

11/15/16 I



**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**

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**Board of Commissioners**

Chairman - Sean Healy  
Vice Chairman - Andre Gibson

Commissioners

Kristen Bland  
Roquita Coleman-Williams  
Martin Lipinski  
Tommy Pacello  
Lauren Taylor  
John C. Vergos  
Shelia Williams

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**Board of Commissioners Meeting  
Tuesday, November 15, 2016 - 3:30 p.m.  
1370 Levee Road**

- I. **CALL TO ORDER** Sean Healy
- II. **BOARD ROLL CALL** Linda Eskridge
- III. **APPROVE September 27, 2016 BOARD MINUTES**
- IV. **CEO REPORT** Sean Healy
  - Ronald Garrison
- V. **Key Performance Indicators (KPIs) Discussion**
  - Gary Rosenfeld, CAO
- VI. **ACTION ITEMS:** Sean Healy
  - A. FINANCE COMMITTEE  
None
  - B. SERVICE AND DEVELOPMENT
    - 1. **Resolution to Approve FY17 Section 5307  
Capital Projects and State Operating  
Assistance - Res. No. 16-34** Ronald Garrison

Page 2

2. Resolution to Approve FY17 Section 5310  
Enhanced Mobility of Senior and  
Individuals with Disabilities Program  
Funds - Res. No. 16-35 Ronald Garrison
3. Resolution to Approve FY17 Section 5337  
State of Good Repair Capital Projects  
- Res. No. 16-36 Ronald Garrison
4. Resolution to Approve FY17 Section 5339  
Bus and Bus Facilities Capital Projects  
-Res. No. 16-37 Ronald Garrison
5. Resolution to Approve FY17 Surface  
Transportation Block Grant Capital Projects  
-Res. No. 16-38 Ronald Garrison
6. Resolution to Award a Five-Year Contract for to  
Taborco, LLC for Janitorial Services at the  
American Way Transit Center - Res. No. 16-39 Ronald Garrison
7. Resolution to Award a Contract to Gomaco  
Trolley Company for Body Renewal of Three W2  
Melbourne Trolleys - Res. No. 16-40 Ronald Garrison

- VII. FINANCE REPORT Gil Noble
- VIII. SPEAKERS Lawson Albritton  
*(Please fill out a Speaker's card)*
- IX. OLD/NEW BUSINESS Sean Healy
- Airways Transit Center Property Management Agreement
  - MATA Transit Advisory Committee (MTAC)
  - Ridership Statistics for Wheelchair Accessible Taxis for  
Checker Cab & Metro Advantage Cab

MINUTES OF BOARD MEETING  
MEMPHIS AREA TRANSIT AUTHORITY  
September 27, 2016

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**CALL TO ORDER:** A regular meeting of the MATA Board of Commissioners was called to order by Chairman Sean Healy at 3:30 p.m. on Tuesday September 27, 2016 at 1370 Levee Road Board Room.

**BOARD ROLL CALL:**

**Present:** Chairman Sean Healy; Vice-Chairman, Andre Gibson  
Commissioners: Shelia Williams; John Vergos; Kristen Bland; Lauren Taylor; Tommy Pacello; Roquita Williams; Martin Lipinski

**Absent:** NONE

**Quorum:** Yes

**Staff:** Lawson Albritton, Senior Administrative Officer, Virgie Chaffen, Sr. Human Resources Manager; Darryl Covington, Manager of Scheduling; Linda Eskridge, Executive Office Manager; Steven Fields, Asst. Director of Operations; Ron Garrison, Chief Executive Officer; Nicole Lacey, Chief Communications Officer; John Lancaster, Director of Planning & Scheduling; Maury Miles, Director of Grants & Procurement; Al McCoy, Asst. Finance Director; Gil Noble, Chief Financial Officer; Alvin Pearson, Chief Operations Officer; Scarlet Ponder, Planner; Gary Rosenfeld, Chief Administrative Officer; Susan Schubert, Human Resources Director

**Guests:** MCIL/STAC Attendees:

Memphis Bus Riders Union: Cynthia Bailey; Leonard Ewing; Bennett Foster; Sammie Hunter; Betty Robinson

Amalgamated Transit Union: Carlos Boyland; Thomas Davidson; Angela Smith; Terry Moss; Fred Williams

Others: Kwasi Agyakwa, MPO; Rep. Raumes Akbari, TN House; Pearlie Bowen; Nicole Bowen; Suzanne Carlson, Innovate Memphis; Sandra Carver, Mitchell Road Community; Tom Charlier, the Commercial Appeal; Joel Cox, MATA Trolleys; Yolanda Favors, MATA Trolleys; Sheleah Harris, Living Grace, Inc.; James F. Johnson, Small Planet Works, Inc.; Jeremy Jordan, Congress Steve Cohen's Office; Mia Kirkwood;

Sara L. Lewis, Taxpayer; Mitchell Lloyd, Memphis MPO; Dennis Lynch, Sierra Club; Carlos McCloud, TDOT; Colin McDonald, Innovate Memphis; Raynell Mitchell, Mitchell Road Community; Johnnie Mosley, Citizens for Better Services; Jamita Swearingen, Memphis City Council; Michael Waddell, Daily News; Gilda Williams, MATA Patron; Henry Wilson, MATA Retiree

Linda Eskridge, Board Secretary, welcomed all guests to the September Board of Commissioners Meeting. Ms. Eskridge asked that everyone signs the attendance sheet. She encouraged everyone to visit the MATA website for updates on any Board Meeting changes or other MATA updates. Ms. Eskridge then turned the meeting over to Lawson Albritton, Speaker Facilitator for some new updates regarding his role as facilitator.

