



MINUTES
EXECUTIVE COMMITTEE MEETING
REGIONAL TRANSPORTATION AUTHORITY
APRIL 17, 2019

- I. **Call to Order:** The Regional Transportation Authority of Middle Tennessee (RTA) Executive Committee meeting was held in the Bradley L. Barrett Training Center at the Tennessee Banking Association Office, 211 Athens Way, Nashville, Tennessee 37228 on Wednesday, April 17, 2019. A quorum was established, and the meeting was called to order at 9:33 a.m. by Vice Chair Mayor Randall Hutto.

Executive Committee Members in Attendance:

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

Others in Attendance:

Mayor Bob Rial – Dickson County
Mayor Billy Vogle – Robertson County
Mayor Bill Ketron – Rutherford County
Mayor Rick Graham – City of Spring Hill
Governor Appointee Ken Davis – Wilson County
Governor Appointee Lee Zoller – Sumner County
Jim Kerr, Jr. – Rutherford County (Alternate)

- II. **Public Comments:** There were no 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-19-005):**

County Executive Holt reviewed the year-to-date data of the statement of operations for the month of February 2019 compared to the FY2019 budget and the balance sheet as of February 28, 2019. Chief Financial Officer Ed Oliphant was present to answer any questions, and there were none at this time.

- b. **Debt Obligation Notification (EXC-D-19-006):** In March 2019, the RTA Board authorized the renewal and increase of its line of credit with Fifth Third Bank up to \$3 million effective April 1, 2018. While we continue to reduce the frequency of need to utilize the line, it is difficult to forecast the availability of future federal grant funding.

Consequently, we believe it is imperative to renew the line of credit in order to ensure timely cash flow for expenses. This year, the RTA Board increased the line of credit from \$1.5 million to \$3 million based upon recommendations from management to have excess capacity should we experience another extended government shutdown. RTA uses a portion of its grant funding to pay preventive maintenance operating costs, and there are numerous times that the federal government has delayed the release of funding causing the cash flow issues. The State of Tennessee Comptroller's Office also requires any public entity to submit a report of debt obligations to be filed within 45 days of entering into any debt agreement. It must also be presented to the governing body of the public entity and be included in a public meeting. A copy of the submission was included for reference.

On April 1, 2019, we entered into a Revolving Credit Promissory Note with Fifth Third Bank for \$3 million with an expiration of the note on April 1, 2020. This note is needed to cover our cash flow needs throughout the year. The terms of the loan are as follows:

Term	1 year
Maturity Date	April 1, 2020
Interest Rate	Variable – LIBOR Rate plus 1.85%
Non-Use Fee	35 basis points on the daily unused principal amount of the Note, charged quarterly. Maximum fee will not exceed \$10,500.

As soon as we receive these grant funds, the loan will be paid down to minimize our interest expense

- c. **Security Contract Approval (EXC-A-19-012)**: On July 19, 2013, Request for Proposal (RFP) 2013405 was issued to solicit responses from firms qualified to provide armed and unarmed security services at various Nashville Metropolitan Transit Authority (Nashville MTA) and RTA locations. Interested firms were instructed to provide statements of qualifications and a management proposal as well as Form 1: Cost Form, which included a billable hourly rate for various classifications of security personnel. The RFP was sent to 14 security service firms, and notice was published on the Nashville MTA website and in the Transit Intelligence online publication.

The following firms submitted timely proposals:

1. Imperial Security
2. RMI International
3. U.S. Security Associates
4. Nu Mark International, Inc.
5. North American Security
6. Securitas
7. Brantley Security

An evaluation committee made up of Nashville MTA and RTA representatives reviewed and rated the responsive proposals. Nu Mark International, Inc. and North Atlantic Security were deemed non-responsive to the RFP by the Procurement Department. U.S. Security Associates, which had previously provided security services to the Nashville MTA, received the highest score.

Staff recommended and the Nashville MTA Board approved the security services of U.S. Security Associates for a period of five years with an additional five-year option at the end of the initial contract term.

