

# 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**

**1:00 PM**

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

## **Finance and Audit Committee**

*Brandon Arrindell  
Emily Greer  
Brian Marflak*

*Anna McQuiston  
Dana Pointer*

I. Call to Order Committee Chair

II. Board Roll Call Board Administrator

III. Approval of Minutes Committee Chair

Finance and Audit Committee Meeting Minutes

**Attachments:** 5-22-25 Finance Committee FINAL

IV. Upcoming Board Agenda Items

Resolution To Award Contract to Union Auto Parts

May Finance Report

Interim CFO Contract Amendment

V. Unfinished or New Business Committee Chair

CFO Recruitment Report

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**

**Finance and Audit Committee**

40 South Main Street,  
Memphis, TN 38103  
John Lewis, Interim CEO  
[www.matatransit.com](http://www.matatransit.com)

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**RESOLUTION NO. FCMM5-22-25**

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# 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, May 22, 2025**

**1:00 PM**

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

**Memphis, TN 38103  
Finance and Audit Committee**

*Brandon Arrindell  
Emily Greer  
Brian Marflak*

*Anna McQuiston  
Dana Pointer*

I. Call to Order Committee Chair

II. Board Roll Call Board Administrator

**Present:** Brandon Arrindell, Emily Greer, Anna McQuiston, Dana Pointer and Brian Marflak

**Absent:**

Approval of Minutes

**Attachments:** [Finance and Audit Committee Meetings April 17](#)

Committee Chair

**RESULT:** APPROVED

**MOVER:** Anna McQuiston

**SECONDER:** Brandon Arrindell

**Aye:** Greer, McQuiston, Chairperson Pointer and Marflak

**Nay:**

**Absent:** Arrindell

**Abstain:**

**Recuse:**

IV. Upcoming Board Agenda Items

RESOLUTION TO APPROVE CHANGE ORDER #1 TO MCGRIFF INSURANCE  
FOR BENEFITS BROKERAGE SERVICES

**RESULT:** APPROVED

**MOVER:** Anna McQuiston

**SECONDER:** Brandon Arrindell

**Aye:** Arrindell, Greer, McQuiston, Chairperson Pointer and Marflak

**Nay:**

**Absent:**

**Abstain:**

**Recuse:**

RESOLUTION TO AWARD A TWENTY MONTH CONTRACT FOR TELEPHONIC TRANSLATION SERVICES TO  
UWORK.com dba / COVENDIS TECHNOLOGIES

**RESULT:** APPROVED

**MOVER:** Brian Marflak

**SECONDER:** Brandon Arrindell

**Aye:** Arrindell, Greer, McQuiston, Chairperson Pointer and Marflak

**Nay:**

**Absent:**

**Abstain:**

**Recuse:**

RESOLUTION TO APPROVE CHANGE ORDER #2 TO PRO-TOUCH SERVICES, INC.  
FOR A SIX-MONTH EXTENSION FOR JANITORIAL SERVICES

**RESULT:** APPROVED

**MOVER:** Anna McQuiston

**SECONDER:** Brandon Arrindell

**Aye:** Arrindell, Greer, McQuiston, Chairperson Pointer and Marflak

**Nay:**

**Absent:**

**Abstain:**

**Recuse:**

RESOLUTION AUTHORIZING THE DISPOSAL  
OF OBSOLETE/SURPLUS/OUT OF SERVICE VEHICLES

**RESULT:** APPROVED

**MOVER:** Brian Marflak

**SECONDER:** Brandon Arrindell

**Aye:** Arrindell, Greer, McQuiston, Chairperson Pointer and Marflak

**Nay:**

**Absent:**

**Abstain:**

**Recuse:**

RESOLUTION TO APPROVE THE OPERATING BUDGET FOR FISCAL YEAR 2026

**RESULT:** APPROVED

**MOVER:** Brian Marflak

**SECONDER:** Anna McQuiston

**Aye:** Arrindell, Greer, McQuiston, Chairperson Pointer and Marflak

**Nay:**

**Absent:**

**Abstain:**

**Recuse:**

FY26 Draft Operating Budget Presentation

Finance Committee Presentation

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

**RESULT:** APPROVED

**MOVER:** Brian Marflak

**SECONDER:** Anna McQuiston

- |     |                            |                 |
|-----|----------------------------|-----------------|
| 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

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RESOLUTION NO. 25-18

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**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.

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RESOLUTION NO. 25-18

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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