

MEMPHIS AREA TRANSIT AUTHORITY

Memphis Area Transit Authority
One Commerce Square
40 S Main St
Memphis, TN 38103



Regular Meeting Agenda

Wednesday, June 11, 2025

3:00 PM

Memphis Area Transit Authority
One Commerce Square
40 S Main St
Memphis, TN 38103

Business Operations and Metrics Committee

Cynthia Bailey
Emily Greer
Sandi Klink
Brian Marflak

Jackson McNeil
Anna McQuiston
Maya Siggers

- | | | |
|------|---------------------|---------------------|
| I. | Call to Order | Committee Chair |
| II. | Board Roll Call | Board Administrator |
| III. | Approval of Minutes | Committee Chair |

Business Operations Meeting Minutes May 22

Attachments: BOPs Meeting Minutes 5-22-25

- IV. Upcoming Board Agenda Items

Resolution To Award Contract to Union Auto Parts

RESOLUTION TO ACCEPT TWENTY-THREE 40FT BUSES FROM THE TRANSIT AUTHORITY OF RIVER CITY (TARC) THROUGH FEDERAL TRANSIT ADMINISTRATION (FTA) TRANSFER

- | | | |
|-----|----------------------------|-----------------|
| V. | Unfinished or New Business | Committee Chair |
| VI. | Adjournment | Committee Chair |

The Next Regular Meeting of the:

MATA Board of Commissioners will Be:

Wednesday, June 25th, 2025

3:30pm

At

Memphis Area Transit Authority
One Commerce Square – 40 S. Main Street
Memphis, TN 38103

The Next Committee Meetings will be:

Monday July 28th, 2025

1:00pm Finance & Audit Committee

2:00pm Transit Service Planning and Rider Experience Committee

3:00pm Business Operations and Metrics Committee

4:00pm Executive Committee

at

Memphis Area Transit Authority
One Commerce Square – 40 S. Main Street
Memphis, TN 38103



MEMPHIS AREA TRANSIT AUTHORITY

Board of Commissioners

40 South Main Street,
Memphis, TN 38103
John Lewis, Interim CEO
www.matatransit.com

RESOLUTION NO. BUSOPM5-22-25

MEMPHIS AREA TRANSIT AUTHORITY
Regular Meeting Minutes
Thursday, May 22, 2025
3:00 PM



Memphis Area Transit Authority
One Commerce Square
40 S Main St
Memphis, TN 38103
Memphis Area Transit Authority
One Commerce Square
40 S Main St
Memphis, TN 38103
John Lewis, Interim CEO

Cynthia Bailey
Emily Greer
Sandi Klink
Brian Marflak

**Business Operations and
Metrics Committee**
Maya Siggers, Chair

Jackson McNeil
Anna McQuiston
Maya Siggers

I. Call to Order Committee Chair

II. Board Roll Call Board Administrator

Present: Cynthia Bailey, Emily Greer, Sandi Klink, Brian Marflak, Jackson McNeil, Anna McQuiston and Maya Siggers

Absent:

Approval of Minutes

Attachments: [Business Operations Meeting Minutes April 17](#)

RESULT: APPROVED

MOVER: Anna McQuiston

SECONDER: Jackson McNeil

Aye: Bailey, Chairperson Greer, Klink, Marflak, McNeil, McQuiston and Chairperson Siggers

Nay:

Absent:

Abstain:

Recuse:

IV. Upcoming Board Agenda Items

RESOLUTION TO PURCHASE 12 40FT LOW FLOOR DIESEL BUSES OFF THE WASHINGTON STATE CONTRACT

V. Unfinished or New Business Committee Chair

VI. Adjournment

Committee Chair

The Next Regular Meeting of the:

MATA Board of Commissioners will Be:

Wednesday, May 28th, 2025

3:30pm

At

Memphis Area Transit Authority

One Commerce Square – 40 S. Main Street

Memphis, TN 38103

The Next Committee Meetings will be:

Wednesday, June 11th, 2025

1:00pm Finance & Audit Committee

2:00pm Transit Service Planning and Rider Experience Committee

3:00pm Business Operations and Metrics Committee

4:00pm Executive Committee

at

Memphis Area Transit Authority

One Commerce Square – 40 S. Main Street

Memphis, TN 38103

MEMPHIS AREA TRANSIT AUTHORITY

*Memphis Area Transit Authority
One Commerce Square
40 S Main St
Memphis, TN 38103
John Lewis, Interim CEO*



