



MINUTES
EXECUTIVE COMMITTEE MEETING
REGIONAL TRANSPORTATION AUTHORITY
MARCH 20, 2019

- I. **Call to Order:** The Regional Transportation Authority of Middle Tennessee (RTA) Executive Committee meeting was held at the Bradley L. Barrett Training Center – TN Banking Association Office, 211 Athens Way, Nashville, TN 37228 on Wednesday, March 20, 2019. A quorum was established, and the meeting was called to order at 10:05 a.m. by Vice Chair Mayor Randall Hutto.

Executive Committee Members in Attendance Were:

Mayor Randall Hutto, Vice Chair – Wilson County
Governor Appointee Ed Cole, Secretary – Davidson County
Anthony Holt, County Executive – Sumner County
Mayor Jerry Kirkman – Sumner County (Westmoreland)
Kelly Dannenfelser, Governor Appointee – Williamson County

Others in Attendance Were:

Mayor Bob Rial – Dickson County
Mayor Billy Vogle – Robertson County
Mayor Bernie Ash – Lebanon
Mayor Ken Moore – Franklin
Mayor Bill Ketron – Rutherford County
Mayor Rick Graham – Spring Hill
James Knight – Murfreesboro (Alt.)
Kent Martin – Mt. Juliet (Alt.)
Thad Jablonski (Maury County (Alt.)

II. **Public Comments:**

Cheryl Lewis, Lebanon, TN

- Ms. Lewis spoke on behalf Star passengers. They would like for the 93 Route schedule to be evaluated so that the Music City Star leaves earlier to arrive at the Riverfront Park before the train leaves.
- There have been some complaints about the new schedule not reflecting what was previously presented to passengers that are east of Mt. Juliet, and the passengers would like for the schedule to go back to what was originally presented.

There were no other public comments at this time.

III. Finance Committee Report: Sumner County Executive Anthony Holt reported the following:

- a. **Monthly Financial Report Compared to Budget (EXC-D-19-003):** Sumner County Executive Anthony Holt reviewed the year-to-date data of the statement of operations for the month of January 2019 compared to the FY2019 budget and the balance sheet as of January 31, 2019. Mr. Oliphant was present to answer any questions, and there were none at this time.
- b. **Fifth Third Revolving Line of Credit Renewal (EXC-A-19-006):** RTA has had an operating line of credit through Fifth-Third Bank for the last year in the amount of \$1.5 million for general borrowings to cash flow expenses for RTA. The maturity date for the current line of credit is April 1, 2019. While we continue to reduce the frequency of need to utilize the line, not only is it difficult to forecast the availability of future federal grant funding, but there is a new risk, as we experienced recently, of extended federal government shutdowns. Consequently, we believe it is imperative to renew the line of credit in order to ensure timely cash flow for expenses. We also feel that it would be prudent to increase the line to \$3 million to add additional capacity should we have to deal with another extended government shutdown. One of the fees on the line is based upon a .35% charge for any unused portion of the line.

The Finance Committee recommended the Executive Committee to authorize the Chief Executive Officer to sign a one-year extension of the Fifth-Third Bank revolving credit agreement and raise the credit limit to an amount not to exceed \$3 million which will extend the maturity date out to April 1, 2020 and that the line of credit be eligible for general use for RTA expenses that are reimbursable by federal grant.

There was no discussion, and the vote of approval was unanimous.

- c. **Award of Architectural & Engineering On-Call Contract (EXC-A-19-007):** To advance planning, design, and construction of neighborhood transit centers and stop improvements throughout the WeGo and RTA network, as laid out in the nMotion plan, a Request for Qualifications (RFQ) was advertised for on-call contract architectural, engineering, and construction administration services. Consultants were invited to provide qualifications for the following activities categories: project initiation and management; public outreach; NEPA documentation; conceptual, design development, and construction documents; bid services; and construction engineering and inspection.

RTA received qualifications from four consultant teams lead by STV, WSP, Kimley Horn, and Smith Gee Studios. The evaluation committee reviewed and scored the qualifications of each team on January 31, 2019. As a result of the review, the committee invited all four teams to present to the evaluation committee. Following the presentations, the

evaluation committee reviewed and scored each team with the team led by Smith Gee Studios receiving the highest score from the committee. Through the submitted qualifications and in-person presentations, Smith Gee Studios demonstrated their understanding of the scope, their ability to support RTA with all the required core functions, and their passion for advancing transit service options within Middle Tennessee.