**APPROVAL OF July 2016 MINUTES** - Ms. Bland moved that the July Board Minutes be approved. Mr. Gibson seconded the motion, and the July Board Minutes were unanimously approved. **There was no August Board Meeting.**

#### **CEO's REPORT**

**Mr. Ronald Garrison**

The CEO report began with a welcome and congratulations to our new Board Member, Mr. Tommy Pacello.

Congratulations to Vice-Chairman Andre Gibson who has been appointed to the National Transit Institute Advisory Board, which is very good news.

MATA received \$4.3MM from the Federal Government, and with matching funds from the City of Memphis totaling almost \$1.5MM, MATA will use almost all, if not all of this money to purchase buses.

Mr. Garrison invited the Board of Commissioners to the Tennessee Public Transportation Association Conference that MATA will be hosting in Memphis on October 25-28, 2016 at the Sheraton Hotel and Memphis Convention Center. He would especially like the Board to attend the Opening Session of which Mr. Mark Aesch, Author of two national best sellers will be the Speaker. Mr. Garrison also mentioned that he is seriously considering using Mr. Aesch to assist MATA for a number of things to include MATA's new strategic plan, our new balance score cards, and to facilitate the next Board Retreat.

Mr. Garrison stated that MATA is moving forward in a more aggressive way to put six refurbished trolleys in service on Main Street which will give MATA a very healthy spare ratio when trolley service is started on Main Street first. A lot of work has been done on Trolley 799 by Mr. Tim Borchers to make sure it is everything we need. This is the one trolley that has a low-voltage controller on it. Trolley 453 is almost completely refurbished. Mr. Garrison stated he would invite the Board out to the trolley barn in the very near future. MATA is looking at rebuilding three other cars with at 25-year life, which is what FTA considers a new car. Mr. Timothy Borchers with SNC-Lavalin introduced his group and well as gave the Board some update on the company, as well as some background on his experience in Safety Certification with other companies. Ms. Yolanda Favors, Regulatory Compliance and Contract Attorney also introduced herself and stated that she has 28 years of experience specializing in FTA safety and security specifications for Rail vehicles, and explained her job as well as the process in getting MATA through the safety and security compliance process.

**MATAPlus Update** - MATA had a real tough month for on-time performance this month (September) for buses, which dropped from 72% to 67%. With the new vehicles that we have, this should greatly enhance performance to where we need to be.

### **KEY PERFORMANCE INDICATORS**

Mr. Garrison stated that most Board Members should notice a transition in Key Performance Indicators, which looks more professional easier to understand what each one means. MATA will continue to work to make improvements on the KPI's. Mr. Rosenfeld, CAO discussed the July and August KPI's. For the month of August, 2016 ridership was up 10,000 over August 2015, primarily on the Trolley shuttle area. Fixed Route dropped about 10,000 or 11,000 passengers, but it follows the trend through the years. On-time performance for the month of August, 2016 on Fixed Route was 67% and MATAPlus 83%, Fixed Route in August 2015 was 46%, which is still a substantial growth year after year; however, we took a slide month to month. Passenger complaints per 100,000 boarding unfortunately went up in August 2016 to 38.84 compared to August 2015 of 34.86. It typically trends with on-time performance. Miles between road calls went up by about 30%, which is good news. Congratulations to our Maintenance Team. We continue to have a good year in regards to preventable accidents. Drivers are to be commended for this. Mr. Garrison added that anything under two accidents per 100,000 miles is considered good. Our goal is to get it under one accident per 100,000 miles. Mr. Healy asked for more elaboration on miles between chargeable road calls. Mr. Garrison stated that miles between chargeable road calls are component failures or premature failures. Where we had problems with the OTP is if you can't send a vehicle out because there is an air conditioning problem or other problems, every stop that was not made are counted and considered missed trips.

## ACTION ITEMS:

A. FINANCE COMMITTEE1. **Resolution to Authorize a Change Order To the Contract with ORX for the Refurbishment/Repair of Melbourne MCB Trolley Trucks - Res. No. 16-27**

**Discussion:** Mr. Maury Miles, Director of Grants and Procurements, presented this resolution to the Board. He stated this resolution is to get approval from the Board to have 12 additional trolley trucks rebuilt by ORX, who is the contractor. He stated that a resolution was awarded to ORX in April 2015 to repair four trucks with the option of repairing 20 additional trucks for a total of 24 trucks and that MATA staff is asking the Board for authorization to have 12 more trucks repaired by ORX. He stated that each trolley requires two trucks and that two trucks are for Trolley 799 and the other two are for Trolley 453. Mr. Miles explained that for the additional 12 trucks, MATA needs eight of those for four more trolleys and the remaining trucks will be used for spares. Mr. Miles gave a brief explanation on the change order that was approved by the Board a year ago for the first four trucks that included additional work on the trucks for a total \$17,426.00 per truck. He then explained the additional work required for \$10,634.00 per truck. He stated this additional work would also be required for the additional trucks. He mentioned that this was explained to the Board a year ago in September. He explained that according to MATA's Procurement Manual, any change order that is greater than 10% or \$50,000 higher (whichever is greater) than the original contract requires Board approval. The total cost of the additional change orders will increase the contract by \$390,136 to \$951,744. *Mr. Vergos moved that the resolution be moved to the floor for discussion. Mr. Lipinski seconded the motion.* Mr. Gibson asked for clarity on how many trucks we would receive for \$951,744. Mr. Miles stated that price is for 16 trucks. He stated the options in the contract would allow MATA to have eight additional trucks refurbished; however, MATA's staff believes only 16 are needed for this contract. Mr. Miles stated that 12 of the 16 trucks will be used on six trolleys. The extra four trucks would be for spares. **Resolution No. 16-27 was unanimously approved.**

2. **Resolution to Award a Contract for Transit Management Service to First Transit, Inc. - Res. No. 16-28**

**Discussion:** Attorney Bruce Smith with Apperson Crump as well as serves as MATA's general counsel, presented this resolution to the MATA Board. Attorney Smith stated that he is conducting this procurement because of an organizational conflict of interest which, under FTA third-party contract regulations, does not permit MATA's staff to conduct this procurement. He stated this is no reflection on MATA's staff, but is a third-party procurement requirement. The reason for the conflict is that one of the proposers, First Transit, Inc. is a current transit manager provider. MTM, who employs all transit personnel in Memphis, is a wholly-owned subsidiary of First Transit. That is at MATA's request. Seventeen (17) individuals and entities received copies of the RFP, it was formally advertised. Three proposals were received from: First Transit, McDonald Transit, and MV Transportation. The proposals were reviewed by the Evaluation Committee on the basis of four evaluation criteria. At present, First Transit provides one individual as part of its fee, who is MATA's Senior Administrative Officer, as part of its price.

