



MINUTES
EXECUTIVE COMMITTEE MEETING
REGIONAL TRANSPORTATION AUTHORITY
September 19, 2018

- 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, Tennessee 37228 on Wednesday, September 19, 2018. A quorum was established, and the meeting was called to order at 9:36 a.m. by Chair Ed Cole, Governor’s Appointee for Davidson County.

COMMITTEE MEMBERS IN ATTENDANCE WERE:

Governor Appointee Ed Cole, Chair	Davidson County
Mayor Bob Rial	Dickson County
Mayor Ken Moore	Franklin City
Mayor Ken Wilber	Portland City
County Executive Anthony Holt	Sumner County
Mayor Jerry Kirkman	Westmoreland City
Mayor David Briley	Davidson County/Metro Nashville
Jim Kerr	Murfreesboro
Jerome Terrell	Cheatham County
Victor Lay	Spring Hill
Liza Joffrion	Tennessee Dept. of Transportation
Governor Appointee Kelly Dannenfelser	Williamson County
Governor Appointee Ken Davis	Wilson County

- II. PUBLIC COMMENTS:** There were no public comments.
- III. APPROVAL OF MINUTES:** Chair Cole entertained a motion to approve the minutes of the May 16, 2018 meeting. Proper motion was made and seconded, and the minutes were approved unanimously.

- IV. **RTA/MTA Contract Renewal for Regional Transit Services (EXC-D-18-001):** Chief Financial Officer Ed Oliphant presented an action item for the regional bus services provided by Nashville MTA for July 1, 2018 through June 30, 2019 for the Southeast Corridor between Nashville and Murfreesboro as well as connecting bus service supporting commuter rail. This was being presented again based upon the RTA Board request from the June 2018 meeting for more information justifying the hourly rate increase being proposed in the new contract. CFO Oliphant walked the committee through an analysis of MTA's effective hourly rate based upon their FY 2018 results as well as a comparative analysis of what Gray Line, RTA's other 3rd party provider, was charging for their services. After answering several questions from the committee and the ensuing discussion, the committee determined that the hourly rate of \$109.47 included in the proposed contract was reasonable. Chair Cole entertained a motion to approve renewal of both contracts with an amount not to exceed \$1,668,044 for regional bus services and an amount not to exceed \$174,618 for the connecting bus services. Proper motion was made and seconded, and the contracts were approved unanimously.
- V. **RTA/MTA Management Contract (EXC-A-18-002):** CFO Oliphant presented an action item for approval of a new annual management contract between MTA and RTA in the amount of \$827,520 for the period of July 1, 2018 – June 30, 2019. This was being presented again based upon the RTA Board request from the June 2018 meeting for more information justifying the annual increase from \$803,400 being proposed in the new contract. CFO Oliphant walked the committee through an analysis of MTA's effective percentage of staff salaries being charged through the contract as well as a comparison of the RTA's total general and administrative expenses as a percentage of total operating cost compared to other agencies of similar size and services offered. The committee felt that the analysis showed that the contract amount of \$827,520 was considered reasonable. Chair Cole entertained a motion to approve the new management contract between RTA and MTA with an amount not to exceed \$827,520. Proper motion was made and seconded, and the management contract was approved unanimously.
- VI. **FY2019 RTA Proposed Operating Budget Update (EXC-D-18-010):** CFO Oliphant reviewed the proposed budget for FY2019 as a follow-up to the June 2018 presentation in which the Board approved a continuation budget based upon FY2018 since there were several revenue items that had not been confirmed as of the June 2018 meeting. He explained to the committee that all revenue, particularly, the Congestion Mitigation and Air Quality (CMAQ), had been confirmed and that the budget would be presented for approval at the next full board meeting in December 2018.
- VII. **RTA MONTHLY OPERATING STATISTICS (EXC-D-18-011):** Chief Operating Officer India Birdsong reviewed the RTA Monthly Dashboard Report for the month of July 2018 with the Executive Committee. This report was included in the September 2018 Executive Committee book.
- VIII. **Resolution for FY2019 Annual Grant Application (EXC-A-18-003):** Chief Development Officer Julie Navarrete presented an action for the the approval of all FY2019 grant applications. The RTA has the authority to

receive federal, state and local financial assistance for transportation projects. In order for RTA to apply and receive federal funds, RTA must comply with Federal Certifications and Assurances and annually submit compliance in accordance to these terms. Federal Transit Administration (FTA), Federal Highway Administration, and State funding sources are as follows:

5307 Urbanized Area Formula Funds

When the apportionment is made available, RTA is eligible to use 5307 Urbanized Area Formula Funds, along with the 10% State and 10% Local match.

State Operating Assistance

RTA is eligible for State operating assistance for FY2019 in the amount of \$603,300.

5337 State of Good Repair Formula Funds

RTA is eligible to use State of Good Repair Funds. State of Good Repair Formula funds are for the maintenance, rehabilitation, and replacement of existing fixed guideway systems to maintain a state of good repair. The FY2018 apportionment for the Nashville Urbanized Area amounting to \$3,876,609 (80% Federal/10% State/10% Local) is currently available.

Surface Transportation Program (STP) Funds

RTA is eligible to receive STP funds in the amount of \$625,000 (80% Federal/20% State-Local) to assist with offsetting the cost of contracting for the commuter rail services.