Regular Meeting Minutes

Thursday, April 17, 2025

1:50 PM

**Memphis Area Transit Authority
One Commerce Square
40 S Main St**

**Memphis, TN 38103
Business Operations and Metrics Committee**

*Cynthia Bailey
Emily Greer
Sandi Klink
Brian Marflak*

*Jackson McNeil
Anna McQuiston
Maya Siggers*

I. Call to Order Committee Chair

II. Board Roll Call Board Administrator

RESULT: APPROVED

MOVER: Anna McQuiston

Aye: Bailey, Chairperson Greer, Klink, McNeil, McQuiston and Chairperson Siggers

Nay:

Absent: Marflak

Abstain:

Recuse:

III. Approval of Minutes Committee Chair

Minutes from the Business Operations and Metrics Committee March 19, 2025

Attachments:

IV. Upcoming Board Agenda Items

V. Unfinished or New Business Committee Chair

Business Operations Committee Meeting Updates

Attachments:

Steve Hamlin & David Johnson

Levee Road Operations and Maintenance Facility

Attachments:

Erik Stevenson

VI. Adjournment Committee Chair

The Next Regular Meeting of the:

MATA Board of Commissioners will Be:

Wednesday, April 23, 2025

3:30pm

At

Memphis Area Transit Authority

One Commerce Square – 40 S. Main Street

Memphis, TN 38103

The Next Committee Meetings will be:

Friday, May 22, 2025

12:00pm Finance & Audit Committee

1:15pm Transit Service Planning and Rider Experience Committee

2:30pm Business Operations and Metrics Committee

3:45pm Executive Committee

at

Memphis Area Transit Authority

One Commerce Square – 40 S. Main Street

Memphis, TN 38103



MEMPHIS AREA TRANSIT AUTHORITY

Board of Commissioners

40 South Main Street,
Memphis, TN 38103
John Lewis, Interim CEO
www.matatransit.com

RESOLUTION NO. 2514

RESOLUTION TO PURCHASE 12 40FT LOW FLOOR DIESEL BUSES OFF THE WASHINGTON STATE CONTRACT

WHEREAS, The Memphis Area Transit Authority (MATA) would like to purchase 12 40ft Low Floor Diesel Gillig buses from the Washington State Contract 06719-01; and

WHEREAS, MATA selected the 40ft Gillig buses to maintain fleet continuity, to replace vehicles that have met their useful life, and to keep MATA's bus fleet consistent for maintenance requirements. This contract did not have a DBE goal; and

WHEREAS, MATA must maintain rolling stock vehicles and replace vehicles that have met their useful life; and

WHEREAS, Many government and transit agencies purchase items and services from state contracts. Piggybacking from a state contract streamlines the procurement process and presents agencies with a wider range of options to choose.; and

WHEREAS, MATA will purchase the 12 40ft low floor diesel buses from Gillig at a cost of \$752,494.80 per vehicle with a not to exceed cost of \$9,029,937.60; and

WHEREAS, Grant funds are available from TN-2022-023 with matching CIP funds; and

WHEREAS, MATA staff recommend the purchase of 12 40ft low floor diesel buses from Gillig, LLC off of the Washington State Contract 06719-01 at a cost of \$752,494.80 per vehicle with a not to exceed cost of \$9,029,937.60; and

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That MATA purchase 12 40ft low floor diesel Gillig buses from the Washington State Contract at a cost of \$752,494.80 with a not to exceed cost of \$9,029,937.60; and

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

RESOLUTION NO. 2514

MATA Board of Commissioners

Action Item

Staff Summary

SUBJECT: Purchase 12 Diesel Gillig Buses

DATE: May 28, 2025

- 1.0 **Purpose/Scope:** The purpose of this contract is to add new diesel buses to MATA's aging fleet.
- 2.0 **Background/Justification:** MATA's bus fleet is aging and new vehicles need to be added to replace those aging vehicles.
- 3.0 **Procurement Background:** MATA will be piggybacking from the Washingtons State Contract 06719-01 as we have done in the past. The buses were properly procured through an IFB process. It is common for government and transit agencies to purchase goods and services from state contracts.
- 4.0 **Policy Impact:** There will not be any policy impact from this action.
- 5.0 **Economic Impact:** There will not be any potential economic impact as a result of this action.
- 6.0 **Alternatives:** There are no alternatives actions to the Board should consider taking.
- 7.0 **Recommendation:** MATA staff recommend the purchase of 12 40ft low floor diesel buses from Gillig, LLC off of the Washington State Contact 06719-01 at a cost of \$752,494.80 per vehicle with a not to exceed cost of \$9,029,937.60.



