



**MEMPHIS AREA TRANSIT AUTHORITY**

One Commerce Square  
40 South Main Street · Memphis, TN 38103  
[www.matatransit.com](http://www.matatransit.com)  
Gary J. Rosenfeld  
Chief Executive Officer

**Board of Commissioners**

Dr. Martin Lipinski, Chair  
Shelia Williams, Vice-Chair

Angus Blair  
Michael Fulton  
Edward Stephens, III  
Janice Holder

Sara Burnett  
Michelle McKissack  
Anton Mack

**Board of Commissioners**

Regular Meeting AGENDA  
Tuesday, July 25, 2023  
3:30 PM

- I. Call to Order
- II. Board Roll Call

Martin Lipinski  
Gary Rosenfeld

Member	Arrived	Departed	Member	Arrived	Departed
Blair, Angus	1540	1700	Mack, Anton		
Burnett, Sara	1540	1727	McKissack, Michelle		
Fulton, Michael	1540	1727	Stephens, Edward	1540	1727
Holder, Janice	1541	1727	Williams, Shelia		
Lipinski, Martin	1540	1727			

- III. Approval of Minutes
  - a. Regular Board Meeting – June 20, 2023

Commissioners

Passed 7/25/2023

- The minutes of the June 20, 2023, Board meeting can be found beginning on page 6.

Item:	Approval of the June 20, 2023, Regular Board Meeting Minutes									
Motion by:	Fulton				Second By:	Burnett				
	Member	Aye	Nay	Abstain	Absent	Member	Aye	Nay	Abstain	Absent
	Blair, Angus	X				Mack, Anton				X
	Burnett, Sara	X				McKissack, Michelle				X
	Fulton, Michael	X				Stephens, Edward	X			
	Holder, Janice	X				Williams, Shelia				X
	Lipinski, Martin	X								

- IV. Executive Session
- a. Labor Update Gary Rosenfeld
- V. CEO (Chief Executive Officer) Report Gary Rosenfeld
- VI. Consent Agenda Items
- VII. Procurement Item(s)
- a. Resolution to authorize purchase of diesel fuel.
- Resolution 23-39
  - Memo 23-39

Item:	Resolution 23-39 to authorize purchase of diesel fuel									
Motion by:	Holder				Second By:	Stephens				
	Member	Aye	Nay	Abstain	Absent	Member	Aye	Nay	Abstain	Absent
	Blair, Angus	X				Mack, Anton				X
	Burnett, Sara	X				McKissack, Michelle				X
	Fulton, Michael	X				Stephens, Edward	X			
	Holder, Janice	X				Williams, Shelia				X
	Lipinski, Martin	X								

Passed 7/25/2023

## b. Resolution to authorize purchase of unleaded gasoline.

- Resolution 23 –40
- Memo 23 –40

Item:	Resolution 23-40 to authorize purchase of unleaded gasoline									
Motion by:	Stephens				Second By:		Holder			
Member	Aye	Nay	Abstain	Absent	Member	Aye	Nay	Abstain	Absent	
Blair, Angus	X				Mack, Anton				X	
Burnett, Sara	X				McKissack, Michelle				X	
Fulton, Michael	X				Stephens, Edward	X				
Holder, Janice	X				Williams, Shelia				X	
Lipinski, Martin	X									

## c. Award a Contract to Kimley-Horn and Associates, Inc. for the Advanced Traffic Management System (ATMS) Software

- Resolution 23 –41
- Memo 23-41

Item:	Resolution 23-41 award a contract to Kimley-Horn and Associates, Inc. for the Advanced Traffic Management System (ATMS) Software									
Motion by:	Holder				Second By:		Burnett			
Member	Aye	Nay	Abstain	Absent	Member	Aye	Nay	Abstain	Absent	
Blair, Angus	X				Mack, Anton				X	
Burnett, Sara	X				McKissack, Michelle				X	
Fulton, Michael	X				Stephens, Edward	X				
Holder, Janice	X				Williams, Shelia				X	
Lipinski, Martin	X									

## VIII. Service and Development

## IX. Finance Agenda Items

- a. June 2023 Financials – due to year end June financials will be presented in August

## b. Resolution to approve Operating Budget for FY 2024

- Resolution 23-42
- Memo 23-42

Item:	Resolution 23-42 to approve operating budget for FY 2024								
Motion by:	Holder				Second By:	Fulton			
Member	Aye	Nay	Abstain	Absent	Member	Aye	Nay	Abstain	Absent
Blair, Angus				X	Mack, Anton				X
Burnett, Sara	X				McKissack, Michelle				X
Fulton, Michael	X				Stephens, Edward	X			
Holder, Janice	X				Williams, Shelia				X
Lipinski, Martin	X								