Congestion Mitigation Air Quality (CMAQ) Funds

RTA was awarded CMAQ funds in the amount of \$10,608,620 (80% Federal/10% State/10% Local) to cover three years of funding for commuter bus service for which CMAQ funding was made available, obligated or expended in FY2012.

IMPROVE Act Assistance

RTA can request up to \$3 million in assistance (requires a 25% match) for capital projects that support public transportation services.

The resolution (inserted at the end of this action item) comprises the annual submittal of Certifications and Assurances for FTA funds and authorization to submit applications for grants with the FTA, the Tennessee Department of Transportation (TDOT), and other grant funding entities.

Chair Cole entertained a motion to:

- Adopt the resolution (included in these minutes at the end of this item);
- Authorize the application for 5307, 5337, CMAQ, STP and IMPROVE Act funding and State/local match;
- Authorize the submittal of applications for State Operating Assistance funding; and,
- Authorize the submittal of applications and execution of contracts for any other federal, state, or local grant funding that may become available during FY2018 for the benefit of RTA.

Proper motion was made and seconded, and the management contract was approved unanimously.

IX. CEO'S REPORT: Chief Executive Officer Steve Bland updated the committee on several items.

1. Please review the attendance sheet in the minutes, and make sure you sign in for today's meeting so we can properly monitor Board attendance.
2. I wanted to thank Mayors Hutto and Ashe for their participation in our recent ribbon cutting at the Hamilton Springs Station in Lebanon. We had an excellent turnout on a very hot day. I also wanted to thank Members Ken Davis and Ed Cole for being in attendance.
3. We have received proposals for the rehabilitation of locomotives for the Music City Star. Proposals will be evaluated over the next few weeks, and we hope to bring a recommendation back to you in October or November.
4. We concluded our discussions with Gray Line about incorporating RTA-owned buses into the fleet, along with contract conditions and rate adjustments. We anticipate bringing two actions to the RTA agenda next month – one recommending an addendum to the Gray Line contract incorporating these terms, and one awarding a contract for the purchase of up to 9 buses.
5. MCC rehab continues on schedule, with work completed on the 1st level of the terminal, and now underway on level 2. It remains on schedule to be completed by the end of November.
6. We have begun work on the design of the Mt. Juliet Parking expansion, and will be working with the City on this effort over the next several months. We anticipate going out for construction bids by early next year.
7. Metro Council did not adopt the TOD Development Zone strategy for the Donelson Station neighborhood. We will need to circle back with our development partner to determine next steps.
8. We have submitted our Transit Asset Management Goals to the MPO as required by Federal Transit Administration regulations. We plan to provide the Board with an overview of the Transit Asset Plan in the coming months.

X. CHAIR'S REPORT: There was no Chair Report

XI. OTHER BUSINESS: There was no other business to come before the Executive Committee at this time.

XII. ADJOURNMENT: Proper motion was made and seconded to adjourn, and the meeting was adjourned at 10:05 a.m.

Attested:

Ed Cole, RTA Secretary &
Davidson County Governor Appointee

REGIONAL TRANSPORTATION AUTHORITY

OF MIDDLE TENNESSEE

EXECUTIVE COMMITTEE ACTION ITEM

Item Number: EXC-18-A-001

Meeting Date: 09/19/18

Item Title: RTA/MTA CONTRACT RENEWAL FOR REGIONAL TRANSIT SERVICES

BACKGROUND

In the June 2018 Regional Transportation Authority of Middle Tennessee (RTA) Board meeting, this action item was presented and the Board concluded that additional cost justification was needed to substantiate the proposed \$109.47 cost per hour for regional bus service and connecting bus service for the train. The Board ultimately approved a three-month extension at the FY2018 contractual rate of \$106.28 per hour through September 30, 2018 with the expectation of reconsidering the action in the September Executive Committee meeting.

Each year, the RTA contracts with the Nashville Metropolitan Transit Authority (Nashville MTA) for regional transit services for Davidson/Rutherford County Relax & Ride services to Murfreesboro, Tennessee, as well as connecting bus services to support the commuter train service for the Music City Star in Nashville, Tennessee. The RTA desired to renew these contracts for the period of July 1, 2018 through June 30, 2019. Since there are different funding sources for the regional bus services and the connecting bus services, two separate contracts are required.

Contract 1 – Under the new contract for regional bus service between Davidson and Rutherford counties (Routes 84X, 86X, and 96X), the RTA will pay the Nashville MTA for up to 59.99 hours of daily service at a rate of \$109.47 per hour, or an amount not to exceed \$1,668,044, covering 254 days of weekday transit service contained in the contract. This represents a 3% increase in the contract price compared to the prior year as a result of Nashville MTA's proposed increase in the hourly rate from \$106.28 to \$109.47 per hour. The 84X (Murfreesboro Express) and 86X (Smyrna/La Vergne Express) are similar to other RTA Relax and Ride routes insofar as they operate limited-stop service during peak hours only on limited-access highways, utilizing over-the-road commuter coaches. The 96X more closely mirrors Nashville MTA urban transit service to the extent that it operates local urban transit service (beyond Bell Road to Murfreesboro) along arterial streets with frequent stops using heavy-duty city transit coaches.

