

MEMPHIS AREA TRANSIT AUTHORITY

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

MINUTES OF 11/28/17 ITEM I

Gary J. Rosenfeld
Chief Executive Officer

Board of Commissioners

Sean Healy, Chairman

Andre Gibson, Vice Chairman

Commissioners

Kristen Bland
Roquita Coleman-Williams
Martin Lipinski

Tommy Pacello
John C. Vergos
Shelia Williams

AGENDA

for the

Regular Meeting of the MATA Board of Commissioners

November 28, 2017

3:30p.m.

- | | | |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| I. | Call to Order | Sean Healy |
| II. | Board Roll Call | Linda Eskridge |
| III. | Approval of Minutes | Sean Healy |
| | a. Minutes of the Regular October 31, 2017 Board Meeting and Minutes of Special Board Meeting-November 7, 2017 | |
| IV. | CEO Report | Sean Healy |
| | Gary J. Rosenfeld, CEO | |
| V. | Consent Agenda Items | Sean Healy |
| | a. Resolution to Approve FY18 Section 5307 Capital Projects and State Operating Assistance – Res. No. 17-44 | |
| | b. Resolution to Approve FY18 Section 5337 State of Good Repairs Capital Projects – Res. No. 17-45 | |
| | c. Resolution to Approve FY18 Section 5339 Bus and Bus Facilities Capital Projects – Res. No. 17-46 | |
| | d. Resolution to Approve FY18 Section 5310 Enhanced Mobility of Senior and Individuals with Disabilities Program Funds – Res. No. 17-47 | |
| VI. | Finance Committee Items | |
| | a. Resolution to Authorizing Signatures on Memphis Area Transit Authority General Liability Account – Res. No. 17-48 | |

VII. **Service and Development Items**

- a. Resolutions to Approve Changes to Holiday Schedule – Res. No. 17-49
- b. Resolution to Adopt Title VI Program Update – Res. No. 17-50
- c. Presentation of Title VI Program Update Service Monitoring Report

VIII. **Financial Report**

Gil Noble

IX. **Speaker Acknowledgement**

Linda Eskridge

X. **Old/New Business**

Sean Healy

Caissa Communications Plan Presentation

Paige Walkup

XI. **Adjournment**

Sean Healy

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XI. **Adjournment**

Sean Healy

CALL TO ORDER: A regular meeting of the MATA Board of Commissioners was called to order by Vice Chairman Andre Gibson at 3:30 p.m. on Tuesday October 31, 2017 at 1370 Levee Road Board Room.

BOARD ROLL CALL:

Present: Vice Chairman Andre Gibson

Commissioners: Tommy Pacello; Martin Lipinski; Shelia Williams

Absent: Sean Healy; Roquita Coleman-Williams; John Vergos; Kristen Bland

Quorum: No

Staff: Anthony Amos, DBE/Compliance Officer; Linda Eskridge, Board Secretary; Nicole Lacey, Chief Communications Officer; John Lancaster, Director of Planning & Scheduling; Al McCoy, Director of Finance; Maury Miles, Director of Grants & Procurement; Gil Noble, Chief Financial Officer; Alvin Pearson, Chief Operations Officer; Gary Rosenfeld, Chief Executive Officer; Susan Schubert, Director of Human Resources

Guests: Cynthia Bailey, MBRU; Nicole Bowen; Pearly Bowen, MATApplus Customers; Suzanne Carlson, Innovate Memphis; Justin Davis, MBRU; Allison Donald, MCIL; John Haas, Tenn Traxx; Caleb Hilliard, University of Memphis; Sammie Hunter, MBRU; Nick Ingerfelt, University of Memphis; John Kyle, University of Memphis; Courtney McNeal, Innovate Memphis; Alvan Sanchez, Memphis MPO; Jordan Smith, Memphis MPO; Leslie Smith, Bldg. Memphis; Nick Warren, Memphis MPO; Gilda Williams, MATA Patron; Paige Walkup, Caissa

Ms. Linda Eskridge, Board Secretary welcomed all guests and staff to the October 31, 2017 Board of Commissioners Meeting. Ms. Eskridge encouraged everyone to visit the MATA website for updates on any Board Meeting changes. Ms. Eskridge served as Speaker Facilitator in the absence of Mr. Lawson Albritton.

