

MEMPHIS AREA TRANSIT AUTHORITY
Regular Meeting Agenda
Wednesday, April 23, 2025
3:30 PM



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

Brandon Arrindell
Cynthia Bailey
Emily Greer
Sandi Klink
Brian Marflak

Board of Commissioners
Emily Greer, Chair
Anna McQuiston, Vice Chair

Jackson McNeil
Anna McQuiston
Dana Pointer
Maya Siggers

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

Board of Commissioners Meeting Minutes March 26
2025

BOC
Minutes
3-26-2025

Attachments: March 26 Meeting Minutes

- | | | |
|------|-----------------------------------|-------------|
| IV. | Acknowledgement of Public Comment | Board Chair |
| V. | Consent Agenda Items | Board Chair |
| VI. | Procurement Item(s) | Board Chair |
| VII. | Service and Development | Board Chair |

[Resolution to Adopt 2025 MATA Trolley System
Safety Program Plan](#)

25-09

Attachments: [Trolley SSPP - 2025](#)

- | | | |
|-------|--|-------------|
| VIII. | Finance Agenda Items | Board Chair |
| IX. | Interim CEO (Chief Executive Officer) Report | John Lewis |
| X. | Unfinished or New Business | Board Chair |

[FY26 Draft Operating and Capitol Budget Presentation](#) **BPJLRB4_23_25**

Attachments: [April 17 Finance Committee Meeting FINAL](#)

John Lewis and Reed Bingaman

XI. Adjournment

Board Chair

The Next Regular Meeting of the:

MATA Board of Commissioners will Be:

Wednesday, May 28, 2025

3:30pm

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. BOC Minutes 3-26-2025

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

Wednesday, March 26, 2025

3:30 PM

**Memphis Area Transit Authority
One Commerce Square
40 S Main St
Memphis, TN 38103
Board of Commissioners**

*Brandon Arrindell
Cynthia Bailey
Emily Greer
Sandi Klink
Brian Marflak
Jackson McNeil
Anna McQuiston
Dana Pointer
Maya Siggers*

I. Call to Order Board Chair

II. Board Roll Call Board Administrator

Present: Brandon Arrindell
Cynthia Bailey
Emily Greer
Brian Marflak
Anna McQuiston
Dana Pointer
Jackson McNeil
Sandi Klink
Absent: Maya Siggers

III. Approval of Minutes Board Chair

Board of Commissioners Meeting Minutes March 7 2025

Attachments: [BoC Minutes 3-7-2025](#)

RESULT: APPROVED

MOVER: Anna McQuiston

SECONDER: Jackson McNeil

Aye: Brandon Arrindell, Cynthia Bailey, Emily Greer, Brian Marflak, Anna McQuiston, Jackson McNeil, and Sandi Klink

Nay:

Absent: Maya Siggers

Abstain: Dana Pointer

Recuse:

IV. Acknowledgement of Public Comment Board Chair

Present: Brandon Arrindell
Cynthia Bailey
Emily Greer
Brian Marflak
Anna McQuiston
Dana Pointer
Maya Siggers
Jackson McNeil
Sandi Klink

Absent:

IV. Acknowledgement of Public Comment

V. Consent Agenda Items Board Chair

VI. Procurement Item(s) Board Chair

RESOLUTION FOR THE PURCHASE OF 15 NEW ADA TRANSIT REAR LIFT WHEELCHAIR ACCESSIBLE VANS

RESULT: APPROVED

MOVER: Dana Pointer

SECONDER: Maya Siggers

Aye: Brandon Arrindell, Emily Greer, Brian Marflak, Anna McQuiston, Dana Pointer, Maya Siggers, and Jackson McNeil

Nay: Cynthia Bailey, and Sandi Klink

Absent:

Abstain:

Recuse:

VII. Service and Development Board Chair

RESOLUTION TO ADOPT THE 2025 MATA SAFETY EMERGENCY PREPAREDNESS PLAN

Attachments: [SEPP Version 4.0](#)

Keith Watson

RESULT: APPROVED

MOVER: Brian Marflak

SECONDER: Sandi Klink

Aye: Brandon Arrindell, Emily Greer, Brian Marflak, Anna McQuiston, Dana Pointer, Maya Siggers, Jackson McNeil, and Sandi Klink

Nay: Cynthia Bailey

Absent:

Abstain:

Recuse:

RESOLUTION TO AUTHORIZE SUPPLEMENTAL RESTORATION FOR SERVICE FOR CORE FIXED ROUTES

Attachments: [3-26-25 Service Presentation](#)

David Johnson

RESULT: APPROVED

MOVER: Dana Pointer

SECONDER: Brian Marflak

Aye: Brandon Arrindell, Cynthia Bailey, Emily Greer, Brian Marflak, Anna McQuiston, Dana Pointer, Maya Siggers, Jackson McNeil, and Sandi Klink

Nay:

Absent:

Abstain:

Recuse:

VIII. Finance Agenda Items

Board Chair

RESOLUTION TO APPROVE PURCHASE OF 2500 KETCHUM ROAD

John Lewis

RESULT: APPROVED

MOVER: Anna McQuiston

SECONDER: Maya Siggers

Aye: Brandon Arrindell, Cynthia Bailey, Emily Greer, Brian Marflak, Anna McQuiston, Dana Pointer, Maya Siggers, Jackson McNeil, and Sandi Klink

Nay:

Absent:

Abstain:

Recuse:

IX. Interim CEO (Chief Executive Officer) Report

John Lewis

Interim CEO Report March 26, 2025

Attachments: [CEO Report](#)

X. Unfinished or New Business

Board Chair

XI. Executive Session - Legal

RESULT: APPROVED

MOVER: Anna McQuiston

SECONDER: Sandi Klink

Aye: Brandon Arrindell, Cynthia Bailey, Emily Greer, Brian Marflak, Anna McQuiston, Dana Pointer, Maya Siggers, Jackson McNeil, and Sandi Klink