Contract 2 – Under the new contract for connecting bus services for Davidson County, the RTA will pay the Nashville MTA for up to 6.23 hours of daily service at a rate of \$109.47 per hour, or \$174,618, covering the 254 days of weekday transit service contained in the contract. This represents a 3% increase in the contract price compared to the prior year as a result of Nashville MTA's proposed increase in the hourly rate from \$106.28 to \$109.47 per hour. This service – Route 93 Music City Star/West End Shuttle – is similar to the 96X insofar as it is local, urban transit service.

A fuel escalator clause will again be included in all the new contracts to protect the Nashville MTA should the average fuel price escalate above \$1.85 per gallon. The clause stipulates that for every 25-cent increase in the monthly average per gallon cost of fuel, the hourly rate will increase \$1.50 per hour for that month going forward. This will cover the Nashville MTA's increase in operating costs due to increased fuel costs. This escalator is above and beyond the contracted amounts mentioned above.

This will likely not be a factor for RTA since Nashville MTA has hedged approximately 71% of projected diesel fuel consumption at a contract price of around \$1.82 per gallon.

Nashville MTA used its FY2018 operating cost results and analyzed what costs were for operating their bus services versus its AccessRide costs to provide services to the elderly and disabled as well as any overhead and administrative costs not directly associated with bus service, as such costs are already accounted for in the management agreement between RTA and Nashville MTA. Based upon the analysis, the Nashville MTA's effective cost per hour to operate bus services is \$112.94 per hour. This suggests that the quoted price per hour is fair and reasonable relative to the cost of service to the Nashville MTA.

For additional comparative purposes, we compared the hourly rates quoted by Gray Line for the commuter services it operates for RTA. These rates were competitively bid in 2014 and were found to be the lowest cost offered from responsive and responsible parties. Because the Nashville MTA operates this service in buses that were purchased using State and Federal funds (in contrast with Gray Line whose cost for equipment is reflected in their hourly rate), Gray Line's hourly rate was adjusted downward based on recent price discussions reflecting what they propose to charge for service when the RTA provides the buses for commuter operations in lieu of Gray Line securing them. For the pure commuter services (routes 84X and 86X), this quote was for \$98.43 per hour. For routes 96X and 93 (all day, urban transit services) the quote was \$132.87 per hour. Although Gray Line's quote for commuter service is lower than the Nashville MTA price, the higher hourly cost for urban transit services offsets these savings. Overall, combining the cost of Nashville MTA-provided services, the total comparative cost of service (84X, 86X, 93, and 96X) is \$1,668,044 for Nashville MTA versus \$1,775,115 for Gray Line. An important consideration is that the Gray Line pricing was developed for comparative purposes only; Gray Line has not indicated an interest or ability to take on these additional service requirements if requested.

Based upon the combination of the cost analysis performed resulting in an effective cost per hour of \$112.94 using actual FY2018 operating costs along with the third-party quote comparison, we believe that the rate change proposed by the Nashville MTA is reasonable.

STAFF RECOMMENDATION

We request the Executive Committee approve the renewal of Contract 1 for regional bus services and Contract 2 for connecting bus services supporting commuter rail. Both of these contracts are for a period of one year beginning July 1, 2018 through June 30, 2019 for the following base amounts:

- Contract 1 for a not-to-exceed amount of \$1,668,044 for regional bus service; and,
- Contract 2 for \$174,618 for connecting buses supporting commuter rail.



Approved:

Secretary

September 19, 2018
Date

REGIONAL TRANSPORTATION AUTHORITY

OF MIDDLE TENNESSEE

EXECUTIVE COMMITTEE ACTION ITEM

Item Number: EXC-A-18-002

Meeting Date: 09/19/18

Item Title: RTA/MTA MANAGEMENT CONTRACT

BACKGROUND

During the June 2018 Regional Transportation Authority of Middle Tennessee (RTA) Finance Committee meeting, this action item was presented and the Committee concluded that additional information was needed from the Nashville Metropolitan Transit Authority (Nashville MTA) justifying that the proposed contract increase to \$827,400 was reasonable. At the ensuing Board Meeting, the Board ultimately approved a three-month extension at the FY2018 contractual rate of \$803,400 (\$66,950 per month) through September 30, 2018 with the expectation of reconsidering the action in the September Executive Committee meeting. This item attempts to address the questions that the Finance and Audit Committee had with respect to the proposed fee adjustment.

RTA is currently operating under a management contract with the Nashville MTA in which the Nashville MTA provides management services overseeing all operations of the RTA. The current contract was approved by the RTA Board in 2016 for five years with an expiration of June 30, 2021. The current annual contract value is \$803,400. The Nashville MTA has proposed a 3% increase for a total annual contract of \$827,520 which has been included in the proposed FY2019 budget. The contract terms include a provision that allows the compensation to be adjusted beginning July 1, 2017 and each year thereafter for the life of the contract by mutual agreement of both parties. The contract states that "MTA Staff will provide executive leadership and administrative support for the RTA to carry out Financial Duties and Administrative Duties as provided herein, which shall include but not be limited to, operations, maintenance and acquisition of properties, finances, facilities and equipment, and the employment of personnel, or contracting for services, and the execution and implementation of RTAMT powers and duties set forth in Tennessee Code Annotated §§64-8-101 et. Seq and 64-8-201, et. Seq. all of which MTA is authorized to undertake and accomplish."

