



MEMPHIS AREA TRANSIT AUTHORITY

One Commerce Square
40 South Main Street
Memphis, TN 38103
www.matatransit.com
Gary J. Rosenfeld
Chief Executive Officer

Due to technical issues the agenda was not posted for the public to review. There were no votes taken or board actions.

Board of Commissioners
Dr. Martin Lipinski, Chair
Shelia Williams, Vice-Chair

The items will be on the November 15, 2022 agenda.

Kristen Bland
Michael Fulton
Edward Stephens, III
Janice Holder

Robert Clark
Michelle McKissack
Anton Mack

**Board of Commissioners
Regular Meeting
AGENDA
Tuesday, October 25, 2022
3:30 PM**

- I. Call to Order Martin Lipinski
- II. Board Roll Call Bacarra Mauldin

Member	Arrived	Departed	Member	Arrived	Departed
Bland, Kristen	1532	1600	Mack, Anton	1532	1638
Clark, Robert			McKissack, Michelle	1532	1638
Fulton, Michael	1538	1638	Stephens, Edward	1532	1638
Holder, Janice	1532	1638	Williams, Shelia	1532	1638
Lipinski, Martin	1532	1638			

- III. Approval of Minutes Commissioners
 - a. Regular Board Meeting – September 27, 2022

b. Resolution for purchase of 15 switch machines from Hanning & Kahl for the Madison Line Project

- Resolution 22-52
- Memo 22-52

Item:	Resolution 22-52 for purchase of 15 switch machines from Hanning & Kahl for the Madison Line Project									
Motion by:					Second By:					
Member	Aye	Nay	Abstain	Absent	Member	Aye	Nay	Abstain	Absent	
Bland, Kristen					Mack, Anton					
Clark, Robert					McKissack, Michelle					
Fulton, Michael					Stephens, Edward					
Holder, Janice					Williams, Shelia					
Lipinski, Martin										

c. Resolution to approve sole-source procurement for electrical work

- Resolution 22-53

Item:	Resolution 22-53 to approve sole-source procurement for electrical work									
Motion by:					Second By:					
Member	Aye	Nay	Abstain	Absent	Member	Aye	Nay	Abstain	Absent	
Bland, Kristen					Mack, Anton					
Clark, Robert					McKissack, Michelle					
Fulton, Michael					Stephens, Edward					
Holder, Janice					Williams, Shelia					
Lipinski, Martin										

VII. Service and Development
 a. Procurement of vehicles/supply chain issues

VIII. Finance Agenda Items
 a. September Financials

IX. Acknowledgement of Public Comment

X. Old or New Business

XI. Executive Session - Legal

XII. Adjournment

The Next Regular Meeting of the:

MATA Board of Commissioners will Be:

Tuesday, November 15, 2022

Time to be determined

At

Memphis Area Transit Authority

One Commerce Square – 40 S. Main Street

Memphis, TN 38103

Item:	Resolution 22-47 to recognize Linda Eskridge on her retirement								
Motion by:	All				Second By:	All			
Member	Aye	Nay	Abstain	Absent	Member	Aye	Nay	Abstain	Absent
Bland, Kristen	X				Mack, Anton	X			
Clark, Robert	X				McKissack, Michelle	X			
Fulton, Michael				X	Stephens, Edward	X			
Holder, Janice	X				Williams, Shelia				X
Lipinski, Martin	X								

Item:	Resolution 22-48 to approve change order for additional pressure washing services at William Hudson Transit Center								
Motion by:	Clark				Second By:	McKissack			
Member	Aye	Nay	Abstain	Absent	Member	Aye	Nay	Abstain	Absent
Bland, Kristen	X				Mack, Anton	X			
Clark, Robert	X				McKissack, Michelle	X			
Fulton, Michael				X	Stephens, Edward	X			
Holder, Janice	X				Williams, Shelia				X
Lipinski, Martin	X								