Nay:

Absent:

Abstain:

Recuse:

XII. Adjournment

Board 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:

Wednesday, April 17, 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

2025 Board of Commissioners Schedule

Attachments: [2025 Board Meeting Calendar](#)



MEMPHIS AREA TRANSIT AUTHORITY

Board of Commissioners

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

RESOLUTION NO. BoC 3-7-2025

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 - Draft

Friday, March 7, 2025

1:30 PM

**Memphis Area Transit Authority
One Commerce Square
40 S Main St
Memphis, TN 38103
Board of Commissioners**

*Brandon Arrindell
Cynthia Bailey
Emily Greer
Sandi Klink
Brian Marflak
Jackson McNeil
Anna McQuiston
Dana Pointer
Maya Siggers*

I. Call to Order Board Chair

II. Board Roll Call Board Administrator

Present: Cynthia Bailey
Emily Greer
Brian Marflak
Anna McQuiston
Jackson McNeil
Sandi Klink

Absent: Brandon Arrindell
Dana Pointer
Maya Siggers

III. Approval of Minutes Board Chair

Board of Commissioners Minutes 1-22-25

**BoC Minutes
1-22-25**

Attachments:

RESULT: APPROVED

MOVER: Anna McQuiston

SECONDER: Brian Marflak

Aye: Cynthia Bailey, Emily Greer, Brian Marflak, Anna McQuiston, Jackson McNeil,
and Sandi Klink

Nay:

Absent: Brandon Arrindell, Dana Pointer, and Maya Siggers

Abstain:

Recuse:

IV. Acknowledgement of Public Comment Board Chair

Present: Brandon Arrindell
Cynthia Bailey
Emily Greer
Brian Marflak
Anna McQuiston
Jackson McNeil
Sandi Klink

Absent: Dana Pointer
Maya Siggers

IV. Acknowledgement of Public Comment

- | | | |
|------|-------------------------|-------------|
| V. | Consent Agenda Items | Board Chair |
| VI. | Procurement Item(s) | Board Chair |
| VII. | Service and Development | Board Chair |

RESOLUTION TO ADOPT THE 2025 MATA SAFETY PLAN

25-04**Attachments:**

Keith Watson

RESULT: APPROVED**MOVER:** Jackson McNeil**SECONDER:** Brian Marflak**Aye:** Brandon Arrindell, Cynthia Bailey, Emily Greer, Brian Marflak, Anna McQuiston, Jackson McNeil, and Sandi Klink**Nay:****Absent:** Dana Pointer, and Maya Siggers**Abstain:****Recuse:**

- | | | |
|-------|--|-------------------|
| VIII. | Finance Agenda Items | Board Chair |
| IX. | Interim CEO (Chief Executive Officer) Report | John Lewis |
| | March 7 2025 Interim CEO Report | CEO 3-7-25 |

Attachments:

- | | | |
|-----|----------------------------|-------------|
| X. | Unfinished or New Business | Board Chair |
| XI. | Adjournment | Board Chair |

The Next Regular Meeting of the:

MATA Board of Commissioners will Be:

Wednesday, March 26, 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, March 19, 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

[2025 Board of Commissioners Schedule](#)

**2025 Board
Schedule**

Attachments: [2025 Board Meeting Calendar](#)



RESOLUTION NO. 25-05

RESOLUTION FOR THE PURCHASE OF 15 NEW ADA TRANSIT REAR LIFT WHEELCHAIR ACCESSIBLE VANS

WHEREAS, The Memphis Area Transit Authority (MATA) needs to purchase 15 new ADA Transit Rear Lift wheelchair-accessible vans for the MATAPlus fleet; and

WHEREAS, MATA staff wants to purchase 15 vehicles from the Tennessee State Contract SWC 234 FTA Funded Vans and Buses. There are three vendors on the current state contract which expires October 2025, based on the listed cost MATA staff decided that Model1 Commercial would be the most cost effective after selection of needed options. MATA has purchased several vehicles from Model1. There are no DBE goals on state contracts; and

WHEREAS, MATA's current MATAPlus fleet is meeting its useful life and new vehicles are needed to replace aging vehicles; and

WHEREAS, This is a statewide contract available to all government agencies in the state of TN and other states with approval. All transit agencies use ADA vehicles to enhance their own transit systems. MATA has purchased multiple ADA vans and buses from this TN state contract and other state contracts; and

WHEREAS, Each vehicles is estimated to cost \$148,215 with an extended cost of \$2,223,225.00 for all vehicles; and

WHEREAS, MATA staff has identified three available grants to pay for the ADA vehicles. Two vehicles will be paid via the TN-2016-025 (5310) Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities grant that expires 12/31/27 for \$296,430, six vehicles will be paid via the TN-2020-039 (5310) Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities grant that expires 3/30/29 for \$889,290, and seven vehicles will be paid via the TN-2023-023 (5310) Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities grant that expires 3/30/31 for \$1,037,505. All grants are 80% federal, 10% state and 10% local match; and

WHEREAS, The vehicles will be implemented into the MATAPlus fleet. MATA assumes the vehicles will start being delivered within 180 days of the issuance of a purchase order. MATA will get a more definitive date upon purchase approval and purchase order issuance; and

WHEREAS, MATA staff recommends the purchase of 15 new Ada Transit Rear Lift wheelchair-accessible vans from Model1 Commercial via the TN State Contract SWC 234 at a cost of \$148,215 per vehicle and a total cost not to exceed \$2,223,225.00; and

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That MATA purchase 15 new ADA Transit Rear Lift wheelchair-accessible vans from Model1 Commercial at a total cost not to exceed \$2,223,225.00 based on the prices stated above.