## c. Resolution to authorize insurance coverage

- Resolution 23-43
- Memo 23-43

Item:	Resolution 23-43 to authorize insurance coverage								
Motion by:	Holder				Second By:	Stephens			
Member	Aye	Nay	Abstain	Absent	Member	Aye	Nay	Abstain	Absent
Blair, Angus				X	Mack, Anton				X
Burnett, Sara	X				McKissack, Michelle				X
Fulton, Michael	X				Stephens, Edward	X			
Holder, Janice	X				Williams, Shelia				X
Lipinski, Martin	X								

## IX. Acknowledgement of Public Comment

X. Old or New Business

a. Approval of Policy 5.07 – Travel

Item:	Approval of Policy 5.07 – Travel									
Motion by:	Holder				Second By:	Burnett				
Member	Aye	Nay	Abstain	Absent	Member	Aye	Nay	Abstain	Absent	
Blair, Angus				X	Mack, Anton				X	
Burnett, Sara	X				McKissack, Michelle				X	
Fulton, Michael	X				Stephens, Edward	X				
Holder, Janice	X				Williams, Shelia				X	
Lipinski, Martin	X									

XI. Adjournment

The Next Regular Meeting of the  
 MATA Board of Commissioners will Be:  
 August 29, 2023  
**@ 3:30 PM**  
 At  
 Memphis Area Transit Authority  
 One Commerce Square  
 40 S. Main Street Memphis, TN 38103



Approved 7/25/2023

Resolutions presented and voted upon:

Item:	Resolution 23-38 to approve Summer Service Enhancements								
Motion by:	Fulton				Second By:	McKissack			
Member	Aye	Nay	Abstain	Absent	Member	Aye	Nay	Abstain	Absent
Blair, Angus				X	Mack, Anton				X
Burnett, Sara				X	McKissack, Michelle	X			
Fulton, Michael	X				Stephens, Edward				X
Holder, Janice	X				Williams, Shelia	X			
Lipinski, Martin	X								

**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 23-39**

**RESOLUTION TO AUTHORIZE THE PURCHASE OF DIESEL FUEL**

**WHEREAS**, The Memphis Area Transit Authority (MATA) is required to maintain an inventory of diesel fuel to ensure the efficient and continued operation of its fleet; and

**WHEREAS**, Staff projects that the requirement for diesel fuel is approximately 1,200,000 gallons per year; and

**WHEREAS**, MATA has funds available through its operating budget to purchase such diesel fuel; and

**WHEREAS**, MATA solicited bids from vendors to participate in the procurement process for diesel fuel in accordance with MATA's Procurement Manual which included the possibility of awarding a fixed-price contract for 1,200,000 gallons of low-sulfur diesel fuel and to purchase off the spot market; and

**WHEREAS**, This procurement was formally advertised with a DBE goal of 0%; and

**WHEREAS**, MATA received four responsive and responsible offers from vendors willing to participate in both the fixed-price and the spot market procurement; and

**WHEREAS**, Staff recommends that the following companies be authorized to participate in the procurement process for both the fixed-price and the spot market procurement for a one-year period:

HTP Energy  
TAC Energy  
Petroleum Traders Corporation  
Colonial Oil Industries

**WHEREAS**, MATA Staff recommends the Board authorize it to lock in a fixed-price contract for 1,200,000 gallons of low-sulfur diesel fuel with the lowest bidder from the vendors listed above on the date requested by the MATA Staff during the period of **July 10, 2023 – October 31, 2023**, provided the price per gallon does not exceed \$3.50; and

**WHEREAS**, MATA Staff recommends the Board authorize it to purchase diesel fuel on the spot market from any of the vendors listed above during the fiscal year on an as-needed basis until a fixed-price contract is awarded and for quantities of diesel fuel required above 1,200,000 gallons if a fixed-price contract is awarded.

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS** That the MATA Staff is authorized to lock in a fixed-price contract for 1,200,000 gallons of low-sulfur diesel fuel with the lowest bidder from the vendors listed above on the date requested by the MATA Staff during the period of July 10, 2023 – October 31, 2023, provided the price does not exceed \$3.50 per gallon.



**BE IT FURTHER RESOLVED** That the MATA Staff is authorized to purchase diesel fuel off the spot market during the fiscal year from any of the vendors listed above until a fixed-price contract is awarded and for quantities of diesel fuel above the 1,200,000 gallons if a fixed-price contract is awarded.