The scores were provided in the memo of the resolution. First Transit, as part of its proposal, provides 180 hours of support for MATA at no additional cost within its areas of expertise. First Transit also included its rates for special projects and assignments that would be at the discretion of the MATA Board during the term of the contract. It was recommended that a contract be awarded to First Transit for a period of five years at a cost not to exceed \$1,142,888.00. *Mr. Vergos moved that the resolution be put on the floor for discussion. Mr. Lipinski seconded the motion.* Mr. Vergos asked, if for some reason MATA explored and changed its structure, could MATA get out of the contract without penalty. Atty. Smith stated there is a termination for convenience provision in this contract and the current contract, and there is one in the RFP. However, MATA would have to pay for the services that were already performed. Mr. Gibson was curious about the technical grading. Atty. Smith stated that First Transit scored highest in all four categories. There were three different evaluations done blind. **Resolution No. 16-29 was unanimously approved.**

**3. Resolution to Extend Term of Appointment of Ronald L. Garrison for President/General Manager - Res. No. 16-29**

**Discussion:** Chairman Sean Healy presented this resolution to the MATA Board. The Board provided Mr. Garrison with Goals and Objectives. He has had two performance reviews since his two year tenure with MATA. Significant improvements have been made on implementing our different projects to coincide with the objectives that the Board submitted to Mr. Garrison at our initial Retreat. Some examples are: Central Station, Main-to-Main project, and the initiative to get people to jobs and jobs to people. Given the long-term nature of the initiative that we have underway, we are presenting a resolution to extend the term of Mr. Garrison's appointment as President/GM for an additional five years August 2017 through August 2022. Mr. Garrison serves at the will and pleasure of the MATA Board of Commissioners. *Ms. Taylor moved that the resolution be put on the floor for discussion. Mr. Gibson seconded the motion.* **Resolution No. 16-29 was unanimously approved.**

**4. Resolution to Extend Term and Increase the Amount of the On-Call Contract with Shelby Electric Company for Rail System and Facility Electrical Services - Res. No. 16-30**

**Discussion:** Mr. Maury Miles, Director of Grants and Procurements, presented this resolution to the MATA Board. He stated MATA has had an on-call electrical contract for several years and that Shelby Electric has been MATA's contractor for the last two contracts. He stated that MATA's staff was very satisfied with their service. He explained that the contract expires at the end of this month, and MATA sent out RFP to resolicit. Only one proposal was received which was from Shelby Electric. There was a DBE goal in it, and Shelby Electric sent out what they thought was a DBE, but it was not. Because of that, they did not meet the goal and were determined to be non-responsive. Mr. Miles stated that MATA now has to resolicit but does not think Staff can get the solicitation to the MATA Board until January, 2017. For that reason MATA's Staff is requesting the Board to extend the existing contract until February 28, 2017 to allow sufficient time for the re-solicitation. MATA also needs to increase the dollar threshold of the contract since several projects associated with the trolley system have been identified that need to be done in order to have the system up and running whenever the trolleys are back in service. Mr. Miles went over the list of projects that need to be done which is estimated to cost \$550,000.

He repeated that Staff is requesting the Board to extend the contract to February 28, 2017 and raise the dollar threshold under the contract to \$550,000. *Mr. Vergos moved that the resolution be put on the floor for discussion. Mr. Gibson seconded the motion.* Mr. Gibson asked if the idea is to have these projects completed by January, 2017. Mr. Miles stated that was not the idea for all the projects; however, some may be completed by that time. He stated that MATA would be able to issue Shelby Electric a task order between now and the January Board Meeting. Mr. Gibson asked would it be out of the question for them to get a DBE certification or is that something that MATA assist companies with. Mr. Miles stated we help as many companies as we can, but they will be required to resubmit when MATA resolicits. Mr. Garrison stated that MATA has really ramped up our DBE Certification over the past couple of years and are working very closely with MMBC, TDOT, and that MATA is now working with a new group from the City and possibly may even be able to partner with the Chamber. He stated this is a matter that MATA takes very seriously. Resolution No. 16-30 was unanimously approved.

## B. SERVICE AND DEVELOPMENT

### 1. Resolution to Award a Contract to Mid-South Bus Sales for the Purchase of 10- Wheelchair -Accessible Vans - Res. No. 16-31

