

**Tennessee State Library & Archives**  
 1001 Rep. John Lewis Way N., Nashville, TN 37219  
 December 21, 2023 | 2:30 p.m.

**Board Members:**

<b>Gail Carr Williams, Chair</b> <b>Janet Miller, Vice Chair</b>	<b>Jessica Dauphin</b> <b>Kathryn Hays Sasser</b>	<b>Aron Thompson</b>
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1. **Call to Order**
2. **Roll Call**
3. **Approval of the November 16, 2023, MTA Board Minutes**
4. **Public Comment**
5. **Information Only Items** – The following information is contained in the distributed Board packet for member review. There is no planned discussion of these items, but the staff is available for discussion should members have questions.
  - Monthly Financial Report Compared to Budget – Ed Oliphant, CFO **M-I-23-037**    **P. 7**
  - Monthly Operating Statistics – Andy Burke, Chief Operating Officer **M-I-23-038**    **P. 10**
  - Upcoming Procurements Projects List **M-I-23-039**    **P. 15**
6. **Consent Agenda Items** – Pursuant to recent discussions, these action items are routine in nature, tend to be repetitive year over year, and are described in the written agenda materials. As such, they would be voted on as a group to permit more time to discuss more unusual items. Any Board member can request that any item be removed from the Consent Agenda for further discussion, and the listed staff will be available for questions.
  - Approval of Agency Safety Plan – Nick Oldham, CSSO **M-A-23-044**    **P. 16**
  - Information Technology State of Good Repair, Additional Replacement Equipment – Rob McElhaney, IT Manager **M-A-23-045**    **P. 18**
  - WeGo Central Dunkin Donut Lease Extension – Ed Oliphant, CFO **M-A-23-046**    **P. 19**
  - Property Lease WeGo Central Parking Garage – Vince Malone, COSA **M-A-23-047**    **P. 21**
  - Connect Downtown Study Contract Amendment – Felix Castrodad, Director of Planning & Grants **M-A-23-048**    **P. 22**
7. **Operations & Finance Committee – Jessica Dauphin, Chair**
  - Escalator Modernization Update – Patrick Hester, Facilities Maintenance Manager **NICE-D-23-009**    **P. 24**
  - Nestor Backflow System – Patrick Hester, Facilities Maintenance Manager **M-A-23-049**    **P. 25**
8. **New Initiatives & Community Engagement Committee – Janet Miller, Chair**
  - FY2025 Operating Budget Discussion Kick-off – Ed Oliphant, CFO **NICE-D-23-010**    **P. 27**
  - Advertising Policy Amendment – Renuka Christoph, CCO **M-A-23-050**    **P. 29**
  - Spring 2024 Service Changes Update – Felix Castrodad, Director of Planning & Grants, and Katie Freudberg, Scheduling and Service Manager **NICE-D-23-011**    **P. 31**
  - Multimodal Mobility Master Plan Memorandum of Understanding Approval – Felix Castrodad, Director of Planning & Grants **M-A-23-051**    **P. 32**
  - Planning Support Services – Felix Castrodad, Director of Planning & Grants **M-A-23-052**    **P. 37**

- 9. CEO's Report – Stephen G. Bland, CEO**
- 10. Chair's Report – Gail Carr Williams, Chair**
- 11. Other Business**
- 12. Adjournment**

**NASHVILLE METROPOLITAN TRANSIT AUTHORITY**  
**Board of Directors Meeting**

**November 16, 2023**

**I. Call to Order:** The regular meeting of the Nashville Metropolitan Transit Authority (Nashville MTA) Board of Directors was held at the Tennessee State Library & Archives, located at 1001 Rep. John Lewis Way N., Nashville, TN 37219, on Thursday, November 16, 2023.

**II. Roll Call of Persons Present:**

Janet Miller, Vice Chair	Andy Burke, COO
Jessica Dauphin, Member	Renuka Christoph, CCO
Kathryn Hays Sasser, Member	Nick Oldham, CSSO
Aron Thompson, Member	Ed Oliphant, CFO
Margaret Behm, Board Secretary	Kia Lewis, Project Manager
Stephen Bland, CEO	Felix Castrodad, Director of Planning & Grants
Monica Howse, Sr. Exec. Asst. & Board Liaison	Patrick Hester, Facilities Manager

A quorum was established, and Vice Chair Miller called the meeting to order at 2:31 p.m.

**III. Approval of Minutes:** Mr. Thompson moved the approval of the October 26, 2023, Nashville MTA Board minutes. Ms. Dauphin seconded the motion, and the Board unanimously approved the minutes.

**IV. Public Comments:** Vice Chair Miller opened the floor for public comments. The public was reminded that comments were limited to two minutes. The following members of the public gave public comments:

- John Bull

**V. Informational Items:** The following items were presented for the Board members' review:

- Monthly Financial Report Compared to Budget – No questions
- Monthly Operating Statistics – No questions
- Upcoming Procurement Projects List – No questions

**VI. Consent Agenda Items:**

- **Computer, Server Equipment, Storage, Software Related Services, and Network Equipment (M-A-23-039)** – This item was deferred to the December board meeting at the request of staff.
- **Allied Universal Service Extension (M-A-23-040)** – Mr. Thompson moved the approval of the Allied Universal Service Extension. Ms. Dauphin seconded the motion, and the Board unanimously approved this action item.

**VII. Operations & Finance Committee Report:** Committee Chair Dauphin presented the following items for discussion and action:

- a. FY2023 Annual Audit Report (M-A-23-041)** CFO Ed Oliphant introduced the FY2023 Annual Report, and Erica Saeger with Crosslin, PLC presented the following:

Ms. Saeger began her presentation of the FY2023 Audit Report by first introducing a change that was made to the FY2022 Audit Report. The Office of Inspector General (OIG) randomly selects CPA firm's audit reports for review and Crosslin's MTA FY2022 audit was selected. The OIG ruled that a finding should have been issued, instead of reference to the matter in the firm management letter to the Board.

The matter regarded management's oversight in confirming whether a certain vendor was properly registered on the federal System for Award Management (SAM) database so that MTA could certify that the vendor had not had any debarment and suspensions blocking them from receiving federal funding. Ms. Saeger explained that the oversight was discovered during the audit fieldwork and discussed with management as well as the Federal Transit Administration (FTA) prior to issuing the FY2022 Audit Report on October 31, 2022. The vendor self-certified prior to issuance of the 2022 report. Crosslin, exercising its auditor's discretion, felt the matter was mitigated, thereby notifying the Board of the actions through its management letter. The OIG disagreed and required Crosslin to re-issue the audit 2022 report with a finding instead. Ms. Saeger emphasized that no other information changed in the 2022 audit report, and it still reflected a clean opinion.

There was no further discussion.

Chair Dauphin moved the approval of the FY2023 Annual Audit Report. Ms. Hays Sasser seconded the motion, and the Board unanimously approved this action item.

**b. Construction Administration Services for North Nashville Transit Center (M-A-23-042)**  
Project Manager Kia Lewis provided an update at the meeting.

Staff requested the Board to provide the Chief Executive Officer the authority to increase the value of ViViD1 Architecture's contract to provide Construction Administration Services for the Clarksville Pike and 26<sup>th</sup> Avenue North Nashville Transit Center (NNTC) by a total of \$345,775 to provide additional construction administration services. This will bring the total not-to-exceed amount to \$993,596. These funds will be drawn from available project contingency funds and will not impact the overall project budget. The contract is funded by the NNTC project budget with funds from local, state, and federal sources. Additional funds are necessary to address supplemental work required of ViViD1 and an increase in the overall project period relative to expectations when ViViD1 was originally engaged.

Mr. Thompson asked how much of the contingency remained and how this would work moving forward. Ms. Lewis said the contingency amount for this project was \$1.6 million and would stand at \$1.1 million if this request is approved, so approximately 70% of the contingency remains to proceed with the project.

Ms. Miller asked if the NNTC project was still on schedule. Lewis said the project is on target and moving as planned for a Spring 2024 opening.

Mr. Thompson asked if WeGo foresees any additional construction administrative services are not included. Ms. Lewis said not at this time. WeGo encompassed everything related to the time expended for the rest of the project related to any additional funding.

Ms. Hays Sasser asked if this is the first time WeGo has tapped into the contingency funds. Lewis responded that change orders have come up occasionally for differing site conditions, regulatory requirements, and other unforeseen circumstances. Still, to date, they have amounted to less than 15% of the overall contingency fund, with the project at over 60% completion.

Chair Dauphin moved the approval of the Construction Administration Services for the NNTC action item. Mr. Thompson seconded the motion, and the Board unanimously approved this action item.

**c. Quarterly Route Performance Report (OF-D-23-007)** Katie Freudberg, Scheduling & Service Planning Manager, presented the following:

Ridership for July, August, and September was up approximately 2.5% from last quarter, now at 97% of pre-pandemic ridership. Ridership on the frequent network continues to grow, with more than 50% of system ridership on the four busiest routes. Eight routes had higher ridership than pre-pandemic this quarter, with routes 6 Lebanon Pike, 50 Charlotte Pike, and 77 Thompson/Wedgewood joining the list for the first time – likely helped by student ridership, which is about 10% higher than last year.

WeGo has returned to having typical morning and afternoon peak ridership periods on weekdays in a pattern very similar to pre-pandemic times. The period that looks most different comparatively is the evening period into late night, with ridership around 35% higher than pre-COVID, reflecting both changing demand and response to added evening and late-night service. While WeGo used to see consistent ridership numbers Monday through Thursday, Monday ridership is lower than midweek and now more closely mirrors Friday ridership.

WeGo saw the impacts of the full closure of the Broadway bridge during this quarter, with the most significant delays on routes 3 West End and 7 Hillsboro Pike, which declined six percentage points from last quarter.

Ms. Freudberg also highlighted data points in our vehicle location system that point to the increasing challenges we are having with Downtown congestion, leading to increasing delays in the system.

Ms. Hays Sasser asked about the reasons for the jump in student ridership. Ms. Freudberg said WeGo had little insight at the moment into this other than students had previously been the slowest to return to the markets. She said WeGo is still far below pre-COVID numbers for student ridership. CEO Bland noted that staff would present more detailed information on student ridership when the StrIDe program is reviewed with the Board once we have more data from the current school year.