The contract value has historically been calculated based upon a portion of the Nashville MTA staff's time spent on RTA matters. An analysis was performed looking at what percentage of time the management fee represented of the total wages of specific Nashville MTA departmental staff that spend time on RTA business. FY2015 through FY2017 management fees represented approximately 17.6%, 18.2%, and 17.1%, respectively, of total wages incurred by Nashville MTA departments identified that spend time on RTA business. The budgeted year of 2018 represented approximately 15.7% of staff time dedicated to RTA business while the proposed FY2019 budget year represented approximately 15.5%. Although this may seem out of proportion with the overall size of RTA operations compared to the combined Nashville MTA/RTA system (RTA carrying 6.4% of combined riders, and expending approximately 10.6% of the combined agency operating budgets), the overwhelming majority of the Nashville MTA's expenses are incurred in the direct operation of transit service, and the level of administrative support for RTA is actually quite high.

The following list, while not exhaustive, gives a good representation of the functions and tasks being performed for RTA by Nashville MTA staff.

Customer Relations

- Call center for customer inquiries
- Customer counter ticket sales
- Bulk ticket sales online and phone orders
- Manage Emergency Ride Home Program
- Management of consignment sales
- Management of State EasyRide card program
- Maintain phone systems for call center

Facilities and Development/Engineering

- Use of bus bays downtown for regional buses
- Construction management and design support
- Leasing of stations for special events
- Acquire property for stations and Park & Ride lots
- Develop specifications for procured equipment
- Provide office space, office equipment, and computer network support
- Oversee maintenance of rail stations
- Oversee maintenance of Park & Ride lots

Financial

- Annual financial audit report
- Produce monthly financial statements
- Develop annual operating budgets
- Management of regional partner bus reserves
- Accounts payable
- Cash management
- Negotiations for banking line of credit
- Regular banking relationships
- Maintain accounting general ledgers
- Collect and account for passenger fares
- Invoicing and collection of ticket sales
- Required annual reporting to various government agencies
- Manage and complete audit finding action plans to avoid repeat findings
- Monitor and spot check train parts inventory
- Audits for train tickets sold
- Support State Comptroller audits

Planning, Grants and Scheduling

- Monitor and manage the Transportation Improvement Plan (TIP) submission to Metropolitan Planning Organization (MPO)
- Grant applications
- Grant revisions and amendments
- Grant compliance
- Quarterly grant reporting to Federal Transit Administration (FTA)
- Quarterly meetings with system oversight
- Public hearings on schedule or fare changes
- Service planning for regional bus service and rail service
- Management and monitoring all routes for schedule adherence
- Route adjustments due to change in Park & Ride lot locations
- Title VI plan, compliance, and monitoring
- Develop FTA-required Transit Asset Management Plan
- Represent RTA in MPO Technical Coordinating Committee and Policy Board meetings
- Coordinate and work with MPO and regional partners on annual federal funding allocations
- National Transit Data base (NTD) monthly and annual reporting to FTA
- Meet with businesses, municipalities, stakeholders regarding service requests
- Conduct regional studies – Northwest Corridor, Regional Park & Ride, Regional Strategic Plan (nMotion)

Operations and Safety

- Manage and monitor Gray Line buses
- Manage and monitor commuter rail services
- Manage third-party quality control contractor
- Maintain fare box and ticket vending machines
- Have supervisors at Riverfront Station for schedule adherence of train and to address customer questions
- Have supervisors at downtown intermodal facility for schedule adherence and to answer customer questions
- Provide all radio communications
- Participate in Federal (FRA) Rail audits
- Support State track inspection audits
- Procure annual insurance policies for liability, property damage, and director and officers
- Coordinate with third-party administrator for any accidents or injuries
- Reconcile monthly regional bus invoices to scheduled service and charge liquidated damage for schedule adherence failures
- Manage security at Riverfront Station and our downtown transfer facility
- Inspect third-party vehicles and rail equipment and vehicles and review maintenance records

Marketing

- Website development and management
- Create route schedules
- Manage and promote special events
- Manage advertising
- Production of brochures and system maps
- Social media
- Public information
- Media relations
- Public records requests
- Marketing promotions
- Printing and distributing of route schedules

Executive

- Interaction with regional mayors
- Budget presentations to Nashville Mayor and Metro Council
- Public hearings
- Develop and manage capital budgets
- Capital project oversight
- Short-term and long-term planning
- Quarterly Nashville & Eastern Rail Authority Board meeting coordination
- Cheatham County Rail Authority coordination
- Transit-Oriented Development discussions

While this is not a completely exhaustive list of duties and responsibilities, it demonstrates the value RTA receives for the management services provided by Nashville MTA staff. If you look at total budgeted general and administrative costs including the management fee and other administrative expenses (i.e. audit expense, legal expense, etc.), it totals approximately \$1.6 million, or 15.8%, of total budgeted operating costs. In an effort to assess “reasonability” of this figure, staff reviewed the administrative load of comparable peer agencies using data from the National Transit Database. Identified peers were based on those agencies that:

- Operate both bus and commuter rail service;
- Are of similar scope and scale as RTA (less than \$100 million annual operating budget); and,
- Contract out all (or a significant portion) of their operations.