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. 25-05

MATA Board of Commissioners

Action Item

Staff Summary

SUBJECT: PURCHASE ADA TRANSIT REAR LIFT WHEELCHAIR ACCESSIBLE VANS **DATE:** March 25, 2025

- 1.0 **Purpose/Scope:** MATA Operations and Maintenance staff identified the need for additional MATAPlus vehicles to add to the current fleet.
- 2.0 **Background/Justification:** The MATAPlus fleet is past its useful life and implementing a vehicle replacement plan will provide better service to the ADA community.
- 3.0 **Procurement Background:** Purchasing from a state contract is not as in depth as a traditional procurement. User departments submit their ICE and scope describing what is needed. All contract documents are then downloaded from state contract website. The user department reaches out the contractor to select what options they would like on their vehicles to get an accurate costs. MATA staff presents a request for vehicles to TDOT for approval while preparing for Board approval. Once the Board approves the purchase, a purchase order is issued to the vendor and MATA is given a more definitive date for vehicle delivery. The normal range is around 180 days if there are no major issues.
- 4.0 **Policy Impact:** There would be no policy impact for approving the purchase of these 15 vehicles.
- 5.0 **Economic Impact:** MATA will be better able to serve the ADA community by adding additional vehicles to the fleet, this would allow the maintenance department to retire any vehicles that may have met their useful life, add vehicles to active fleet or add vehicles to the standby fleet.
- 6.0 **Alternatives:** There are no alternatives actions that the Board should consider taking.
- 7.0 **Recommendation:** MATA staff recommends the purchase of 15 ADA Transit Rear Lift vans from Model1 Commercial at a cost of \$148,215 with a not to exceed cost of \$2,223,225.00.



RESOLUTION NO. 25-06

RESOLUTION TO ADOPT THE 2025 MATA SAFETY EMERGENCY PREPAREDNESS PLAN

WHEREAS, The Memphis Area Transit Authority (MATA) operates a multi-modal transit trolley, fixed-route, paratransit, other transportation systems.

WHEREAS, 2025 MATA's Safety Emergency Preparedness Plan ("SEPP") is regulated by the Tennessee Department of Transportation's (TDOT) State Safety Oversight Agency Program Standard under 49 CFR 674, and the Federal Transportation Administration (FTA), under 49 CFR 673, which requires MATA to annually review, revise, approve, sign and approve the 2025 MATA Safety Emergency preparedness Plan.

WHEREAS, MATA has completed a comprehensive review and revision process of MATA's 2025 Safety Emergency Preparedness Plan ("SEPP"), which includes federal (FTA) and state (TDOT) additional regulatory requirements.

WHEREAS, John Lewis, MATA Interim Chief Executive Officer/Accountable Executive, and Keith D. Watson MATA Chief Safety & Security Officer (SMS Executive), have reviewed, approved and signed the 2025 MATA Safety Emergency Preparedness Plan ("SEPP") certifying that it complies and conforms with federal and state regulatory requirements, standards, guidance, and relative industry best practices.

WHEREAS, TDOT's State Safety Oversight Standard and FTA's 49 CFR 673 regulations require that MATA's Board of Commissioners review and approve adoption of the 2025 MATA Safety Emergency Preparedness Plan ("SEPP").

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS has reviewed and approves the 2025 MATA Safety Emergency Preparedness Plan ("SEPP"), as shown in the attachments of each.

BE IT FURTHER RESOLVED That the Interim Chief Executive Officer and Chief Safety & Security Officer are authorized to execute with signatures the 2025 MATA Safety Emergency Preparedness Plan ("SEPP").

MATA Board of Commissioners

Action Item

Staff Summary

SUBJECT: Resolution Adopt 2025 Agency Safety Plan **DATE:** 2/19/25

- 1.0 **Purpose/Scope:** Provide the MATA Board of Commissioners with a revised Safety Emergency Preparedness Plan (“SEPP”) as required by Federal regulations (49 CFR 673), and Tennessee Department of Transportation’s (TDOT) State Safety Oversight Program Standards.
- 2.0 **Background/Justification:** Section 10.0 Integration with Emergency Management & Public Safety of the ASP requires that the MATA coordinates emergency management activities, which include meetings with external agencies, emergency planning processes, including emergency exercises, After-Action Reports (AAR) and implementation of findings, revision, and distribution of emergency response procedures familiarization training for public safety organizations, and employee training.
- 3.0 **Procurement Background:** N/A
- 4.0 **Policy Impact:** MATA policies to be updated to meet agency Safety Management System (SMS)/ASP requirements, FTA Regulations, and TDOT State Safety Oversight Program Standards (SSOPS)
- 5.0 **Economic Impact:** N/A
- 6.0 **Alternatives:** N/A
- 7.0 **Recommendation:** Adopt a resolution approving the MATA SEPP Version 4.0.



RESOLUTION NO. 25-07

WHEREAS, The Memphis Area Transit Authority (MATA) operates a multi-modal transit trolley, fixed route, paratransit, and other transportation systems.

WHEREAS, certain fixed route bus services were reduced without Board of Commissioners approval or public notice in 2024 and 2025.

WHEREAS, new MATA leadership has identified those fixed route bus services to be restored as supplemental service as additional vehicles and staffing allows.

WHEREAS, new MATA leadership will restore supplemental service to fixed route bus services based on feedback from the Board and the community until such services can be permanently restored with Board approval, Title VI analysis, and public notice.

BE IT FURTHER RESOLVED that the new MATA leadership team be authorized to restore fixed route bus services as supplement service until such services can be permanently restored at a later date.