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

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**MEMO 23-39**

**TO:** MATA Board of Commissioners

**FROM:** Gary Rosenfeld, CEO

**SUBJECT:** Resolution to authorize the purchase of diesel fuel

**DATE:** July 25, 2023

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MATA has issued a solicitation for diesel fuel. The current contract for diesel fuel expires November 1, 2023.

Based upon MATA's procurement process for diesel fuel that the Board approved on February 24, 2014, MATA's Staff requested vendors to indicate if they would agree to participate in submitting quotes during the period of **July 10, 2023 – October 31, 2023**, for the purpose of locking in a fixed-price contract for 1,200,000 gallons of ultra-low sulfur diesel fuel. They were also asked to indicate if they would submit quotes during the year for diesel fuel for off-the-spot market prices.

The four vendors listed below submitted their required certificates and stated they were willing to participate.

HTP Energy  
TAC Energy  
Petroleum Traders Corporation  
Colonial Oil Industries

MATA's Contracting Officer has determined that all six were responsive and responsible. MATA is recommending that the Board authorize Staff to obtain quotes from the vendors listed above during the period of **July 10, 2023 – October 31, 2023**, in order to lock in a fixed-price contract for 1,200,000 gallons of ultra-low sulfur diesel fuel. If Staff determines that the market price is fair and reasonable and does not exceed the Board-established maximum price per gallon of \$3.50, we will request the vendors to provide their best price and then lock in the price with the lowest bidder.

MATA is also recommending that the Board authorize Staff to obtain quotes from any of the vendors listed above during the fiscal year to purchase diesel fuel off the spot market until a fixed-price contract is awarded and for quantities of fuel needed above the 1,200,000 gallons if a fixed-price contract is awarded. Staff will review quotes received and issue a purchase order to the lowest bidder that can deliver the quantity within the required delivery time.

Please let me know if you have questions or would like to discuss.

**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 23-40**

**RESOLUTION TO AUTHORIZE THE PURCHASE OF UNLEADED GASOLINE**

**WHEREAS**, The Memphis Area Transit Authority (MATA) is required to maintain an inventory of unleaded gasoline to ensure the efficient and continued operation of its vehicles; and

**WHEREAS**, Staff projects that the requirement for unleaded gasoline will be approximately 200,000 gallons per year; and

**WHEREAS**, MATA has funds available through its operating budget to purchase such fuel; and

**WHEREAS**, MATA solicited bids from vendors to participate in the procurement process for unleaded gasoline in accordance with MATA's Procurement Manual which included the possibility of awarding a fixed-price contract for 200,000 gallons of unleaded gasoline with the remaining gallons needed during the year to be purchased off the spot market; and

**WHEREAS**, This procurement was formally advertised with a DBE goal of 0%; and

**WHEREAS**, MATA received four responsive and responsible offers from vendors willing to participate in the procurement for the unleaded gasoline for 200,000 gallons; and

**WHEREAS**, Staff recommends that the following companies be authorized to participate in the procurement process for both the fixed-price and the spot market procurement for a one-year period:

HTP Energy  
TAC Energy  
Petroleum Traders Corporation  
Colonial Oil Industries

**WHEREAS**, MATA Staff recommends the Board authorize it to lock in a fixed-price contract for 160,000 gallons of unleaded gasoline to the lowest bidder during the period of **July 10, 2023 – October 31, 2023**, provided the price per gallon does not exceed \$3.50; and

**WHEREAS**, MATA Staff recommends the Board authorize it to purchase gasoline on the spot market from any of the vendors listed above during the fiscal year on an as-needed basis until a fixed-price contract is awarded and for quantities of unleaded gasoline required above 200,000 gallons if a fixed-price contract is awarded.

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS** That the MATA Staff is authorized to lock in a fixed-price contract for 200,000 gallons of unleaded gasoline to the lowest bidder during the period of July 10, 2023 – October 31, 2023. provided the price does not exceed \$3.50 per gallon.

**BE IT FURTHER RESOLVED** That the MATA Staff is authorized to purchase unleaded gasoline off the spot

market during the fiscal year from any of the vendors listed above until a fixed-price contract is awarded and for quantities of unleaded gasoline above the 200,000 gallons if a fixed-price contract is awarded.

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

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**MEMO 23-40**

**TO:** MATA Board of Commissioners

**FROM:** Gary Rosenfeld, CEO

**SUBJECT:** Resolution to authorize the purchase of unleaded gasoline

**DATE:** July 25, 2023

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MATA has issued a solicitation for unleaded gasoline. There is no current contract for unleaded gasoline. MATA is buying off spot market.