Based upon the results of the comprehensive solicitation and evaluation process, the Finance Committee recommended the Executive Committee to authorize the Chief Executive Officer to negotiate and enter into an on-call, task-based design contract with Smith Gee Studios, with an annual not-to-exceed value of \$1 million. The contract would be set for three-year base term with two optional one-year extensions. Individual tasks greater than \$300,000 awarded under this contract would require Board approval prior to authorization unless given approval through adoption of the annual Capital Budget.

There was no discussion, and the vote of approval was unanimous.

Sumner County Executive Anthony Holt briefly spoke on the budget and how we are planning to proceed going forward. He stated that there have been lengthy discussions regarding CMAQ and state funding. We have some reserve funds with the different counties, but we're looking at how we want to address and maintain those. Due to Dickson County not qualifying for CMAQ funding the committee discussed using 5307 funds so that all corridors have some amount of federal funding to operate their services.

IV. Operations Committee Report: Mayor Jerry Kirkman reported the following:

- a. **RTA Monthly Operational Statistics (EXC-D-19-004):** Mayor Jerry Kirkman reviewed the RTA Monthly Dashboard Report through the month of January, 2019 with the Executive Committee. Ms. India Birdsong was present to answer any questions, and there were none at this time.

Mayor Kirkman stated that the decrease in ridership was due to the weather and he believes that the inauguration played a role in the decrease in ridership as well.

CEO Bland also stated that the decrease in ridership was due to losing the Friday night train controls in January. We are still in the HDR Study on overall expansion opportunities with the Star; and the intent was to come back to the Board, through the Operations Committee sometime in the fall with short and long term options that we would be able to pursue.

- b. **2019 Music City Star Track Maintenance & Rehabilitation Project (EXC-A-19-008):** To ensure the safety and quality of the Music City Star service and compliance with Federal Railroad Administration (FRA) requirements for commuter rail operations, annual routine maintenance and rehabilitation work is required. The labor and materials routinely include track, ties, ballast, bridges, and overall upkeep of at-grade crossings on the

Nashville & Eastern Railroad (NERR) corridor. The railroad has identified key areas along the corridor on which the Star operates daily. In order to maintain the corridor in a “state of good repair,” repair efforts need to be completed within the 2019 calendar year. As a requirement of the tri-party agreement between the Regional Transportation Authority of Middle Tennessee (RTA), Nashville and Eastern Railroad Authority (NERA), and Nashville and Eastern Railroad Corporation (NERC), the railroad is to perform regular maintenance and repair of the track and infrastructure associated with the rail passenger corridor. Based on the railroad’s annual assessment of conditions, the RTA reviews and evaluates the request for repairs and associated capital costs prior to issuing approval of the work.

RTA has engaged the engineering services of HDR, Inc., the RTA’s contracted project management consultant for all high capacity rail and fixed guideway projects. As such, HDR has conducted site visits at all corridor locations and confirmed that the proposed track and rehabilitation work is necessary to maintain the Star in a “state of good repair.” Based on these observational visits and market research, HDR has concluded that the estimated project schedule and cost of construction are within reasonable range for all quoted services. Upon execution, this project includes replacing all remaining jointed rail and required rail upgrades along the Star corridor, as needed, replacing approximately 16,675 feet of rail, defective ties in the replacement area and other spot locations. Surfacing and added ballast are also requirements of the project, to improve ride quality along the rail line. Once approved, expected project completion is December 2019.

The Operations Committee recommended the Executive Committee to provide the Chief Executive Officer authority to release capital funding to support this year’s track maintenance and rehabilitation needs, as defined within the Tri-party agreement between RTA, NERA, and NERC. The proposed capital project is to be managed with a total amount not to exceed \$2,056,145 with a 5% contingency of \$102,807, for a total project cost not to exceed \$2,158,952. Funds to support this project are derived from Federal 5337 formula grant funds.

There was no discussion, and the vote of approval was unanimous.

V. **Ad-Hoc Marketing & Branding Committee Report:** Chair Kelly Dannenfelser reported the following:

- a. **Approval to Adopt Rebranding Ad-Hoc Committee Recommendations (EXC-A-19-009):** The RTA convened an ad-hoc committee to explore the possibility of rebranding RTA services to coincide with these capital improvement projects. The committee was made up of RTA Board Members Kelly Dannenfelser (Chair), Mayor Paige Brown, Ed Cole, Margo Fosnes and Ken Davis; as well as four additional community stakeholders.