**Discussion:** Mr. Maury Miles, Director of Grants and Procurements, presented this resolution to the Board. He stated MATA is the recipient of 5310 funds for the Tennessee portion of the Memphis Urbanized Area. Those funds are used to enhance the mobility for seniors and the disabled. MATA solicited projects from various people, and Checker Cab was the only one that submitted a proposal at that time. This was for wheelchair-accessible taxi service which is an eligible project under the 5310 program. It was also eligible under the old New Freedoms program. He explained that after the Board's approval last year, MATA went through the procurement process, and the vendor that received the most points during the evaluation process was Mid-South Bus Center. When MATA solicited proposals for these vans, we asked the vendors for their cost proposals on rear-loading and side-loading vans based upon comments from the public. Of the four vendors that responded, three of them proposed on both types of vans. Mid-South Bus Center received the most points for both types of vans. Mr. Miles stated that Staff is requesting the Board to approve the contract for 10 vans, seven being rear-loading, and three being side-loading for Checker Cab. Checker Cab will be providing the 10% local match, FTA 80%, and TDOT will provide 10%. *Mr. Vergos moved that the resolution be put on the floor for discussion. Ms. Taylor seconded the motion.* Mr. Vergos asked if this will cost MATA anything. Mr. Miles said it wouldn't and stated that any passenger can use these vehicles with people in wheelchairs not having to pay additional fees. Checker Cab already has 10 vans in their fleet but is expanding their fleet. Mr. Rosenfeld stated this is a mobility project, not a complimentary ADA project; therefore, it does not follow the same rules and regulations as MATAplus does. These cabs will be available when MATAplus is not available. Mr. Gibson asked about having more cabs available and amending the motion to that effect. Mr. Rosenfeld suggested that the Board allow staff to bring back the statistics and usage in order to make a better decision whether to increase or decrease the number of vehicles. Mr. Healy stated that his personal opinion is we need to move this forward as this is a chance to provide mobility service.



He suggested having Ham Smythe and the other company (Metro Advantage Cab) on some frequency to talk to the Board. The Board requested a report back from a year. Resolution No. 16-31 was unanimously approved.

**2. Resolution to Extend Lease of Vehicles From Creative Bus Sales for MATAPlus Service - Res. No. 16-32**

**Discussion:** Mr. Gary Rosenfeld, CAO, presented this resolution to the MATA Board. In the past MATA leased 12 buses from Creative Bus Sales for MATAPlus use, along with the addition of our new buses that are in our interim fleet. With the addition of our new buses that we purchased, and it is time for us to return the leased buses. In the interest of trying to relieve some of the stress on our Maintenance Department, we wanted to keep six of the buses in the MATAPlus fleet and move some of the 29-foot Gillig buses into the fixed-route fleet. This resolution request the adjustment of the contract in the amount of \$96,000 so that we can lease the six buses through May, 2017 and the new buses that are being purchased from Gillig will begin arriving in April, 2017 and we will be able to back these buses out of fleet. *Mr. Vergos moved that the resolution be put on the floor for discussion. Mr. Gibson seconded the motion.* Ms. Taylor asked what is the per price rental of the van. Mr. Pearson stated that these vehicles are newer, but are not the same style van. Mr. Miles stated there is a difference in the per price rental. He stated that the last time the Board authorized an extension of the contract through June 30, 2016 the price went up on the vans. He stated that four of the vans that MATA is proposing to keep are \$2,250 per month, and the other two are \$1,500 per month. Ms. Bland as what the timeframe is on the buses being up and running. Mr. Garrison stated the buses are going through production in late March, 2017 and should be delivered in late April or early May. As soon as they arrive, Staff will install the ITS equipment and the buses should be able to go into service. Resolution No. 16-32 was unanimously approved.

**3. Resolution to Approve Service Changes - Res. No. 16-33**

**Discussion:** Mr. John Lancaster, Director of Planning & Scheduling, presented this resolution to the MATA Board. Today staff is seeking approval from the Board on the proposed service changes. There are a couple of memos attached to the resolution that gives more in-depth explanation of the service changes, the public outreach, and the Equity Analysis that was conducted. Mr. Lancaster stated that the good news about these service proposals is that MATA is adding about \$550,000 in new service. He explained that the objective of these service improvements is to implement the adopted transit plan, provide adequate service with the amount of funding that we have, improve efficiency and productivity of the system, increase on-time performance, increase ridership, and respond to public input. Two public meetings were held to get input from the public. Advertisement was done through the Daily News, the Tri-State Defender, La Prensa Latina, and a legal notice was posted on MATA website and social media as well as posted at all transit centers. MATA received a total of 33 public comments which were reviewed and considered. Mr. Lancaster went over the summary of the public comments as well and stated that a transcript from the public hearings is available for review. *Ms. Bland moved that this resolution be put on the floor for discussion. Mr. Lipinski seconded the motion.*

**Several speakers requested to speak on this Resolution:**

- 1) **Cynthia Bailey, Co-Chair MBRU** - Ms. Bailey's concern/request from the citizens was to re-instate the 31 Crosstown. She stated they already have 300 signatures; because this is one of the main buses that run north and south in midtown. They are asking that MATA try to find the funding to bring this bus route back, and they will keep pushing until this is done because the community needs it. She also stated that she was on three buses and there were no schedules on the buses. She stated it is important that passengers have schedules on all buses.
  
- 2) **Gilda Williams** - Ms. Williams stated that she brought some petition with over 100 signatures for the Board of Commissioners regarding the modification of the 12 Florida-Holmes and the 69 Winchester. She stated people in this area are trying to get to work and would like for the Board to give serious consideration again using the vernacular "If it is ain't broke, don't fix it". People in this area are trying to get to work and need these services. She stated the public would like for it to stay as is because it is working well for the people that are in dire need of public transportation. Ms. Williams also agreed with the concern from Ms. Bailey regarding the 31 Crosstown. Ms. Williams stated the 31 Crosstown was out there in the 60's closer to the 50's. The same apply to the 12 Levi. She suggested that MATA just leave Routes 12 and 69 alone and "they will be "perfect".
  