Based on this analysis, the following peers were identified, along with the percentage of budget absorbed in administrative expenses:

- Regional Transportation Authority of Middle Tennessee 15.8%
- Central Florida RTA (Orlando, FL) 19.6%
- Denton County Transportation Authority (Denton, TX) 23.3%
- Capital Metropolitan Transit District (Austin, TX) 27.9%
- North County Transit District (San Diego, CA) 28.2%
- Rio Metro Regional Transit District (Albuquerque, NM) 28.5%

STAFF RECOMMENDATION

Based upon the explanation above, we request that the Executive Committee approve the new amount for the contract for the Nashville MTA to manage and oversee all operations of the RTA at an annual cost of \$827,400, or \$68,960 per month. The contract price shall become effective July 1, 2018 and terminate June 30, 2021.

Approved:

Secretary

September 19, 2018
Date

REGIONAL TRANSPORTATION AUTHORITY

OF MIDDLE TENNESSEE

EXECUTIVE COMMITTEE DISCUSSION ITEM

Item Number: EXC-D-18-010

Meeting Date: 09/19/18

Item Title: FY2019 RTA PROPOSED OPERATING BUDGET UPDATE

BACKGROUND

While the Regional Transportation Authority of Middle Tennessee (RTA) Board will ultimately need to vote on a new operating budget, this discussion item is being presented to the Executive Committee as an update on where RTA stands with a FY2019 Operating Budget. In the June 2018 RTA Board meeting, an action item was brought before the Board by the Finance Committee to review key trends and assumptions made in developing the proposed FY2019 budget. One of the biggest concerns at that time was the pending question of Congestion Mitigation and Air Quality (CMAQ) funding availability which would have a significant impact on the required contribution amount from the local partners if the grant was not awarded. The Board ultimately approved a continuation budget based upon the FY2018 Operating Budget until such time that all FY2019 Operating Budget revenues could be confirmed and a final operating budget be presented after these factors become known.

With RTA receiving the full award for CMAQ, the attached is a budget proposal based on all regional partners contributing at the same level as FY2018 and maximizing use of the CMAQ for all qualified services. By the partners keeping their contributions level, we can follow the path of building partner reserves for future years and extend the use of the funding past the three years awarded.

The budget proposal for FY2019 has an overall increase of almost \$572,000 or 5.9% compared to our FY2018 approved budget. This represents an increase of approximately \$662,000 or 13.4% in the regional bus services budget. This is due primarily to approximately \$291,000 being contractual rate increases from Gray Line and the Nashville Metropolitan Transit Authority (Nashville MTA), which are both 3% more than the prior year, as well as nominal route schedule adjustments to accommodate the ever-increasing traffic congestion throughout the region. The remainder of the increase is related to the building partner reserves as a result of the new CMAQ funding. In addition, it represents a decrease in the commuter rail budget of approximately \$90,000 or -1.9% due largely to favorable structural changes made to the contractual agreement with Transit Solutions Group allowing RTA to pay some overhead costs directly, thus reducing overall costs for the commuter rail services.

To highlight a few of the changes, RTA now pays electrical expenses directly to the utility companies. This increases our Consumable Supplies expense by \$108,800; however, this was offset by a decrease in our Contractual Services (rail) expense by more than \$205,000.

The proposed budget also includes the following assumptions that have both increased and decreased certain revenues and expenses that are presented in the proposed budget:

- local governments will continue at the same or higher levels from FY2018 for their operating support;
- the State will continue support for the regional bus services; and,

- TDOT will continue support for the EasyRide program (payment for state employees to ride transit services).

The revenues needed to cover the \$4.6 million in commuter rail expenses will come from fare revenues, state, local, and regional subsidy support, as well as federal formula 5307 capital funding that will be converted to operating revenue through the preventive maintenance and capital cost of contracting process.

This proposed budget also assumes that the \$1.5 million line of credit will be available for use throughout the fiscal year. This is for cash flow purposes only.

We are still finalizing the budget by regional partner including forecasts for FY2020 and FY2021 which will demonstrate the impact of the federal CMAQ funding on partner subsidies in the out years. This will be presented to the Finance Committee in December for consideration by the full RTA Board at their next scheduled meeting.

CURRENT STATUS

Chief Financial Officer Ed Oliphant will review the budget with the Executive Committee and answer any questions.

Approved:



Chief Financial Officer

September 14, 2018

Date

Regional Transportation Authority
FY2019 Proposed Budget

	Proposed RTA REGIONAL BUS FY2019	Proposed RTA TRAIN FY2019	TOTAL Proposed Budget for FY2019	TOTAL Approved Budget for FY2018	Dollar Variance	Percent Variance
Revenues From Operations						
Ticket Sales Revenues	\$846,378	\$882,000	\$1,728,378	\$1,727,170	\$1,208	0.1%
Rail Operations Advertising Revenue		35,200	35,200	35,200	0	0.0%
Ticket Revenue from Special Events		67,010	67,010	62,910	4,100	6.5%
Miscellaneous Other Revenues	0	60,350	60,350	58,590	1,760	3.0%
Total Operating Revenue	846,378	1,044,560	1,890,938	1,883,870	7,068	0.4%
Federal/State/Local Support Income						
Wilson County, Lebanon, Mt Juliet		134,408	134,408	134,408	0	0.0%
NERC		45,000	45,000	45,000	0	0.0%
Metro Nashville Government	320,200	1,500,000	1,820,200	1,820,200	0	0.0%
Regional Subsidies	1,081,643		1,081,643	1,113,143	(31,500)	-2.8%
JARC/NF	86,544		86,544	83,010	3,534	4.3%
State Support	682,858	287,770	970,628	1,082,485	(111,857)	-10.3%
CMAQ	2,576,108		2,576,108	1,890,291	685,817	36.3%
Federal 5307 (Maint. & Capital Cost of Contracting)	0	1,599,775	1,599,775	1,581,058	18,717	1.2%
Total Support Income	\$4,747,353	\$3,566,953	\$8,314,306	7,749,595	564,711	7.3%
Total Revenue	\$5,593,731	\$4,611,513	\$10,205,244	\$9,633,465	\$571,779	5.9%
Expenses :						
Mgmt Contract with MTA	413,760	413,760	827,520	803,400	24,120	3.0%
Marketing	110,000	52,400	162,400	162,400	0	0.0%
Legal Fees	25,000	30,000	55,000	55,000	0	0.0%
Audit Fee	15,000	20,000	35,000	40,000	(5,000)	-12.5%
Software & Web Maintenance	68,498	0	68,498	64,000	4,498	7.0%
Interest Expense - Line of Credit	0	25,000	25,000	25,000	0	0.0%
Bank Service Charges	3,500	4,300	7,800	6,500	1,300	20.0%
Consultant / Other Labor	9,500	31,900	41,400	41,400	0	0.0%
Contract - TVM Maint & Servicing	0	5,000	5,000	11,000	(6,000)	-54.5%
Contract - Station Maint & Security	0	175,000	175,000	164,500	10,500	6.4%
Contract - Track Usage, Maint & Dispatch	0	791,200	791,200	779,200	12,000	1.5%
Contract - Transit Services (Bus)	4,439,303	174,638	4,613,941	4,371,714	242,227	5.5%
Contract - Transit Services (Rail)	0	1,667,475	1,667,475	1,872,901	(205,426)	-11.0%
Contract - MCS Special Event Trips	0	37,100	37,100	28,925	8,175	28.3%
Fuel	0	440,900	440,900	400,200	40,700	10.2%
Consumable Supplies	10,800	118,725	129,525	20,725	108,800	525.0%
Printing & Publishing	7,000	30,000	37,000	52,000	(15,000)	-28.8%
Travel & Training	1,000	1,500	2,500	2,500	0	0.0%
Other - R&R Reserve	471,570	0	471,570	97,800	373,770	382.2%
Dues & Membership Fees	5,400	23,375	28,775	27,800	975	3.5%
Insurance	3,400	567,390	570,790	594,750	(23,960)	-4.0%
Utilities	0	1,850	1,850	1,750	100	5.7%
Contract - Emergency Ride Home	10,000	0	10,000	10,000	0	0.0%
Total Operating Expenses	\$5,593,731	\$4,611,513	\$10,205,244	\$9,633,465	\$571,779	5.9%
Annual Surplus / (Deficit)	\$0	\$0	\$0	\$0	\$0	

REGIONAL TRANSPORTATION AUTHORITY

OF MIDDLE TENNESSEE

EXECUTIVE COMMITTEE DISCUSSION ITEM

Item Number: EXC-D-18-011

Meeting Date: 09/19/18

Item Title: RTA MONTHLY OPERATING STATISTICS

BACKGROUND

Attached are the monthly operating statistics through July 31, 2018.

CURRENT STATUS

Chief Operating Officer India Birdsong will review the monthly operating statistics at the meeting.

Approved:



Chief Operating Officer

September 14, 2018
Date

RTA Monthly Dashboard Report *

Metric	July 2018	July 2017	Pct. Change
Ridership			
			% Change
Total RTA Bus Passengers	27,968	29,156	-4.1%
Music City Star Passengers	23,916	22,596	5.8%
Total RTA Passengers	51,884	51,752	1.8%
Safety			
RTA Bus Total Accidents	0	0	N/A
Music City Star Total Accidents	0	0	N/A
RTA Bus Total Miles btwn Accidents	N/A	N/A	N/A
MCS Total Miles btwn Accidents	N/A	N/A	N/A
Service Quality			
RTA Bus Total Trip Completion %	99.4%	99.6%	-0.3%
Music City Star Total Trip Completion %	100.0%	100.0%	0.0%
RTA Bus Total Miles btwn Service Interruption	5,023.0	8,319.5	-39.6%
MCS Total Miles btwn Service Interruption	N/A	N/A	N/A
On-Time Performance ^			
RTA Bus	84.0%	N/A	N/A
Music City Star	97.7%	97.6%	0.1%
Customer Care			
RTA Bus Total Passengers per Complaint	2,797	3,240	-13.7%
Music City Star Passengers per Complaint	5,979	11,298	-47.1%
<p>* RTA Dashboard submitted for discussion and for Committee and Board review.</p> <p>^ On Time Performance reporting began September 2017.</p> <p>N/A - metric cannot be calculated due to not being divisible by "0"</p>			