Over the course of two meetings, the committee concluded that regional consistency in transit branding was desirable to make the system easier for

users to understand, and that the WeGo Public Transit brand adopted by Nashville MTA was being well received. As such, committee consensus was that the RTA should transition to some form of the “WeGo Public Transit” brand. However, the committee also concluded that “The Star” had significant brand equity in the region, and efforts should be made to maintain that identity.

With this overall direction, the Committee reviewed several alternative design concepts for rolling stock, printed material, etc. developed by Bohan Advertising.

Based on these concepts and ensuing discussion, the committee recommends that:

- RTA services fall under the broader brand of WeGo Public Transit.
- Music City Star will be referred to as the Star under the broader WeGo Public Transit brand.
- All vehicle designs will be the purple forward versions consistent with the WeGo Public Transit broader brand.
- Commuter Express routes will be identified using a blue header, with local services identified in purple.
- Pocket schedules will retain a route number and highlight destination cities. The current X designation will be dropped from all route materials (i.e.: 94 Clarksville Express).

The Ad-Hoc Committee recommended the Executive Committee approve the Committee’s recommendation to rebrand RTA services under the moniker of WeGo Public Transit for commuter bus operations, and WeGo Star for commuter rail services and all associated brand standards and guidelines. These changes will be phased in over time in a budget conscious manner. Visual depictions of the new concepts will be available at the RTA Executive Committee meeting.

There was no discussion, and the vote of approval was unanimous.

VI. Other Business:

- a. **Transportation Planning Agreement between MPO, DTO, TDOT and transit agencies (EXC-A-19-010):** Federal regulations require that a planning agreement be in place between the Nashville Area Metropolitan Planning Organization (MPO), the Tennessee Department of Transportation (TDOT), and the public transportation providers in the MPO Planning area to cooperatively determine their mutual responsibilities in carrying out the metropolitan transportation planning process.

In order to expedite the agreement process to comply with federal requirements, the Regional Transportation Authority of Middle Tennessee (RTA) was asked to sign the agreement in advance of the February 2019

Executive Board of Directors meeting. Based on review by the RTA attorneys, it was determined that because the agreement only outlines planning activities roles for each agency and because no funding is involved, the CEO of the RTA could sign and have the full RTA Board ratify the agreement at their meeting.

Based upon the explanation above, we request the Executive Committee ratify the Transportation Planning Agreement between the Nashville Area MPO, TDOT, and public transit agencies for coordination of planning activities in the Metropolitan Planning Area.

There was no discussion, and the vote of approval was unanimous.

VII. CEO'S REPORT: CEO Bland gave the following report:

1. Please make sure you sign in and check the attendance sheet in the minutes so we can make sure we have an accurate recording of attendance.
2. Final design has been accomplished for the Mt. Juliet Park and Ride expansion. We will review the design at a public meeting next Tuesday and will finalize design to put out to bid for construction. We are planning for Board award of construction in June.
3. The Office of State Comptroller has been conducting field work for their performance audit of the RTA.
4. We hosted the Federal Transit Administration staff for our Quarterly review of projects and status. Significant time was spent on projects associated with the Music City Star.
5. With our State Association, we were successful in getting the General Assembly to pass, and Governor Lee to sign, a bill exempting stored value transit cards from existing State Lost Property laws, which would have added a layer of reporting and possible lost revenue. This will be important as the RTA advances its automated fare collection system.
6. We have begun discussions with TDOT to plan for the transit elements in their SR386/Vietnam Vets upgrade project.

VIII. CHAIR'S REPORT: Vice Chair Mayor Randall Hutto asked if the relationship with RJ Corman was good. CEO Bland stated that the relationship is good and from the very beginning they have expressed their interest in making the Star work. He stated that RJ Corman is not interested in changing the day-to-day operations, but they have brought some technical resources such as security and infrastructure issues. The relationship has been very positive.

Vice Chair Mayor Randall Hutto concluded his remarks by stating that he was glad to see Mayor Bernie Ash present and that he was doing well.

IX. ADJOURNMENT: Proper motion was made and seconded to adjourn, and the meeting was adjourned at 10:32 a.m.

Respectfully submitted:

Ed Cole, RTA Secretary &
Davidson County Governor Appointee