The initial five-year term expired on October 30, 2018. As the Nashville MTA prepared to exercise the additional five-year option, staff recognized that despite the joint solicitation, a contract with RTA had not been executed. Riverfront Station has an overall low crime rate, due in large part to the security presence that is currently in place. Over the last five years, there has been an unarmed security presence at the Riverfront Station during the work week for the operation of the Music City Star. WeGo Public Transit also has daily bus service at the station, and the station is open to the public. In addition, Gray Line of Tennessee leases space within the station and operates a customer care desk. In early 2019, Allied Universal bought out U.S. Security Associates and the company continues to provide services to the agency under its new name.

The Finance Committee, having met and discussed on December 4, 2018 recommended that the Executive Committee provide the Chief Executive Officer authority to enter into an amendment with Allied Universal (formerly U.S. Security Associates) to include security services for the RTA for five years (October 30, 2018 to October 29, 2023) for a not-to-exceed amount of \$75,000 per year.

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

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

a. **RTA Monthly Operational Statistics (EXC-D-19-004):** Mayor Kirkman reviewed the RTA Monthly Dashboard Report through the month of February 2019 with the Executive Committee. Director of Service Quality Dan Freudberg was present to answer any questions, and there were none at this time.

V. **Other Business:** There was no other business to come before the Executive Committee at this time.

VI. CEO's Report: CEO Bland gave the following report:

1. He asked members to please make sure they signed in and checked the attendance sheet in the minutes so we could make sure we had an accurate recording of attendance.
2. Final design has been accomplished for the Mt. Juliet Park and Ride expansion and has been reviewed with the public. We are planning for Board award of construction in June.
3. Work is ongoing with the rehabilitation of Locomotive 122. We expect delivery of the completed unit in August, at which time the second locomotive will be sent. The entire project is expected to be complete in early 2021.
4. Likewise, we are buttoning up documentation on our procurement of new (used) railcars for the Star. We anticipate bringing this item to the Board for action in May, with the first cars entering service in the fourth quarter of 2019 and the project complete by the second quarter 2020.
5. The Office of State Comptroller continues to conduct field work for their performance audit of the RTA.

6. The Dickson and Rutherford Corridor Committees met this past month to review budgetary issues specific to their corridors. We anticipate timely presentation of the FY2019-2020 operating budget to the Board through the Finance Committee in June, subject to confirmation of local appropriations.
7. The Transportation Committees of the General Assembly have concluded business for this session. There was a caption bill associated with the RTA that had no impact as written. With conclusion of business, this bill will have no impact.
8. We are continuing discussions with the Tennessee Department of Transportation (TDOT) to plan for the transit elements in their SR386/Vietnam Veterans upgrade project.
9. Members of the Williamson County Corridor Committee and City of Columbia have been participating in the steering committee for the South Corridor study this past month. The first public meetings for the Corridor study are scheduled to take place on April 29 in Maury County, April 30 in Franklin, May 2 in Brentwood, and May 6 in Davidson County at the Adventure Science Center.

VII. Chair's Report: Until we have a meeting of the full Board of Directors in June, we cannot have a formal election of officers. However, as Vice Chair, he said it was appropriate that we not lose time waiting to advance future initiatives and direction for the RTA. In that interest, he planned to appoint a Planning Committee to advance short-, medium-, and long-term strategies for the RTA to pursue. This should include examining and recommending any changes to our by-laws, advancing planning for long-term funding, developing expanded park-and-ride capacity and other initiatives deemed in the best interest of furthering the mission of the Authority.

He asked members if they had an interest in serving on the Committee, to please let him or CEO Bland know. He wants to schedule an organizational meeting of this group no later than May.

VIII. Adjournment: Proper motion was made and seconded to adjourn, and the meeting was adjourned at 9:55 a.m.

Respectfully submitted:

Ed Cole, RTA Secretary &
Davidson County Governor Appointee