**VIII. New Initiative & Community Engagement Committee Report:** Committee Chair Miller introduced the following items for discussion and action:

- a. **Connect Downtown Update (NICE-D-23-008):** Jennifer Wieland, Managing Director and principal at Nelson\Nygaard Consulting Associates, and Felix Castrodad, Director of Planning and Grants, presented the following status of the study, along with a facilitated discussion. Marty Sewell, Director of Planning for the Nashville Department of Transportation and Multimodal Infrastructure (NDOT) was also present for Board questions.

Connect Downtown is a comprehensive effort to improve overall mobility in and through Downtown Nashville's core. The project is a joint effort led by the Nashville Department of Transportation and Multimodal Infrastructure (NDOT) in partnership with WeGo Public Transit, the Tennessee Department of Transportation (TDOT), and the Nashville Downtown Partnership.

The study identified and examined options for improving traffic management, transit access, curbside and parking management, and bicycle and pedestrian safety while supporting the anticipated growth in employment, residential and commercial development, and Nashville's primacy as a tourism destination. One of the study's primary areas of emphasis was transit operations, recognizing the need to improve transit reliability for the local and regional bus network to make transit more competitive. Downtown traffic is one of the most significant challenges in transit reliability, creating frequent service delays and disruptions. Reliable connectivity in and through Downtown is key for transit to provide fast and consistent access to more places around Nashville.

During the past several months, the Connect Downtown team has drafted recommendations based on detailed research, technical analysis, and public and stakeholder outreach feedback.

The draft recommendations encompass a variety of modes and solutions with a substantial transit emphasis and include a phased approach for implementation over the next ten years. The final public outreach phase to present the Draft Action Plan will launch on November 13, including public open houses, key briefings, and stakeholder meetings, followed by a Final Plan that will be completed after the final outreach phase.

Ms. Miller asked who makes the final decision on how this all gets done. Mr. Sewell said various aspects of the plan would need to be approved by multiple bodies, including the Traffic and Parking Commission, Metro Council, and MTA Board.

General Counsel Behm recalled nothing in the presentation included 1<sup>st</sup> Avenue. She said it would be an excellent place to have a corridor and wondered why 1<sup>st</sup> Avenue and Gay Street would not be a part of the plan. She said the train is on 1st Avenue, and from WeGo Central, you can take Gay Street, which has been under construction for a while, as well as 1st Avenue. She suggested a Transit Corridor. Ms. Behm said many employees want to ride the train but can't get there.

Ms. Wieland said 1st Avenue could be essential to the transit network. Still, it's probably most appropriate for a route or two instead of the number of routes using a Transit Priority Corridor. She also thinks that 1st Avenue is essential, just as a pedestrian space or a biking connection. With the future opportunity to revitalize and redevelop the Riverfront, it felt premature to direct that change through Connect Downtown. She agreed that there could be some service on 1<sup>st</sup> Avenue.

Ms. Dauphin thanked Ms. Wieland and all the partners for moving this project forward; she said she knows it has taken longer than initially set out but thinks that everyone has done a great job of listening to the communities and putting it together into a comprehensive and comprehensible map that everybody can understand and access. She said it could be enormously transformative for Downtown, the city, and the region, but understands that due to current limited resources, it would have to be a phased-in approach. She would love to see dedicated funding for the citizens of Nashville.

Mr. Thompson commended the four departments for working together to look at something that will impact everybody regionally. He said there are pockets outside Downtown and outside of the loop interstates, like Shelby Avenue and Dickerson Pike, where there are many people, like Lebanon Road's multi-family housing. People will be using Downtown more, so what does that look like, and how does that impact their ability to get in and around Downtown? Making sure that all of the concerns get addressed while discussing this plan is important.

Mr. Castrodad concluded that staff would return in the future with a recommended plan adoption amendment.

Ms. Miller thanked the team for a wonderful presentation and asked them to remain strong for the changes.

**IX. Approval of the 2024 Board Meeting Schedule (M-A-23-043):** Vince Malone, Chief of Staff and Administration, presented the proposed schedule for the 2024 committee and board meetings, with highlights to mid-year and holiday schedules, noted below:

- April 18 – Several Board and Staff Members will be away during the usual Board Meeting date, so the April meeting is being moved up one week.
- July 25 – Historically, the Nashville MTA Board chooses to have an abbreviated meeting either as a board or a committee in July.

- November 21 – Thanksgiving falls on the fourth Thursday, so the November meeting will be on the third Thursday.
- December 19 – In recent years, the Nashville MTA Board has met earlier in December to free up the week before Christmas for travel and family plans for Nashville MTA Board members and staff.

Mr. Thompson moved the approval of the 2024 Board Meeting Schedule as presented. Ms. Dauphin seconded the motion, and the Board unanimously approved this action item.

**X. CEO's Report:** CEO Steve Bland provided the following report:

1. CEO Bland and Mr. Castrodad attended several meetings with NDOT to brief key stakeholders on the Connect Downtown Plan, specifically focusing on transit recommendations. These meetings have included Council Members in districts including and surrounding Downtown Nashville.
2. WeGo has had several meetings with NDOT regarding potential transit upgrades in various projects that they're undertaking, such as resurfacing projects, to consider improvements in bus stops and bus stop access. NDOT's approach to becoming a true intermodal transportation department over the past year has been fantastic. CEO Bland acknowledged and thanked Director Alarcon and her staff.
3. Also, relative to NDOT, WeGo has had discussions with NDOT about coordinating a mutual strategic service planning process into a joint effort. WeGo expects that public-facing elements like public engagement and the production of communication materials would be consolidated while each entity maintained direct control over work program elements specific to their program. As with Connect Downtown, WeGo contemplates that Nashville MTA will take on the role of contracting agency for this effort, with a memorandum of understanding (MOU) with NDOT outlining responsibilities and anticipates bringing this MOU to the Board in December.
4. With respect to the Mayoral and Council transition, the Mayor's Transition Task Forces – including the mobility task force – will be presenting their reports next Tuesday.
5. Ms. Freudberg and her staff have developed draft service proposals that would be implemented with the opening of the Dr. Ernest Rip Patton Jr. North Nashville Transit Center. There has not been a fundamental examination or restructuring of services in North Nashville in decades, and the various improvement initiatives would increase overall service on the eight routes in this area by a combined 80%. WeGo will hold several public meetings over the next month to review the proposed changes and receive feedback. We anticipate bringing the service change proposal to the Board at the January meeting.
6. CEO Bland said he, Ms. Behm, Rick Rodriguez, and Renuka Christoph have been working to develop a revised Advertising Policy for the Board to consider as a step toward implementing the Community Impact Partnership model already discussed with the Board. This revision would replace WeGo's current advertising policy. WeGo anticipates bringing this back to the Board in December.
7. CEO Bland participated on a panel to discuss transportation funding and needs in the region for Leadership Tennessee this month. He also attended a Leadership Tennessee class meeting in Memphis last weekend.
8. The Transit Management Section of the American Association of State Highway and Transportation Officials (AASHTO) met in Nashville this month. This organization represents the State Departments of Transportation officials administering public transportation programs.

CEO Bland spoke to the group about various initiatives, and Andy Burke and several WeGo staff led a tour of the Elizabeth Duff Transit Center at WeGo Central.

9. CEO Bland and CFO Oliphant participated in WeGo's mid-year budget review with Metro Finance to review the budget status and the status of various projects and initiatives. Many finance staff are new to the organization, and WeGo is following up on the review meeting with a facility tour next month.
10. CEO Bland acknowledged and thanked Board Chair Carr Williams for her role in the ceremony, officially renaming WeGo Central to the Elizabeth Duff Transit Center at WeGo Central. It was a wonderful event with a fantastic family, made even better by her comments.
11. On the RTA side:
  - a. WeGo continues to advance land acquisition toward a permanent park-and-ride location in Murfreesboro. Several staff attended a groundbreaking on the adjacent site for the City of Murfreesboro's new transit center this past month.
  - b. With the end of Nashville SC's season, WeGo completed the pilot bus service from Murfreesboro and Antioch with four games. It was a positive learning experience, and WeGo will work with the team to make modifications toward a more permanent model for next season.
  - c. Hatch Consulting Group continues to advance the WeGo Star Future Vision Study. Earlier today, WeGo met with Hatch and our Rail Operator, RJ Corman, to examine the operational feasibility of some options.

**XI. Chair's Report:** Vice Chair Miller presented the following report on behalf of Board Chair Carr Williams:

Miller thanked everyone for their patience in allowing her to serve as Chair for a Day. She said these are exciting times for Transit and Mobility in Nashville.

She concluded by saying that as we enter the Thanksgiving season, she is thankful to the Board and staff for the work and the dedication that they put in every day. She wished everyone a Happy Thanksgiving.

**XII. Other Business:** There was no further business to come before this Board.

**XIII. Adjournment:** With no further business, Vice Chair Miller moved to adjourn the meeting, which adjourned at 3:59 p.m.

**Attested:**

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**Gail Carr Williams**  
*Chair*

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**Margaret L. Behm**  
*Secretary*



# Nashville Metropolitan Transit Authority

of Nashville & Davidson County, Tennessee

Information Item     Committee Discussion Item     Committee Action Item     Board Discussion Item

Item Number:	M-I-23-037	Meeting Date:	12/21/2023
Item Title:	Monthly Financial Report Compared to Budget		

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## BACKGROUND:

Attached is a statement of operations for the month of October 2023 compared to the budget and a balance sheet as of October 31, 2023.

Overall operating revenues continue to outpace budgeted revenues, although we did see a slight pullback in the month of October. This was likely related to our transition away from magnetics as of October 1 pushing our customers to fully adopt our Quick Ticket account-based system. Customer Care did an incredible job handling the increased phone volume and customer traffic at our ticket window at WeGo Central as customers converted any remaining value from the old magnetic fare media over to reloadable Quick Ticket. There were no new anomalies in our overall operating expenses to highlight for October that have not been discussed in previous months.

As of October 31, 2023, RTA owed Nashville MTA approximately \$237,500 for services provided to and from Rutherford County as well as management fees and back office shared expenses related to the quick Ticket fare collection system due. MTA also had an account payable to RTA of approximately \$47,000 for fares collected, shared back-office expenses related to the Quick Ticket system as well and WeGo Ride revenue sharing due.

## CURRENT STATUS:

Chief Financial Officer Ed Oliphant will be available to answer questions at the meeting.

