



MINUTES  
**EXECUTIVE COMMITTEE MEETING**  
**REGIONAL TRANSPORTATION AUTHORITY**  
JANUARY 16, 2019I

- I. **CALL TO ORDER:** The Regional Transportation Authority of Middle Tennessee (RTA) Executive Committee meeting was held at the Downtown Nashville Public Library, 615 Church Street, Nashville, Tennessee 37219 on Wednesday, January 16, 2019. A quorum was established, and the meeting was called to order at 10:07 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)
Mayor Dean Dickey – Maury County
Kelly Dannefeler, Governor Appointee – Williamson County
Ken Davis, Governor Appointee –Wilson County

**OTHERS IN ATTENDACE WERE:**

Mayor David Briley – Davidson County	Vice Mayor Louise Bryan – City of Belle Meade
Mayor Ken Moore – Franklin City	Terry BeBout
Mayor Paige Brown – City of Gallatin	Michael Philips
Mayor Jamie Clary – City of Hendersonville	Mayor Jim Durrett – Montgomery County
Billy Vogle – Robertson County	Mayor Mike Callis – City of Portland
Mayor Rogers Anderson – Williamson County	Mayor Jamie Clary, City of Hendersonville
Mayor Bernie Ash – City of Lebanon	Victor Lay- Springhill Alternate
MayorKen Moore – City of Franklin	

- II. **PUBLIC COMMENTS:** There were no public comments at this time.
- III. **AUDIT COMMITTEE REPORT:** Chair - Sumner County Executive Anthony Holt reported the following:
- a. **FISCAL YEAR 2018 ANNUAL AUDIT REPORT (EXC-A-19-001):**  
Sumner County Executive Anthony Holt reviewed the Comprehensive Annual Financial Report for Fiscal year ending June 30, 2019 along with

the auditors required communication at the committee meeting. We were pleased to report that the RTA received a clean opinion on the report from our auditors and had no new audit findings. Mr. Oliphant was present to answer any questions, and there were none at this time.

The Executive Committee recommended the Board to accept the Comprehensive Annual Financial Report for the fiscal year ending June 30, 2018.

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

**III. FINANCE COMMITTEE REPORT:** Sumner County Executive Anthony Holt reported the following:

**a. MONTHLY FINANCIAL REPORT COMPARED TO BUDGET (EXC-D-19-001):**

Sumner County Executive Anthony Holt reviewed the year-to-date data of the statement of operations for the month of October 2018 compared to the FY2019 budget and the balance sheet as of October 31, 2018. Mr. Oliphant was present to answer any questions, and there were none at this time.

**b. VETERANS RIDE FREE ON RTA (EXC-A-19-002):** To honor members of our community who served in the military, the Regional Transportation Authority of Middle Tennessee (RTA) approved a temporary Free Fare Program for United States veterans to ride all RTA commuter bus and rail services for the holidays in November and December 2018.

RTA staff recorded 243 rides made by veterans in November and 159 in December. The majority of rides were taken on the Clarksville Express and the Music City Star followed by the Nashville/Murfreesboro Relax & Ride and Franklin Express. During this program, there was no significant change in overall revenue or ridership.

Data does not indicate if these were new riders or riders who previously paid full or partial fare for the service. RTA staff is conducting surveys to help further evaluate actual positive or negative impacts of the program on revenue and ridership. However, if every rider was previously a full fare paying rider, the maximum loss to RTA would be approximately \$1,000 a month in revenue annualized to around \$12,000 per year.

Based on the small potential cost to RTA compared to the sacrifice made by our veterans in service to our country, the Finance Committee recommends the Executive Committee approve the continuation of this program throughout Fiscal Year 2019 and direct RTA Staff to include the free fare for Veterans as a permanent part of the RTA fare structure review for FY2020.

RTA will continue to assess ridership and revenue patterns supplemented by rider surveys to monitor the impact and success of the program.