MEMPHIS AREA TRANSIT AUTHORITY

Board of Commissioners

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

RESOLUTION NO. 25-08

RESOLUTION TO APPROVE PURCHASE OF 2500 KETCHUM ROAD

WHEREAS, Memphis Area Transit Authority ("MATA") desires to relocate its Operations and Maintenance Facility (the "O&M Facility") currently located at 1370 Levee Road, in Memphis, Tennessee; and

WHEREAS, the O&M Facility was built on a landfill and is sinking; and

WHEREAS, MATA has identified a vacant parcel of land, being sixty-three (63) acres, more or less, located at 2500 Ketchum Road, in Memphis Tennessee (the "Property"); and

WHEREAS, MATA desires to construct a new O&M Facility on this Property; and

WHEREAS, MATA has complied with the due diligence requirements of the Federal Transit Administration with regard to the purchase of the Property; and

WHEREAS, MATA obtained an appraisal and an appraisal review which state that the value of the Property is Five Million Five Hundred Thousand and No/100 Dollars (\$5,500,000.00) (the "Appraised Value"); and

WHEREAS, Ketchum Airport Investors, LLC, a Georgia limited liability company (the "Seller") has signed a Purchase and Sale Agreement (the "PSA") agreeing to sell the Property to MATA for the Appraised Value; and

WHEREAS, a copy of the PSA signed by the Seller is attached hereto as Exhibit A; and WHEREAS, TransPro Consulting, in partnership with M3 Advisory Partners, LP ("TransPro") submitted a draft report on October 11, 2024, titled "An Operational Assessment of the Memphis Area Transit Authority" (the "TransPro Report"); and

WHEREAS, subsequent to submitting the TransPro Report, TransPro submitted a Phase 2 - Design Scope of Work Details (the "TransPro Phase 2 Report"); and

WHEREAS, on or about January 15, 2025, the MATA Board of Commissioners approved the TransPro Phase 2 Report; and

WHEREAS, on or about January 15, 2025, the MATA Board of Commissioners appointed Mr. John Lewis ("Lewis") as the Interim Chief Executive Officer of MATA; and

WHEREAS, the details of the PSA were presented to the MATA Finance and Audit Committee by Mr. Lewis on March 19, 2025; and

WHEREAS, MATA staff recommends approval of the purchase of the Property for the Appraised Value and execution of the PSA.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT

RESOLUTION NO. 25-08

AUTHORITY BOARD OF COMMISSIONERS that the Purchase and Sale Agreement to purchase the Property located at 2500 Ketchum Road, Memphis, Tennessee, for Five Million Five Hundred Thousand and No/100 Dollars (\$5,500,000.00) for construction of a new O&M Facility be approved.

BE IT FURTHER RESOLVED that Mr. John Lewis, acting on behalf MATA as the Interim Chief Executive Officer, as resolved by the Board of Commissioners, is hereby authorized, empowered and directed to execute the PSA, to take all necessary steps to acquire the Property in accordance with the terms of the PSA including, but not limited to, execution of any settlement statements, and any and all other closing documents as reasonable and necessary to purchase the Property on the terms and conditions as set forth in the PSA.

2025 Board of Commissioners Schedule

Date	Time
Wednesday, January 15 th Committee Meetings 10am – 11am Finance and Audit 11am – 12pm Transit Service 12pm – 1pm Business Operations 1pm – 2pm Executive	10:00am-2:00pm
Wednesday, January 15th Executive Session	2:00pm-2:30pm
Wednesday, January 15th Special Called Meeting	2:30pm
Wednesday, January 22 nd Committee Meetings 12pm – 12:50pm Finance and Audit 12:50pm – 1:40pm Transit Service 1:40pm – 2:30pm Business Operations 2:30pm – 3:30pm Executive	12:00pm-3:30pm
Wednesday, January 22nd Regular Meeting	3:30pm
Wednesday, February 5 th Committee Meetings 12pm – 1:15pm Finance and Audit 1:15pm – 2:30pm Transit Service 2:30pm – 3:45pm Business Operations 3:45pm – 5pm Executive	12:00pm-5:00pm
Wednesday, February 12 th Committee Meetings 12pm – 1:15pm Finance and Audit 1:15pm – 2:30pm Transit Service 2:30pm – 3:45pm Business Operations 3:45pm – 5pm Executive	12:00pm-5:00pm
Wednesday, February 19th Regular Meeting	3:30pm
RESCHEDULED FOR MARCH 7TH DUE TO INCLEMENT WEATHER	
Friday, March 7th Committee Meetings 12pm – 1:15pm Finance and Audit 1:15pm – 2:30pm Transit Service 2:30pm – 3:45pm Business Operations 3:45pm – 5pm Executive	12:00pm-5:00pm REGULAR BOARD MEETING 1:30PM
Wednesday, March 19 th Committee Meetings 1:00pm Finance and Audit 2:00pm Transit Service 3:00pm Business Operations 4:00pm Executive	1:00pm-5:00pm NOTE TIME CHANGE
Wednesday, March 26th Regular Meeting	3:30pm
Thursday, April 17 th Committee Meetings 12:30pm Finance and Audit 1:50pm Business Operations 3:00pm Transit Service	12:30pm-5:00pm NOTE TIME CHANGE
Monday, April 21 st Committee Meetings 1pm – 1:30pm Finance and Audit 1:30pm – 2pm Transit Service 2pm – 2:30pm Business Operations 2:30pm – 3pm Executive	1:00pm-3:00pm