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## APPROVED:



Chief Financial Officer

12/21/2023

Date

**Metropolitan Transit Authority**  
**Statement of Operations Compared to Budget**  
For the Period Ending October 31, 2023  
**UNAUDITED**

	Actual Month	Month Budget	Month End Variance	F / U	Prior Year Y-T-D	Actual Y-T-D	Budget Y-T-D	Y-T-D Variance	F / U	Annual Budget
<b>Revenue from Operations:</b>										
Passenger Fares	\$470,043	\$498,840	(\$28,797)	U	\$2,260,411	\$2,409,828	\$2,318,030	\$91,798	F	\$6,885,000
WeGo Access	48,208	59,230	(11,022)	U	202,237	202,934	229,390	(26,456)	U	637,640
Contract Revenues	242,633	249,936	(7,303)	U	944,747	972,344	976,812	(4,468)	U	2,922,790
Advertising	25,000	25,980	(980)	U	206,078	141,811	100,390	41,421	F	300,000
Other Non-Trans Revenue	132,238	114,975	17,263	F	306,922	451,885	452,970	(1,085)	U	1,363,240
<b>Total Operating Revenue</b>	<b>918,122</b>	<b>948,961</b>	<b>(30,839)</b>	<b>U</b>	<b>3,920,395</b>	<b>4,178,802</b>	<b>4,077,592</b>	<b>101,210</b>	<b>F</b>	<b>12,108,670</b>
<b>Federal/State/Local Income:</b>										
Local Assistance	9,000,000	8,500,000	500,000	F	30,000,000	35,000,000	35,000,000	0	F	74,690,900
State Assistance	0	0	0	F	0	0	0	0	F	5,314,300
Federal Assistance - CARES Act	0	0	0	F	23,370	45,409	0	45,409	F	6,539,540
<b>Total Assistance Income</b>	<b>9,000,000</b>	<b>8,500,000</b>	<b>500,000</b>	<b>F</b>	<b>30,023,370</b>	<b>35,045,409</b>	<b>35,000,000</b>	<b>45,409</b>	<b>F</b>	<b>86,544,740</b>
<b>Capital Revenue:</b>										
American Rescue Operating Reimbursement	0	0	0	F	0	0	0	0	F	593,470
Capital Operating Reimbursement	0	0	0	F	0	71,625	0	71,625	F	18,631,290
Capital ADA Reimbursement	0	0	0	F	0	0	0	0	F	2,750,000
<b>Total Capital Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>F</b>	<b>0</b>	<b>71,625</b>	<b>0</b>	<b>71,625</b>	<b>F</b>	<b>21,974,760</b>
<b>Total Revenue</b>	<b>\$9,918,122</b>	<b>\$9,448,961</b>	<b>\$469,161</b>	<b>F</b>	<b>\$33,943,765</b>	<b>\$39,295,836</b>	<b>\$39,077,592</b>	<b>\$218,244</b>	<b>F</b>	<b>\$120,628,170</b>
<b>Expenses from Operations:</b>										
Labor and Fringes	\$7,157,929	\$7,360,280	\$202,351	F	\$25,312,293	\$27,720,285	\$28,403,180	\$682,895	F	\$85,804,050
Services	1,223,459	1,221,800	(1,659)	U	4,157,816	4,289,748	4,633,430	343,682	F	15,084,160
Fuel	554,534	668,340	113,806	F	2,398,237	2,131,271	2,582,350	451,079	F	7,686,320
Parts, Materials and Supplies	672,301	616,260	(56,041)	U	2,082,619	2,290,244	2,395,480	105,236	F	7,139,980
Utilities	108,576	142,260	33,684	F	423,776	399,768	464,840	65,072	F	1,531,870
Casualty and Liability	255,957	220,430	(35,527)	U	906,947	1,065,924	881,720	(184,204)	U	2,645,180
Other	38,303	61,398	23,095	F	128,087	175,272	245,592	70,320	F	736,610
<b>Total Operating Expenses</b>	<b>10,011,059</b>	<b>10,290,768</b>	<b>279,709</b>	<b>F</b>	<b>35,409,775</b>	<b>38,072,512</b>	<b>39,606,592</b>	<b>1,534,080</b>	<b>F</b>	<b>120,628,170</b>
<b>Operating Surplus / (Deficit)</b>	<b>(\$92,937)</b>	<b>(\$841,807)</b>	<b>\$748,870</b>	<b>F</b>	<b>(\$1,466,010)</b>	<b>\$1,223,324</b>	<b>(\$529,000)</b>	<b>\$1,752,324</b>	<b>F</b>	<b>\$0</b>
Capital Grant Revenue	1,428,631		1,428,631	F	2,034,886	3,610,354		3,610,354	F	
Capital Grant Revenue -CARES Act	0		0	F	160,508	4,132		4,132	F	
Rental income - MCC Amortization	49,167		49,167	F	196,668	196,668		196,668	F	
Gain/(Loss) on Sale of Property	0		0	F	0	27,636		27,636	F	
GASB 87 Lease Interest Expense	(20,560)		(20,560)	U	(81,283)	(82,133)			U	
Depreciation	(1,874,234)		(1,874,234)	U	(7,650,351)	(7,558,812)		(7,558,812)	U	0
<b>Surplus / (Deficit)</b>	<b>(\$509,933)</b>	<b>(\$841,807)</b>	<b>\$331,874</b>	<b>F</b>	<b>(\$6,805,582)</b>	<b>(\$2,578,831)</b>	<b>(\$529,000)</b>	<b>(\$1,967,698)</b>	<b>U</b>	<b>\$0</b>

# Metropolitan Transit Authority

## Comparative Balance Sheets

	Month Ended October 31, 2023 <small>(unaudited)</small>	Month Ended June 30, 2023 <small>(audited)</small>
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	\$4,296,965	\$4,766,148
Receivables from federal, state and local government	1,647,725	9,433,271
Accounts receivable	1,048,248	810,751
Materials and supplies	3,973,143	3,670,350
Prepaid expense and other	2,430,681	1,093,689
Pension & OPEB Deferred Outflow	33,188,603	33,188,603
Total Current Assets	46,585,365	52,962,812
<b>PROPERTY AND EQUIPMENT</b>		
Land	14,733,025	14,733,025
Building, shelter and benches	121,400,795	121,284,665
Revenue equipment and parts	207,601,227	210,023,772
Office furniture and equipment	6,977,362	6,934,113
Work-in-Progress	14,099,716	10,451,608
	364,812,125	363,427,183
Less: Accumulated Depreciation	(200,189,751)	(195,334,438)
Total Property and equipment, net	164,622,374	168,092,745
<b>OTHER ASSETS</b>		
North Nashville Property (Lease)	7,063,765	7,063,765
Cash and investments for self-insurance and other	350,003	350,003
	7,413,768	7,413,768
<b>TOTAL ASSETS</b>	<b>\$218,621,507</b>	<b>\$228,469,325</b>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT LIABILITIES</b>		
Accounts payable	\$3,241,313	\$4,807,518
Accrued expenses	8,944,580	7,408,435
Deferred revenue	303,829	290,683
Note Payable	0	7,000,000
Total Current Liabilities	12,489,722	19,506,636
<b>NON-CURRENT LIABILITIES</b>		
Deferred Revenue	5,410,773	5,607,441
North Nashville Lease Liability	7,049,599	7,049,599
Net Pension Liability	15,627,464	15,627,464
Pension & OPEB Deferred Inflows	17,925,974	17,925,974
Net other postemployment benefits obligations	78,178,905	78,178,905
	116,192,715	116,388,983
<b>NET ASSETS</b>		
Invested in capital assets	159,211,601	160,101,512
Reserve for capital purchases	0	0
Unrestricted	(74,693,700)	(86,501,421)
Current Year Surplus / (deficit)	(2,578,831)	10,973,215
Total Net Assets	81,939,070	84,573,306
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$218,621,507</b>	<b>\$228,469,325</b>

	Current	> 30 days	> 60 Days	> 90 days	Total
Accounts Receivable	\$859,287	\$58,683	\$32,659	\$97,619	\$1,048,248
	82.0%	5.6%	3.1%	9.3%	100.0%
Accounts Payable	\$2,753,417	\$413,907	\$21,685	\$52,304	\$3,241,313
	84.9%	12.8%	0.7%	1.6%	100.0%

# Nashville Metropolitan Transit Authority

of Nashville & Davidson County, Tennessee

Information Item     Committee Discussion Item     Committee Action Item     Board Discussion Item

Item Number:	M-I-23-038	Meeting Date:	12/21/2023
Item Title:	Monthly Operating Statistics		

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## BACKGROUND:

Attached are monthly operating statistics through October 2023.

Beginning October 2<sup>nd</sup>, night service was extended to 1:15 AM, Monday through Saturday. Ridership is responding gradually, but we anticipate more and more customers to make use of this later service once it has been in place for several months. We are also interested in tracking the effects of this increase in span on trips earlier in the evening, as having trips end later at night can have the effect of making customers more comfortable with riding earlier at night knowing that there is a backup option available if they can't make an earlier bus.

Bus availability improved significantly from September, with many 60' articulated buses returning to service. Staffing levels have also remained relatively strong, with very little service missed due to operator availability despite the significant increase in service associated with the Fall service changes and night service expansion. These positive trends combined to result in a very high trip completion rate.

Nevertheless, we are keeping the pedal to the floor when it comes to hiring, as an even greater service increase is planned for the Spring in association with the future completion of the Dr. Ernest Rip Patton, Jr. North Nashville Transit Center at 26<sup>th</sup> and Clarksville Highway.

## CURRENT STATUS:

Chief Operating Officer Andy Burke will be available for specific questions regarding the Monthly Operating Statistics at the committee meeting.