Based upon MATA's procurement process for unleaded gasoline that the Board approved on February 24, 2014, MATA's Staff requested vendors to indicate if they would agree to participate in submitting quotes during the period of **July 10, 2023 – October 31, 2023**, for the purpose of locking in a fixed-price contract for 200,000 gallons of unleaded gasoline. They were also asked to indicate if they would submit quotes during the year for prices for these commodities off the spot market.

The six vendors listed below stated they were willing to participate in the procurement for the fixed-price contract for 200,000 gallons of unleaded gasoline.

HTP Energy  
TAC Energy  
Petroleum Traders Corporation  
Colonial Oil Industries

MATA's Contracting Officer has determined that all four were responsive and responsible. MATA is recommending that the Board authorize Staff to obtain quotes from the vendors listed above during the period of **July 10, 2023 – October 31, 2023**, in order to lock in a fixed-price contract for 200,000 gallons of unleaded gasoline. If Staff determines that the market price is fair and reasonable and does not exceed the Board-established maximum price per gallon of \$3.50, we will request the vendors to provide their best price and then lock in the price with the lowest bidder.

MATA is also recommending that the Board authorize Staff to obtain quotes from any of the vendors listed above during the fiscal year to purchase unleaded gasoline off the spot market until a fixed-price contract is awarded and for quantities of unleaded gasoline needed above the 200,000 gallons if a fixed-price contract is awarded. Staff will review quotes received and issue a purchase order to the lowest bidder that can deliver the quantity within the required delivery time.

Please let me know if you have questions or would like to discuss.

**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 23-41**

**RESOLUTION TO AWARD A CONTRACT TO KIMLEY-HORN AND ASSOCIATES, INC. FOR AN ADVANCED  
TRAFFIC MANAGEMENT SYSTEM (ATMS) SOFTWARE**

**WHEREAS**, The Memphis Area Transit Authority (MATA) is working with the City of Memphis Traffic Engineering Department (City) to install and maintain a traffic management system; and

**WHEREAS**, Staff issued RFP 23-15 Advanced Traffic Management System (ATMS) for companies to provide proposals to MATA and the City of Memphis. There was no DBE goal was set for this procurement; and

**WHEREAS**, MATA received six responsive and responsible proposals. MATA's Evaluation Committee reviewed all proposals and deemed three of the six proposals were eligible for the demonstration phase of the procurement; and

**WHEREAS**, MATA and City staff held demonstrations for Kimley-Horn & Associates, Inc., Parsons Transportation Group, Inc., and TransCore ITS, LLC; and

**WHEREAS**, The Evaluation Committee, determined that it would issue a Best and final Offer (BAFO) request to Kimley-Horn and Parsons; and

**WHEREAS**, The evaluation committee accepted Kimley-Horn's BAFO in the amount not to exceed \$1,978,000; and

**WHEREAS**, MATA and the City have funds available for this project.

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS** That a contract be awarded to Kimley-Horn and Associates, Inc. at a cost not to exceed \$1,978,000.

**BE IT FURTHER RESOLVED**, That the Chief Executive Officer, Deputy Chief Executive Officer, Chairman or Vice Chairman is authorized to execute any and all documents necessary to process this contract.

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**MEMO 23-41**

**TO:** MATA Board of Commissioners

**FROM:** Gary Rosenfeld, Chief Executive Officer

**DATE:** July 25, 2023

**SUBJECT:** Resolution to award a contract to Kimley-Horn and Associates, Inc. for an Advanced Traffic Management System (ATMS) software

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Memphis Area Transit Authority (MATA) and the City of Memphis Traffic Engineering Department (City) are working together to bring an Advanced Traffic Management System (ATMS) Software to the Memphis Area. MATA issued a procurement for firms to supply equipment, maintenance & support, etc. for the new traffic system.

The RFP was sent to 10 vendors, formally advertised RFP 23-15 Advanced Traffic Management System (ATMS) Software on MATA's website. There was a 0% DBE goal set for this procurement.

Six proposals were received. MATA and City staff reviewed the proposals and discussed their findings based on the criteria set forth in the RFP. The proposers could receive a maximum of 1500 points. The results of the evaluation committee's evaluations were as follows:

Vendor	Total Points
Kimley-Horn	1452
Parsons	1450
Q-Free America	1326
Temple	1377
TransCore	1441

Based on the points awarded, MATA and City staff requested a Best and Final Offer (BAFO) from Kimley-Horn and Parsons and determined the contract should be awarded to Kimley-Horn based on their BAFO submission.

MATA staff recommends a contract be awarded to Kimley-Horn and Associates, Inc. The value of the contract not to exceed a total cost of \$1,978,000.