RTA Monthly Dashboard Report *

Metric	FY 2019 July	FY 2018 July	Pct. Change
Ridership			
			% Change
Total RTA Bus Passengers	27,968	29,156	-4.1%
Music City Star Passengers	23,916	22,596	5.8%
Total RTA Passengers	51,884	51,752	1.8%
Safety			
RTA Bus Total Accidents	0	0	N/A
Music City Star Total Accidents	0	0	N/A
RTA Bus Total Miles btwn Accidents	N/A	N/A	N/A
MCS Total Miles btwn Accidents	N/A	N/A	N/A
Service Quality			
RTA Bus Total Trip Completion %	99.4%	99.6%	-0.3%
Music City Star Total Trip Completion %	100.0%	100.0%	0.0%
RTA Bus Total Miles btwn Service Interruption	5,023.0	8,319.5	-39.6%
MCS Total Miles btwn Service Interruption	N/A	N/A	N/A
On-Time Performance ^			
RTA Bus	84.0%	N/A	N/A
Music City Star	97.7%	97.6%	0.1%
Customer Care			
RTA Bus Total Passengers per Complaint	2,797	3,240	-13.7%
Music City Star Passengers per Complaint	5,979	11,298	-47.1%
* RTA Dashboard submitted for discussion and for Committee and Board review. ^ On Time Performance reporting began September 2017. N/A - metric cannot be calculated due to not being divisible by "0"			

RTA Operations Dashboard Glossary

Metric	Definitons
Ridership	
Total Passengers	
RTA Bus	Total fixed route passenger boardings on all MTA operated RTA routes (84, 86, 93, 96) and Gray Line operated RTA routes (87, 88, 89, 91, 92, 94, 95)
Music City Star	Total passenger boardings on Music City Star Train Service
Safety	
RTA Bus Accidents	A motor vehicle collision, either preventable or non-preventable, in which the Operator did not do everything reasonable to avoid a collision, committed an error or failed to react to the errors of others. A motor vehicle collision in which the Operator committed no driving error and reacted reasonably to the errors of others. (Gray Line & MTA operated RTA metrics combined)
Music City Star Accidents	Accident – an unexpected, unforeseen, or unintended event that causes injury, loss, or damage. These events can include any event arising from the operation of the railroad which results in the death of any person; or an injury to any person that requires medical treatment, except suicides or attempted suicides; any collision between railroad on-track equipment and an automobile, bus, truck, motorcycle, occupied bicycle, pedestrian or trespasser at any location on the railroad; any collision, derailment, fire, explosion, failure of equipment or infrastructure, act of nature, or other event involving damage to the railroad’s on-track equipment, signals, track, track structures, and/or roadbed.
Service Quality	
RTA Bus Missed Trips	The total number of Bus revenue trips not completed or departing more than 30 minutes late -vs- scheduled. (Gray Line & MTA operated RTA metrics combined)
Music City Star Missed Trips	A train that is disabled in transit or cancelled prior to embarking. A missed trip is reported as an annulment and is when the train is cancelled and doesn’t complete the run or make it to its final destination.

RTA Operations Dashboard Glossary

Metric	Definitons
On-Time Performance	
RTA Bus OTP	<p>MTA operated RTA routes - OTP is the Percentage of total scheduled fixed route timepoint departures occurring between 59 seconds early and 5 minutes 59 seconds late obtained from AVL data.</p> <p>Grayline operated routes - OTP is the Percentage of total scheduled fixed MCC route arrivals and departures occurring no later than 5 minutes 59 seconds late obtained by manual observations by Operations personnel. (Gray Line & MTA operated RTA metrics combined based on a weighted average of total trips)</p>
Music City Star OTP	<p>A train is considered on time when the train arrives at the final destination less than 6 minutes from the scheduled time. If a train is held up for 6 minutes or longer it is considered delayed and not on time. Intermediate station times are not included.</p>
Customer Care	
Passengers Carried Per Complaint	
RTA Bus	<p>Total RTA Bus passengers divided by total RTA Bus customer complaints. (Gray Line & MTA operated RTA metrics combined)</p>
Music City Star	<p>Total MCS passengers divided by total MCS customer complaints.</p>

REGIONAL TRANSPORTATION AUTHORITY						
ROUTE PERFORMANCE INDICATOR REPORT						
		For the Month of:			July-18	
			Ridership		Average	
			Change	Revenue	Passengers	
Rte.		Monthly	vs Last	Hours Of	Per	Per
No.	Route Name	Ridership	Year	Service	Trip	Hour
CORRIDOR SERVICE COMPARISONS - COMMUTER BUS SERVICE						
	North Corridor (Routes 87 & 92)	3,292	-2.8%	257	16	12.8
	Northwest Corridor (Routes 89 & 94)	7,537	10.2%	320	26	23.6
	South Corridor (Routes 91 & 95)	2,976	-18.7%	261	14	11.4
	Southeast Corridor (Routes 84, 86 & 96)	7,014	-3.4%	955	12	7.3
EXPRESS BUS ROUTE SERVICE						
84	Murfreesboro Express	2,894	-2.1%	195	23	14.9
86	Smyrna - LaVergne Express	1,811	10.7%	149	14	12.1
87	Gallatin Express	1,581	-8.8%	131	15	12.0
88	Dickson Express	1,539	-13.7%	88	18	17.6
89	Springfield - Joelton Express	1,330	3.7%	123	16	10.9
91	Franklin Express	1,606	-20.9%	146	13	11.0
92	Hendersonville Express	1,711	3.4%	126	16	13.6
94	Clarksville Express	6,207	11.7%	197	30	31.5
95	Spring Hill Express	1,370	-16.0%	115	16	11.9
96	Murfreesboro - Relax and Ride	2,309	-13.5%	611	6	3.8
	Express Bus Route Totals	22,358	-2.5%	1,880	16	11.9
OTHER ROUTES						
02	Music City Star West End Shuttle	5,610	0.8%	121	22	16.2
	RTA Bus Route Monthly Totals	27,968	-4.1%	2,001	18	14.0
COMMUTER RAIL SERVICE						
90	Music City Star Commuter Rail	23,916	5.8%	195	92	122.7
	RTA Commuter Rail and Bus Totals	51,884	0.3%	2,196	28	24