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## APPROVED:



Chief Operating Officer

12/21/2023

Date

# Operations Dashboard Report

	October 2023	October 2022	Pct. Change	Goal	Indicator
<b>Ridership</b>					
Bus Ridership	745,170	680,143	9.6%		
Access Ridership	34,352	30,779	11.6%		
Total Ridership	779,522	710,922	9.6%	700,000	●
Percentage of Pre-Pandemic Ridership	86.3%	78.7%	7.6%	85.0%	●
<b>Productivity &amp; Efficiency</b>					
Bus Passengers per Revenue Hour	16.21	16.04	1.1%	16.00	●
Access Passengers per Revenue Hour	1.71	1.81	-5.5%	1.75	▲
Cost Per Scheduled Revenue Hour	\$161.79	\$163.73	-1.2%	\$141.46	◆
<b>Safety</b>					
Total Collisions per 100,000 miles	4.3	4.6	-7.3%	4.8	●
Preventable Collisions per 100,000 miles	2.1	1.4	48.3%	1.6	◆
<b>Service Quality</b>					
Bus Trip Completion	99.84%	99.79%	0.05%	99.75%	●
Bus On-Time Performance	82.7%	84.1%	-1.4%	85.0%	▲
Access On-Time Performance	92.3%	91.0%	1.3%	92.0%	●
<b>Maintenance</b>					
Bus Miles Between Road Calls	5,422	7,473	-27.4%	6,000	▲
Access Miles Between Road Calls	37,490	24,765	51.4%	18,000	●
<b>Customer Care</b>					
Bus Passengers per Complaint	3,450	4,305	-19.9%	4,000	◆
Access Passengers per Complaint	365	256	42.5%	400	▲
Percent of Calls Answered	87.3%	90.3%	-3.0%	95.0%	▲
<b>Staffing</b>					
% of Operator Positions Filled	93.2%	90.8%	2.4%	95.0%	▲
% of Maintenance Positions Filled	88.0%	86.0%	2.0%	95.0%	▲
<b>Customer Amenities</b>					
% of Stops with Shelters (including Central)	19.4%	18.4%	1.0%	18.0%	●
% of Boardings at Covered Stops (Including Central)	72.4%	72.1%	0.4%	73.0%	▲

● Exceeding Goal    ▲ Within 10% of Goal    ◆ More than 10% off Goal

Date Pulled On:

# Operations Dashboard Report

	FY2024 October	FY2023 October	Pct. Change	Goal	Indicator
<b>Ridership</b>					
Bus Ridership	2,852,844	2,628,957	8.5%		
Access Ridership	130,064	120,112	8.3%		
Total Ridership	2,982,908	2,749,069	8.5%	2,800,000	●
Percentage of Pre-Pandemic Ridership	87.5%	80.6%	6.9%	85.0%	●
<b>Productivity &amp; Efficiency</b>					
Bus Passengers per Revenue Hour	16.40	15.57	5.3%	16.00	●
Access Passengers per Revenue Hour	1.69	1.77	-4.5%	1.75	▲
Cost Per Scheduled Revenue Hour	\$161.25	\$156.93	2.7%	\$141.46	◆
<b>Safety</b>					
Total Collisions per 100,000 miles	5.0	4.7	6.6%	4.8	◆
Preventable Collisions per 100,000 miles	2.5	1.8	41.4%	1.6	◆
<b>Service Quality</b>					
Bus Trip Completion	99.81%	99.83%	-0.02%	99.75%	●
Bus On-Time Performance	81.8%	85.4%	-3.6%	85.0%	▲
Access On-Time Performance	93.0%	92.0%	1.1%	92.0%	●
<b>Maintenance</b>					
Bus Miles Between Road Calls	6,193	5,882	5.3%	6,000	●
Access Miles Between Road Calls	20,937	17,537	19.4%	18,000	●
<b>Customer Care</b>					
Bus Passengers per Complaint	3,598	5,095	-29.4%	4,000	◆
Access Passengers per Complaint	295	295	-0.1%	400	◆
Percent of Calls Answered	83.6%	85.4%	-1.8%	95.0%	◆
<b>Staffing</b>					
% of Operator Positions Filled	94.3%	91.7%	2.6%	95.0%	▲
% of Maintenance Positions Filled	87.8%	82.5%	5.3%	95.0%	▲
<b>Customer Amenities</b>					
% of Stops with Shelters (including Central)	19.4%	17.5%	2.0%	18.0%	●
% of Boarding at Covered Stops (including Central)	72.4%	71.8%	0.7%	73.0%	▲

● Exceeding Goal    
 ▲ Within 10% of Goal    
 ◆ More than 10% off Goal

Date Pulled On:

# Operations Dashboard Glossary

Metric	Definition
<b>Ridership</b>	
Bus	Total fixed route passenger boardings on all WeGo operated services
Access	Total paratransit boardings (WeGo vehicles and third-party service providers, and Access-on-Demand ridership)
Total	Total Bus & Access ridership combined
Percentage of Pre-Pandemic Ridership	Total ridership for the current period divided by total ridership for the same period in Fiscal Year 2019
<b>Productivity &amp; Efficiency</b>	
Bus Passengers per Revenue Hour	Total fixed route passenger boardings divided by total scheduled fixed route revenue vehicle hours. Revenue vehicle hours is the time (in hours) when the bus is providing service to the general public
Access Passengers per Revenue Hour	Total fixed route passenger boardings divided by total scheduled fixed route revenue vehicle hours. Revenue vehicle hours is the time (in hours) when the bus is providing service to the general public
Total Cost Per Scheduled Revenue Hour of Service	Total fully allocated cost to deliver service divided by the total scheduled revenue hours. Revenue vehicle hours is the time (in hours) when the bus is providing service to the general public
<b>Safety</b>	
Miles Between Total Collisions	Total number of Collisions divided by total number of revenue miles multiplied by 100,000. An Collision is defined as any time the vehicle makes contact with something other than the road resulting in any damage and/or injuries
Miles Between Preventable Collisions	Total number of Collisions determined to be preventable divided by total number of revenue miles multiplied by 100,000. A preventable Collision is defined as an Collision in which the Operator did not do everything reasonably possible to avoid the collision
<b>Service Quality</b>	
Bus Trip Completion Percentage	Percentage of one-way fixed route revenue trips completed versus scheduled. Includes partial missed trips
Bus On-Time Performance	Percentage of total scheduled fixed route timepoint departures occurring between 59 seconds early and 5 minutes 59 seconds late as recorded by the Automated Vehicle Location (AVL) system. Arrivals are used for on-time performance calculations for the last stop of the trip, with early arrivals at end of line considered as on-time
Access On-Time Performance	Percentage of total scheduled paratransit trips, not including Access-on-Demand or WeGo Link, where vehicle arrives no later than 59 seconds outside of the scheduled pick-up window

Date Pulled On:

## Operations Dashboard Glossary

Metric	Definition
<b>Maintenance</b>	
Bus Miles Between Road Calls	Any mechanical or system failure of any nature (excluding accidents) occurring on an MTA-operated vehicle in fixed route revenue service that causes the vehicle to be removed from service.
Access Miles Between Road Calls	Any mechanical or system failure of any nature (excluding accidents) occurring on an MTA-operated vehicle in paratransit (Access) revenue service that causes the vehicle to be removed from service.
<b>Customer Care</b>	
Bus Passengers Carried per Complaint	Total fixed route passengers divided by total fixed route customer complaints.
Access Passengers Carried per Complaint	Total paratransit (WeGo and third-party service providers) passengers divided by total paratransit customer complaints.
Percent of Calls Answered	Percentage of calls received that were answered. Unanswered calls are calls that are lost for any reason once in the customer call phone queue.
<b>Staffing</b>	
% of Operator Positions Filled	Total WeGo Operators available divided by total number of operator positions budgeted for service. Part-time Access operators are not included
% of Maintenance Positions Filled	Total WeGo Maintenance positions available divided by total number of maintenance positions budgeted for service. All maintenance and cleaning positions for vehicles and facilities are included
<b>Customer Amenities</b>	
% of Stops with Shelters (including Central)	The total number of stops with shelters divided by total number of stops WeGo operates.
% of Sheltered Boardings (including Central)	The total number of riders who boarded with a shelter (including WeGo Central boardings) divided by the total number of riders for the time period.

Date Pulled On:



# Nashville Metropolitan Transit Authority

of Nashville & Davidson County, Tennessee

## List of Upcoming Procurement Projects

Meeting Date: 12/21/2023

Item #: M-I-23-039

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### Project Name: Express Bus Services (RTA)

- **Brief Description:** Contract to provide express transportation services within the RTA 10-county region.
- **Anticipated Publish Date:** January 2024
- **Estimated Project Value:** TBD

### Project Name: Automatic Teller Machine Services

- **Brief Description:** Contract to provide ATM services at WeGo Central.
- **Anticipated Publish Date:** January 2023
- **Estimated Individual Contract Value:** TBD

### Project Name: On-Board Vehicle Video Surveillance Equipment Purchase and Installation

- **Brief Description:** The Purchase and installation of video surveillance equipment.
- **Anticipated Publish Date:** February 2023
- **Estimated Individual Contract Value:** TBD

### CURRENT STATUS:

Pursuant to earlier Board discussions, staff will provide a rolling list of upcoming procurements to the Board monthly. Staff requests members make them aware of any potentially interested suppliers for planned procurement activity.

Unless there are questions from staff, no discussion is planned at the meeting. This material is provided for information only.

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### APPROVED:



Chief of Staff & Administration

12/21/2023

Date

# Nashville Metropolitan Transit Authority

of Nashville & Davidson County, Tennessee

## Board Action Item

<b>Item Number:</b>	<b>M-A-23-044</b>	<b>Meeting Date:</b>	<b>12/21/2023</b>
<b>Item Title:</b>	<b>Agency Safety Plan Approval</b>		

### BACKGROUND:

Under the Federal Transit Administration’s (FTA) Public Transportation Agency Safety Plan (PTASP) Final Rule, this agency is required to update the Agency Safety Plan that implements our Safety Management System yearly. The plan must include safety performance targets that will be voluntarily shared with the Metropolitan Planning Organization (MPO) and the local Department of Transportation. This year's projected performance targets are:

Safety Performance Targets as Reported to the National Transit Database (NTD)							
The targets listed below are based on reviews of the previous five years of MTA dba WeGo Public Transit’s safety performance data.							
Mode of Transit Service	Fatalities (total)	Fatalities (per 100 thousand VRM)	Injuries (total)	Injuries (per 100 thousand VRM)	Safety Events (total)	Safety Events (per 100 thousand VRM)	System Reliability (VRM / failures)
Fixed Route Bus	0	0	45	.67	34	.51	6,500
Demand Response Bus	0	0	5	.21	4	.17	18,000
Demand Response Taxi	0	0	0	0	0	0	0

These targets were formulated and agreed upon by Union members and management members who are a part of the joint labor-management Safety Committee after viewing last years data, normalizing the data, and making data-driven projections as to how the agency will perform against the previous year’s actual performance in light of ongoing efforts to improve safety performance.