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

Sumner County Executive Anthony Holt asked Chief Financial Officer Oliphant to speak on what could potentially result from a Federal Government shut down and how it might affect us. CFO Oliphant explained that if the Federal Government did shut down the FTA would shut down any grant disbursements. RTA was very dependent on CMAQ grants, and also Federal 5307 helps in terms of capital cost per contract in order to operate the train. It can definitely be a series of problems for us in the future if the shutdown continues to linger on. We will probably have to do something beginning the middle of March. We are used to not receiving grant funds while we have our \$1 million line of credit that we renew every year to help with our cash flow until we get the grant funds. From a short term standpoint this is no different from the government slowing down. Over the next couple of weeks we continue to look at our cash flow for our services. Ed Oliphant has a meeting with fifth Third because we are already in the process of renewing our line of credit in April. He will propose the question on what opportunities in increasing the line of credit to give us some addition backstop in lieu of the government shut down. We want you to know that we are being proactive in looking at how we maintain our services going forward.

**IV. OPERATIONS COMMITTEE REPORT:** Chief Operating Officer India Birdsong reported the following:

- a. **RTA MONTHLY OPERATIONAL STATISTICS (EXC-D-19-002):** Chief Operating Officer India Birdsong reviewed the RTA Monthly Dashboard Report through the month of November 30, 2018 with the Executive Committee and was available to answer any questions. There were no questions or comments at this time.

Chief Operating Officer India Birdsong noted that some standard reports were inadvertently left out of the Executive Committee book, but will be made available to all Executive Committee Board members at the next meeting.

- b. **GRAY LINE CONTRACT AMENDMENT (EXC-A-19-003):** Chief Financial Officer Ed Oliphant reported the following:

In accordance with the commuter services contract between the Regional Transportation Authority of Middle Tennessee (RTA) and Gray Line of Tennessee, Gray Line has historically purchased and maintained its own fleet of commuter coaches, which are to be operated on RTA bus routes at their discretion. In efforts to streamline the bus purchasing process, improve fleet availability on commuter services, and lower the hourly rate charged by Gray Line, the RTA would like to provide the vehicles to be used on commuter services in lieu of the contractor. Benefits of this amended partnership include improved dependability of RTA vehicle assignment, consistent branding for easy identification of services, overall lowered operational cost to the RTA, and increased vehicle availability for

both partners during off peak hours and special events. Gray Line is able to propose lower hourly rates since their current rate includes a component to cover the lease rates that they pay for their vehicles.

If approved, the RTA expects an estimated average savings in operating costs of approximately \$321,000 annually, or \$1.9 million over the remaining six years of the contract for existing services beginning in July 2019.

Staff recommended the Executive Committee provide the Chief Executive Officer authority to amend the current contract with Gray Line of Tennessee for Express Bus Service to reflect the reduction in hourly rates to RTA by providing vehicles to Gray Line to be used for transportation services outlined within the contract. The current contract is written with an initial contract term of five years, expiring June 30, 2020, with options to renew a combination of five additional years. Adding the option to allow RTA to procure vehicles on behalf of the contractor would effectively reduce the not-to-exceed amount of the contract from \$11.35 million to \$9.425 million.

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

- c. **COMMUTER BUS REPLACEMENT PURCHASE (EXC-A-19-004)** The Regional Transportation Authority of Middle Tennessee (RTA) currently employs Gray Line of Tennessee to operate a portion of its commuter weekday bus service. As a condition of this partnership, Gray Line has historically purchased and maintained its own fleet of commuter coaches, which are to be operated on RTA bus routes at their discretion. In order to ensure acceptable maintenance practices, RTA dedicates staff to conduct regular monitoring and auditing of Gray Line's dedicated commuter coach fleet off-site on Gray Line premises.

In an effort to ensure future RTA vehicle availability and consistency of vehicle assignment and lower the hourly operating charge from Gray Line, the RTA applied for and received grants through the Tennessee Department of Transportation (TDOT) to purchase replacement commuter coaches for the aging commuter bus fleet. If approved, these vehicles will be owned by RTA; however, they will be maintained and operated by Gray Line while under contract with the RTA for commuter service operations.

Currently, the RTA is able to purchase 10 Motor Coach Industries (MCI) D4500 commuter coaches through an assignment from Rolling Fork Transit. As such, RTA Vehicle Maintenance management has met with both Gray Line and MCI to ensure that the vehicles are configured to meet the operational needs of Gray Line and RTA customers alike. The total sum of this purchase is \$6.13 million (\$613,000 per coach). The cost per coach includes all ancillary equipment such as on-board Wi-Fi technology and cameras. Estimated delivery for these vehicles is late spring 2019.