REGIONAL TRANSPORTATION AUTHORITY

OF MIDDLE TENNESSEE

EXECUTIVE COMMITTEE ACTION ITEM

Item Number: EXC-A-18-003

Meeting Date: 09/19/18

Item Title: RESOLUTION FOR FY2019 ANNUAL GRANT APPLICATIONS

BACKGROUND

The Regional Transportation Authority of Middle Tennessee (RTA) has the authority to receive federal, state, and local financial assistance for transportation projects.

In order for the RTA to apply and receive federal funds, RTA must comply with Federal Certifications and Assurances and annually submit compliance in accordance to these terms.

Federal Transit Administration (FTA), Federal Highway Administration, and State funding sources are as follows:

5307 Urbanized Area Formula Funds

When the apportionment is made available, RTA is eligible to use 5307 Urbanized Area Formula Funds, along with the 10% State and 10% Local match.

5337 State of Good Repair Formula Funds

RTA is eligible to use State of Good Repair Funds. State of Good Repair Formula funds are for the maintenance, rehabilitation, and replacement of existing fixed guideway systems to maintain a state of good repair. The FY2018 apportionment for the Nashville Urbanized Area combined with the State and Local match is \$3,876,609 (80% Federal/10% State/10% Local).

Surface Transportation Program (STP) Funds

RTA is eligible to receive STP funds in the amount of \$625,000 (80% Federal/20% State-Local) to assist with offsetting the cost of contracting for of the commuter rail services.

Congestion Mitigation Air Quality (CMAQ) Funds

RTA was recently awarded CMAQ funds in the amount of \$10,608,620 (80% Federal/10% State/10% Local) to cover three years of funding for commuter bus services for which CMAQ funding was made available, obligated or expended in FY2012.

State Operating Assistance

RTA is eligible for State operating assistance for FY2019 in the amount of \$603,300.

IMPROVE Act Assistance

RTA can request up to \$3 million in assistance (requires a 25% match) for capital projects that support public transportation services.

STAFF RECOMMENDATION

The attached resolution comprises the annual submittal of Certifications and Assurances for FTA funds and authorization to submit applications for grants with the FTA, the Tennessee Department of Transportation, and other grant funding entities.

We request the Executive Committee recommend the Board:

- Adopt the attached resolution;
- Authorize the applications for 5307, 5337, CMAQ, and STP funding and State/Local match;
- Authorize the submittal of the application for State Operating Assistance funding; and,
- Authorize the submittal of applications and execution of contracts for any other federal, state, or local grant funding that may become available during FY2019 for the benefit of RTA.



Approved:

Secretary

September 19, 2018
Date

RESOLUTION NO. 19-01

**A RESOLUTION AUTHORIZING THE FILING OF APPLICATIONS
WITH THE FEDERAL TRANSIT ADMINISTRATION AND THE TENNESSEE DEPARTMENT OF
TRANSPORTATION FOR FINANCIAL ASSISTANCE**

WHEREAS, the Regional Transportation Authority of Middle Tennessee is filing applications for funds with the Federal Transit Administration, the Tennessee Department of Transportation, and other grant contracting entities; and,

WHEREAS, the Federal Transit Administration is authorized to make grants for mass transportation projects under the Urban Mass Transportation Act of 1964, as amended; and,

WHEREAS, it is required by the United States Department Transportation that in conjunction with the filing of these applications that the applicant agree to comply with all Federal legislation, regulations, and guidance pertaining to the requested financial assistance; and,

WHEREAS, that since 1995, the Federal Transit Administration has consolidated Annual Certifications and Assurances and requires applicants to annually submit to compliance with said Certifications and Assurances;

**NOW, THEREFORE, BE IT RESOLVED BY THE REGIONAL TRANSPORTATION
AUTHORITY OF MIDDLE TENNESSEE**

SECTION 1: That the Chief Executive Officer of the Regional Transportation Authority is authorized to execute and file applications on behalf of the Regional Transportation Authority of Middle Tennessee with the Federal Transit Administration, the Tennessee Department of Transportation, and other

grant contracting entities to aid in the financial assistance of capital projects and operations.

SECTION 2: That the Chief Executive Officer of the Regional Transportation Authority is authorized to execute and file with such applications an assurance or any other document required by the Federal Transit Administration, the Tennessee Department of Transportation, and other grant contracting entities effectuating the purposes of these grants.

SECTION 3: That the Chief Executive Officer of the Regional Transportation Authority is authorized to furnish such additional information as the Federal Transit Administration, the Tennessee Department of Transportation, and other grant contracting entities may require in connection with the applications or the projects.

SECTION 4: That the Chief Executive Officer of the Regional Transportation Authority is authorized to execute an agreement on behalf of the Regional Transportation Authority of Middle Tennessee with the Federal Transit Administration, the Tennessee Department of Transportation, and other grant contracting entities to aid in funding of Regional Transportation Authority projects.

ATTEST:

Todd Presnell
Legal Counsel

Stephen G. Bland
Chief Executive Officer

Date

Date