



**DOWNTOWN MOBILITY AUTHORITY  
MINUTES**

**Tuesday, September 29, 2020  
9:00 AM**

**Due to the declarations of a State of Emergency by the President of the United States, the Governor of Tennessee, and the Mayor of Memphis relating to the COVID-19 Pandemic, the DMA has determined that it is necessary that the meeting be conducted by electronic or other means of communication in order to protect the health, safety and welfare of the public, DMC staff, and DMA board members. This meeting of the DMA was held via Zoom virtual meeting. Board members participated by phone with all materials made available to them as well as the public in advance. Procedures were in place to identify all participants on the call including members of the public and allow for questions and public comment.**

**BOARD MEMBERS PRESENT:** Shanea McKinney, Shara Goldin, Alvin Crook, Wayne West, Travis Green and Suzanne Carlson

**BOARD MEMBERS NOT PRESENT:** John Golwen

**DMC STAFF PRESENT:** Jennifer Oswalt, Brett Roler, Christine Taylor, Penelope Springer, Penelope Huston, Jaske Goff, Erik Stevenson, Katie Flynn and Abe Lueders.

**GUESTS PRESENT:** James McLaren (Counsel), Samuel Fargotstein, Doug Carpenter, Anton Mack, Sylvia Crum, Andre Gibson, Iain Banks, Lauren Crabtree, Scott Van Der Jagt, Jason Weeks, Stephen Edwards, Ashley Cash, Susan Golden, Camille Connor (WMC News), Jason Jackson, Jay Lindsey and a Member of Public.

Shanea McKinney determined that a quorum was present and called the meeting to order at 9:03 AM. Christine Taylor called roll for board members, staff and attending guest. Chairman McKinney called for approval of the Consideration of Open Meeting Resolution finding that meeting by electronic means of communication is necessary. Wayne West made a motion to approve the resolution, Shara Goldin seconded the motion, after roll call vote, the motion passed unanimously. After reviewing meeting protocols, Chairman McKinney called for approval of the minutes from June 25, 2020 meeting. Wayne West motioned to approve the minutes as presented, Shara Goldin seconded the motion, after roll call vote, the motion passed unanimously.

**Shanea McKinney called for agenda item III: Financial Update**

Penelope Springer presented the September 2020 financial update and answered related questions.

**Shanea McKinney called for agenda item IV: Meeting Frequency & Time Changes**

Chair Shanea McKinney presented a request to schedule more frequent DMA meetings. Staff has requested that the DMA meeting be held every other month and the scheduled meeting time would remain at 4 o'clock. The next meeting would be scheduled for October 28<sup>th</sup>. All attending board members agreed to approve the suggested change.

### **Shanea McKinney called for agenda item V: Use Existing Parking First**

Brett Roler presented the request for architecture and engineering work for Shoppers Garage. The staff would like to issue an RFP for a CMAR (Construction Manager At Risk) to help DMA determine scope, set budget and expedite construction timeline. Staff would also request approval for the DMC president to negotiate a scope of work and budget for Brg3s architects to produce construction documents and A&E services, in an amount not to exceed \$100,000. After staff answered several questions from board members, Travis Green made a motion to approve the resolution, and Wayne West seconded the motion, after roll call vote, the motion passed.

### **Shanea McKinney called for agenda item VI: Focus on Mobility**

Brett Roler presented the request to create a TMA Advisory Committee, which would be a sub-committee of the DMA. TMA programs are designed to meet parking demand, improve access to transportation options, reduce the number of drive-alone commuters, and reduce vehicle emissions. The committee will be made up of partner agencies, large employers and resident representatives. Iain Banks (Nelson\Nygaard) and Lauren Crabtree (MMDC) made brief comments regarding TMA. Board members were asked to volunteer to serve on the TMA advisory committee. Board members Wayne West and Suzanne Carlson volunteered to serve on the TMA. Wayne West made a motion to approve creating the TMA committee, Shara Goldin seconded the motion, after roll call vote, the motion passed.

Jennifer Oswalt made brief comment on the bike repair stations. DMC is working preliminary with the City of Memphis to identify bike repair locations and finding a partner to repair the stations on a regular basis. We would like to have a maintenance plan in place before adding more stations. We will have more information at the October meeting.

### **Travis Green called for agenda item VII: Add Parking Strategically**

Jennifer Oswalt and Brett Roler presented a resolution to approve the authorization to continue architecture and engineering work on a concept on the Orpheum Lot. Reimagine the site as a mobility center with new parking to support continued growth in the Downtown Core. Staff would issue an RFP for Construction Manager at Risk (CMAR) to help DMA determine scope and set project budget. Staff requests approval for DMC President to negotiate a scope of work and budget for Schematic Design and Design Development and to continue towards the needed construction documents, in an amount up to \$500,000. A full budget and funding request will be presented at the October DMA meeting. Wayne West made a motion to approve the resolution, Shara Goldin seconded the motion, after roll call vote, the motion passed.

### **Travis Green called for agenda item VIII: Upcoming Funding Request**

Jennifer Oswalt updated board on upcoming funding request that will be made at the next DMA meeting for projects discussed at today's meeting for parking and mobility.

### **Travis Green called for agenda item IX: Diversity Report**

Penelope Springer presented a brief Diversity Report. Full diversity report can be reviewed on the DMC website.

### **Travis Green called for agenda item X: President's Report**

Jennifer Oswalt gave brief President's Report. She thanked guest Lauren Crabtree and Iain Banks for joining the DMA meeting and staff, board members and guest.

### **Travis Green called for agenda item XI: Other Business/Adjournment**

Seeing no further business, Travis Green adjourned the meeting.