RESOLUTION NO. 25-18

**RESOLUTION TO AWARD A CONTRACT TO UNION AUTO PARTS
FOR THREE-YEAR SUPPLY OF BATTERIES**

WHEREAS, The Memphis Area Transit Authority (MATA) would like to award a three year contract to Union Auto Parts (Union) for fleet battery supply; and

WHEREAS, MATA procured this service using traditional procurement procedures, the DBE goal was set at 0%. Three vendors responded to our procurement; and

WHEREAS, Batteries are an integral part of operations and MATA must maintain inventory to ensure efficient and continued operation of its bus fleet and service vehicles; and

WHEREAS, All transit agencies must maintain a battery inventory to ensure their continued operations; and

WHEREAS, MATA estimates the cost of services for three-years would not exceed \$340,000.00. This cost includes an average battery amount of 640 batteries per year between bus and service vehicles; and

WHEREAS, Operating funds are used for battery purchases; and

WHEREAS, This item will be implemented in to normal operation use. This contract will end around June 2028.

WHEREAS, MATA staff recommends that a contract be awarded to Union for a three-year supply of batteries at a cost not to exceed \$340,000, and

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That MATA award a contract to Union Auto Parts at a cost not to exceed \$340,000; and

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

RESOLUTION NO. 25-18

MATA Board of Commissioners

Action Item

Staff Summary

SUBJECT: Three-Year Battery Supply

DATE: June 25, 2025

- 1.0 **Purpose/Scope:** The purpose of this contract is to maintain battery inventory to ensure continued operation of MATA's fleet and service vehicles.
- 2.0 **Background/Justification:** This is a required reoccurring contract that is needed to maintain compliance and operation of MATA's fleet
- 3.0 **Procurement Background:** MATA staff followed normal procurement procedures. The IFB was sent to eleven vendors, locally advertised and posted to the MATA website.
- 4.0 **Policy Impact:** There will be no policy impact on the agency or current policies.
- 5.0 **Economic Impact:** There will be no economic impact to the community.
- 6.0 **Alternatives:** There are no alternatives actions the Board should consider at this time
- 7.0 **Recommendation:** MATA staff recommends that a three year contract be awarded to Union Auto Parts at a cost not to exceed \$340,000.00



RESOLUTION NO. 25-19

**RESOLUTION TO ACCEPT TWENTY-THREE 40FT BUSES FROM THE TRANSIT AUTHORITY OF RIVER CITY (TARC)
THROUGH FEDERAL TRANSIT ADMINISTRATION (FTA) TRANSFER**

WHEREAS, The Memphis Area Transit Authority (MATA) has a need for additional vehicles for revenue service in the fixed-route bus fleet; and

WHEREAS, The Transit Authority of River City has twenty-three (23) 40ft buses (attached as Exhibit B) that can be acquired through an FTA transfer; and

WHEREAS, The useful life of federally assisted property is reached, rolling stock and equipment with a unit market value of \$5,000 or less, may be retained, sold, or otherwise disposed of with no obligation to reimburse FTA; and

WHEREAS, The Transit Authority of River City has calculated the Fair Market Value (FMV) for these vehicles to be \$4,431 per vehicle or less; and

WHEREAS, The Transit Authority of River City received approval from the TARC's June Board of Directors to transfer the twenty-three (23) buses to MATA on June 26, 2025; and

WHEREAS, Transit Authority of River City is waiting to receive concurrence from the Federal Transit Administration (FTA) Region 4; and

WHEREAS, The Procurements that are required to complete this transfer and place buses in revenue service will follow MATA's Procurement Manual Section 4.2 Emergency Purchases, for which documentation is attached as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS Click or tap here to enter text. that subject to concurrence from the Federal Transit Administration (FTA) Region 4, MATA accepts and approves the acquisition of twenty-three (23) 40ft buses shown on Exhibit B through FTA transfer at no transfer cost: and

BE IT FURTHER RESOLVED That the Interim Chief Executive Officer, Chairman or Vice-Chairman be authorized to execute the necessary contract and related documents.