- 3) **Johnnie Mosley, Chairman of Citizens For Better Services** - Mr. Mosley stated that he founded this organization back in 1993 to serve as a voice for bus riders in this City. When he attends these Board Meetings, especially involving changes in bus routes, it reminds him of the fact that he is the son of a garbage man and that his Daddy is in the Hall of Fame and stated that "I ought to act like I got some sense." Mr. Mosley stated, because he has seen some changes in the proposed route, he will act like I got a little sense." Mr. Mosley stated that he would like to say to MATA's General Manager that he needs to not only start listening to bus riders, but he need to start talking to bus riders. If it means riding the buses, get on the buses; if it means walking those blocks that bus riders are walking in order to make those connections, he needs to do that. He stated that the general manager cannot just sit in the office and hide from those people that you are supposed to serve. That's not leadership." Mr. Mosley stated that it reminded him of that same type of discrimination that Mayor Loeb had back in the 60's. He said, you don't want to do that, you don't want to build a wall of segregation around public transportation. That is a sad thing. He wants the people in this city to understand that MATA not only cares about the citizens, but also about those that are not able to attend these meetings and for those that cannot articulate the English language. If MATA does not do this, then MATA is sending a bad message, and those people are going to send a message. They are going to slow down riding the buses or stop riding the buses at all.

Mr. Vergos wanted those attending the meeting the Board Committee met a month ago and discussed the proposed changes. Mr. Gibson stated that if these changes are approved by the Board, he would like for staff to assure that schedules are ready the day the changes go into effect. Mr. Garrison stated Staff will work to make sure the schedules are available before the changes go into effect. Ms. Shelia Williams added that Staff also needs to assure that the correct schedules are on the correct bus.

- 4) **Sammie Hunter, Co-Chair, MBRU** - Mr. Hunter wanted to know the timetable of when the new buses will be on the street. He stated that he is hearing April 2017; however, he would like to know the specific date. He stated that he appreciates MATA going out for the money to purchase these buses because the buses were breaking down and the air was not working properly. He stated he is very interested in the date that they will be out on the streets. Chairman Healy stated that we would get that out to everyone, as we do not have the answer to the question at the time.

After all comments/concerns from the speakers, Resolution No. 16-33 was unanimously approved.

### Financial Report July and August, 2016 Gil Noble, CFO

Mr. Noble stated that this report covers financials for July and August 2016. Revenues are slightly below budget basically due to timing on our grant funding. Expense items are slightly favorable to budget by \$900,000. It is early in the year, nothing is jumping out to us at this point as to whether we will finish the year on the budget. July was a poor month for passenger fares. We fell well below the previous two years, but in August 2016, it was equivalent to the prior two years. Hopefully we will get a favorable trend, and it does include more ridership on the trolley lines with the rubber-wheeled trolleys. As it relates to the cash status, MATA did borrow \$6MM in bridge funding from the City back in the spring. We agreed to repay the City in the month of August, and we did so. MATA's cash status, as it generally is at this point of the fiscal year, is very stable - but looking into the later part of the year we do anticipate we will need bridge funding again in the spring. Meanwhile, we will continue to monitor cash flow carefully through the fiscal year. The Financial Report was accepted by the Board.

#### **SPEAKERS:**

Mr. Albritton, Speaker Facilitator, took the opportunity to recognize some visitors before calling for those that wish to speak to the Board. He recognized Councilwoman Jamita Swearengen; Rep. Raumesh Akbari; Mr. Jeremy Jordan, Transportation Liaison from Congress Steven Cohen's office; and Community Leader and former School Board Member, Sara Lewis. Ms. Lewis was the next speaker to come before the MATA Board.

- 1) **Sara Lewis, 200 Napoleon Pl., 38106** - Ms. Lewis was concerned about a matter that was brought to her attention. It was stated that the bus drivers are required to drive eight hours and are not allowed to get off of their bus and take care of their personal needs. Her response was if that is so, that is a violation of human rights and Memphis does not need that here. She stated, "This bus company does not need negative information, and if that is not true, it is spreading like wildfire, especially in the Frayser community."

She would like to know if that is indeed true, and if so, what is MATA going to do about it. If it is not true, MATA's Communications Division needs to get on to straighten this up. There is nothing more damaging to the African-Americans than the inability to use the restroom.

- 2) **Sheleah Harris, Living Grace, Inc. - 10183 Green Moss, Cordova, TN 38018** - Ms. Harris is an Educator as well as the Founder of Living Grace, Inc. This is a non-profit organization that provides resources for homeless students in Memphis. They provide toiletries, school supplies and MATA bus cards. She has an issue because one of the schools that she serves is on the other side of Watkins called MLK Prep. Unfortunately MLK Prep does not have a Durham school bus and students that attend have to be dropped off or either walk to school. Out of those seven students that are identified as being homeless, one of them lives at a homeless shelter. She cannot get to school unless she rides a MATA bus which means she has to pay. Although there is a student fare, which is fine, it is not fair for her. If she cannot get to school, she cannot get an education. If she cannot be educated, it tears down our whole community. Ms. Harris stated that she is at the Board meeting to fight on behalf of the homeless students. She stated that if that child is identified as homeless within their school district, they should receive a free bus card for 180 days. She requested the Board to consider this request for the homeless students.
- 3) **Mr. Bennett Foster, 3573 Southern Avenue** - Mr. Foster welcomed and congratulated Tommy Pacello in becoming a part of the MATA Board of Commissioners. He has known Mr. Pacello for a while and is looking forward to talking with him more about the work that he does with the Bus Riders Union. Mr. Foster also thanked Councilwoman Swearngen for attending two consecutive Board Meetings as this is really significant because this it is an agency of the City. He stated that the public really needs the Council Members to be a part and that he feels that having these meeting at City Hall would be an easier way of making that happens. Mr. Foster also stated that he cannot hear in the back of the room, the conversation around the table when the Board and staff are talking. He suggested that everyone around the table speak up or bring back the old PA system.
- 4) **Mr. Dennis Lynch, Transportation Chair, Sierra Club, 347 N. McLean, 38112** - Mr. Lynch stated that he is also soon to be Co-Chair or Asst. Chair of the Memphis Transportation Advisory Committee which is a subcommittee of the Memphis Area Council on Citizens with Disabilities. This is the committee that the late Ms. Betty Anderson served on. They are trying to work through a process with MATA and are moving in a positive direction. He stated there is supposed to be bus stop announcements on the regular route buses and according to the ADA there should be an automated system working on the buses of every transit system in the country that has more than 100 buses. He is aware that MATA has that system on its buses, but it doesn't work very well. There are reports that the system is not very accurate. The committee asked for, a list of all of the bus stop announcements that will be made, and Mr. Pearson provided them with the list. Mr. Lynch stated that the provided list is seven years old. In order to meet ADA requirements, that list should be updated every time the bus routes are changed; otherwise it is in violation of ADA. Mr. Lynch asked that the Board insist this happens, and if it doesn't happen in the future, there will be more serious efforts to make sure that it does happen. They are requesting a report back as to when the automated system is working properly and when the specific list of each and every bus stop announcement will be ready and available.
- 5) **Mia Kirkwood, 4272 Hobson Cove, Memphis, TN** - Ms. Kirkwood had a concern about the frequency of the #9 Highland bus. She stated that she lives on Ridgemont and it only runs three or four times a day and none of those times are comparable to her work schedule.