The joint labor-management Safety Committee has approved this updated safety plan that includes the updated Bipartisan Infrastructure Law requirements. The Agency Safety Plan sets a framework to support and complement the existing approach to public transportation safety, identifies deficiencies and promotes improvements in transit safety performance. The plan sets a proactive approach to safety risk management that is outcome-focused and emphasizes an overall improved safety culture and copies can be made available upon request. Once Board approval is given, the entire plan will be posted on the Agency website for public inspection.

**RECOMMENDATION:**

Staff requests the Board give the Chief Executive Officer the authority to execute the Agency Safety Plan to comply with FTA's Public Transportation Agency Safety Plan Final Rule and the updated Bipartisan Infrastructure Law requirements.

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**APPROVED:**

**12/21/2023**

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*Board Secretary*

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*Date*

# Nashville Metropolitan Transit Authority

of Nashville & Davidson County, Tennessee

## Board Action Item

Item Number:	M-A-23-045	Meeting Date:	12/21/2023
Item Title:	Information Technology State of Good Repair, Additional Replacement Equipment		

### BACKGROUND:

The Nashville Metropolitan Transit Authority (Nashville MTA) has prioritized projects in the annual Capital Plan to ensure the ongoing State of Good Repair of agency-owned assets, including Information Technology equipment. This includes continuously replacing aging computer hardware and software as they reach the end of life. Nashville MTA currently leverages an existing statewide Information Technology contract through the State of Tennessee, RSWC #3014, which allows local agencies to purchase computer workstations, laptops, servers, software, licensing, warranty, and other related support services at negotiated rates with significant discounts relative to general retail prices.

The initial contract period was from June 1, 2016, to March 31, 2020, but subsequently has been extended by the State to January 31, 2024 through multiple annual renewal options and amendments. The current MTA Board-approved spend authority for State Contract RSWC #3014 is \$2,271,000, following a previously approved increase of \$571,000 in February of 2023 for the following active projects:

- Annual State of Good Repair: Application, Database Servers, Network Communication Equipment, Licensing, Hardware Warranty.

With the pending expiration of the contract, Nashville MTA staff would like to take advantage of existing favorable purchase terms to procure additional equipment that will be needed to support the Information Technology State of Good Repair in the near future. This equipment includes the following items and associated costs:

- Server Replacement and other services - \$100,000
- Desktop\Laptops - \$40,000

### RECOMMENDATION:

Staff requests Board approval to increase the Nashville MTA spend authority for the State Contract RSWC #3014 by \$140,000, from \$2,271,000 to a new not-to-exceed amount of \$2,411,000 through January 31, 2024. This funding will be used for desktop and laptop computer replacement purchases as well as server hardware replacement and associated supporting services. Funding is available through a combination of Federal, State, and Local sources and is included in the Nashville MTA Capital Spending Plan for Fiscal Year 2023-2024, item 3.D.

### APPROVED:

\_\_\_\_\_  
*Board Secretary*

12/21/2023

\_\_\_\_\_  
*Date*

# Nashville Metropolitan Transit Authority

*of Nashville & Davidson County, Tennessee*

## Board Action Item

Item Number:	M-A-23-046	Meeting Date:	12/21/2023
Item Title:	WeGo Central Dunkin Donuts Lease Extension		

### BACKGROUND:

In March 2009 subsequent to the opening of WeGo Central in October 2008, the Board approved a ten (10) year occupancy lease with Tennessee Business Enterprises (TBE), in the Division of Rehabilitative Services in the Tennessee Department of Human Services. This allowed the then franchise operator, Sweet Liberty, LLC (Sweet Liberty), who had a contracting agreement with TBE and a blind vendor, to utilize space on the 5<sup>th</sup> Avenue level of WeGo Central to operate a Dunkin Donuts store. In April 2019, the Board approved a ten (10) year occupancy lease extension to carry the lease through February 28, 2029, with all lease terms remaining in place.

In October 2021, the Board and TBE approved an assignment of the lease to a new franchise operator, Bluemont Group out of Knoxville, TN as they expanded into middle Tennessee. A blind vendor operating under license through TBE was also included in the lease arrangement. The assigned lease terms remained intact with an expiration of February 28, 2029, with Nashville MTA receiving 5% and TBE receiving 5.5% of Dunkin Donuts monthly gross sales as a form of rent through February 28, 2024. The extension called for TBE's share of the lease to decrease to 5% starting March 1, 2024, making Dunkin Donuts rent 10% of total store sales. There was also an agreement by Bluemont that certain promised leasehold improvements were to be completed as a consideration for receiving the extension. The improvements were completed in November 2022.

In December 2022, the Board and TBE also approved a subsequent assignment of the lease to Bluemont Group TN Acquisition Operations, LLC to accommodate a request from Bluemont Group as they restructured their company under a new long-term financing agreement with their bank.

We have had a very good working relationship with Dunkin Donuts, and they have been a positive benefit for our customers who pass through WeGo Central on a daily basis. The lease has historically generated approximately \$80,000 annually in lease payments with MTA's split being approximately \$40,000. During the pandemic, MTA entered a rent abatement agreement with Dunkin Donuts to temporarily receive no rent and utilize CARES Act funding to cover the operating expenses normally covered by rent proceeds. The abatement was canceled when the store was able to re-open in December 2020 and sales have consistently grown back to pre-pandemic sales levels with September 2023 store sales reaching almost \$86,000, a record month in the history of the lease.

A third-party rent analysis was recently performed to determine what the fair market rent level is in the vicinity of WeGo Central. Based upon the historical data for Dunkin Donuts's rent of approximately \$80,000 per year being achieved, this represents a lease rate of approximately \$71 per square foot for the 1,125 square feet of store space. The rent analysis showed average lease rates from \$47 to \$75 per square foot in the immediate surrounding area of WeGo Central with leases established between quarter 4, 2019 and quarter 4, 2022.

With the completion of promised renovations to the store back in November 2022 and entering into a new long-term agreement with their bank, Bluemont Group has requested consideration for a 5-year extension of the existing 10-year lease from an expiration of February 28, 2029 to a new expiration of February 28, 2034. As

“incidental income” such an extension would meet regulatory requirements for competition to which we are subject.

**RECOMMENDATION:**

Given the overall positive experience with this operator and the positive amenities that this tenant provides for our customers, the staff is requesting that the Board approve a new 5-year extension to the current lease with Tennessee Business Enterprise, Bluemont Group TN Acquisition Operations, LLC, and the blind vendor for the WeGo Central retail space from expiration of February 28, 2029, to February 28, 2034, with all other lease terms remaining the same.

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**APPROVED:**

**12/21/2023**

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*Board Secretary*

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*Date*

# Nashville Metropolitan Transit Authority

of Nashville & Davidson County, Tennessee

## Board Action Item

Item Number:	M-A-23-047	Meeting Date:	12/21/2023
Item Title:	Property Lease WeGo Central Parking Garage		

### BACKGROUND:

Providing a safe, clean, and well-managed environment is imperative to WeGo's ability to provide quality transportation services to the public. We must also consider the maintenance and quality of the surrounding environment, including all parking facilities and transfer centers connected to WeGo property and services.

Our current contract with Metropolis for parking garage daily management and maintenance which currently generates revenue of \$99,223 per month is set to expire on December 31, 2023. The lessee for this property is charged with handling the daily operations, revenue collection, securement, and cleanliness of garage elevators and lobbies, stairwells, and parking bays within the WeGo Central facility. To ensure effective continuity of oversight for this property, a request for proposal (RFP) for a property lease of the parking garage was issued on October 26, 2023. This RFP was considered as a joint proposal with the Regional Transportation Authority (RTA) and included verbiage that would allow the vendor awarded these contracts the ability to manage any future parking facilities or parking lots developed by Nashville MTA or RTA through reasonable negotiation should future facilities or properties arise during the life of the five-year contract. RFP materials were sent to five interested firms as well as being advertised in Transit Talent, the Tennessean, the Nashville Business Journal, the Tennessee/Nashville Ledger, and the company website. We had all five companies inquire and ask questions regarding the proposal, but we only received one proposal which was considered responsive and responsible from Metropolis. The evaluation of the proposal was conducted using criteria including proposed revenue, proposed business operation and business responsibility, the proposer's financial stability, and the proposer's understanding of the RFP. The following were the monthly revenues proposed by the contract year: Year 1 - \$108,153; Year 2 - \$110,316; Year 3 - \$112,522; Year 4 - \$114,773; and Year 5 - \$117,068.

Based on the criteria and the revenues proposed, the evaluation team believed that Metropolis should be awarded the contract. This would represent a 9% increase, or approximately \$107,000 annually, over the revenues from the final year of the expiring contract with 2% annual increases in years two through five.

### RECOMMENDATION:

Staff is requesting the Board approve and award a lease for the parking garage property at WeGo Central to Metropolis effective January 1, 2024. The contract would be for five years with an expiration of December 31, 2028. The proposed contract will be written for monthly lease amounts as outlined above for all five years of the contract.

### APPROVED:

\_\_\_\_\_  
*Board Secretary*

12/21/2023

\_\_\_\_\_  
*Date*

# Nashville Metropolitan Transit Authority

*of Nashville & Davidson County, Tennessee*

## Board Action Item

<b>Item Number:</b>	<b>M-A-23-048</b>	<b>Meeting Date:</b>	<b>12/21/2023</b>
<b>Item Title:</b>	<b>Connect Downtown Study Contract Amendment</b>		

### BACKGROUND:

In October 2021, the Board authorized the CEO to enter into a \$1,000,000, 24-month contract with Nelson Nygaard to conduct the Downtown Nashville Neighborhood Traffic Project, the Connect Downtown Study. Connect Downtown is a comprehensive effort to improve overall mobility in and through Downtown Nashville's core. The project is a joint effort led by the Nashville Department of Transportation and Multimodal Infrastructure (NDOT) in partnership with WeGo Public Transit, the Tennessee Department of Transportation (TDOT), and the Nashville Downtown Partnership.

Through a Memorandum of Understanding (MOU) approved by the MTA Board of Directors, MTA is serving as the administrative agent for this project while the Nashville Department of Transportation and Intermodal Infrastructure (NDOT) serves as overall project manager with responsibility for the total content of the plan. In this arrangement, consulting contracts are held by MTA, and payments are collected from the project partners as stipulated in the MOU.

The project was scoped and budgeted as an 18-month project, but it just exceeded month 24 of the contract, and additional time is needed to complete the work. Additional work has been requested with department executive meetings and higher-level staff involvement, including focused strategy sessions to work through the complexities of a multi-party client team and the diverse needs of many stakeholders. The significant number of stakeholders has required a very intensive engagement effort, and the current round of public engagement was an unscoped public touchpoint.

