

MEMPHIS AREA TRANSIT AUTHORITY

1370 Levee Road

Memphis, TN 38108

Telephone: 901-722-7100 www.matatransit.com

Gary J. Rosenfeld

Chief Executive Officer

Board of Commissioners

John Vergos – **Acting Chair**

Martin Lipinski – **Vice Chair**

Shelia Williams

Roquita Williams

Kristen Bland

Janice Holder

Michael Fulton

Tommy Pacello

Robert Clark

Board of Commissioners Meeting Agenda

MATA Facility – 1370 Levee Road

October 29, 2019

3:30pm

- | | | |
|-------|--|------------------------------------|
| I. | Call to Order | John Vergos |
| II. | Board Roll Call | Linda Eskridge |
| III. | Approval of September 24, 2019 Board Minutes | John Vergos |
| IV. | CEO Report | Gary Rosenfeld |
| V. | Consent Agenda Item(s) | Gary Rosenfeld |
| VI. | Procurement Agenda Item(s) | Gary Rosenfeld |
| VII. | Service and Development Item(s)
AGAPE - A Review of the past year and a look
ahead into the future | Gary Rosenfeld |
| VIII. | Finance Agenda Item(s)
a) Resolution to Approve Capital Budget for FY2020
Res. No. 19-45
b) August Financial Report | Gary Rosenfeld
Bernhard Rudolph |
| IX. | Speaker(s) Acknowledgement | Maury Miles |
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Agenda

X. Old/New Business

John Vergos

XI. Adjournment

John Vergos

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CALL TO ORDER: A regular meeting of the MATA Board of Commissioners was called to order by Acting Chair, John Vergos at 3:30 p.m. on Tuesday, September 24, 2019 at 1370 Levee Road Board Room.

BOARD ROLL CALL:

Present: John Vergos; Shelia Williams; Tommy Pacello; Kristen Bland; Robert Clark; Janice Holder

Absent: Roquita Williams; Martin Lipinski; Michael Fulton

Quorum: Yes

Staff: Linda Eskridge, Board Secretary; Nicole Lacey, Chief Communications Officer; John Lancaster, Director of Planning & Scheduling; Dale Lane, Chief Safety Officer; Maury Miles, Director of Grants and Procurement; Gary Rosenfeld, Chief Executive Officer; Bernhard Rudolph, Chief Financial Officer

Guests: Wyatt Archer, Planning Intern; Cynthia Bailey, MBRU; Kenny Bond, Citizens for Better Service; Nicole Bowen, MATAplus PCA; Pearly Bowen, MATAplus Rider; Alan Dow, MICAH; Beauregard Frierson, MATA Rider; James F. Johnson, Small Planet Works; Miles Miller, Planning Intern; Johnnie Mosley, Citizens for Better Service; Alvan Sanchez, Memphis MPO; Sandy Smegelski, MICAH; Atty. Bruce Smith, Apperson Crump PLC; Nick Warren, Memphis MPO; Henry Wilson, MATA Retiree

Approval of the August 27, 2019 Board Minutes: Motioned by Ms. Kristen Bland and seconded by Ms. Shelia Williams. The Minutes were approved.

CEO Report – Gary Rosenfeld

- There was more media coverage within the last month centered around the county's announcement of a funding plan to help MATA with some general funds money. This is the first time in the history of Shelby County that they are stepping up with some funding mechanism. There have been a lot of meetings, as well as public input. Mayor Harris is expecting to see a vote somewhere between February or March of 2020, so this funding could become part of the FY21 year.
- MATA kick off our Shelby County City School Pass Program. Last week the first set of bus passes were issued to students and they were very excited. No passes were issued to the parents at this time. MATA's commitment to the school district is to review data and be data driven with respect to numbers.
- MATA had its Annual Roadeo and Health Fair on September 7, 2019. There were several vendors on hand, and it was a great event. Gary announced all winners of the Roadeo, as well as winners of the barbeque cooking contest.

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- The Annual Stuff-a-Bus took place at the Poplar Plaza location. We had great results this year with an increase in meals of 8,771 this year and 7,944 in 2018. We will see if we can move this event to the Spring for the sake of cooler weather. Thanks to all who participated despite the heat.
- MATA received some great compliments this month and Mr. Rosenfeld took the opportunity to share some of them with the Board.
- Five operators; 8 trolley operators; and 32 MATAplus operators all received 90% and above OTP in the month of August.
- Mr. Rosenfeld updated the Board on upcoming events, meetings and travel. This ended the CEO Report. There were no questions.