She stated that her father has to come from one side of town to get her from home to work, and would very much like to see some improvements in the #9 Highland.

- 6) **Carlos Boyland, President of Local 713 ATU** – Mr. Boyland's asked if any of the Board Members ride MATA buses, and what community do you serve to utilize the buses. He also stated that the #31 is an asset to the city of Memphis and it needs to be brought back.

Chairman Healy thanked all speakers and stated his appreciation on the respectfulness when voicing their concerns to the Board. The Board's, as well as MATA's commitment is that we will get answers to all the concerns and questions that were brought to the Board today. Mr. Garrison stated that we do need to post the questions that were brought before the Board, as well as the answers to those questions, to our MATA website. Mr. Garrison also stated those that are able to stay after the meeting is adjourned please do so and we will try to get some of your questions answered. However, if not, we will use your contact information on the speaker's card to contact you.

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

Chairman Healy called for any old/new business. Mr. Gibson would like to have the MATA Bylaws forwarded to the Board of Commissioners for review and updates. Mr. Gibson stated that he will form a committee and he would spearhead this committee and they would bring recommendations back to the Board and staff. Ms. Eskridge will forward the bylaws to the MATA Board. Ms. Eskridge stated that the next Board Meeting is November 15, 2016 at 3:30 p.m. There will be no October Board Meeting due to the Annual TPTA Conference of which MATA is hosting. Chairman Healy called for a motion to adjourn, and Mr. Vergos moved that the meeting be adjourned. It was unanimously approved and the meeting was adjourned.

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**Mr. Sean Healy**  
Chairman

MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS

RESOLUTION NO. 16-34

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, Director of Grants and Procurement, 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.

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Res. No. 16-34

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Motion Made By: Lauren Taylor      SECONDED: Roquita Williams

YEA: Martin Lipinski; Lauren Taylor; Kristen Bland; Roquita Williams; Andre Gibson; Tommy Pacello

NAY: None

Approved: November 15, 2016

Absent at Time: Sean Healy, John Vergos; Shelia Williams - (*left before meeting due to emergency*)

MEMPHIS AREA TRANSIT AUTHORITY

49 U.S.C. § 5307 FORMULA FUNDS  
AND STATE OPERATING ASSISTANCE

PROGRAM OF PROJECTS AND BUDGET

FISCAL YEAR 2017

<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. Service Vehicles	80,000	10,000	10,000	100,000
4. Associated Transit Improvements	120,000	15,000	15,000	150,000
5. Paratransit Service	1,120,000	140,000	140,000	1,400,000
6. Preventive Maintenance	<u>8,800,000</u>	<u>1,100,000</u>	<u>1,100,000</u>	<u>11,000,000</u>
TOTAL CAPITAL	\$10,600,000	\$1,325,000	\$1,325,000	\$13,250,000
7. State Operating Assistance	\$ 0	\$5,996,900	\$ 0	\$ 5,996,900





**TO:** MATA Board of Commissioners  
**FROM:** Ron Garrison, Chief Executive Officer  
**SUBJECT:** Descriptions for Projects on Grant Resolutions  
**DATE:** November 15, 2016

MATA applies for grants annually as appropriated funds from FTA, TDOT and the City of Memphis become available. 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 and proposes the following projects using Section 5307 funds for FY17:

- 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, office modifications, 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 and software upgrades.
- 3. 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.
- 4. Associated Transit Improvements –** 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 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 periodically solicits 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 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 or refurbishment 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 5339 Discretionary Bus and Bus Facilities Funds

MATA was selected by FTA to receive a discretionary grant for the purchase of buses to replace buses that have met their useful service life. Federal funds cover 80% of the costs, and the City of Memphis will provide the remaining 20%.

#### Surface Transportation Block Grant Funds

MATA submitted eligible projects to be funded between FY17 – FY20 under the Surface Transportation Program to the Memphis Metropolitan Planning Organization (MPO), and two of the projects were selected for funding. A third project was added for the City of West Memphis, AR.

The first project is for Transfer Centers and Super Stops in various locations throughout MATA's service area. Bus routes in each area will be adjusted to service the centers, and schedules will be adjusted to minimize waiting time for transfers. Transfer centers typically consist of a small off-street passenger waiting area and bus berthing area. The MPO approved funding for this project for each year of FY17 - FY20.

The second project is for the purchase of buses to replace buses that have met their useful service life. The MPO approved funding for this project in FY17 – FY19.

The third project includes operating funds for the City of West Memphis, AR to support the transit service MATA provides there. The service was previously funded by the State of Arkansas' Section 5316 Jobs Access/Reverse Commute funds that are no longer available under MAP21. The Federal funds (totaling \$100,000) are now being provided by the State of Arkansas under their allotment of Surface Transportation Program funds. The matching funds are being provided by the City of West Memphis through a combination of sources.

The budget page for these funds reflects the funds approved for FY17.