Item:	Resolution 22-49 to award a contract to Shuttleworth PLLC for legal services for transit claims								
Motion by:	Holder				Second By:	Mack			
Member	Aye	Nay	Abstain	Absent	Member	Aye	Nay	Abstain	Absent
Bland, Kristen	X				Mack, Anton	X			
Clark, Robert	X				McKissack, Michelle	X			
Fulton, Michael				X	Stephens, Edward	X			
Holder, Janice	X				Williams, Shelia				X
Lipinski, Martin	X								

Item:	Resolution 22-50 to extend a contract with SSR for engineering and technical services for all Modes								
Motion by:	Bland				Second By:	Holder			
Member	Aye	Nay	Abstain	Absent	Member	Aye	Nay	Abstain	Absent
Bland, Kristen	X				Mack, Anton	X			
Clark, Robert	X				McKissack, Michelle	X			
Fulton, Michael				X	Stephens, Edward	X			
Holder, Janice	X				Williams, Shelia				X
Lipinski, Martin	X								

The meeting was adjourned by Chair Lipinski at 4:41PM.

**MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS**

RESOLUTION NO. 22-51

**RESOLUTION TO AUTHORIZE A CONTRACT WITH TRAPEZE SOFTWARE GROUP, INC. FOR TRAPEZE
CLOUD MANAGED SERVICES – EAM ONLY**

WHEREAS, The Memphis Area Transit Authority (MATA) needs to move its existing Trapeze Enterprise Asset Management (EAM) module to the Cloud; and

WHEREAS, MATA and Trapeze have agreed upon a 5-year contract amount of \$581,701.00 based on Trapeze Cloud Managed Services – EAM Only Statement of Work dated October 11, 2022, with the following payment schedule: Implementation Cost of \$53,163.00 paid as stated Milestones are completed, Year 1 - \$134,485.00 including one-time costs of \$47,413.00, Year 2 - \$91,425.00, Year 3 - \$95,996.00, Year 4 - \$100,796.00, and Year 5 - \$105,836.00; and

WHEREAS, Operating funds are available; and

WHEREAS, MATA’s staff recommends that the Board of Commissioners authorize MATA to approve a contract with Trapeze to move its existing Trapeze Enterprise Asset Management (EAM) module to the Cloud for a 5-year amount not to exceed \$581,701.00.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That MATA is authorized to enter a contract with Trapeze to move its existing Trapeze Enterprise Asset Management (EAM) module to the Cloud for a 5-year amount not to exceed \$581,701.00.

BE IT FURTHER RESOLVED That the Chief Executive Officer, Chief of Staff, Chairman or Vice-Chairman be authorized to execute the necessary contract.

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MEMO 22-51

TO: MATA Board of Commissioners

FROM: Gary Rosenfeld, Chief Executive Officer

SUBJECT: Move MATA's existing Trapeze Enterprise Asset Management (EAM) module to the Cloud for a 5-year amount not to exceed \$581,701.00.

DATE: October 25, 2022

MATA needs to move its existing Trapeze Enterprise Asset Management (EAM) module to the Cloud for a 5-year amount not to exceed \$581,701.00. Moving the Trapeze EAM module to the Cloud will relieve MATA of the responsibility of upgrading and maintaining the on-premise servers that currently host the Trapeze EAM module.

The latest versions of all of the Trapeze modules that MATA uses (OPS, FX-Scheduling for Fixed Route, BLOCKBUSTER-Scheduling for MATA Plus, PASS IVR-MATA Plus Trip Booking, FA & RAIL for Maintenance & Trolley, INFO AGENT & IVR – MATA Plus and Customer Service) are designed for the Cloud. EAM will be the first module to be upgraded to the Trapeze Cloud services as part of MATA's long-term strategy to eliminate on premise servers.

Trapeze is a technology leader in the public transit sector and is very familiar with MATA's needs.

MATA's Staff recommends that a 5-year contract be executed with Trapeze in an amount not to exceed \$581,701.00.

**MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS**

RESOLUTION 22-52

**RESOLUTION FOR PURCHASE OF 15 SWITCH MACHINES FROM HANNING & KAHL FOR THE MADISON
LINE PROJECT**

WHEREAS, The Memphis Area Transit Authority (MATA operates trolley service along Main Street and is rehabilitating the Madison Avenue Line prior to restarting service on that line; and

WHEREAS, It is necessary to purchase 15 new switch machines for the Madison Avenue Line since the existing switch machines are beyond repair; and

WHEREAS, Hanning & Kahl is the sole provider of the needed switch machines, and MATA has justified this as a sole source procurement in accordance with MATA's Procurement Manual; and

WHEREAS, MATA staff reviewed the quote from Hanning & Kahl at a cost of \$8,745.00 per switch machine for a total cost of \$131,175.00 which Staff has determined to be reasonable based on previous purchases of switch machines; and

WHEREAS, MATA staff requests the approval of the sole source procurement at a total cost of \$131,175.00; and

WHEREAS, Capital grant funds are available for this procurement.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That a contract is awarded to Hanning & Kahl for the purchase of 15 switch machines in the amount of \$131,175.00.

BE IT FURTHER RESOLVED That the Chief Executive Officer, Chief of Staff, Chairman, or Vice-Chairman be authorized to execute the contract.

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MEMO 22-52

TO: MATA Board of Commissioners
FROM: Gary Rosenfeld, CEO
SUBJECT: Purchase of 15 Switch Machines for the Madison Avenue Rail Line
DATE: October 25, 2022

MATA is in the process of rehabilitating the Madison Avenue Rail Line so that trolley revenue service on the line can be resumed. The Rail Maintenance Department has determined that the existing switch machines on the line need to be replaced due to their age and condition. The switch machines used for Main Street were manufactured by Hanning & Kahl, and the Rail Maintenance Department recommends that MATA purchase Hanning & Kahl switch machines for the Madison Avenue Line as an Original Equipment Manufacturer (OEM) in order to avoid mechanical issues with alternate products.

MATA's Procurement Manual permits sole source procurements for various reasons, and one of them is for OEM parts and equipment.

Hanning & Kahl provided MATA a quote of \$8,475 per switch machine, and MATA's Rail Maintenance Department determined this price to be fair and reasonable based on the cost of previous switch machines purchased from Hanning & Kahl.

Capital grant funds from TDOT are available for this procurement. Due to it being a sole-source procurement, there was no DBE goal.

Let me know if you have questions.

**MEMPHIS AREA TRANSIT AUTHORITY
BOARD OF COMMISSIONERS**

RESOLUTION NO. 22-53

RESOLUTION TO APPROVE SOLE-SOURCE PROCUREMENT FOR ELECTRICAL WORK

WHEREAS, The Memphis Area Transit Authority (MATA) Board of Commissioners approved a lease agreement with One Commerce Square Memphis Realty, LP for office space to house the Operations and Administrative Staff through Resolution 21-42 on October 21, 2021; and

WHEREAS, Resolution 21-42 included a lease term of 10 years between MATA and One Commerce Square Memphis, Realty, LP for office space located at 40 South Main Street, Suite 1200, Memphis, TN 38103; and

WHEREAS, MATA has agreed to the terms of the contract concerning the build-out as it pertains to modifications, repairs, and electrical wiring of the space to which MATA will occupy upon completion; and

WHEREAS, MATA staff is requesting a sole source approval based on the lease agreement between MATA and the leasing company that in Section 8.2 which states that “a contractor of Landlord’s selection shall perform all mechanical, electrical, plumbing, structural and heating, ventilation and air conditioning work, and such work shall be performed at Tenant’s cost”; and

WHEREAS, MATA staff, being unable to use a formal bid process based on the lease agreement requirements, received a list of preferred vendors from the leasing company’s contractors that are approved to perform the work needed for the electrical portion of the buildout; and

WHEREAS, MATA staff received two proposals and Young Technologies of Millington, TN was selected as vendor of choice with a bid amount of \$151,951.95.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS That contract in the amount of \$151,951.95 is awarded to Young Technologies of Millington, TN for the electrical portion of the build out of One Commerce Square 12th floor space located at 40 South Main, Suite 1200, Memphis, TN 38103.

BE IT FURTHER RESOLVED That the Contracting Officer is authorized to execute the agreement.

BE IT FURTHER RESOLVED That the Chief Executive Officer, Chairman, or Vice-Chairman is authorized to execute the necessary documents.