Procurement Agenda Item(s)

- a) Resolution to Award a Contract to Heavy Duty Lift and Equipment, Inc. to Purchase Three Sets of Drive-On Lifts -Res. No. 19-41

Discussion: Mr. Rosenfeld presented this resolution to the MATA Board. It should be noted that this is not the low bidder as the low bidder was deemed non-responsive because their equipment did not meet the minimum standards as outlined in the specifications. We moved on the second low bidder, which is Heavy Duty Lift & Equipment, Inc. Due to budget constraints we will only be able to purchase three lifts. These are heavy-duty lifts that buses can drive onto and they can be raised up into the air. These are replacement lifts. Mr. Pacello moved that the resolution be put on the floor for discussion. Ms. Shelia Williams seconded the motion. There were no questions and **Resolution No. 19-41 Passed.**

- b) Resolution to Award a Contract to Marlene Connor Associates, LLC for Mobility Planning Services -Res. No. 19-42

Discussion: Mr. Rosenfeld presented this resolution to the MATA Board. Staff went out to bid for some technical advice on creating policies and practices for mobility projects. We have several projects that we would like to do that do not fit into our policies right now and by engaging an organization like Marlene Connor Associates, LLC to come in and help us write the policies would speed up the process. Mr. Pacello moved that the resolution be put on the floor for discussion. Mr. Clark seconded the motion. *Ms. Bland asked if there are a series of strategic planning policies on the back burner at this time.* Gary stated we will be coming to the Board next month or the following month to award some strategic planning efforts, this is more nuts and bolt projects. This is task oriented so we will issue task orders against this contract. *Mr. Pacello asked about the extent of the scope of work for them do you have a backlog of these programs.* Gary stated that we have several as we deploy transit vision, there will be more projects that come to light as a result of the deployment. **Resolution No. 19-42 Passed**

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Service and Development Item(s)

- a) Resolution to Adopt the FTA's Management System (SMS) and the Chief Executive Officer's SMS Policy Statement -Res. No. 19-43

Discussion: Mr. Rosenfeld presented this resolution to the MATA Board. Safety is always a concern. MATA spent a lot of time putting together a safety plan for our Rail system, which became the blueprint for the safety management plan for the bus system. In 2018, the rules were adopted for rail and in 2019 the rules were adopted for bus and our first round of SMS submittals for bus are due June 30, 2020. This requires us to issue some resolutions to indicate that the Board is behind what we are doing and any safety rails that we adopt will be given due consideration and funding opportunities. Ms. Holder moved that the resolution be put on the floor for discussion. Mr. Pacello seconded the motion. *Mr. Pacello asked how does this deviate from the system that we spent time with on the trolley?* Mr. Rosenfeld stated that it does not deviate, it complements it. Mr. Rosenfeld stated that his intention is to have a comprehensive working plan developed and implemented over the next couple of years. **Resolution No. 19-43 Passed.**

- b) Resolution Authorizing the Dedication of a MATA Bus in Memory of Mr. William Hudson, Jr. Res. No. 19-44

Discussion: Mr. Rosenfeld presented this resolution to the MATA Board. This resolution is to authorize the dedication of a bus in honor of Mr. William Hudson, Jr. If approved, MATA will begin to make the necessary improvements to the vehicle so that it will reflect his memory. Mr. Tommy Pacello moved that the resolution be put on the floor for discussion. Mr. Clark seconded the motion. There was no discussion. **Resolution No. 19-44 Passed.**

Finance Agenda Item(s)

July 2020 Financial Report

Mr. Rudolph presented the Financial Report to the MATA Board. This report reflects one month of the FY20 financial results. We were approximately \$100,000 above on revenues and about \$400,000 under budget on expenses. All-in-all we are about \$500,000 ahead of budget for the first month of the year. A large part of that is a large quarterly payment for services that did not post in July, so we will end up averaging out the quarter. Passenger fares were pretty much on budget overall, about \$3,000 favorable to budget; fixed route was about \$7,000 below budget, MATApplus was ahead of budget by \$7,000, and Trolley was ahead of budget by \$3,000. Overall on a cash basis we are looking good until the usual shortfall in the Spring. Mr. Rosenfeld stated that the federal level FY21 budget, the House submitted a budget at a markup of \$485MM for capital improvements and the Senate version is at \$470MM. If the apportionment gets done without any other controversial issues, that will be somewhere between the \$470MM and \$485MM, which out of that \$195MM in the formula program they would see some increase in formula spending, hopefully enough to offset some decrease in ridership. There is also a Billion Dollars in the Bill Grant program which we have an active application and it gives us good reason to prepare the next application as well. So, good news coming out of Washington.

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Speaker(s) Acknowledgement

Beauregard Frierson, 2716 Deadrick Street, Memphis, TN

Mr. Frierson stated that he enjoys riding the bus, but the long walk to the bus stop is difficult. He stated that there need to be a bus to run closer to Deadrick Street, as well as closer bus stop signs. He would also like to have a bus to run on Sunday through 10:00pm. Mr. Vergos asked the MATA staff to sit down with Mr. Frierson and plot out what he is asking and show him why it is difficult to do what he is asking.