Let me know if you have questions.

MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS

RESOLUTION NO. 16-35

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, Director of Grants and Procurement, 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.
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.

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Res. No. 16-35

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Motion Made By: Kristen Bland      SECONDED: Tommy Pacello

YEA: Martin Lipinski; Lauren Taylor; Kristen Bland; Roquita Williams; Andre Gibson; Tommy Pacello

NAY: None

Approved: November 15, 2016

Absent at Time: Sean Healy, John Vergos; Shelia Williams - (*left before meeting due to emergency*)

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 2017

<u>PROJECT</u>	<u>FEDERAL SHARE</u>	<u>STATE SHARE</u>	<u>LOCAL SHARE</u>	<u>TOTAL SHARE</u>
1. Capital Projects	425,000	53,125	53,125	531,250
2. Operating Projects	300,000	\$150,000	\$150,000	\$ 600,000
3. Project Administration	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
Total	\$750,000	\$203,125	\$203,125	\$1,156,250

MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS

RESOLUTION NO. 16-36

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, Director of Grants and Procurement, 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.

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Res. No. 16-36

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Motion Made By: Martin Lipinski      SECONDED: Tommy Pacello

YEA: Martin Lipinski; Lauren Taylor; Kristen Bland; Roquita Williams; Andre Gibson; Tommy Pacello

NAY: None

Approved: November 15, 2016

Absent at Time: Sean Healy, John Vergos; Shelia Williams - (*left before meeting due to emergency*)



MEMPHIS AREA TRANSIT AUTHORITY  
 49 U.S.C. § 5337 STATE OF GOOD REPAIR FUNDS  
 PROGRAM OF PROJECTS AND BUDGET  
 FISCAL YEAR 2017

<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. 16-37

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, Director of Grants and Procurement, 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.

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Res. No. 16-37

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Motion Made By: Tommy Pacello      SECONDED: Martin Lipinski

YEA: Martin Lipinski; Lauren Taylor; Kristen Bland; Roquita Williams; Andre Gibson; Tommy Pacello

NAY: None

Approved: November 15, 2016

Absent at Time: Sean Healy, John Vergos; Shelia Williams - (*left before meeting due to emergency*)

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

**FISCAL YEAR 2017**

<u>PROJECT</u>	<u>FEDERAL SHARE</u>	<u>STATE SHARE</u>	<u>LOCAL SHARE</u>	<u>TOTAL SHARE</u>
1. Up to 12 Fixed-Route Buses	\$4,273,771	\$ 0	\$1,068,443	\$5,342,214
2. Refurbish up to 8 Fixed-Route Buses	800,000	100,000	100,000	1,000,000
3. Bus Facility Improvements	<u>160,000</u>	<u>20,000</u>	<u>20,000</u>	<u>200,000</u>
<b>Total</b>	<b>\$5,233,771</b>	<b>\$120,000</b>	<b>\$1,188,443</b>	<b>\$6,542,214</b>

MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS

RESOLUTION NO. 16-38

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 under the Surface Transportation Block Grant 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, Director of Grants and Procurement, 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 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.

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Res. No. 16-38

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Motion Made By: Roquita Williams    SECONDED: Martin Lipinski

YEA:    Martin Lipinski; Lauren Taylor; Kristen Bland; Roquita Williams; Andre Gibson; Tommy Pacello

NAY:    None

Approved: November 15, 2016

Absent at Time:    Sean Healy, John Vergos; Shelia Williams - (*left before meeting due to emergency*)

**MEMPHIS AREA TRANSIT AUTHORITY**  
**SURFACE TRANSPORTATION BLOCK GRANT FUNDS**  
**PROGRAM OF PROJECTS AND BUDGET**  
**FISCAL YEAR 2017**

<u>PROJECT</u>	<u>FEDERAL SHARE</u>	<u>STATE SHARE</u>	<u>LOCAL SHARE</u>	<u>TOTAL SHARE</u>
1. Transfer Centers and Super Stops	\$ 800,000	\$ 0	\$ 200,000	\$1,000,000
2. Purchase or Refurbish up to Five Fixed-Route Buses	800,000	0	200,000	1,000,000
3. Operating Service for West Memphis	<u>100,000</u>	<u>0</u>	<u>25,000</u>	<u>125,000</u>
<b>Total</b>	<b>\$1,700,000</b>	<b>\$ 0</b>	<b>\$ 425,000</b>	<b>\$2,125,000</b>

**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION 16-39**

**RESOLUTION TO AWARD A FIVE-YEAR CONTRACT TO TABORCO, LLC FOR  
JANITORIAL SERVICES AT THE AMERICAN WAY TRANSIT CENTER**

**WHEREAS, The Memphis Area Transit Authority (MATA) maintains upkeep and cleanliness of the American Way Transit Center; and**

**WHEREAS, MATA issued an Invitation for Bid (IFB) for companies to provide janitorial services for five-years at the Center; and**

**WHEREAS, Three responsive and responsible bids were received; and**

**WHEREAS, Contract award is based on the lowest responsive and responsible bid and DBE participation; and**

**WHEREAS, Taborco, LLC submitted the lowest responsive and responsible bid and has met the DBE goal at the prices shown in Exhibit A; and**

**WHEREAS, Staff recommends approval of a contract with Taborco, LLC at a cost of \$208,656.00 for five-years of janitorial services at the American Way Transit Center; and**

**WHEREAS, Operating funds are available for this procurement.**

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS, That a five-year contract be awarded to Taborco, LLC for janitorial services at the American Way Transit Center at a cost of \$208,656.00.**

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

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Res. No. 16-39

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Motion Made By: Roquita Williams    SECONDED: Lauren Taylor

YEA:    Martin Lipinski; Lauren Taylor; Kristen Bland; Roquita Williams; Andre Gibson; Tommy Pacello