The September 26, 2017 Board minutes were not approved due to the absence of a quorum. Vice-Chairman Andre Gibson moved to the items that did not require a vote.

CEO's REPORT: Gary Rosenfeld

- **Annual Conference & Expo** - Several conferences took place in October to include: The APTA Conference & Expo that was held in Atlanta, GA. Mr. Rosenfeld allowed some staff to attend the Expo to expose them to latest ideas and fresh approaches to enlighten them on what was available to the industry. He received positive feedback from those that attended.
- **Transit Vision** – Core planning sessions were held the week of October 10-13, 2017 lead by Jarrett Walker. Thanks to the Downtown Memphis Commission for allowing the group to use their conference room for the training. A team of transit planners with Jarrett Walker went through the exercise with our planning team to create the Transit Vision for the future. The report is due back from them mid-November and we will have another series of stakeholder events to share that information. Some MATA Board Members were present, as well as Mayor Strickland and some of the City Councilmembers.

Mr. Rosenfeld stated the next steps would be to come MATA, then go the Memphis City Council, and the decision process hopefully will be completed before the end of March 2018.

- **TPTA Conference** - The Tennessee Public Transportation Association (TPTA), was held in Nashville, TN on October 18-20, 2017 in conjunction with the TPTA Board Meeting. It was a great conference and there was great participation from MATA. Joshua Diotte, general maintenance mechanic placed 2nd in the State for the Maintenance division, and Operator Tristan Jones placed 1st in the State in the 30ft. bus competition. Mr. Rosenfeld stated that they were present during the announcement from the City of Nashville on their Transit Plan.
- **Stuff-A-Bus** - MATA held its Annual Stuff-A-Bus event on September 28, 2017 and collected the equivalent of more than 13,000 in food and cash, which was up about 2,000 over last year. A group from MATA participated as well as the community.
- **MATA Rodeo** - MATA Rodeo and Health Fare was held on September 30, 2017, as well as a barbeque contest. The event was great, and everyone seemed to enjoy it.
- **On-time Performance** - The list grows for achieving on-time performance for September. Fourteen fixed route operators hit greater than 90%; twelve MATApplus operators hit 93%; seven trolley operators were over 90% and the group continues to set the pace for fixed route service.
- **Key Performance Indicators** - Ridership continues the trend it has been having for some time. September 2017 had one last weekday in it than September 2016, and MATA carried more people on the weekday. **On-time performance** - MATApplus hit 91%; Trolley hit 84%; and fixed route at 73%. If we combined fixed route and trolley it should come out a little over 75%. **Passenger complaints** - slightly increased. Mr. Rosenfeld feels the increase is attributable to a better accounting of the passenger complaints. Miles between chargeable road calls dipped a little which occurs from time to time based on the types of road calls. Great month in September 2017 for preventable accidents of almost .02 per 100,000. Trolley and MATApplus had no preventable accidents for the month of September 2017.
- Mr. Rosenfeld shared his calendar of upcoming events.

FINANCIAL REPORT

Gil Noble, CFO

September 2017

Mr. Noble stated we are still largely on budget. Revenues are about \$400,000 below budget, totally attributable to some book value that we had to write off on three of the 13 vehicles that were sold. Other than that, we are on budget with revenues and slightly favorable on our expenses. *Mr. Rosenfeld asked Mr. Noble if he had an idea of how much the write off was because it's a non-cash item. Mr. Noble stated that it is about \$446,000 for three buses, and the other 10 buses that we disposed of had zero book value.* Passenger fares were running below budget last year for the past three months about 11% unfavorable to last year and about 7% unfavorable to budget. We are hoping to turn that around. Cash status, as of the end of September, including receivables, is about \$2.9MM favorable to last year, most of that is due to us having \$2MM more in Bridge Funding that we had not yet paid back in September. Other than that, our cash is where we expect it to be for the fiscal year. *Mr. Gibson asked if that is leftover Bridge Funding from last year or new Bridge funding money. Mr. Noble stated it is from last year because we did not pay it back by June 30, 2017, so we agreed that we would pay it back in October. Mr. Gibson asked if there are any speculation as to the dip in fares compared to budget. Mr. Noble stated that it correlates with our decline in ridership.* This ended the Financial Report.

