part of the budget this year, we will have to put some things back in place to balance the budget and eventually build back into the OPEB and pension. Garrison stated that as we move forward on this we will come back to the Board for discussion, however, he wanted to let the Board know that it may also mean some service cuts. We have to begin to reverse using capital dollars for operating, and begin to build our operation's reserve. We will be getting back with the Board on ways to accomplish this goal and find those savings.

Mr. Garrison stated that with change in city government and with Tom Fox leaving the organization, time would be better spent concentrating on internal matters.

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Garrison's suggested postponing the November 16th Board Retreat until after the first of the year. Board Members agreed to Garrison's suggestion. Garrison stated that the next Board Meeting will be Tuesday, November 24th at 3:30p.m. at the Hooks Library.

Mr. Garrison stated that he has also been thinking about another item for discussion: "How do we change the paradigm providing better service to our customers. How do we get to those folk who cannot get to a bus route or to paratransit? How do we look to innovation to make us better? He stated that he has found a couple of partners to work with, which is Via and TransLoc. This is a discussion that will definitely come before the Board at a later date. Dr. Lipinski's concern was whether or not this would affect our federal dollars. Garrison stated that these are things that will be reviewed very carefully taking all of this into consideration.

Chooch asked about the trolley target ridership in the performance report as it is showing we are up above about 50% of what we were, which is within the first full month of the trolley buses being back up. Mr. Garrison would like to review the ridership when all eight trolley buses are in service, as we might get a more realistic and perhaps a larger number. Mr. Healy stated that capturing trolley ridership was discussed in an action item discussed by Garrison before Chooch had arrived at the meeting.

Mr. Healy called for a motion to adjourn. Mr. Vergos moved that the meeting be adjourned. Mr. Pickard seconded the motion and the meeting was adjourned.

Mr. Sean Healy
Chairman of the Board

**MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS**

RESOLUTION NO. 15-39

**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 Chief Executive Officer, Chief Administrative Officer, 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 Chief Executive Officer, Chief Administrative Officer, 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 Chief Executive Officer, Chief Administrative Officer, Chairman or Vice-Chairman is authorized to execute grant agreements on behalf of MATA.**

Res. No. 15-39

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

YEA: Charles Pickard; Martin Lipinski; Lauren Taylor; John Vergos; Sean Healy; Kristen Bland;
Roquita Williams

NAY: None

Approved: October 26, 2015

Absent at Time: Shelia Williams; Andre Gibson

**MEMPHIS AREA TRANSIT AUTHORITY
49 U.S.C. § 5307 FORMULA FUNDS
AND STATE OPERATING ASSISTANCE
PROGRAM OF PROJECTS AND BUDGET
FISCAL YEAR 2016**

<u>PROJECT</u>	<u>FEDERAL SHARE</u>	<u>STATE SHARE</u>	<u>LOCAL SHARE</u>	<u>TOTAL SHARE</u>
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	360,000	45,000	45,000	450,000
4. Service Vehicles	80,000	10,000	10,000	100,000
5. Office Equipment and Furniture	32,000	4,000	4,000	40,000
6. Associated Transit Improvements	120,000	15,000	15,000	150,000
7. Paratransit Service	1,200,000	150,000	150,000	1,500,000
8. Preventive Maintenance	<u>9,400,000</u>	<u>1,175,000</u>	<u>1,175,000</u>	<u>11,750,000</u>
TOTAL CAPITAL	\$11,672,000	\$1,459,000	\$1,459,000	\$14,590,000
9. State Operating Assistance	\$ 0	\$5,908,300	\$ 0	\$ 5,908,300



TO: MATA Board of Commissioners

FROM: Ron Garrison, Chief Executive Officer

SUBJECT: Descriptions for Capital Projects on Grant Resolutions

DATE: November 24, 2015

MATA applies for grants annually as funds are appropriated/allocated by FTA, TDOT and the City of Memphis. FTA requires MATA to obtain Board approval prior to submitting the grant applications. 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 five 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 FY16:

- 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 exceeded 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 5337 and 5339 funds. Additional funds will be required from future years' appropriations to cover the costs for all the fare collection equipment needed.**

4. **Service Vehicles - MATA plans to use these funds for the purchase of new service vehicles to replace existing service vehicles that have met their useful service life.**
5. **Office Furniture and Equipment – MATA periodically needs to purchase various office equipment and furniture for its staff.**
6. **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.**
7. **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 MATAPIus operations.**
8. **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. 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 buses to replace buses that have met their useful service life and for various bus facility

improvements. Federal funds cover 80% of the costs, and the remaining share is split between TDOT (10%) and the City of Memphis (10%).

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. 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%).

FTA Section 5307 Congestion Mitigation and Air Quality (CMAQ) Funds

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 Tennessee Department of Transportation (TDOT) selects projects based upon criteria set by the U. S. Department of Transportation. Once proposed projects are evaluated by TDOT, they select the highest rated projects for funding. Federal funds cover 80% of the costs, and the remaining 20% share is being provided by the City of Memphis.

MATA was selected by TDOT to receive funds for various projects during the last two years as follows:

1. New transit service for three new routes over a three-year period (Total funds \$1,050,002, Federal share \$840,001 and Local share \$210,001) – These funds will cover expenses associated with the I-40 Corridor Circulator; the Route 34 Express; and the Shelby Farms Circulator. TDOT also approved MATA to receive funding to add two new park and ride lots. The Greenline lot will serve the Route 53 Express, and the Agricenter lot will serve the Route 34 Express.
2. New transit service for four new routes over a three-year period (Total funds \$2,940,000, Federal share \$2,352,000 and Local share \$588,000) – These funds will cover expenses associated with the Wolfchase Connector; the Airways Transit

Center Express; the Getwell Connector; and the Airport Shuttle Express.

3. Central Station Phase 2 Redevelopment (Total funds \$3,000,000, Federal share \$2,400,000 and Local share \$600,000) – This will fund infrastructure improvements at Central Station to improve the multimodal functionality of the project and increase the utilization of transit, biking and walking as alternative modes of transportation. Major components will include a new trolley station, a transit connector concourse and other pedestrian and bike-friendly streetscape improvements.

4. Purchase Three New Electric Rail Trolleys (Total funds \$3,300,000, Federal share \$2,640,000 and Local share \$660,000) – This will fund three trolleys to help MATA replace trolleys that have met their useful service life.

Let me know if you have questions.

MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS

RESOLUTION NO. 15-40

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 Chief Executive Officer, Chief Administrative Officer, 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 Chief Executive Officer, Chief Administrative Officer, 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 Chief Executive Officer, Chief Administrative Officer, Chairman or Vice-Chairman is authorized to execute grant agreements on behalf of MATA.

Res. No. 15-40

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

YEA: Charles Pickard; Martin Lipinski; Lauren Taylor; John Vergos; Sean Healy; Kristen Bland;
Roquita Williams

NAY: None

Approved: October 26, 2015

Absent at Time: Shelia Williams; Andre Gibson

MEMPHIS AREA TRANSIT AUTHORITY
49 U.S.C. § 5337 STATE OF GOOD REPAIR FUNDS
PROGRAM OF PROJECTS AND BUDGET
FISCAL YEAR 2016

<u>PROJECT</u>	<u>FEDERAL SHARE</u>	<u>STATE SHARE</u>	<u>LOCAL SHARE</u>	<u>TOTAL SHARE</u>
1. Preventive Maintenance for Rail System	\$1,160,000	\$145,000	\$145,000	\$1,450,000
2. Rail Facility Improvements	<u>200,000</u>	<u>25,000</u>	<u>25,000</u>	<u>250,000</u>
Total	\$1,360,000	\$170,000	\$170,000	\$1,700,000

MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS

RESOLUTION NO. 15-41

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 Chief Executive Officer, Chief Administrative Officer, 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 Chief Executive Officer, Chief Administrative Officer, 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 Chief Executive Officer, Chief Administrative Officer, Chairman or Vice-Chairman is authorized to execute grant agreements on behalf of MATA.