Wednesday, April 23rd Regular Meeting	3:30pm
Friday, May 2 nd Committee Meetings 1:00pm Finance and Audit 2:00pm Transit Service 3:00pm Business Operations 4:00pm Executive	1:00pm-5:00pm NOTE TIME CHANGE
Thursday, May 22 nd Committee Meetings 1:00pm Finance and Audit 2:00pm Transit Service 3:00pm Business Operations 4:00pm Executive	1:00pm-5:00pm NOTE TIME CHANGE
Wednesday, May 28th Regular Meeting	3:30pm
Wednesday, June 11 th Committee Meetings 1:00pm Finance and Audit 2:00pm Transit Service 3:00pm Business Operations 4:00pm Executive	1:00pm-5:00pm NOTE TIME CHANGE
Wednesday, June 18 th Committee Meetings 1:00pm Finance and Audit 1:30pm Transit Service 2:00pm Business Operations 2:30pm Executive	1:00pm-3:00pm
Wednesday, June 25th Regular Meeting	3:30pm
July 19 th -22 nd APTA Transit Board Members Seminar	All day in Kansas City, MO
Monday, July 28 th Committee Meetings 1:00pm Finance and Audit 2:00pm Transit Service 3:00pm Business Operations 4:00pm Executive	1:00pm-5:00pm
Wednesday, July 30th Regular Meeting	3:30pm
Wednesday, August 20 th Committee Meetings 1:00pm Finance and Audit 2:00pm Transit Service 3:00pm Business Operations 4:00pm Executive	1:00pm-5:00pm
Wednesday, August 27th Regular Meeting	3:30pm
Monday, September 22 nd Committee Meetings 1:00pm Finance and Audit 2:00pm Transit Service 3:00pm Business Operations 4:00pm Executive	1:00pm-5:00pm
Wednesday, September 24th Regular Meeting	3:30pm
Wednesday, October 8 th Committee Meetings 1:00pm Finance and Audit 2:00pm Transit Service 3:00pm Business Operations 4:00pm Executive	1:00pm-5:00pm
Wednesday, October 15th Regular Meeting	3:30pm

Wednesday, November 12 th Committee Meetings 1:00pm Finance and Audit 2:00pm Transit Service 3:00pm Business Operations 4:00pm Executive	1:00pm-5:00pm
Wednesday, November 19th Regular Meeting	3:30pm
Wednesday, December 10 th Committee Meetings 1:00pm Finance and Audit 2:00pm Transit Service 3:00pm Business Operations 4:00pm Executive	1:00pm-5:00pm
Wednesday, December 17th Regular Meeting	3:30pm

Dates, times and locations are subject to change with adequate notice



RESOLUTION NO. 25-09

RESOLUTION TO ADOPT THE 2025 MATA TROLLEY SYSTEM SAFETY PROGRAM PLAN

WHEREAS, The Memphis Area Transit Authority (MATA) operates a multi-modal transit trolley, fixed-route, paratransit, other transportation systems.

WHEREAS, 2025 MATA Trolley - System Safety Program Plan ("SSPP") is regulated by the Tennessee Department of Transportation's (TDOT) State Safety Oversight Agency Program Standard under 49 CFR 674, and the Federal Transportation Administration (FTA), under 49 CFR 673, which requires MATA to annually review, revise, approve, sign and approve the 2025 MATA Trolley - System Safety Program Plan ("SSPP").

WHEREAS, MATA has completed a comprehensive review and revision process of 2025 MATA Trolley - System Safety Program Plan ("SSPP"), which includes federal (FTA) and state (TDOT) additional regulatory requirements.

WHEREAS, John Lewis, MATA Interim Chief Executive Officer/Accountable Executive, and Keith D. Watson MATA Chief Safety & Security Officer (SMS Executive), have reviewed, approved and signed the 2025 MATA Trolley - System Safety Program Plan ("SSPP") certifying that it complies and conforms with federal and state regulatory requirements, standards, guidance, and relative industry best practices.

WHEREAS, TDOT's State Safety Oversight Standard and FTA's 49 CFR 673 regulations require that MATA's Board of Commissioners review and approve adoption of the 2025 MATA Trolley - System Safety Program Plan ("SSPP").

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS has reviewed and approves the 2025 MATA Trolley - System Safety Program Plan ("SSPP"), as shown in the attachments of each.

BE IT FURTHER RESOLVED That the Interim Chief Executive Officer and Chief Safety & Security Officer are authorized to execute with signatures the 2025 MATA Trolley - System Safety Program Plan ("SSPP").

MATA Board of Commissioners

Action Item

Staff Summary

SUBJECT: Resolution Adopt 2025 MATA Trolley - System Safety Program Plan (SSPP)

DATE: 2/19/25

- 1.0 Purpose/Scope:** Provide the MATA Board of Commissioners with a revised MATA Trolley - System Safety Program Plan (“SSPP”) as required by Federal regulations (49 CFR 673), and Tennessee Department of Transportation’s (TDOT) State Safety Oversight Program Standards.
- 2.0 Background/Justification:** The MATA Trolley - System Safety Program Plan (“SSPP”) establishes the technical and managerial safety program adopted by MATA Trolley for the trolley service it provides in the city of Memphis, TN. The SSPP describes MATA Trolley’s safety philosophy, organization, operations, management, and program elements.
- The SSPP further identifies MATA Trolley’s safety policy, and the responsibilities associated with system safety at all levels of the organization and for all entities or individuals under contract to MATA Trolley. The safety program formalized by this SSPP applies to every phase in the life cycle (design, procurement, construction, operation, maintenance, and disposal) of MATA Trolley’s projects and the transit system itself.
- 3.0 Procurement Background:** N/A
- 4.0 Policy Impact:** MATA Trolley policies are to be updated to meet agency Safety Management System (SMS)/PTASP requirements, FTA Regulations, and TDOT State Safety Oversight Program Standards (SSOPS)
- 5.0 Economic Impact:** N/A
- 6.0 Alternatives:** N/A
- 7.0 Recommendation:** Adopt a resolution approving the 2025 MATA Trolley - System Safety Program Plan (“SSPP”) Version 2.0.

System Safety Program Plan**for MATA Trolley**

MATA Trolley
547 N. Main St.
Memphis, TN 38105
Ph. 901-577-2640
Fax. 901-577-2660
www.matatransit.com



The purpose of this SSPP is to ensure the systematic implementation of the MATA Trolley System Safety Policy and introduce safety processes where they are necessary to achieve assurance. MATA Trolley continues to develop and carry out plans and initiatives to improve the quality of the MATA Trolley safety management process.