The Staff recommended the Executive Committee provide the Chief Executive Officer authority to enter into a contract with MCI for the purchase of 10 D4500 commuter coaches for an amount not to exceed \$6.13 million. Funds to make the purchase are derived from a 2018 IMPROVE Act grant award from TDOT Multimodal Division and a Congestion Mitigation Air Quality (CMAQ) TDOT grant award.

There were some additional general discussions regarding the lifespan of current buses and the purchase of new buses, and the vote of approval was unanimous.

**V. OTHER BUSINESS:**

- a. RTA COMMITTEE & BOARD SCHEDULE 2019 (EXC-A-19-005):** Chief Administrative Officer attached presented the proposed schedule for the committee and board meetings for 2019.

The staff recommended the Executive Committee to approve the meeting schedule for 2019 as presented.

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

- b. SELECTION OF CANDIDATES FOR 2019 RTA BOARD OFFICERS (EXC-A-19-006):** Under Article 3, Section 1(a) of the by-laws of the Regional Transportation Authority of Middle Tennessee (“RTA”), the RTA Board Chair/President, Vice-Chair, and Secretary shall be elected at the first regularly scheduled meeting in each calendar year. Article 3, Section 1(c) provides that the executive committee shall act as a nominating committee for the referenced offices and shall place names in nomination at the regularly scheduled RTA board meeting one (1) month prior to the election of any such officers.

Staff recommends that nominees be approved for submission to the full Board at its February 20, 2019 meeting. A slate of officers will be presented at the January Executive Committee Meeting.

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

**VI. CEO’S REPORT: CEO Bland gave the following report:**

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. With a new Board year upon us, please also advise if you would like to stay on, or be added to, the Executive Committee.
2. On January 3, an inbound Clarksville Express bus experienced an engine compartment fire resulting in the evacuation of all customers. Kudos to the Gray Line Operator who safely pulled the bus out of traffic and evacuated all passengers without incident or injury. Another bus transported the customers to downtown Nashville. RTA staff worked

with Gray Line to examine maintenance records, and there was nothing unusual discovered. A fire investigator is currently examining the bus to determine the cause.

3. We met with Bill Drunsic and leadership at RJ Corman to discuss the transfer of ownership of TSG, and related businesses. During the meeting, the RJ Corman leadership team expressed their continued interest in sustaining and improving commuter rail operations via the Star, and working with the RTA and other regional leadership on continued enhancements. We were very encouraged by their tone.
4. HDR Engineering is advancing the technical study of the Music City Star to identify and prioritize projects for potential future service expansion. They have completed modeling of the operation of the railroad, which will expedite testing of various service scenarios. This project remains on target for completion this summer.
5. Design on the Mt. Juliet Park and Ride expansion has continued, and we have been working with the City of Mt. Juliet to accommodate their needs. We expect to meet with City officials in February with draft “close to final” design, which will be followed by public outreach. We anticipate putting the project out to bid for construction in the Spring.
6. The first meeting of the ad hoc marketing and branding committee was held in December to review initial direction and underlying issues. We anticipate the next meeting in February, with representatives from Bohan Advertising presenting concepts for consideration and discussion.
7. We attended a Joint Meeting of the Joint Committee on Government Operations at the State Legislature to follow up on last year’s Sunset Audit. My thanks to Mayors Hutto and Kirkman for very ably representing this body. As a result of Mayor Hutto’s testimony, there were no follow up questions for the Committee. As you may recall, the Legislature extended the RTA to 2020. The Office of State Comptroller will be kicking off its performance audit of the RTA following today’s meetings.
8. We had a highly productive meeting with TDOT and the State Department of General Services to discuss how they might help us identify properties for park-and-ride locations throughout the RTA service area. Our thanks to Liza for setting this up.

**VII. CHAIR’S REPORT:** Vice Chair Mayor Randall Hutto acknowledged and read a resolution for outstanding leadership of former Chair Mayor Kim McMillan, Mayor of the City of Clarksville. Vice Mayor Randall Hutto also acknowledged past Mayors and their years of service that they served on the RTA Board. Certificates will be given to those that were not in attendance at a later time.

Vice Chair Randall Hutto also acknowledged the new Mayors for their attendance and for representing their cities at this board meeting.

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

**VIII. ADJOURNMENT:** Proper motion was made and seconded to adjourn, and the meeting was adjourned at 10:31 a.m.

Respectfully submitted:

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Ed Cole, RTA Secretary &  
Davidson County Governor Appointee