RESOLUTION NO. 25-19

MATA Board of Commissioners**Action Item****Staff Summary****SUBJECT: Three-Year Pest Control Service****DATE: June 25, 2025**

The Transit Authority of River City, in Kentucky, will transfer twenty-three (23) 40ft diesel buses, at no cost, from their fleet to the Memphis Area Transit Authority (MATA). The buses are in fair condition and have some useful life. These twenty-three (23) TARC buses were visually inspected by MATA's Maintenance staff, and they recommend these buses to enhance MATA's current aging fleet.

According to FTA Circular 5010.IE, after the useful life of federally assisted property is reached, rolling stock and equipment with a unit market value of \$5,000 or less, may be retained, sold, or otherwise disposed of with no obligation to reimburse FTA. Records of this action must be retained. FTA approval of this action is not required.

Attached is supporting documentation for the transfer of the twenty-three (23) buses to MATA. MATA is an FTA designated recipient providing transit service in Memphis, Tennessee. The MATA fleet will be enhanced by the transfer of these buses. The buses will have a positive impact on MATA's ability to provide daily service and allow MATA a few years to procure new buses. Supporting documentation is as follows:

- Emergency Justification Letter (Exhibit A)
- Roster of Vehicles (Exhibit B)
- TARC Memo of Bus Transfer (Exhibit C)
- MATA Memo of Bus Transfer (Exhibit D)

MATA staff recommend that the transfer of twenty-three (23) 40ft diesel buses from The City of Louisville, Transit Authority of River City is accepted.

EXHIBIT A



March 12, 2024

Subject: Justification for Emergency Transfer and Purchases

The Memphis Area Transit Authority (MATA) Procurement Manual Section 4.2 Emergency Purchase, states the following:

In the event of an emergency, as determined by the Chief Executive Officer and/or the Chief Operating Officer, where there is imminent threat to life, health, or property; there would be a detrimental effect on MATA's operation; and there is insufficient time for advertising in newspapers as required, any item to be purchased or service or work to be performed may be authorized.

The purpose of this letter is to justify that MATA needs additional fixed route buses to provide adequate service for the customers of the City of Memphis. The twenty-nine (29) Tucson buses will provide an option for MATA to provide service which is negatively impacted due to our aging and out of service fleet. The City of Tucson is transferring twenty-nine (29) 40ft diesel buses that have met their useful life but have low mileage due to the limited schedule that the buses offered during their service life. MATA needs to take possession of these vehicles immediately, at no transfer cost to the agency before the buses are acquired by other transit agencies.

MATA will procure the shipping and parts required to safely and effectively implement the twenty-nine (29) Tucson buses into MATA's revenue service.

Authorized by:

Bacarra Mauldin, Interim CEO
Memphis Area Transit Authority (MATA)

Date

MEMPHIS AREA TRANSIT AUTHORITY • 1370 LEVEE ROAD, MEMPHIS, TN 38108 • (T) 901.722.7100
WWW.MATATRANSIT.COM • WWW.G0901.COM

RESOLUTION NO. 25-19

Bus#	VIN#	Basis	Cost
2917	15GGD271791176881	Miles	\$ 800
2926	15GGD271891176890	Miles	\$ 800
1303	15GGD2712D1181818	Miles	\$ 3,763
1304	15GGD2714D1181819	Miles	\$ 1,161
1305	15GGD2710D1181820	Miles	\$ 2,888
1306	15GGD2712D1181821	Miles	\$ 3,897
1308	15GGD2716D1181823	Years	\$ 3,562
1311	15GGD2711D1181826	Years	\$ 1,506
1312	15GGD2713D1181827	Years	\$ 3,878
1313	15GGD2715D1181828	Miles	\$ 1,386
1315	15GGD2713D1181830	Miles	\$ 800
1316	15GGD2715D1181831	Miles	\$ 841
1350	15GGD2712D1183701	No local share	\$ 2,774
1351	15GGD2714D1183702	No local share	\$ 2,387
1352	15GGD2716D1183703	No local share	\$ 2,243
1353	15GGD2718D1183704	No local share	\$ 3,993
1355	15GGD2711D1183706	No local share	\$ 1,463
1357	15GGD2715D1183708	No local share	\$ 1,493
1358	15GGD2717D1183709	No local share	\$ 2,273
1359	15GGD2713D1183710	No local share	\$ 4,431
1360	15GGD2715D1183711	No local share	\$ 3,672
1361	15GGD2717D1183712	No local share	\$ 1,244
1365	15GGD2714D1183716	No local share	\$ 2,754