SPEAKERS

Ms. Cynthia Bailey, MBRU

Ms. Bailey had a concern about the holiday schedule being on a Sunday schedule. She stated that others have expressed their concern with the bus schedule being so short on a Sunday holiday schedule and Ms. Bailey requested that staff considers having the holiday schedule on a Saturday schedule instead of on Sunday schedule.

Mr. David Bouchard, Portland, OR

Mr. Bouchard stated that he was with the Bus Riders Union. Mr. Bouchard was visiting the City of Memphis from Portland, OR and took advantage of the MATA bus system. He expressed his concerns about the lateness of the buses. While he realizes that transit in this region is suffering from funding, he urged that as we go forward with Jarrett Walker and Associates to redesign the bus system don't sacrifice our coverage because the service area is so large and hopefully the system redesign will be able to sustain itself and that you are able to find a way to aggressively tackle the on-time performance issues. He stated that he is glad that Memphis has a Bus Riders Union that will speak up and push for the community. Mr. Bouchard did state that he really appreciates the transit service and being able to use it, and he appreciates the coverage, but there definitely need some work on the on-time performance. Mr. Gibson stated that he hopes that Mr. Bouchard enjoys the rest of his visit to Memphis.

Nicole Bowen – 1137 Kney Street, Memphis, TN 38107

Ms. Bowen is the PCA for her mom, Ms. Pearly Bowen, who rides MATAplus. Ms. Bowen's concerns were:

- 1) The MATAplus telephone system has not improved since reported at the last Board Meeting.
The hold time is too long and you either get a full voicemail or you leave a message and do not receive a call back.
- 2) Poor customer service
- 3) Buses are pulled from MATAplus to be used for fixed route or trolley
- 4) There need to be a policy on reporting complaints and incidents and receiving a resolution
- 5) Who oversees MATAplus
- 6) Need a resolution for the carbon monoxide exposure on 9/17/2017.

OLD/NEW BUSINESS

Susan Schubert, HR Director – Wellness Presentation

Ms. Schubert made a presentation on the Status of MATA's Wellness Program. She stated that "Wellness does matter at MATA". Since Ms. Schubert has been with MATA, we have had three Methodist Mobile Mammogram buses at the facility, which makes it easy for employees to take advantage of this critical health initiative. We have a Wellness Matters Bulletin Board that showcases various health topics, as well as an EAP monthly Newsletter from our providers. MATA has also formed a partnership with Healthy Here, which is a vision of Life Signs. Healthy Here provides a mobile stretch van clinic that is managed by the same team that operates the Life Sign physical exam center in Memphis. The mobile clinic has been on site several times and it provides a confidential annual wellness check-up to employees who are interested at no cost because it is provided by Cigna. It is also opened to spouses if their insurance covers an annual wellness check-up.

MATA is very pleased with what they have been able to help with in terms of wellness, and will continue this effort. During the MATA Rodeo MATA had 25 vendors that participated in the Health Fair, including our three fitness facility partners: LA Fitness, Kroc Center and the YMCA. We also had the Shot Nurse on Board, and about 40 people signed up for everything from flu, pneumonia, tetanus shots. **What's Next?** MATA is working with Weight Watchers and we have enough interest in it to take that forward. On Thursday November 2, 2017 MATA will host a Lunch and Learn where EAP will be addressing Stress. We have heard from several vendors who are interested in coming to MATA and speaking on issues that are a concern to all of us. *Mr. Lipinski asked if there is any financial help to join any of the fitness centers. Ms. Schubert stated that we have subsidized those by taking the base price that we were able to get from LA Fitness and matched that price with the Kroc Center.* Mr. Rosenfeld stated this is a big issue for this organization. We take it very seriously in terms of the management team and what we want to do and how to make lives better for our associates. The key is we need to do the right thing by our employees. We will continue to have Health Fairs and healthy initiatives for our employees.

Mr. Lipinski inquired about the status of the vacant position on the Board and where we stand. Mr. Rosenfeld stated that names have been sent to the City for their approval and we are waiting to hear back from the City.

Mr. Rosenfeld stated that he would contact the Board to schedule a follow up Board Meeting to take care of items that were not voted on at the October 31, 2017 meeting due to the absence of a quorum.