Additional Targeted Analysis of Entertainment Transportation Vehicles (ETVs) was conducted, combined with multiple meetings with NDOT staff and a presentation to the Transportation Licensing Commission.

The project was originally scoped for a maximum of six (6) best practices and summarized in a single high-level deliverable. Instead, ten strategy papers of 10-15 pages each and a multi-chapter TDM assessment were produced.

The level of effort to develop recommendations was higher than anticipated due to existing information limitations and late direction changes. Specifically, there is no single source of information about current and planned bike lanes or greenways, which required the consultant team to piece together an existing and planned network before developing the first mobility lanes network. Additionally, the late change in direction related to scenarios required additional effort to shift from scenarios to priority projects. The time direction expended in the budget to develop scenarios changed, which meant funds could not be repurposed. The original scope and budget anticipated a relatively abbreviated period to refine recommendations and assumed building from a scenario-planning process. The move away from scenarios necessitated a more intensive and longer period of refinement, which included additional project development and system and corridor modeling.

The key corridors assessment task was removed from the original scope and budget, but the project required us to conduct the assessment as recommendations were refined. We assessed and refined 2nd Ave, 3rd Ave, 4th Ave, 7th Ave, 8th Ave/Rosa L Parks Blvd, Union St, and James Robertson Pkwy to support preliminary, draft, and final recommendations of mobility lanes and transit priority corridors.

Two full modeling efforts were completed for future scenarios with different volume profiles and significantly more intersections. The original scope and budget assumed a single future scenario and a relatively limited number



of intersections in the Downtown core. Additionally, the models required multiple iterations as projects and recommendations changed. The corridor-level modeling required the most significant additional time, as the recommendations for 3rd Ave and 4th Ave shifted numerous times through the summer and early fall.

The phasing of mobility lane recommendations, in particular, has required dozens of changes. This required participation in multiple meetings, at least five revisions to the phasing maps, and updated cost estimates to reflect changes in project definitions. Although there have been changes to the phasing of transit projects and other recommendations, these were anticipated and within the existing budget.

One of the most challenging corridors in Downtown, 3<sup>rd</sup> Ave., has required a high level of effort to land on a draft recommendation that the client team supports. From full transit lanes to full mobility lanes to many iterations of operational changes, 3rd Ave has been redesigned and re-analyzed multiple times.

The level of detail included in the Action Plan and anticipated for the technical appendices and final report is much greater than expected in the initial scope.

This has led to an extended project timeline, additional work beyond the initial scope, a higher-than-anticipated level of consultant team support for various tasks, and a re-baselining of the remaining effort required to deliver an adoptable plan.

**RECOMMENDATION:**

Staff request that the Board of Directors provide the Chief Executive Officer the authority to increase the value of Nelson Nygaard's contract to conduct the Downtown Nashville Neighborhood Traffic Project by a total of \$270,000 and extend the terms by five months to cover the additional work. This will bring the total to an amount that will not exceed \$1,270,000. The additional funding will come from the Nashville Department of Transportation and Multimodal Infrastructure (NDOT), and will not result in an increase of approved funding from MTA.

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**APPROVED:**

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*Board Secretary*

**12/21/2023**

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*Date*

# Nashville Metropolitan Transit Authority

of Nashville & Davidson County, Tennessee

Information Item     Committee Discussion Item     Committee Action Item     Board Discussion Item

Item Number:	NICE-D-23-009	Meeting Date:	12/21/2023
Item Title:	Escalator Modernization Update		

## BACKGROUND:

Up to 15,000 passengers pass through The Elizabeth Duff Transit Center at WeGo Central daily, utilizing the main transfer hub for WeGo Public Transit.

The facility is served by two escalators and one passenger elevator installed in 2008. Repeat mechanical failures, downtime, extensive repair costs, condition assessments, and asset management scoring led to an engineering assessment of the escalators in 2021. The assessment indicated the escalators required extensive rehabilitation to provide reliable, safe service.

Two options were explored: complete replacement or modernization, which replaces all unit components except the structural truss. Complete replacement of the escalators would require major reconstruction and a lengthy period without service; therefore, staff determined a modernization would achieve the same goal of vastly improved reliability at a lower cost with a shorter construction period.

In February 2023, the board approved the Chief Executive Officer to enter a contract with Kone for Escalator Modernization and Vertical Circulation Services.

Escalator Modernization & Vertical Circulation Services	Budget
Escalator Modernization	\$1,495,800.00
Contingency	\$375,000.00
5 Year Maintenance Agreement	\$110,878.80
SGR over the life of the contract	\$250,000.00
<b>Total Contract Value</b>	<b>\$2,231,678.80</b>

## CURRENT STATUS:

At WeGo Central, signage was installed the week of November 13<sup>th</sup>, notifying the public of the escalator project, closure, duration, and alternate routing for navigating the facility. November 27<sup>th</sup> safety barricades were installed in preparation for escalator demolition starting on December 4<sup>th</sup>. The next phase of work after demolition will be structural and utility improvements.

Facility Maintenance Manager Patrick Hester will provide a presentation on this project and facilitate discussion.

## APPROVED:

*Patrick Hester*

12/21/2023

\_\_\_\_\_  
Facilities Maintenance Manager

\_\_\_\_\_  
Date

# Nashville Metropolitan Transit Authority

of Nashville & Davidson County, Tennessee

## Board Action Item

Item Number:	M-A-23-049	Meeting Date:	12/21/2023
Item Title:	Nestor Backflow System - 2023132		

### BACKGROUND:

Nestor is the agency's primary operations and maintenance facility, with a weekday average of 400 employees reporting for work and 276 revenue vehicles dispatched.

Fire systems ensure the well-being and survival of individuals in buildings, public spaces, transportation systems, and other settings. The Nestor Backflow assembly serves as the fire suppression system for the entire facility with the primary goal of protecting and preserving human life.

The Nestor Backflow assembly became a repeat maintenance item, failing multiple inspections despite the contractor's recommended repairs.

In March of 2022, WeGo Public Transit (via contract with CDM Smith) commissioned Smith Seckman Reid, Inc. (SSR) to observe the operations and identify the root causes of the failing backflow system. The analysis identified high-pressure changes, heavy debris, and inadequate equipment. These are associated with being at the end of the water service main.

The backflow system is in a 7ft. x 7ft. cinderblock building between the fuel lane, parking lots, and the Nestor building, with just enough room to maneuver a bus carefully. Correcting the backflow issues would require an extension of the building, eliminating the turning radius from the fuel lane and parking lots. This would result in the loss of parking availability, service time, and the potential increase of onsite accidents, resulting in the loss of vehicle availability.

The concluding recommendation is to relocate and replace the backflow assembly to improve facility and operational safety achieve compliance, reliability, and optimum maintenance.

An Invitation to Bid (ITB) was published on the agency website and Transit Talent on August 31, 2023. The solicitation requested the relocation and replacement of the failing Nestor Facility Fire System backflow building and plumbing system.

Due to the urgency and licensure requirements, MTA did not place a diversity goal on this project; instead, it pursued race-neutral participation. The ITB was released to over 300 Small, Minority, and Women-owned Business Enterprises (S/M/WBE) and Disadvantaged Business Enterprises (DBE) firms.

The agency received three bids. One of those bids was from L & G Construction, a DBE firm. L & G's bid was found non-responsive due to the firm not meeting licensure requirements. The two remaining bids were responsive to all requirements. Those bids were from Jarret Builders and Koorsen Fire & Security. The Koorsen Fire & Security bid has been determined to be fair, reasonable, and responsive to the solicitation requirements, and represented the low bid at \$299,720 (compared to \$323,494 from Jarret).

### RECOMMENDATION:

Staff requests the Board to provide the Chief Executive Officer the authority to enter into a fixed-price contract with Koorsen Fire & Security to provide fire system backflow and plumbing system repair services for a total

contract budget of \$299,720.00, with an additional authorization of \$59,944 (20%) for staff directed changes in the event that unanticipated conditions arise. This creates a total project budget authorization of \$359,664.00. The contract term is one hundred eighty (180) calendar days. Funding for this project is provided in the agency capital plan under the facility state of good repair program utilizing Federal 5307 funds with matching state and local funds.

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**APPROVED:**

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*Board Secretary*

**12/21/2023**

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*Date*

# Nashville Metropolitan Transit Authority

of Nashville & Davidson County, Tennessee

Information Item    Committee Discussion Item    Committee Action Item    Board Discussion Item

Item Number:	NICE-D-23-010	Meeting Date:	12/21/2023
Item Title:	FY2025 Operating Budget Discussion Kick-Off		

## BACKGROUND:

We anticipate that Metro Finance will issue its call for budget proposals to Metro Departments and related agencies in either late December or early January. The overall budget timeline is expected to remain consistent, with Departmental budget proposals due in February, the Mayor’s budget issued in late April/early May and Council action required by the end of June.

With that in mind (and recognizing that we will need to have our budget proposals largely framed by the time the Board meets in January) we’d like to review overall trends, Better Bus service phases, and upcoming initiatives that are likely to have an impact on the operating budget. We would also like to receive any feedback and thoughts from the Members on possible initiatives in the coming year, as well as our relative risk tolerance as an agency with respect to various unknowns, such as the state of the economy, labor market, etc.