NAY:    None

Approved: November 15, 2016

Absent at Time:    Sean Healy, John Vergos; Shelia Williams - (*left before meeting due to emergency*)

**EXHIBIT A**  
**FIVE-YEARS OF JANITORIAL SERVICES**  
**FOR AMERICAN WAY CENTER**

VENDOR NAME	YEAR 1 12/1/16 - 11/30/17		YEAR 2 12/01/17-11/30/18		YEAR 3 12/01/18-11/30/19		YEAR 4 12/01/19-11/30/20		YEAR 5 12/01/20-11/30/21		FIVE YEAR TOTAL
	COST PER MONTH	YEARLY COST	COST PER MONTH	YEARLY COST	COST PER MONTH	YEARLY COST	COST PER MONTH	YEARLY COST	COST PER MONTH	YEARLY COST	
Taborco, LLC	\$ 3,231.00	\$ 38,772.00	\$ 3,360.00	\$ 40,320.00	\$ 3,495.00	\$ 41,940.00	\$ 3,597.00	\$ 43,164.00	\$ 3,705.00	\$ 44,460.00	\$ 208,656.00
Pro-Touch Services	\$ 4,301.00	\$ 51,612.00	\$ 4,301.00	\$ 51,612.00	\$ 4,301.00	\$ 51,612.00	\$ 4,301.00	\$ 51,612.00	\$ 4,301.00	\$ 51,612.00	\$ 258,060.00
Kimble Management Cleaning Service	\$ 7,200.00	\$ 86,400.00	\$ 7,416.67	\$ 89,000.04	\$ 7,639.17	\$ 91,670.04	\$ 7,868.34	\$ 94,420.08	\$ 8,104.34	\$ 97,252.08	\$ 458,742.24

MINUTES OF 11/15/16 ITEM VI B E



**MEMO**

**TO:** MATA Board of Commissioners  
**FROM:** Ronald Garrison, Chief Executive Officer  
**SUBJECT:** RFP 17-03 Five-Year Contract for Janitorial Services at the American Way Transit Center  
**DATE:** November 15, 2016

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**This memo summarizes the procurement process for a five-year contract for janitorial services at MATA's American Way Transit Center.**

**The IFB was sent to 16 vendors, formally advertised and posted to MATA's website. The DBE goal was set at 10% for this solicitation. Three responsive bids were received. Taborco, LLC's price was the lowest of the three bids.**

**MATA's Staff checked Taborco's references and all of them came back positive. MATA's Staff has determined that their price is fair and reasonable (see Exhibit A) and recommends that the contract to be awarded to Taborco at a total cost of \$208,656.00 for the five-year period. The value of the contract, as presented in the Board Resolution, is based on Taborco's responsive and responsible bid and their ability to meet the DBE goal.**

MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS

RESOLUTION 16-40

RESOLUTION TO AWARD A CONTRACT TO GOMACO TROLLEY COMPANY FOR  
BODY RENEWAL OF THREE W2 MELBOURNE TROLLEYS

WHEREAS, The Memphis Area Transit Authority (MATA) maintains a fleet of trolleys; and

WHEREAS, Vehicles that have met their useful life need to be renewed to re-establish trolley services; and

WHEREAS, MATA issued a Request for Proposal (RFP) for companies to provide body renewal services of three W2 Melbourne Trolleys; and

WHEREAS, One proposal was received (from Gomaco Trolley Company) and was evaluated by MATA's Evaluation Committee; and

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

WHEREAS, The Evaluation Committee has determined that the Gomaco Trolley Company's proposal is responsive and responsible and recommends approval of a contract with Gomaco Trolley Company at a cost not to exceed \$1,950,000 for the renewal of three W2 Melbourne trolleys (\$650,000 each); and

WHEREAS, Capital funds are available for this procurement.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS, That a contract be awarded to Gomaco Trolley Company for the Body Renewal of Three W2 Melbourne Trolleys at a cost not to exceed \$1,950,000 (\$650,000 each).

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

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Res. No. 16-40

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Motion Made By: Martin Lipinski      SECONDED: Roquita Williams

YEA: Martin Lipinski; Lauren Taylor; Kristen Bland; Roquita Williams; Andre Gibson; Tommy Pacello

NAY: None

Approved: November 15, 2016

Absent at Time: Sean Healy, John Vergos; Shelia Williams - (*left before meeting due to emergency*)



**MEMO**

**TO:** MATA Board of Commissioners  
**FROM:** Ronald Garrison, Chief Executive Officer  
**SUBJECT:** RFP 17-04 BODY RENEWAL OF THREE W2 MELBOURNE TROLLEYS  
**DATE:** November 15, 2016

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**This memo summarizes the procurement and evaluation process for the Body Renewal of Three W2 Melbourne Trolleys to restore service to MATA's trolley system.**

**The RFP was sent to five vendors, formally advertised and posted to MATA's website. Since the trolleys are revenue vehicles, the manufacturing companies are required to submit their Disadvantaged Business Enterprises (DBE) documentation for setting their DBE goals directly to FTA who determines whether their documentation is acceptable for the manufacturer to be added to FTA's Transit Vehicle Manufacturer (TVM) list. One proposal was received (from Gomaco Trolley Company) which was found to be responsive and responsible by MATA's Evaluation Committee. Gomaco is on FTA's TVM list. The Committee reviewed these proposals on the criteria set forth in the RFP: vehicle design, RFP conformance, price, and past performance.**

**MATA will be supplying the following components to Gomaco to install on the three trolleys: trucks, motors, controllers, line breakers, air compressors, air governors, the pantograph and its lowering/raising device, fareboxes and the IT equipment. The cost for installing these items is included in Gomaco's price.**

**The Evaluation Committee recommends the contract be awarded to Gomaco Trolley Company at a cost not to exceed \$650,000 for each trolley or a total of \$1,950,000 for three trolleys.**