**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION 23-42**

**RESOLUTION TO APPROVE OPERATING BUDGET FOR FISCAL YEAR 2024**

**WHEREAS**, MATA operates Fixed Route Bus, MATAPlus, On-Demand (Ready! & Groove On Demand) and Rail Trolley service within its service area; and

**WHEREAS**, the cost of Salaries and Wages, Materials and Supplies, Utilities/Telephone, Insurance and other miscellaneous items comprise the Operating Expenses; and

**WHEREAS**, MATA's Operating Budget for Fiscal Year (FY) 2024 totals \$77,008,200, excluding Depreciation, – consisting of the following departments:

- Fixed Route Operations
- MATAPlus Operations, including On-Demand Service
- Trolley Operations
- Maintenance – Fixed Route
- Maintenance – MATAPlus
- Maintenance – Trolley
- Maintenance – Building & Grounds
- Marketing & Communications
- Safety & Security
- Scheduling
- Risk Management
- ADA & DBE Compliance
- Customer Experience
- Human Resources
- Purchasing
- Planning
- Executive
- Finance
- Grants & Procurement
- Coin Room Operations
- Information Technology

**WHEREAS** Revenues from Operations, City of Memphis, Shelby County, State of Tennessee, and Federal government comprise the total Revenues for Operations; and

**WHEREAS**, the City of Memphis has approved an Operating Budget that includes its share of funds for this budget; and

**WHEREAS**, Shelby County has approved an Operating Budget that includes its share of funds for this budget; and



**WHEREAS**, the Federal Transit Administration and Tennessee Department of Transportation will issue grants and/or contracts for their share of funds for this budget.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE MEMPHIS AREA TRANSIT AUTHORITY That the **Fiscal Year 2024 Operating Budget is approved at a level of \$77,008,200.**

BE IT FURTHER RESOLVED That the Chief Executive Officer and Deputy Chief Executive Officer are authorized to execute contracts and file grant applications with federal, state and city agencies for the funds to fulfill the operating budget.

<b>FY2024 Budget (\$\$ Thousands)</b>			Preliminary	FY24 Budget	% Change from
		FY22 Actual	FY23 Forecast	Total Year	FY23 Forecast
<b>Revenues:</b>					
<b>Operating Revenue</b>					
Passenger Fares		1,801.3	1,924.5	2,392.1	24.3%
Special Service Fares		0.0	0.0		
Charter Revenue					
Auxiliary Revenue (Advertising)		688.1	619.2	754.8	21.9%
Non-Transp. Revenue		2.6	- 101.2	356.4	452.3%
<b>Operating Revenue</b>		<b>2,492.0</b>	<b>2,442.5</b>	<b>3,503.3</b>	<b>43.4%</b>
<b>Grant Revenue</b>					
City of Memphis Operating		19,170.0	29,170.0	32,170.0	10.3%
City of Memphis - Other		1,339.1	487.9		
Dedicated Funding - City			3,000.0	3,000.0	0.0%
Shelby County Operating		1,300.0	1,300.0	1,000.0	-23.1%
Shelby County Other			455.7		
Dedicated Funding - County			380.0	380.0	
State of Tennessee Operating		8,230.3	8,198.2	7,656.4	-6.6%
State of Tennessee Capital		875.6	398.5		
Federal Government Operating		14,296.0	15,979.3	16,718.7	4.6%
Federal Capital		5,411.5			
Federal Government CARES/ARP/CRRSAA		25,287.9			#DIV/0!
Non Gov't Grants		5.2			
<b>Grant Revenue</b>		<b>75,915.5</b>	<b>59,369.5</b>	<b>60,925.1</b>	<b>2.6%</b>
Less: Grant-Funded Expense Revenue					
<b>Total Revenues (detail on separate slide)</b>		<b>78,407.5</b>	<b>61,812.0</b>	<b>64,428.4</b>	<b>4.2%</b>
<b>Operating Expenses:</b>					
<b>Salaries &amp; Wages</b>					
Operators		14,650.4	14,913.2	11,050.6	-25.9%
Union Maintenance Wages		3,376.8	3,590.1	5,568.1	55.1%
Other Salaries		9,423.5	10,377.2	11,705.8	12.8%
<b>Salaries &amp; Wages</b>		<b>27,450.7</b>	<b>28,880.5</b>	<b>28,324.4</b>	<b>-1.9%</b>
<b>Fringe Benefits</b>					
Employee Leave		3,531.7	3,764.7	3,874.4	2.9%
HealthCare Costs - Active		4,676.5	5,047.4	5,379.9	6.6%
HealthCare Costs - Retiree		508.4	524.3	615.7	17.4%
OPEB		- 5,582.8			#DIV/0!
Other Fringes (Pension, PR Taxes, Work Comp)		10,634.0	11,613.4	11,378.9	-2.0%
Pension - GASB68 Adjustments		- 4,740.2			#DIV/0!
<b>Fringe Benefits</b>		<b>9,027.8</b>	<b>20,949.8</b>	<b>21,249.0</b>	<b>1.4%</b>