The SSPP is reviewed annually to comply with 49 CFR 659, the State Safety Oversight Agency's Program Standard and Procedures (SSPS) and MATA Trolley internal safety and security goals and objectives.



MEMPHIS AREA TRANSIT AUTHORITY

Board of Commissioners

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John Lewis, Interim CEO
www.matatransit.com

RESOLUTION NO. BPJLRB4_23_25



Finance Committee Meeting

April 17, 2025



SPEND OBSERVATIONS

FY24 and CURRENT STATE REVIEW

While still in process, the opportunities to shift spending to service improvements are becoming clear:

People

Since 2017, the increase in non-operating people spend is over **\$4.4 million**

During that time service has decreased

Over that time, MATA took over \$4.4 million away from service delivery annually

Non-People

Administrative spend nearly **\$10 million** with multiple areas of redundant spend
(i.e., paying multiple vendors for the same or like service)

MATA lacks procurement protocols and proper checks and balances on spend

Opportunity

1. Look at ways to shift administrative spend to operations
2. Revisit all admin spend to eliminate unnecessary spend and redundant spend
3. Deploy proper procurement processes

OPERATIONAL PLANNING

FY26 OPERATING BUDGET

Income Statement (\$s)	FY24 Unaudited	FY25 YTD Act. (As of 1/31/2025)	FY25 Estimate	FY26 Budget Draft	Budget Notes
Revenues					
Passenger Fares		987,923	1,693,582	2,000,000	
Special Service Fares		–	–	–	
Charter Revenue		–	–	–	
Auxiliary Revenue		195,177	334,590	375,000	
Non-Transportation Revenue		433,965	743,940		– Inconsistent source of revenue
Operating Revenue	2,153,607	1,617,065	2,772,112	2,375,000	
Federal Grants	7,199,300	11,562,939	25,177,254	16,070,408	FY24 funds received in FY25; FY26 represents average
State Grants	7,593,912	1,553,542	7,424,349	7,740,236	
City of Memphis	32,170,000	28,199,014	30,670,000	30,000,000	FY25 was \$30.67 million
Shelby County	–	500	857	–	
Other	386,608	–	–	–	
Total Revenues	\$ 49,503,427	\$ 42,933,061	\$ 66,044,572	\$ 56,185,644	
Salaries & Wages					
Operators	16,814,800	9,578,957	15,149,408	16,355,209	Pro Forma Future State w/o service increase
Union Maint Wages	5,286,200	2,931,874	4,569,004	4,932,669	Pro Forma Future State w/o service increase
Overtime Contingency	–	–	–	1,500,000	Included in FY24 and FY25; to be managed
Other Salaries	12,575,300	6,451,597	10,177,634	4,166,667	Pro Forma Future State w/o service increase
Total Salaries & Wages	\$ 34,676,300	\$ 18,962,429	\$ 29,896,047	\$26,954,545	
Employee Leave	3,928,400	2,486,128	4,592,905	2,695,455	Est YTD25 / Pro Forma Future State
Healthcare Costs	5,444,400	1,733,771	2,743,680	2,464,506	Est YTD25 / Pro Forma Future State
Other Fringes	5,457,400	2,987,193	4,905,819	3,465,494	Est YTD25 / Pro Forma Future State
Total Employment Expenses	\$ 49,506,500	\$ 26,169,521	\$ 42,138,452	\$ 35,580,000	

OPERATIONAL PLANNING

FY26 OPERATING BUDGET

Income Statement (\$s)	FY24 Unaudited	FY25 YTD Act. (As of 1/31/2025)	FY25 Estimate	FY26 Budget Draft	Budget Notes
Services Expenses					
Management		150,598	258,168		– Eliminate
Legal		269,163	461,423	230,711	YTD 1/25 annualized * 50.0%
Professional / Technical		5,206,305	8,925,094	6,693,820	YTD 1/25 annualized * 75.0%
Marketing & Advertising		11,419	19,576	19,576	YTD 1/25 annualized * 100.0%
MTM Expenses		608,414	1,042,995	938,696	YTD 1/25 annualized * 90.0%
Security		1,751,934	3,003,315	2,402,652	YTD 1/25 annualized * 80.0%
Maintenance		1,622,445	2,781,335	2,086,001	YTD 1/25 annualized * 75.0%
Custodial		139,449	239,056	191,245	YTD 1/25 annualized * 80.0%
Total Services Expense	\$ 15,953,200	\$ 9,759,728	\$ 16,730,962	\$ 12,562,701	
Materials & Supplies					
Fuel		2,015,096	3,454,451	3,454,451	YTD 1/25 annualized * 100.0%
Tires		411,639	705,667	705,667	YTD 1/25 annualized * 100.0%
Lube		11,581	19,853	19,853	YTD 1/25 annualized * 100.0%
Antifreeze		–	–	–	YTD 1/25 annualized * 100.0%
Other M&S		3,337,066	5,720,685	4,576,548	YTD 1/25 annualized * 80.0%
Total Materials & Supplies Expense	\$ 10,219,000	\$ 5,775,383	\$ 9,900,656	\$ 8,756,519	