Res. No. 15-41

Motion Made By: Lauren Taylor **SECONDED:** John Vergos

YEA: Charles Pickard; Martin Lipinski; Lauren Taylor; John Vergos; Sean Healy; Kristen Bland;
Roquita Williams

NAY: None

Approved: October 26, 2015

Absent at Time: Shelia Williams; Andre Gibson

MEMPHIS AREA TRANSIT AUTHORITY
49 U.S.C. § 5339 BUS AND BUS FACILITIES FUNDS
PROGRAM OF PROJECTS AND BUDGET
FISCAL YEAR 2016

<u>PROJECT</u>	<u>FEDERAL SHARE</u>	<u>STATE SHARE</u>	<u>LOCAL SHARE</u>	<u>TOTAL SHARE</u>
1. Up to 10 Fixed- Route 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>
Total	\$1,120,000	\$140,000	\$140,000	\$1,400,000

MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS

RESOLUTION NO. 15-42

**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 Chief Executive Officer, Chief Administrative Officer, 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 Chief Executive Officer, Chief Administrative Officer, 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 Chief Executive Officer, Chief Administrative Officer, Chairman or Vice-Chairman is authorized to execute grant agreements on behalf of MATA.

Res. No. 15-42

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

YEA: Charles Pickard; Martin Lipinski; Lauren Taylor; John Vergos; Sean Healy; Kristen Bland;
Roquita Williams

NAY: None

Approved: October 26, 2015

Absent at Time: Shelia Williams; Andre Gibson

**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 2016**

<u>PROJECT</u>	<u>FEDERAL SHARE</u>	<u>STATE SHARE</u>	<u>LOCAL SHARE</u>	<u>TOTAL SHARE</u>
1. Capital Projects	1,250,000	156,250	156,250	1,562,500
2. Operating Projects	750,000	\$375,000	\$375,000	\$1,500,000
3. Project Administration	<u>220,000</u>	<u>0</u>	<u>0</u>	<u>220,000</u>
Total	\$2,220,000	\$531,250	\$531,250	\$3,282,500

**MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS**

RESOLUTION NO. 15-43

**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 for transferred funds; 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 Chief Executive Officer, Chief Administrative Officer, 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 Chief Executive Officer, Chief Administrative Officer, 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 Chief Executive Officer, Chief Administrative Officer, Chairman or Vice-Chairman is authorized to execute grant agreements on behalf of MATA.**

Res. No. 15-43

Motion Made By: Martin Lipinski SECONDED: Chooch Pickard

**YEA: Charles Pickard; Martin Lipinski; Lauren Taylor; John Vergos; Sean Healy; Kristen Bland;
Roquita Williams**

NAY: None

Approved: October 26, 2015

Absent at Time: Shelia Williams; Andre Gibson

**MEMPHIS AREA TRANSIT AUTHORITY
 49 U.S.C. § 5307 CONGESTION MITIGATION AND AIR QUALITY FUNDS
 PROGRAM OF PROJECTS AND BUDGET
 FISCAL YEARS 2016, 2017 AND 2018**

<u>PROJECT</u>	<u>FEDERAL SHARE</u>	<u>STATE SHARE</u>	<u>LOCAL SHARE</u>	<u>TOTAL SHARE</u>
1. Operating Costs for Three New Routes and Two Park and Ride Lots	\$ 840,001	\$ 0	\$ 210,001	\$ 1,050,002
2. Operating Costs for Four New Routes	2,352,000	0	588,000	2,940,000
3. Central Station Improvements	2,400,000	0	600,000	3,000,000
4. Purchase Three Rail Vehicles	<u>2,640,000</u>	<u>0</u>	<u>660,000</u>	<u>3,300,000</u>
Total	\$8,232,001	\$ 0	\$2,058,001	\$10,290,002

MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS

RESOLUTION NO. 15-44

RESOLUTION TO APPROVE DISPOSAL OF SURPLUS VEHICLES

WHEREAS, The Memphis Area Transit Authority (MATA) has three 2002 40' Novabus buses that have met their useful service life; 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; and