Henry Wilson, Retiree

Mr. Wilson talked about the free bus passes for school children and his concern with the abuse of the passes. He stated that the kids abused the passes in the past. Mr. Wilson would like to know how MATA will handle this. Security need to be able to check if these kids are going home, or are they meeting with the gang rivals. He feels they will use these passes to abuse the system and get off one bus onto another bus. Mr. Vergos stated that he hopes Mr. Wilson is wrong but is not dismissing what he is saying. Mr. Rosenfeld stated that the program that Mr. Wilson worked with was Alternative School and the issues they faced. The new program is district-wide and has the support of the school administration to assure that anytime the students use the pass, the same rules apply as if they were on campus. Mr. Rosenfeld stated if they abuse or cause any disturbance within the system, they will be reported to the school and the school will deal with it. The added feature of having the parents involved is if the students lose their pass the parents will as well. Mr. Rosenfeld feels that we have a good solid working relationship with this program, and they will support it and we will monitor it closely. Mr. Lane, Chief of Safety and Security, stated that MATA has started a new Security contract. As pointed out by CEO Rosenfeld, we are going to be monitoring our buses through our operators, and we are working very closely with the Memphis Police Department as well as with the Shelby County Sheriff's Department to address some of the ongoing problems that we are having right now with the alternative schools. If we need to expand that we will do so. Mr. Vergos stated that he feels it is a positive program for the community and enhances MATA's reputation.

Nicole Bowen, MATApplus PCA for Pearlie Bowen

Ms. Bowen stated that she is standing before the Board with her same issues and she is asking for some type of intervention. She feels that it is retaliation. On Mondays in the afternoon for the past three or four weeks, the driver has been late. She and her mom have been put out of the Civil Rights Museum. They also got put out of the Election Commission on an Ozone Day and it was very hot. They missed a doctor's appointment because the bus smelled like gas. They did not attend one of the Board Meetings because the bus smelled like gas and she and her mom got put off the bus in Marshall's parking lot on Stage and Covington Pike. Ms. Nicole had to call the paramedics herself because she became sick from the gas. She stated that she is tired of reporting it because nothing is going to be done.

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The Board Secretary stated that the next Board Meeting is slated for October 22nd. Mr. Rosenfeld stated that the calendar is shifting, and we will make the Board aware of any changes to the meeting.

Mr. Vergos encouraged everyone to take the opportunity to vote on October 3, 2019. The meeting was adjourned.

John Vergos, Acting Chairman

**MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS**

RESOLUTION 19-46

RESOLUTION TO APPROVE CAPITAL BUDGET FOR FISCAL YEAR 2020

WHEREAS, MATA has rolling stock, buildings, equipment, facilities, and systems that need replacement, refurbishment or improvements from time to time in order for MATA to continue to provide a reliable, safe, accessible, clean and customer-focused public transportation system; and

WHEREAS, Capital projects are typically funded by federal/FTA grants, along with state/TDOT, and City of Memphis matching funds; and

WHEREAS, Preventative maintenance and ADA paratransit service will be funded with capital grants and are included in the Fiscal 2020 Operating Budget; and

WHEREAS, Fiscal Year 2020 and prior year grant funds and matching funds are expected to be adequate to fund the Capital Budget.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That the Fiscal Year 2020 Capital Budget is approved at a level of \$21,403,000.

BE IT FURTHER RESOLVED, That the Chief Executive Officer or their designee is authorized to execute contracts and file grant applications for the funds to fulfill the capital program.

BE IT FURTHER RESOLVED, That Staff is authorized to manage line items as appropriate and make reports to the MATA Board at appropriate times.

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To: MATA Board of Commissioners

From: Gary Rosenfeld, Chief Executive Officer

RE: Fiscal Year 2020 Capital Budget

Date: October 29, 2019

MATA’s Capital Budget for Fiscal Year 2020 includes major projects valued at over \$50,000 (which will require individual Board Action at the time of the project) and various smaller projects of lesser value. Procurement of all approved projects will conform to the MATA Procurement Manual. The total Capital Budget for FY 2020 is \$21,403,000.

A breakdown of the funds by mode of service and equipment type is as follows:

Memphis Area Transit Authority

FY2020 Capital

Budget

Requests by Sub-Category

As of October 29, 2019

Table with 10 columns: Admin, Executive, Facilities, Safety & Security, Finance, Fixed Route, MATA Plus, Trolley, Total. Rows include Computer, Equipment, Facility, Fare, Office, Parts, Track, Utility, Vehicle, and a Total row.

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The capital budget is expected to be financially feasible with FY 2020 and prior year grant funds from FTA, TDOT, CMAQ, and the City of Memphis. Staff recommends approval of the FY 2020 Capital Budget in the amount of \$21,403,000.