OPERATIONAL PLANNING

FY26 OPERATING BUDGET

Income Statement (\$s)	FY24 Unaudited	FY25 YTD Act. (As of 1/31/2025)	FY25 Estimate	FY26 Budget Draft	Budget Notes
Other Operating Expense					
<i>Electric</i>		261,538	448,351		
<i>Gas</i>		57,793	99,074		
<i>Water</i>		19,463	33,366		
<i>Fees</i>		41,663	71,422		
<i>Propulsion</i>		63,443	108,760		
<i>Phone</i>		118,081	202,425		
<i>Data</i>		173,527	297,475		
Utilities & Phone		735,509	1,260,873	945,655	YTD 1/25 annualized * 75.0%
Insurance		666,936	1,143,319	1,200,485	YTD 1/25 annualized * 105.0%
Registrations		847	1,452	1,452	YTD 1/25 annualized * 100.0%
Dues & Subscriptions		123,932	212,456	106,228	YTD 1/25 annualized * 50.0%
Travel & Meetings		96,546	165,507	49,652	YTD 1/25 annualized * 30.0%
Taxes		650	1,114	1,114	YTD 1/25 annualized * 100.0%
Lease / Rentals		378,096	648,165	420,000	Based on recent actuals @ \$35k/mo
Other Misc		83,669	143,432	107,574	YTD 1/25 annualized * 75.0%
Total Other Operating Expense	\$ 4,787,200	\$ 2,086,186	\$ 3,576,318	\$ 2,832,160	
Depreciation	11,219,200	6,256,164	10,724,852		
Total Operating Expenses	\$ 91,685,100	\$ 50,046,981	\$ 83,071,240	\$ 59,731,380	
Net Gain/Loss	(\$ 42,181,673)	(\$ 7,113,920)	(\$ 17,026,668)	(\$ 3,545,736)	

Note: Net Gain/Loss excl. dep. (\$ 30,962,473) (\$857,757) (\$6,301,816) (\$ 3,545,736)

OPERATIONAL PLANNING

GAP CLOSURE TO BALANCED BUDGET

Category	FY26 Budget Draft	Target Improvement	FY26 Target Budget	Budget Notes
Net Gain/Loss	(\$ 3,545,736)			
Overtime Contingency	1,500,000	1,000,000	500,000	Target to outperform FY25 spend of ~\$1.3M
Professional / Technical	6,693,820	700,000	5,993,820	Further reduce spend across third parties
Maintenance	2,086,001	200,000	1,886,001	Reduce third party spend via more Buildings & Grounds personnel
Fuel	3,454,451	554,451	2,900,000	Negotiations pending; recent rates well below FY25 price lock-in
Other M&S	4,576,548	1,000,000	3,576,548	Pending fleet replenishment driving lower hard parts spend
Utilities & Phone	945,655	100,000	845,655	Closure of Airways and American Way to drive incremental savings
Target Net Gain/Loss		\$ 3,554,451	\$ 8,715	

CAPITAL PLANNING

KEY PRINCIPLES

1. Capital dollars are sourced from capital-specific grants, requiring a secondary fiscal management and reporting effort
2. Capital planning is wholly independent of the operating planning and budgeting process
3. Leading practice in capital planning for fleets is to spread spend across the full life of assets with a “replace-as-you-go” approach
 - Impact is better distribution of cash outlays (even vs lumpy)
 - Supports easier life cycle management of assets and reduced maintenance costs (from timely end-of-life and fleet age management)

CAPITAL PLANNING

TARGET FIXED ROUTE FLEET REPLACEMENT PROGRAM

Schedule	54	Life:			Delivery	Capital (\$000s)	
Spares %	20%	Years	12		Low	High	
Spares	11	Miles	500,000	Annual ²	5	6	
Need	65	Cost ¹	\$ 800,000				

Target Replacement Schedule

Year	1	2	3	4	5	6	7	8	9	10	11	12
Purchase	14	18	18	5	~10%	~10%	~10%	~10%	~10%	~10%	~10%	~10%

- For the current 54-bus schedule, the fleet needs a total of 65 active vehicles, including spares
- We recommend accelerating the replacement of the current aging fleet with n upfront infusion of new buses using available capital funds³ before transitioning to a more sustainable capital replacement program (10% annual replacement rate) in year 5
- A proper replacement program would mean taking delivery of 5-to-6 new buses every year and \$4.0 – 4.8M of capital annually

¹Based on recent quote and acquisition prices (prices impacted by market uncertainty related to fluctuating tariffs)

²Based on 2025 fleet size

³ BUILD (\$24.5M, EXP 7/27); CMAQ (\$12.9M, EXP 3/29); CIP Funds (\$7.6M)

CAPITAL PLANNING

TARGET DEMAND RESPONSE FLEET REPLACEMENT PROGRAM

Life:		Today's fleet	55	Denials	3%
Years	5	Miles / year / van	50,000	Total potential miles	2,832,500
Miles	150,000	Total miles / year	2,750,000	Target miles / year	30,000
Cost *	\$ 148,216			Target fleet	76

	Delivery		Capital (\$000s)	
	Low	High	Low	High
Annual	15	16	\$ 2,223.2	\$ 2,371.5

Target Replacement Schedule

Year	1	2	3	4	5
Purchase	15	15	15	15	16

- Based on miles driven and useful life of vehicles MATA DR needs a fleet of roughly 76 vehicles
- With 15 units on order, MATA should continue buying ~15 units annually with select retirements to maintain a sustainable fleet

CAPITAL PLANNING

NEXT STEPS

1. Assess capital grant opportunities and schedules to align with capital planning approach and needs assessment
2. Develop calendarized execution program
3. Confirm access to capital and initiate execution