Transit Authority
of River City



June 4, 2025

Mr. John Lewis
Memphis Area Transit Authority
40 S. Main, Suite 1200
Memphis, TN 38103

Dear Mr. Lewis:

The following pricing is provided for the twenty-three (23) Gillig low-floor buses identified for sale or transfer to Memphis Area Transit Authority (MATA).

Bus#	VIN#	Basis	Cost
2917	15GGD271791176881	Miles	\$ 800
2926	15GGD271891176890	Miles	\$ 800
1303	15GGD2712D1181818	Miles	\$ 3,763
1304	15GGD2714D1181819	Miles	\$ 1,161
1305	15GGD2710D1181820	Miles	\$ 2,888
1306	15GGD2712D1181821	Miles	\$ 3,897
1308	15GGD2716D1181823	Years	\$ 3,562
1311	15GGD2711D1181826	Years	\$ 1,506
1312	15GGD2713D1181827	Years	\$ 3,878
1313	15GGD2715D1181828	Miles	\$ 1,386
1315	15GGD2713D1181830	Miles	\$ 800
1316	15GGD2715D1181831	Miles	\$ 841
1350	15GGD2712D1183701	No local share	\$ 2,774
1351	15GGD2714D1183702	No local share	\$ 2,387
1352	15GGD2716D1183703	No local share	\$ 2,243
1353	15GGD2718D1183704	No local share	\$ 3,993
1355	15GGD2711D1183705	No local share	\$ 1,463
1357	15GGD2715D1183708	No local share	\$ 1,493
1358	15GGD2717D1183709	No local share	\$ 2,273
1359	15GGD2713D1183710	No local share	\$ 4,431
1360	15GGD2715D1183711	No local share	\$ 3,672
1361	15GGD2717D1183712	No local share	\$ 1,244
1365	15GGD2714D1183716	No local share	\$ 2,754

Note:

- 1) Pricing is "as is, where is; i.e. TARC makes no representations or guarantees as to the fitness or quality of the vehicles and buyer is responsible for making arrangements to transport them from their current location at 1000 W. Broadway.

Transit Authority
of River City



Pricing is also predicated and contingent on the FTA's approval of the transfer of federal interest in these buses to MATA. Additionally, all transfer process requirements as defined in FTA Circular 5010.1F must be satisfied prior to the transaction.

- 2) These buses currently have leased tires on them under a contract between TARC and Goodyear. The cost of the leased tires is included in the pricing above.
- 3) Payment terms are Net 30 days; TARC recommends that buyer schedule a meeting with TARC to exchange payment for the bus titles, then make arrangements to pick up the buses.

Pricing is valid for a period of ninety (90) calendar days from the date of this letter. Please respond with a letter of request to TARC for those buses that MATA would like to transfer and acknowledge the pricing listed above. TARC will then initiate a board resolution based on that letter of request.

Please feel free to contact me at (502) 213-3481 with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Ward", written over a horizontal line.

Chris Ward
Director of Grants and Capital Programs, TARC

EXHIBITD



TO:

FROM: John Lewis, Interim Chief Executive Officer

SUBJECT: Accepting the Transfer of Transit Authority of River City

DATE: March 11, 2024

The Memphis Area Transit Authority (MATA) is writing to accept the transfer of the Federal Transit Administration (FTA) asset of twenty-Three, 40ft diesel buses from TARC to MATA.

According to FTA Circular 5010.1E, after the useful life of federally assisted property is reached, rolling stock and equipment with a unit market value of \$5,000 or less, may be retained, sold, or otherwise disposed of with no obligation to reimburse FTA. Records of this action must be retained. FTA approval of this action is not required. The City of Louisville and Transit Authority of River City are transferring these vehicles at no cost to MATA.

A resolution with supporting documentation is scheduled to be before the MATA Board of Commissioners on June 25, 2025, for the transfer and shipping of these vehicles from Tucson, Arizona to Memphis, Tennessee.

If you have questions or need additional information, please contact Patrina Chambers, Director of Grants, at 901-722-7118.