FY2024 Budget (\$\$ Thousands)	Preliminary		FY24 Budget	% Change from FY23 Forecast
	FY22 Actual	FY23 Forecast	Total Year	
Services (Excluding Grant-Funded Items)	9,471.2	12,464.7	14,629.7	17.4%
<b>Materials &amp; Supplies</b>				
Fuel	2,807.9	3,558.2	3,552.0	-0.2%
Tires	200.7	262.2	237.6	-9.4%
Lubricants	118.5	194.6	198.0	1.8%
Antifreeze	20.8	56.8	60.0	5.7%
Other Materials & Supplies (Excl. Grant-Funded Items)	5,010.1	5,653.6	4,580.8	-19.0%
Materials & Supplies	8,158.0	9,725.4	8,628.4	-11.3%
Utilities/Telephone	1,552.8	1,196.6	1,307.4	9.3%
Insurance	724.7	1,393.4	1,288.0	-7.6%
Misc & Taxes	529.7	1,005.3	789.8	-21.4%
Lease/Rentals	375.4	521.0	791.4	51.9%
COVID-19	384.0	25.7		-100.0%
<b>Total Operating Expenses</b>	<b>57,674.1</b>	<b>76,162.2</b>	<b>77,008.2</b>	<b>1.1%</b>
<b>Operating Profit</b>	<b>20,733.4</b>	<b>-14,350.2</b>	<b>-12,579.8</b>	
Depreciation	12,088.4	11,252.6	11,599.2	
Profit (Loss)	8,644.9	-25,602.8	-24,179.0	
<b>Add-backs for Non-Cash items:</b>				
Amortization of Prepaid Rent (12th Floor)			267.7	
Depreciation	12,088.4	11,252.6	11,599.2	
<b>Net Impact -- Operations</b>	<b>20,733.4</b>	<b>-14,350.2</b>	<b>-12,312.1</b>	
OPEB - Retiree Benefit Accrual				
<b>Net Impact--excluding Depreciation &amp; OPEB</b>	<b>20,733.4</b>	<b>-14,350.2</b>	<b>-12,312.1</b>	
Carryover Cash & AR Accruals	11,430.0	32,163.4	12,313.1	
Buildout & Prepay 10-year lease		-5,500.0		
<b>Net Carryover - End of Year</b>	<b>32,163.4</b>	<b>12,313.1</b>	<b>1.0</b>	

**MEMPHIS AREA TRANSIT AUTHORITY  
BOARD OF COMMISSIONERS**

**RESOLUTION NO. 23-43**

**RESOLUTION AUTHORIZING INSURANCE COVERAGE**

**WHEREAS**, the Memphis Area Transit Authority (MATA) maintains a risk management program that includes various lines of insurance coverage; and

**WHEREAS**, third-Party Administration services are included for Workers Compensation claims and Auto/General Liability claims; and

**WHEREAS** the expiration date for the current coverage is July 31, 2023 at 11:59 p.m.; and

**WHEREAS**, under contract, MATA's insurance broker, Arthur J. Gallagher Risk Management Service, Inc., solicited requests for coverage for the period August 1, 2023 to July 31, 2024; and

**WHEREAS** the carriers listed on the attached schedule quoted the most competitive premiums; and

**WHEREAS** Staff considers these premiums to be reasonable given the current facts and circumstances.

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMPHIS AREA TRANSIT AUTHORITY BOARD OF COMMISSIONERS** That insurance coverages and Third-Party Administration agreements be approved as shown for the period of August 1, 2023 to July 31, 2024 for a total cost not to exceed \$980,497.00.

**BE IT FURTHER RESOLVED** That Staff is authorized to add and delete rolling stock and facilities from the insured items list at the appropriate time at rates consistent with those approved by this resolution.

**BE IT FURTHER RESOLVED** That Staff is authorized to approve additional costs of the Third-Party Administrator associated with investigation and settlement of claims on an as needed basis.

**BE IT FURTHER RESOLVED** the Chief Executive Officer, Chief Financial Officer, Chairman and Vice-Chairman are authorized to execute the necessary documents.