FINANCE KEY MESSAGES

CASH FORECAST

Period Ending:	4/11/2025	Forecast 4/18/2025	Forecast 4/25/2025	Forecast 5/2/2025	Forecast 5/9/2025	Forecast 5/16/2025	Forecast 5/23/2025	Forecast 5/30/2025	Forecast 6/6/2025	Forecast 6/13/2025	Forecast 6/20/2025	Forecast 6/27/2025	Forecast 7/4/2025
Cash Operating Receipts													
System/Misc. Collections	\$24,221	\$25,000	\$20,000	\$25,000	\$20,000	\$25,000	\$20,000	\$25,000	\$20,000	\$25,000	\$20,000	\$25,000	\$20,000
Federal	-	-	-	-	6,100,000	-	-	-	-	-	-	-	7,000,000
State	-	-	-	-	-	-	-	-	-	-	-	-	-
County	-	-	-	-	-	-	-	-	-	-	-	-	-
City Ops Funding	-	13,152	5,123	776,135	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Cash Operating Receipts	\$24,221	\$38,152	\$25,123	\$801,135	\$6,120,000	\$25,000	\$20,000	\$25,000	\$20,000	\$25,000	\$20,000	\$25,000	\$7,020,000
Cash Operating Disbursements													
Payroll & Related (incl CBA-related)	\$994,376	\$204,038	\$1,000,358	\$802,200	\$1,000,358	\$208,200	\$1,000,358	\$195,200	\$1,000,358	\$219,000	\$1,000,358	\$195,200	\$1,250,000
Healthcare/Benefits/EE Spending	-	410,000	-	410,000	-	410,000	-	410,000	-	410,000	-	410,000	-
Vendor Payments	159,544	373,908	600,000	375,000	600,000	375,000	600,000	375,000	600,000	375,000	600,000	375,000	-
Amex / P-Card	-	-	-	-	-	-	-	-	-	-	-	-	-
Bank Charges	-	840	-	3,200	-	840	-	-	3,200	-	840	-	-
Insurance	-	-	-	-	-	-	-	-	-	-	-	-	-
Workers Comp	29,011	-	-	-	30,000	-	-	-	30,000	-	-	-	30,000
Self-Insurance Payments	-	-	-	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Cash Operating Disbursements	\$1,182,931	\$988,786	\$1,600,358	\$1,590,400	\$1,630,358	\$994,040	\$1,600,358	\$980,200	\$1,633,558	\$1,004,000	\$1,601,198	\$980,200	\$1,280,000
Net Operating Cash Flow	(\$1,158,710)	(\$950,634)	(\$1,575,235)	(\$789,265)	\$4,489,642	(\$969,040)	(\$1,580,358)	(\$955,200)	(\$1,613,558)	(\$979,000)	(\$1,581,198)	(\$955,200)	\$5,740,000
Transfer From Savings	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfer To Savings	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Savings Transfers	-	-	-	-	-	-	-	-	-	-	-	-	-
Net Cash Flow - Operating Account	(\$1,158,710)	(\$950,634)	(\$1,575,235)	(\$789,265)	\$4,489,642	(\$969,040)	(\$1,580,358)	(\$955,200)	(\$1,613,558)	(\$979,000)	(\$1,581,198)	(\$955,200)	\$5,740,000
Bank Cash													
BOP Bank Cash Balance	\$5,598,418	\$4,439,708	\$3,489,074	\$1,913,839	\$1,124,574	\$5,614,216	\$4,645,176	\$3,064,818	\$2,109,618	\$496,060	(\$482,940)	(\$2,064,138)	(\$3,019,338)
Net Cash Flow	(1,158,710)	(950,634)	(1,575,235)	(789,265)	4,489,642	(969,040)	(1,580,358)	(955,200)	(1,613,558)	(979,000)	(1,581,198)	(955,200)	5,740,000
Revolver Draw / (Paydown)	-	-	-	-	-	-	-	-	-	-	-	-	-
EOP Bank Cash Balance	\$4,439,708	\$3,489,074	\$1,913,839	\$1,124,574	\$5,614,216	\$4,645,176	\$3,064,818	\$2,109,618	\$496,060	(\$482,940)	(\$2,064,138)	(\$3,019,338)	\$2,720,662

FINANCE KEY MESSAGES

CASH FORECAST (CONT'D)

- State funds of \$5.56M were received the last week of March, funding March/April MATA operations
- We continue to expect initial FY25 FTA formula funds of \$6.1M by early May
 - This should cover liquidity through May, into early June
- Remaining FTA funds on account of Federal FY25 should be ~\$7.5M
 - Remaining FY25 allocation is not yet available to be applied for; timing still TBD
 - Those funds should be made available due to Continuing Resolution signed on 3/15/25; funds are typically received 4-6 weeks after the agency applies
- Next pinch point will be early June, and will intensify until either the Federal funds or City FY26 funds become available
- Vendor payments continue to be carefully managed

We remain focused on delivering dependable operations within current financial and operational constraints, while maintaining prudent management of cash

FINANCE KEY MESSAGES

VENDOR MANAGEMENT

- Beginning April 2025, we added \$1.9M of vendor payments that were not already recorded in MUNIS; the change is reflected in all periods in the chart below
- Up to \$0.6M additional may be recorded in the coming weeks to bring the payables report in line with the reality of what is owed

Date		Current	30 - 60	60 - 90	90 & Over	Total Balance ⁽¹⁾
4/15/2025	\$	535,665	894,744	1,132,733	7,158,427	9,721,568
	% of total	5.5%	9.2%	11.7%	73.6%	100.0%
3/31/2025	\$	904,797	1,555,161	985,225	6,793,918	10,239,101
	% of total	8.8%	15.2%	9.6%	66.4%	100.0%
2/28/2025	\$	1,796,267	1,600,862	1,897,239	5,629,339	10,923,706
	% of total	16.4%	14.7%	17.4%	51.5%	100.0%
1/31/2025	\$	1,723,501	2,463,740	1,232,569	4,739,683	10,159,492
	% of total	17.0%	24.3%	12.1%	46.7%	100.0%
12/31/2024	\$	2,621,561	1,257,124	2,027,037	3,251,198	9,156,920
	% of total	28.6%	13.7%	22.1%	35.5%	100.0%
9/30/2024	\$	1,576,329	1,139,994	786,449	6,151,068	9,653,839
	% of total	16.3%	11.8%	8.1%	63.7%	100.0%
6/30/2024	\$	1,675,116	4,412,654	1,862,761	4,932,804	12,883,334
	% of total	13.0%	34.3%	14.5%	38.3%	100.0%
3/31/2024	\$	3,306,425	2,650,964	1,336,655	2,958,998	10,253,042
	% of total	32.2%	25.9%	13.0%	28.9%	100.0%