There were no further discussion and Vice-Chairman Andre Gibson dismissed the Board Meeting.

Mr. Andre Gibson, Vice Chairman

MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS

RESOLUTION NO. 17-44

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. 17-44

Motion Made By: Martin Lipinski: Seconded By: John Vergos

YEA: Sean Healy; Andre Gibson; Kristen Bland; Martin Lipinski; Tommy Pacello; John Vergos;
Shelia Williams

NAY: None

Approved: November 28, 2017

Absent at Time: Roquita Williams

MEMPHIS AREA TRANSIT AUTHORITY
49 U.S.C. § 5307 FORMULA FUNDS
AND STATE OPERATING ASSISTANCE
PROGRAM OF PROJECTS AND BUDGET
FISCAL YEAR 2018

| <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 | 400,000 | 50,000 | 50,000 | 500,000 |
| 4. Service Vehicles | 80,000 | 10,000 | 10,000 | 100,000 |
| 5. Associated Transit Improvements | 120,000 | 15,000 | 15,000 | 150,000 |
| 6. Paratransit Service | 1,200,000 | 150,000 | 150,000 | 1,500,000 |
| 7. Preventive Maintenance | <u>9,400,000</u> | <u>1,175,000</u> | <u>1,175,000</u> | <u>11,750,000</u> |
| TOTAL CAPITAL | \$11,680,000 | \$1,460,000 | \$1,460,000 | \$14,600,000 |
| 8. State Operating Assistance | \$ 0 | \$6,086,900 | \$ 0 | \$ 6,086,900 |



TO: MATA Board of Commissioners
FROM: Gary Rosenfeld, Chief Executive Officer
SUBJECT: Descriptions for Capital Projects on Grant Resolutions
DATE: November 28, 2017

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 multiple 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, revenue 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.

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MEMPHIS AREA TRANSIT AUTHORITY
49 U.S.C. § 5337 STATE OF GOOD REPAIR FUNDS
PROGRAM OF PROJECTS AND BUDGET
FISCAL YEAR 2018

| <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 |

Res. No. 17-46

Motion Made By: Martin Lipinski: Seconded By: John Vergos

YEA: Sean Healy; Andre Gibson; Kristen Bland; Martin Lipinski; Tommy Pacello; John Vergos;
Shelia Williams

NAY: None

Approved: November 28, 2017

Absent at Time: Roquita Williams

MEMPHIS AREA TRANSIT AUTHORITY
49 U.S.C. § 5339 BUS AND BUS FACILITIES FUNDS
PROGRAM OF PROJECTS AND BUDGET
FISCAL YEAR 2018

| <u>PROJECT</u> | <u>FEDERAL SHARE</u> | <u>STATE SHARE</u> | <u>LOCAL SHARE</u> | <u>TOTAL SHARE</u> |
|---------------------------------|--------------------------|------------------------|------------------------|------------------------|
| 1. Up to 30 Revenue Vehicles | \$ 960,000 | \$120,000 | \$120,000 | \$1,200,000 |
| 2. Fare Collection Equipment | 960,000 | 120,000 | 120,000 | 1,200,000 |
| 3. Bus Facility Improvements | <u>160,000</u> | <u>20,000</u> | <u>20,000</u> | <u>200,000</u> |
| Total | \$2,080,000 | \$260,000 | \$260,000 | \$2,600,000 |

**MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS**

RESOLUTION NO. 17-47

**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. 17-47

Motion Made By: Martin Lipinski: Seconded By: John Vergos

YEA: Sean Healy; Andre Gibson; Kristen Bland; Martin Lipinski; Tommy Pacello; John Vergos;
Shelia Williams

NAY: None

Approved: November 28, 2017

Absent at Time: Roquita Williams

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 2018

| <u>PROJECT</u> | <u>FEDERAL SHARE</u> | <u>STATE SHARE</u> | <u>LOCAL SHARE</u> | <u>TOTAL SHARE</u> |
|---------------------|--------------------------|------------------------|------------------------|------------------------|
| 1. Capital Projects | 800,000 | 100,000 | 100,000 | 1,000,000 |
| Total | \$800,000 | \$100,000 | \$100,000 | \$1,000,000 |

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MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS

RESOLUTION NO. 17-48

RESOLUTION AUTHORIZING SIGNATURES ON MEMPHIS AREA TRANSIT
AUTHORITY GENERAL LIABILITY ACCOUNT

WHEREAS, Memphis Area Transit Authority (MATA) requires various bank accounts for handling financial matters having the prior approval of its Board.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE MEMPHIS AREA TRANSIT AUTHORITY that the following banks be approved:

First Tennessee Bank
Regions Bank
Tri-State Bank
SunTrust Bank

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE MEMPHIS AREA TRANSIT AUTHORITY that the following persons are authorized as signatories on such accounts, and are assigned to the accounts identified on Attachment A:

Gary Rosenfeld
Alvin H. Pearson
Al McCoy
Curlee Alexander

BE IT FURTHER RESOLVED THAT Linda Eskridge, designated as Board Secretary, be authorized to execute necessary signature cards to the approved banks, as identified on Attachment A.

* * * * *

Res. No. 17-48

Motion Made By: Andre Gibson: Seconded By: John Vergos

YEA: Sean Healy; Andre Gibson; Kristen Bland; Martin Lipinski; Tommy Pacello; John Vergos;
Shelia Williams

NAY: None

Approved: November 28, 2017

Absent at Time: Roquita Williams

Attachment A

Memphis Area Transit Authority Bank Accounts, Authorized Signers

November 28, 2017

| Recent Balance | Account Name | Status | Online Access | Authorized Signers |
|-------------------|--------------|--------|------------------|--------------------|
|-------------------|--------------|--------|------------------|--------------------|

FIRST TENNESSEE BANK

| | | | | |
|--------------|-----------------------------------------------|--------|-----|---------------------------|
| \$11,730.205 | MATA -- Operating | Active | Yes | Rosenfeld, McCoy |
| pass-through | MATA - Clearing, Payables disbursements | Active | Yes | Rosenfeld, McCoy |
| \$4,178.098 | MATA - Savings interest-bearing | Active | Yes | Rosenfeld, McCoy |
| \$854 | MTM - Payroll disbursements | Active | Yes | Rosenfeld, McCoy |
| \$3,658 | MTM - Workman's Comp 3rd party-PMA Mgmt | Active | Yes | Rosenfeld, McCoy |
| \$122,136 | MATA - Radio Tower proceeds | Active | No | Rosenfeld, McCoy |
| \$13,479 | MATA Escrow: P&E Development | Active | No | Rosenfeld, McCoy |
| \$170,603 | MATA - Ozone [from Valero for fare reduction] | Active | No | Rosenfeld, McCoy, Pearson |

REGIONS BANK

| | | | | |
|--------------|--------------------------------------------------|--------|-----|------------------------------------------------|
| \$298,719 | MTM - Operating, employee-related | Active | Yes | Rosenfeld, McCoy |
| \$150,013 | MTM - Employee/Retiree health benefits | Active | Yes | Rosenfeld, McCoy |
| pass-through | Citibank - funds drafted to pay health providers | Active | Yes | Rosenfeld, McCoy |
| \$12,399 | MTM - Employee Spending | Active | Yes | Rosenfeld, McCoy |
| \$3,851 | MATA - State (TN) receipts | Active | Yes | Rosenfeld, McCoy |
| \$4,893 | MATA - General Liability, claims account | Active | Yes | Rosenfeld, McCoy; Alexander [up to \$3,500] |
| \$0 | MTM - DCP Deposits | Active | Yes | Rosenfeld, McCoy |
| \$98,910 | MTM - Proceeds Fund | Active | No | Rosenfeld, Pearson |

TRI-STATE BANK

| | | | | |
|--------------|------------------------------------------|--------|----|------------------|
| \$1,008,017 | MATA - c/o Retirees' Drug Subsidy refund | Active | No | Rosenfeld, McCoy |
| pass-through | MTM - Payroll Tax Deposit/Clearing | Active | No | Rosenfeld, McCoy |

SUNTRUST BANK

| | | | | |
|-----------|-----------------------------------------------|--------|----|------------------|
| \$500,000 | Workers' Compensation, state-Tenn requirement | Active | No | Rosenfeld, McCoy |
|-----------|-----------------------------------------------|--------|----|------------------|

MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS

RESOLUTION NO. 17-49

RESOLUTION TO APPROVE CHANGES TO HOLIDAY SERVICE

WHEREAS, The Memphis Area Transit Authority (MATA) makes service changes periodically to increase efficiency and effectiveness of service and to align service levels with available funding; and

WHEREAS, Comments from customers and citizens in the community have been considered; and

WHEREAS, Staff recommends that the revised service levels changes summarized below be approved for MATA observed Holidays and special service days:

- The Day after Thanksgiving, Friday, November 24, 2017, will operate on a Saturday schedule
- Dr. Martin Luther King, Jr., holiday, Monday, January 15, 2018, will operate on a Saturday schedule

WHEREAS, Staff recommends said changes be effective retroactively for Friday, November 24, 2017 and effective on Monday, January 15, 2018.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS, that holiday service levels stated above are approved.

Res. No. 17-49

Motion Made By: John Vergos: Seconded By: Tommy Pacello

YEA: Sean Healy; Andre Gibson; Kristen Bland; Martin Lipinski; Tommy Pacello; John Vergos;
Shelia Williams

NAY: None

Approved: November 28, 2017

Absent at Time: Roquita Williams

MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS

RESOLUTION 17-50

RESOLUTION TO ADOPT TITLE VI PROGRAM UPDATE

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

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

WHEREAS, MATA'S existing Title VI Program will expire on January 31, 2018; and

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

WHEREAS, Comments were accepted from members of the public on service change policies and system-wide service standards prior to Board adoption; and

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

WHEREAS, Staff recommends approval of the Title VI Program Update.

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

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

Res. No. 17-50

Motion Made By: Tommy Pacello: Seconded By: John Vergos

YEA: Sean Healy; Andre Gibson; Kristen Bland; Martin Lipinski; Tommy Pacello; John Vergos;
Shelia Williams

NAY: None

Approved: November 28, 2017

Absent at Time: Roquita Williams



TO: MATA Board of Commissioners
FROM: Gary Rosenfeld, CEO
DATE: November 28, 2017
SUBJECT: Approval of Title VI Program Update

Requirements and Purpose

MATA staff is requesting the MATA Board of Commissioners to approve the 2017 Title VI Program Update. MATA's Title VI Program must be updated every three years to meet the requirements of the Federal Transit Administration (FTA) Title VI Circular 4702.1B. The current Title VI Program Update, adopted in December 2014, will expire on January 31, 2018. Specific components requiring Board approval include results from the monitoring of MATA's system-wide service standards and policies that were adopted October 22, 2014 as well as the following items below and as included in the program update:

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

In order to demonstrate that MATA is complying with Title VI requirements, FTA requires MATA to prepare and submit a Title VI Program Update every three years. The FTA requirements in Circular 4702.1B, effective October 1, 2012, have not changed since MATA's last Title VI Program submittal in 2014. The Circular outlines several regulatory requirements such as the establishment of system-wide service standards and policies, some of which MATA addressed for the first time in the last Title VI Program Update. The new 2017 Title VI Program update must be approved by MATA's Board of Commissioners prior to submission to FTA.

Under the requirements established in the 2012 FTA Title VI Circular, agencies must:

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

Other requirements established in the revised Title VI Circular include:

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

Summary of Title VI Program Update

MATA's current Title VI Program Update includes the required information as outlined in the checklist above. MATA publicizes its Title VI notices as required. MATA has received no Title VI complaints, investigations, or lawsuits in the past three years. The Public Participation and Language Assistance Plan have been updated, and continue to meet FTA requirements. MATA's Board and its committee's composition and racial breakdown have been documented. Since MATA does not pass through any federal funding to subrecipients, it is not responsible for monitoring any subrecipients. There were no construction projects within the past three years that met the reporting requirements. Through some assistance from TDOT, MATA completed the required passenger surveys and created the required demographic mapping of minority and low-income populations. MATA's Board of Commissioners has adopted the required Major Service Change Policy, Disparate Impact Policy, and Disproportionate Burden Policy, and applied these policies to service changes that met the required thresholds. No disparate impacts or disproportionate burdens have been identified in any of the required equity analyses.

Summary of Title VI Service Monitoring Report

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

The 2017 Title VI Program Update and Monitoring Report represents MATA's efforts to document its compliance with FTA Circular 4702.1B.