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MEMPHIS AREA TRANSIT AUTHORITY  
INSURANCE COVERAGES FOR PERIOD OF AUGUST 1, 2023 – JULY 31, 2024

Coverage	Company/Carrier	Annual Premium
Property	Travelers	263,013
General Liability	Princeton	292,500
Auto Physical Damage (APD)	Seneca	74,210
Defined Perils	Hanover	70,311
Terrorism	Lloyds of London	23,000
Executive Package	Cincinnati	27,962
WC TPA	PMA Companies	43,234
Felonious Assault/Accident	Chubb	1,975
Cyber		No Coverage
P & C Totals		796,205
Work Comp	Safety National	121,792
Total Expiring Lines		917,997

**TO:** MATA Board of Commissioners  
**FROM:** Gary Rosenfeld, Chief Executive Officer  
**SUBJECT:** Insurance Coverage Effective August 1, 2023  
**DATE:** July 25, 2023

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Staff proposes private insurance in the following categories of coverage:

Property  
Defined Perils Physical Damage – Revenue Vehicle Fleet  
Physical Damage – Service Vehicle Fleet  
Directors & Officers and Employment Practices Liability  
Crime & Fiduciary  
Terrorism  
Excess General Liability  
Excess Workers’ Compensation  
Felony Assault  
Cyber

MATA is self-insured for General Liability up to \$2,000,000 and for Workers Compensation up to \$600,000. The Excess policies are invoked for claims exceeding these retention amounts. The other coverages’ deductibles are generally in the range of \$10,000-\$75,000, except for buses (\$100,000) and trolleys (\$250,000). The coverage limit for the revenue vehicle fleet for the new policy period is \$15,000,000. Travelers has added a 2% wind/hail deductible mini of \$100,000 on insured property for the 2024 renewal.

MATA has a five-year contract with Arthur J. Gallagher Risk Management Services Inc. (AJG) to develop our insurance program on an annual basis. AJG’s services include securing the most competitive quotes for the various insurance coverages and advising MATA on insurance-related issues. AJG is recommending the carriers and premiums shown on the accompanying resolution for the year beginning on August 1, 2023.

The comparison of premiums for the new year as compared to the expiring year are shown on the following page.

MATA is self-insured for General Liability up to \$2,000,000 and for Workers Compensation up to \$600,000. The excess policies are invoked for claims exceeding these retention amounts. The other coverages’ deductibles are generally in the range of \$2,500-\$75,000, except for buses (\$100,000) and

trolleys (\$250,000); and except for the Defined Perils policy which carries a 5% deductible minimum \$250,000 deductible for the peril of earthquake. There is a \$100,000 flat deductible for Flood. Travelers has added a 2% wind/hail deductible mini of \$100,000 on insured property for the 2024 renewal. The coverage limit for the revenue vehicle fleet for the new policy is \$15,000,000 and does NOT exclude coverage for hail damage.

The cost comparison from the expiring year is shown in the table above.

Staff recommends approval of the prop

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### **POLICY STATEMENT**

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The company will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the employee's supervisor and then endorsed by the General Manager/Chief Executive Officer.

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### **REASON FOR POLICY**

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The following expense reimbursement policy is intended as a guide for employees who incur expenses while traveling on company/agency business. This policy is not intended to cover all instances in which expenses may be reimbursed. In general, a public purpose consistent with the Authority's objectives must be served when public funds are expended. Final disposition of expenses submitted for reimbursement will be subject to this test. The General Manager/Chief Executive Officer or their designee shall approve company employee expenses.

Specific approval by the General Manager/Chief Executive Officer or his designee of employees' expenses must be obtained before reimbursement will be made for travel and business expenses. Such expenses must have been incurred in the conduct of business for the company/agency only.

The claims for reimbursement of allowable travel and/or expenses incurred while on official business of the company shall be submitted by a verified and documented expense report and shall be computed based on the following policies.

Travel arrangements are made or approved by the General Manager/Chief Executive Officer/Chief Executive Officer or designee.

Employees are expected to limit expenses to reasonable amounts.

Expenses that will be reimbursed include the following:

- Air, train, or bus fare for travel in the appropriate class or the lowest available fare.
- Car rental fees or TNC fees if public transportation is not available.
- Baggage Fees (Limited to one checked bag, 50lb limit)
- Taxi fares, only when reasonable and if public transportation is not available.
- Mileage costs for use of personal cars, only when less expensive transportation is not available, or pool cars are not available.
- Local bus and rail fares.
- Hotel or similar lodgings.
- Tips (other than meals that are included in per diem, \$10.00 daily maximum).
- Telephone calls, fax, printing, shipping, and similar services required for business purposes.
- Airport parking if the cost is less than other options, such as taxis or TNCs.
- Conference or Workshop registration fees.

