

MEMPHIS AREA TRANSIT AUTHORITY
Regular Meeting Agenda
Thursday, April 17, 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

Brandon Arrindell
Cynthia Bailey
Emily Greer

**Transit Service Planning and
Rider Experience Committee**
Brian Marflak, Chair

Sandi Klink
Brian Marflak
Jackson McNeil

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

Minutes from the Transit Service Planning and Rider
Experience Committee March 19, 2025

**TSP&RE
Minutes
3-19-25**

Attachments: Transit Service Minutes 3-19-25

- IV. Upcoming Board Agenda Items

Resolution to Adopt 2025 MATA Trolley System **TMP-0367**
Safety Program Plan

Attachments: Trolley SSPP - 2025

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

The Next Regular Meeting of the:

MATA Board of Commissioners will Be:

Tuesday, September 27, 2022

3:30pm

At

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



MEMPHIS AREA TRANSIT AUTHORITY
Transit Service Planning and Rider Experience Committee

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

RESOLUTION NO. TSP&RE Minutes 3-19-25

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

Wednesday, March 19, 2025

4:00 PM

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

**Memphis, TN 38103
Transit Service Planning and Rider Experience Committee**

*Brandon Arrindell
Cynthia Bailey
Emily Greer*

*Sandi Klink
Brian Marflak
Jackson McNeil*

- I. Call to Order Committee Chair
- II. Board Roll Call Board Administrator
- Present:** Brandon Arrindell, Cynthia Bailey, Emily Greer, Sandi Klink and Jackson McNeil
- Absent:** Brian Marflak
- III. Approval of Minutes Committee Chair

Transit Service Planning and Rider Experience Minutes February 5, 2025

**TSP&RE
Minutes
2-5-25****Attachments:****RESULT:** APPROVED**MOVER:** Emily Greer**SECONDER:** Sandi Klink**Aye:** Arrindell, Bailey, Greer, Klink and McNeil**Nay:****Absent:** Chairperson Marflak**Abstain:****Recuse:**

- IV. Upcoming Board Agenda Items

RESOLUTION TO ADOPT THE 2025 MATA SAFETY EMERGENCY PREPAREDNESS PLAN

TMP-0353**Attachments:****RESULT:** APPROVED**MOVER:** Brandon Arrindell**SECONDER:** Sandi Klink**Aye:** Arrindell, Bailey, Greer, Klink and McNeil**Nay:****Absent:** Chairperson Marflak**Abstain:****Recuse:**

- V. Unfinished or New Business Committee Chair

Service Planning

Service

Attachments:

David Johnson

VI. Adjournment

Committee 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, 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](#)

**2025 Board
Schedule**

Attachments: [2025 Board Meeting Calendar](#)



RESOLUTION NO. TMP-0367

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.