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

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

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

Motion Made By: Chooch Pickard SECONDED: Roquita Coleman

YEA: Charles Pickard; Martin Lipinski; Lauren Taylor; John Vergos; Sean Healy; Kristen Bland; Roquita Williams

NAY: None

Approved: October 26, 2015

Absent at Time: Shelia Williams; Andre Gibson

EXIHIBIT A

VEHICLES TO BE DISPOSED

- Bus 906 – 2002 40' NovaBus – Mileage 672,546**
- Bus 914 – 2002 40' NovaBus – Mileage 643,406**
- Bus 920 – 2002 40' NovaBus – Mileage 666,895**

MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS

RESOLUTION NO. 15-45

RESOLUTION TO TERMINATE CONTRACT WITH CREATIVE BUS SALES FOR
THE PURCHASE OF 10 PARATRANSIT VEHICLES

WHEREAS, The Memphis Area Transit Authority (MATA) Board of Commissioners awarded a contract under Resolution No. 15-32 to Creative Bus Sales for the purchase of 10 24' paratransit vehicles for use in MATAPlus service; and

WHEREAS, This purchase was made with Creative Bus Sales through a contract they have with the State of Oklahoma; and

WHEREAS, Staff has become aware that FTA does not permit grantees to purchase vehicles or other equipment using FTA funds off state contracts if the grantee is not located in the state; and

WHEREAS, MATA had planned to purchase the vehicles using Section 5310 funds with the Federal share being 80% of the costs; and

WHEREAS, It is in MATA's best interest to terminate the contract with Creative Bus Sales for convenience and resolicit for the vehicles.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That the contract with Creative Bus Sales for the purchase of 10 24' paratransit vehicles is terminated for convenience.

BE IT FURTHER RESOLVED That the Chief Executive Officer or the Contracting Officer are authorized to notify Creative Bus Sales of this termination for convenience.

Motion Made By: John Vergos SECONDED: Kristen Bland

YEA: Charles Pickard; Martin Lipinski; Lauren Taylor; John Vergos; Sean Healy; Kristen Bland; Roquita Williams

NAY: None

Approved: October 26, 2015

Absent at Time: Shelia Williams; Andre Gibson

**MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS**

RESOLUTION NO. 15-46

**RESOLUTION TO AWARD OPTION TO PURCHASE FIVE PARATRANSIT
VEHICLES UNDER AGREEMENT WITH THE CITY OF KNOXVILLE AND NATIONAL
BUS SALES & LEASING**

WHEREAS, The Memphis Area Transit Authority (MATA) approved an agreement with the City of Knoxville and National Bus Sales & Leasing through a joint procurement with the City of Knoxville for the purchase of seven paratransit vehicles in Resolution No. 15-18; and

WHEREAS, Said procurement included options for 20 additional paratransit vehicles over a four-year period in increments of five each year; and

WHEREAS, Federal, State and Local Section 5310 funds are available to purchase five more paratransit vehicles under the joint procurement contract at a cost of \$106,270 each for a total of \$531,350; and

WHEREAS, Staff recommends the Board approve the award of the option for the additional five paratransit buses.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That the purchase of five additional paratransit buses through an option under the joint procurement agreement with the City of Knoxville and National Bus Sales & Leasing is approved; and

BE IT FURTHER RESOLVED That the cost of the five paratransit vehicles are approved at a cost of \$106,270 each for a total of \$531,350.

BE IT FURTHER RESOLVED That the Chief Executive Officer or the Contracting Officer are authorized to execute the necessary documents for this action.

Res. No. 15-46

Motion Made By: Lauren Taylor SECONDED: John Vergos

**YEA: Charles Pickard; Martin Lipinski; Lauren Taylor; John Vergos; Sean Healy; Kristen Bland;
Roquita Williams**

NAY: None

Approved: October 26, 2015

Absent at Time: Shelia Williams; Andre Gibson