We will be providing additional background information in presentation form at the Board meeting for discussion, and will focus discussion on several decision points, as well as any other thoughts the Board might have:

1. Over the past year, we have seen inflation start to come down from the 7.5% to 8.5% we saw last year. Short-term projections suggest the range to be in 4.5% to 6%, and we will need to properly account for inflationary expectations in our normal expense lines, including labor expenses.
2. The existing Collective Bargaining Agreement with the Amalgamated Transit Union Local 1235 is set to expire on June 30, 2024, with negotiations likely to begin sometime during the first quarter of next year. We will need to determine what to anticipate for wage rate percentage increases to include in our budget projections, as well as other labor cost elements embedded in the collective bargaining agreement.
3. Our baseline budget request to Metro will also need to account for the full-year operation of services and facilities that were initiated during the current fiscal year, such as Better Bus service enhancements and the opening of the Ernest Rip Patton, Jr. North Nashville Transit Center.
4. We will need to be planning for investment requests around future phases of Better Bus service expansion, as well as new facilities and initiatives coming online during FY2024-25.
5. We have continued to rely on Federal pandemic relief funding to offset reduced operating income during the pandemic and to “seed” service expansion in anticipation of additional funding from Metro Nashville. We have also used these funds to offset operating expenses to allow for larger amounts of our Federal formula funding to be allocated to the Capital Improvement Budget. As we see these pandemic relief funds diminish, we will need to be planning for their complete expenditure and a “return to normal” with respect to funding levels for our preventive maintenance expenses utilizing capital formula funding for operating expenses.
6. Beyond the normal impacts of inflation previously discussed, we are observing several trends with respect to specific line items in our operating budget worthy of discussion. Some of these are related to the impacts on the economy as we move past the pandemic. While some may be transitional, others may require a fundamental examination and alteration of our business practices. Some of these include:

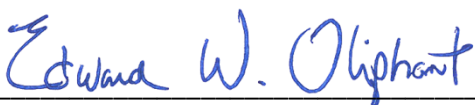
- a. Continued expenses associated with employee attraction and retention for Bus Operators and Maintenance personnel.
- b. Increases in security as we expand our overall footprint with our neighborhood transit centers and the level of security we need for adequate coverage and higher rates for off duty officers contained in the MOU with Metro Nashville Police Department.
- c. Increases in contracted services to compensate for staffing shortages in areas like WeGo Access and maintenance as we balance our internal services levels versus what to outsource.
- d. Costs associated with maintaining our scheduling, dispatching and fleet yard software through Trapeze are seeing increases as we renegotiate our long-term contract with Trapeze.

**CURRENT STATUS:**

Chief Executive Officer Steve Bland and Chief Financial Officer Ed Oliphant will present information with respect to financial and operating trends and key initiatives entering the FY2025 budget season. The intent is to generate sufficient discussion to provide staff direction in assembling the FY2025 operating budget request to Metro Finance and the Mayor's Office. We would anticipate using this feedback to provide you with an update on our funding request at your January meeting, in advance of the anticipated budget submission deadline in February.

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**APPROVED:**



*Chief Financial Officer*

**12/21/2023**

*Date*

# Nashville Metropolitan Transit Authority

of Nashville & Davidson County, Tennessee

## Board Action Item

Item Number:	M-A-23-050	Meeting Date:	12/21/2023
Item Title:	Advertising Policy Update		

### BACKGROUND:

Several years ago, in conjunction with an overall rebranding effort, the Nashville Metropolitan Transit Authority (Nashville MTA) Board adopted and revised its advertising standards and policies to aid and elevate the quality of the customer experience WeGo Public Transit strives to provide. The revised advertising standards eliminated certain ad types, reduced the coverage of bus windows to improve customer safety, sought to enhance the image of transit and protect the new WeGo brand, and examined alternate revenue sources to offset income loss from these revisions.

Beyond the advertising program itself, our overall marketing program has begun to emphasize the development of strategic community partnerships that leverage joint promotional opportunities with other add-ons, such as WeGo Ride participation and service enhancement financial support.

Over the past year, the Board has had several additional discussions regarding the next phase of this evolution, and the recent expiration of our long-term advertising sales contract provides an opportunity to continue to evolve this program in conjunction with an overall communications strategy.

### RECOMMENDATION:

In light of the ongoing direction of the Board, staff requests the Board to approve the replacement of the current advertising policy with the attached "Policy Regarding Messaging on WeGo Assets." This revised policy will allow us to pursue the objectives set by the Board's overall direction that will allow the agency full content control over any messaging installed on our assets, further promote system safety and customer experience by eliminating any bus window coverage and seek to continue to generate revenue through community impact partnerships. This revised policy was developed as a collaboration between staff and the Authority's General Counsel.

### APPROVED:

12/21/2023

\_\_\_\_\_  
*Board Secretary*

\_\_\_\_\_  
*Date*

## Policy Regarding Messaging on WeGo Assets

The primary mission of the Metropolitan Transit Authority (MTA) is to provide safe, convenient, and professional transportation to its customers. Visual displays on WeGo's assets that detract from this mission are not permitted.

With the rebranding of MTA's transit system to "WeGo Public Transit" in 2018, the Board of Directors made a conscious decision to use the visual appearance of WeGo's assets to enhance the riding experience, increase transit usage and ridership, and to improve the image of public transportation in the community as a desirable and cost-effective transportation option for the public. Toward that end, the Board previously restricted various forms of signage and displays on WeGo's assets.

As of the effective date of this policy, the MTA shall no longer sell traditional transit advertising. However, any advertising agreements executed prior to the adoption of this policy shall be allowed to remain in effect for the duration of the agreement, but none of these existing agreements will be renewed or extended.

For the purposes of this policy, "WeGo assets" are defined as publicly visible public transportation facilities (rolling stock, waiting shelters, stations, terminals, benches, etc.) used by the public for travel, and may also include paper and electronic marketing materials such as brochures, maps and schedules, social media feeds, web pages and on-board messaging via visual displays or annunciators.

As of the effective date of this policy, the following is guidance to staff and partners concerning the display of messaging on WeGo assets:

1. WeGo Public Transit controls the editorial and creative content of any displayed messaging on WeGo assets.
2. No displayed messaging shall compromise the overall visual integrity of a WeGo asset. As an example, no partial wraps or poster signs shall be installed on buses that detract from the visual appearance of the WeGo Public Transit paint scheme, but full wraps that completely cover the paint scheme could be allowed.
3. No messaging shall detract from wayfinding elements or other techniques used to help customers navigate the transit system.
4. Any displays on WeGo assets shall not compromise the safety of MTA's customers or employees. As an example, future full bus wraps shall not cover windows.
5. Displays on WeGo assets may not diminish the overall appearance of the WeGo Public Transit brand or logo. Toward this end, any displays that cover WeGo branding, or logo generally should not exceed ten percent (10%) of any type of WeGo asset (such as buses or shelters) in the system.
6. Other partners may be included in messaging that appears on WeGo assets, provided that messaging is part of a broader partnership arrangement developed to enhance the riding experience, increase transit usage and ridership, and improve the image of public transportation in the community as a desirable and cost-effective transportation option for the public. WeGo Public Transit possesses editorial and creative control of the messages.
7. WeGo Public Transit may post public service announcements from the Metropolitan Government of Nashville and Davidson County organizations on WeGo assets, provided that such announcements do not take precedence over transit system information.



# Nashville Metropolitan Transit Authority

of Nashville & Davidson County, Tennessee

Information Item     Committee Discussion Item     Committee Action Item     Board Discussion Item

Item Number:	NICE-D-23-011	Meeting Date:	12/21/2023
Item Title:	Spring 2024 Service Change Update		

## BACKGROUND:

The nMotion plan adopted in 2016 identified several key strategies to improve transit service in the short, mid, and long term. Strategies like making service easier to use, improving existing service, improving access to transit, making service more comfortable, expanding service to new areas, and developing a network of transit centers have been at the core of the improvements implemented by WeGo during the past few years. The Better Bus plan has focused on improvements and expansion of service, including longer hours of operation on frequent and most local routes, frequency improvements on major corridors with emphasis on evenings and weekends, establishing new services to improve transit access, more and better bus shelters, and new transit centers to facilitate connections, enhance comfort, and improve travel times. These improvements have helped WeGo's past-pandemic ridership return at a faster rate than many other systems nationally and are building the foundation for a more robust transit system in the future.

The opening of the Dr. Ernest "Rip" Patton, Jr. North Nashville Transit Center (NNTC) in the spring of 2024 marks a new milestone for service improvements. The center will help decrease reliance on WeGo Central by providing connections between 7 different routes in this part of town while widening options for faster and better access to jobs and opportunities. The FY2024 Metro budget provided additional resources to continue implementing the Better Bus plan. With this in mind, staff have taken an in-depth evaluation of the North Nashville area service to propose potential improvements in conjunction with the opening of the NNTC.

The proposed improvements follow initial rider feedback received through survey work done during the summer to help determine a baseline for addressing gaps and needs for these routes. The overall service expansion with the proposed changes represents approximately 55,000 additional annual service hours or a 9% increase in service.

The proposed changes were presented for public review and comment from November 27<sup>th</sup> to December 18<sup>th</sup>. Staff is now incorporating feedback from public comments into a revised proposal for MTA Board approval in January 2024.

## CURRENT STATUS:

Felix Castrodad, Director of Planning, and Katie Freudberg, Scheduling and Service Planning Manager, will present an update on the proposed changes for Spring 2024 at the meeting.

## APPROVED:

  
\_\_\_\_\_  
Director of Planning & Grants

12/21/2023  
\_\_\_\_\_  
Date

# Nashville Metropolitan Transit Authority

*of Nashville & Davidson County, Tennessee*

## Board Action Item

<b>Item Number:</b>	<b>M-A-23-051</b>	<b>Meeting Date:</b>	<b>12/21/2023</b>
<b>Item Title:</b>	<b>Multimodal Mobility Master Plan Memorandum of Understanding Approval</b>		

### BACKGROUND:

Since its adoption in the fall of 2016, the nMotion Transit Strategic Plan recommendations have guided the implementation of transit improvements in Nashville and the region. The plan and its byproduct Better Bus have allowed the agency to implement comprehensive transit solutions systemwide that have proven successful in positioning WeGo to better respond to post-pandemic ridership changes and to make transit a more reliable option for riders. After 7 years since its adoption, the plan requires an update to not only account for the impacts of the pandemic on ridership's travel habits but also to reflect the rapid growth and changes that Nashville is experiencing. These changes require constant adaptation to ensure that the service can cater to new demands and that the agency is prepared to adequately respond and grow to implement improvements that will help Transit continue to thrive in future years.

nMotion followed the city's NashvilleNext general plan adoption, outlining a bold approach to provide and enhance transit options to complement NashvilleNext's land use and transportation recommendations including the Access 2040 (mobility component of NashvilleNext). Other plans have been developed over the years to fill in gaps related to different modes and needs. Some of those include the Major and Collector Street Plan, WalknBike, Plan to Play, the Metro Nashville Transportation Plan, and the Vision Zero Action and Implementation Plans. All these plans address different transportation needs while intersecting with each other, but there has not been an overarching plan that brings together the impacts of the different plans.

The Nashville Department of Transportation and Multimodal Infrastructure (NDOT) is working to develop a Multimodal Mobility Master Plan to address inconsistencies and gaps between the different modal plans as well as generating a list of priority projects for implementation along with an updated layered network of streets to support those projects.