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### **DEPARTMENTS AFFECTED BY THIS POLICY**

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All operational and administrative departments are affected by this policy.

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### **WHO SHOULD READ THIS POLICY?**

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This policy should be reviewed by any employee who regularly travels on company/agency business or any employee that is scheduled to travel on company/agency business. The policy should also be reviewed by any supervisor, manager, director, or chief that supervises any employee who travels on company business.

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### **WEB SITE ADDRESS FOR THIS POLICY**

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This policy has not yet been published on the intranet.

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### **RELATED DOCUMENTS, FORMS AND TOOLS**

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- Company Travel Authorization Form
  - Company Expense Reimbursement Worksheet
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### **CONTACTS**

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For questions or for more information, please contact your supervisor or the Chief Financial Officer. Requests for variance must be approved by the Chief Executive Officer prior to the requested travel.

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**MID-SOUTH TRANSPORTATION MANAGEMENT, INC.**

**MEMPHIS ARE TRANSIT AUTHORITY**

**TRAVEL REIMBURSEMENT POLICY**

MATA POLICY NUMBER 5.07 (REV: 07-23)

**DEFINITIONS**

Zone	Definition
1	Domestic travel 1-200 miles from MATA HQ
2	Domestic travel 201-1000 miles from MATA HQ
3	Domestic travel 1001-1500 miles from MATA HQ
4	Domestic travel 1501- and greater from MATA HQ
5	International Travel

**RESPONSIBILITIES**

All travel related claims for reimbursement should be submitted within 10 days of travel to the employee’s supervisor for approval. The Chief Executive Officer or designee shall counter endorse all travel reimbursement requests.

**PROCEDURES**

All claims for travel and other expenses while on official business will be reviewed by the General Manager/Chief Executive Officer or his designee prior to payment.

<b>Airfare</b>			
<b>Item</b>	<b>Hourly, staff, manager</b>	<b>Director</b>	<b>Executive</b>
Domestic Air Travel < 4.0 hours or total travel < 10.0 Hours	Lowest available cost economy fare	Lowest available cost economy fare	Lowest cost economy fare
Domestic Air Travel > 4.0 hours or total travel > 12.0 hours	Lowest cost economy fare	Premium economy fare	Premium economy fare earned upgrades may be reimbursed.
International Air Travel < 6.0 hours or total Travel < 12.0 Hours	Lowest cost economy fare	Premium economy fare	Premium economy fare earned upgrades may be reimbursed.
International Air Travel > 6.0 hours or total Travel > 12.0 Hours	Lowest cost economy fare	The lowest cost economy fare earned upgrades may be reimbursed.	Premium economy fare earned upgrades may be reimbursed.
International Air Travel > 8.0 hours or total Travel > 14.0 Hours	Lowest cost economy fare	The lowest cost economy fare earned upgrades may be reimbursed.	Business Class fare may be booked or combination of premium economy class and earned upgrades may be used and reimbursed.

**MID-SOUTH TRANSPORTATION MANAGEMENT, INC.**

**MEMPHIS ARE TRANSIT AUTHORITY**

**TRAVEL REIMBURSEMENT POLICY**

MATA POLICY NUMBER 5.07 (REV: 07-23)

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<b>Per Diem (expenses, not including hotel or airfare)</b>			
<b>Item</b>	<b>Hourly, staff, manager</b>	<b>Director</b>	<b>Executive</b>
Zone 1 Travel	\$80.00 per day or fraction thereof.	\$100.00 per day of fraction thereof.	\$125.00 per day or fraction thereof.
Zone 2 Travel	\$100.00 per day or fraction thereof.	\$120.00 per day of fraction thereof.	\$175.00 per day or fraction thereof.
Zone 3 Travel	\$120.00 per day or fraction thereof.	\$140.00 per day of fraction thereof.	\$200.00 per day or fraction thereof.
Zone 4 Travel	\$140.00 per day or fraction thereof.	\$160.00 per day of fraction thereof.	\$250.00 per day or fraction thereof.
Zone 5 Travel – International	\$160.00 per day or fraction thereof.	\$180.00 per day of fraction thereof.	\$400.00 per day or fraction thereof.

<b>Zone</b>	<b>Definition</b>
1	Domestic travel 1-200 miles from MATA HQ
2	Domestic travel 201-1000 miles from MATA HQ
3	Domestic travel 1001-1500 miles from MATA HQ
4	Domestic travel 1501- and greater from MATA HQ
5	International Travel