Because of the synergies between WeGo and NDOT for transportation improvement needs that impact transit and the timing between the multimodal mobility plan and the nMotion plan update, the two agencies have agreed on extending this collaboration to the development of their plans to optimize public engagement opportunities and maximize coordination of necessary elements for both agencies within the scope of work. Under this approach, the two projects have been combined under one solicitation and an overall scope of work. However, specific elements pertaining to each agency's needs have been clearly identified under detailed separate tasks to accommodate the analysis and deliverables of each plan. The project is expected to kick off during the first quarter of next year, with most work activities taking place through 2024 and 2025.

For the purposes of the plan development, the agencies have decided to enter a Memorandum of Understanding (MOU) outlining their specific roles. The MOU also includes the Regional Transportation Authority of Middle Tennessee (RTA) because of the regional needs of the transit plan, and the Metro Nashville Planning Department as the agency managing the Major and Collector Street Plan. MTA is currently administering the procurement process for professional services supporting the project. While both agencies will assume control over their respective tasks, NDOT will oversee the management of the joint public engagement process. The details of the roles and responsibilities of each agency are delineated in the attached MOU.

**RECOMMENDATION:**

Staff recommends that the Board authorize the Chief Executive Officer to execute the attached Memorandum of Understanding with the Nashville Department of Transportation & Multimodal Infrastructure, the Metro Planning Department, and the Regional Transportation Authority describing the responsibilities of the parties with respect to carrying out the work activities of the Multimodal Mobility Master Plan including updating the Transit Strategic Plan. This document has been reviewed and approved by the General Counsel of the Nashville MTA.

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**APPROVED:**

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*Board Secretary*

**12/21/2023**

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*Date*

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**THE DEPARTMENT OF TRANSPORTATION AND MULTIMODAL INFRASTRUCTURE**  
**OF THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY,**  
  
**THE METRO NASHVILLE PLANNING DEPARTMENT,**  
  
**THE METROPOLITAN TRANSIT AUTHORITY OF NASHVILLE AND DAVIDSON COUNTY,**  
**AND**  
**THE REGIONAL TRANSPORTATION AUTHORITY OF MIDDLE TENNESSEE**

The purpose of this Memorandum of Understanding (MOU) between the Department of Transportation and Multimodal Infrastructure (NDOT), the Metro Nashville Planning Department (Metro Planning), the Metropolitan Transit Authority of Nashville and Davidson County (MTA), and the Regional Transportation Authority of Middle Tennessee (RTA) (collectively “the Parties” or individually “a Party”) is to establish the Parties’ mutual understanding of their respective responsibilities in assisting with the implementation of a Multimodal Mobility Master Plan (“the Plan”).

**General Terms**

The Parties agree as follows:

**Project Purpose:** The Multimodal Mobility Master Plan is a comprehensive effort to integrate different modal plans including the Access Nashville 2040, the Major and Collector Street Plan (MCSP), the nMotion Transit Strategic Plan (nMotion), WalknBike, Plan to Play, the Metro Nashville Transportation Plan, and the Vision Zero Action and Implementation Plans. The effort will identify inconsistencies between the plans, address any gaps, create a layered network with an updated street plan, and generate a program of priority projects for implementation. As an update to WeGo’s nMotion transit strategic plan, the Plan will address transit planning and operational tasks, specific agency needs, and transit improvements for local service in Nashville and for regional transit service in the Middle Tennessee area.

1. **Project Lead:** The Project will be led by NDOT. Overall project management and public communication of Project-related events, findings, recommendations and publications will be conducted by NDOT. The exception is that MTA and RTA will provide Project documentation to outside third parties when requested in accordance with The Tennessee Public Records Act requirements. MTA and RTA will notify NDOT of any such requests prior to document transmittal. Although NDOT will be the overall project lead, MTA will be solely responsible for the management and development of transit related tasks and deliverables leading to the update of the nMotion Transit Plan, and solely responsible for the approval of final work products and deliverables for these tasks. These tasks will be specifically identified during the negotiation of a final work program and payment milestone schedule with the successful proposers.
2. **Administrative Lead:** The Administrative lead for the Project will be MTA. This role (more specifically enumerated below) will include executing funding agreements with outside funding partners including the Federal Transit Administration, the Greater Nashville Regional Council, and others as identified by NDOT; conducting competitive procurement activities in accordance with applicable Federal, State and Local requirements; contracting activities with selected consultants; and support for auditing of the Project and Project-related expenses by regulatory entities (or their duly established external auditors) including (but not limited to) the Federal Transit Administration and Federal Highway Administration of the United States

Department of Transportation; Tennessee Department of Transportation; and Metropolitan Government of Nashville and Davidson County.

3. **Compliance with Applicable Laws and Regulations:** The Parties agree to follow applicable Federal, State and Local codes, ordinances and regulations.
4. **Collaboration:** The Parties have met and agreed to collaborate to complete the Project.

### **Responsibilities of the Parties**

#### **NDOT**

1. Manage the overall Multimodal Mobility Master Plan including day-to-day direction of enlisted consulting staff, acceptance of deliverables and approvals of vendor invoicing for transmittal to MTA for payment in accordance with established payment milestones.
2. Establish overall project schedules, deliverables and payment milestones with selected Contractor(s).
3. Develop specific payment milestones for project funding partners (MTA, RTA, and Metro Planning) based on scope task assignment among partners.
4. Provide necessary project and contract documentation as it may generate to MTA to support MTA grant contracts and ensuing audits.
5. Lead in the scheduling of advisory group and public meetings associated with the Project.
6. Serve as lead spokesperson for Project progress and reporting.
7. Provide prompt payment to MTA for approved invoices reflecting any NDOT funding shares in accordance with payment milestones.

#### **MTA**

1. Enter into funding agreements with outside funding partners including (but not limited to) the United States Department of Transportation, Tennessee Department of Transportation, Metropolitan Government of Nashville and Davidson County, and the Greater Nashville Regional Council.
2. Invoice NDOT for NDOT Project cost shares in accordance with the Project budget and payment milestones.
3. Conduct project consultant solicitation support services through its Procurement function in accordance with Local, State and Federal requirements.
4. Serve as the contracting agency with the selected consulting team.
5. Provide NDOT with all necessary procurement documentation to support its regulatory mission.
6. Provide NDOT and Consultant(s) with agency-generated data and information necessary to support the work plan, including (but not limited to) transit route and schedule information, average running time data, and boarding count data.
7. Serve along with other project partners in an advisory role to NDOT and the Consulting team for the duration of the project.
8. Administer State and Federal transit grants being utilized to fund a portion of project expenses.
9. Provide staff support as available for any public meetings that may arise during the course of the project and subsequent thereto as requested by NDOT.
10. Provide timely feedback on any draft reporting, work papers, and interim recommendations that may be developed as precursors to final reports.
11. Promote any public activities that may arise during the course of the project through its usual public communication channels (website, social media feeds, etc.) as may be requested by NDOT.
12. Manage the development of specific transit tasks pertaining to the update of the nMotion Transit Plan.
13. Provide final approval for any work products or deliverables developed by the Consultant, including invoicing, specific to transit tasks.

**Effective Date**

This MOU will take effect upon signature of this MOU by all Parties by a person with the authority to enter this MOU on behalf of each Party.

**Modification and Amendment**

Any modifications, amendments, renewals, or extensions must be in writing, signed, and approved by all Parties who signed and approved this MOU.

**Intention of the Parties**

This document is a non-binding Memorandum of Understanding intended to set forth the understanding among the Parties and does not create a contractual obligation or otherwise bind the Parties.

**NASHVILLE DEPARTMENT OF TRANSPORTATION  
AND MULTIMODAL INFRASTRUCTURE OF THE  
METROPOLITAN GOVERNMENT OF  
NASHVILLE & DAVIDSON COUNTY**

**METROPOLITAN TRANSIT AUTHORITY OF  
NASHVILLE & DAVIDSON COUNTY**

\_\_\_\_\_  
Diana Alarcon, Director

\_\_\_\_\_  
Stephen G. Bland, Chief Executive Officer

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**METRO NASHVILLE PLANNING DEPARTMENT**

**REGIONAL TRANSPORTATION AUTHORITY  
OF MIDDLE TENNESSEE**

\_\_\_\_\_  
Lucy Kempf, Executive Director

\_\_\_\_\_  
Stephen G. Bland, Chief Executive Officer

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# Nashville Metropolitan Transit Authority

of Nashville & Davidson County, Tennessee

## Board Action Item

Item Number:	M-A-23-052	Meeting Date:	12/21/2023
Item Title:	Planning Support Services		

### BACKGROUND:

As previously reported in the prior action item, WeGo Public Transit plans to update the nMotion Transit Strategic Plan beginning in 2024. This process will be conducted in close coordination with similar efforts by the Nashville Department of Transportation and Intermodal Infrastructure (NDOT) and the Metro Nashville Planning Department to update various other modal transportation plans. As with nMotion, we will also conduct this effort as a joint planning project between the Metropolitan Transit Authority of Nashville and Davidson County (MTA) and the Regional Transportation Authority of Middle Tennessee. The MOU being considered by the Board at this meeting would establish the parameters of this collaborative relationship to develop a comprehensive mobility plan for Nashville, and a coordinated transit plan for Middle Tennessee. A solicitation for strategic planning consulting services has been prepared by the collaborating departments and issued to the consulting community by the MTA. We anticipate a recommendation for Board award by early in the 2<sup>nd</sup> quarter of 2024.

In order to jump start this project, and to advance various near-term improvements, Staff would like to advance planning support work toward this effort using consulting resources from our existing agreements. Services contemplated would include the development of various financial and operating models, updating prior work originally undertaken by this consultant during the nMotion planning process, and consolidation of existing multimodal plans into a cohesive structure. The recommended consultant – HDR Engineering – and their subcontractor Infrastrategies have extensive experience in this arena and were engaged to support prior planning efforts in Nashville such as nMotion.

### RECOMMENDATION:

Staff recommends that the Board authorize the Chief Executive Officer to execute task orders for various elements of this effort to HDR Engineering, Inc. in a combined amount not to exceed \$940,000, with a project duration of thirteen (13) months, expiring December 31, 2024. Funding for this effort is available through previously programmed capital funds to support the update of our long-range plan.

### APPROVED:

\_\_\_\_\_  
*Board Secretary*

12/21/2023

\_\_\_\_\_  
*Date*