

Board Meeting Agenda



Nashville MTA Board Meeting
Music City Central Meeting Room
400 Charlotte Ave., Nashville, TN 37219

2:30 p.m., Thursday, January 26, 2017

Gail Carr Williams, Chair
Lewis Lavine, Vice-Chair

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1. Call to Order
 2. Approval of December 15, 2016 Minutes
 3. Public Comments*
 4. Committee Reports
 - a. Operations & Finance Committee – Walter Searcy, Chair
 - b. New Initiatives & Community Engagement Committee – Janet Miller, Chair
 - i. System-wide Origin-Destination Survey A-17-001
 5. Chair's Report
 6. Chief Executive Officer's Report
 7. Other Business
 8. Adjourn
-

Notes:

** Please keep all public comments to the Board within 3 minutes. Thank you.*



Minutes

NASHVILLE METROPOLITAN TRANSIT AUTHORITY

BOARD OF DIRECTORS MEETING

December 15, 2016

- I. **CALL TO ORDER:** The regular meeting of the Nashville Metropolitan Transit Authority Board of Directors was held in the Music City Central (MCC) Meeting Room, 400 Charlotte Avenue, Nashville, Tennessee on December 15, 2016. Present were: Gail Carr Williams, Chair; Lewis Lavine, Vice Chair; Colleen Hoy, Member; Janet Miller, Member; Walter Searcy, Member; Secretary Margaret Behm, and CEO Stephen G. Bland. A quorum was established and Chair Williams called the meeting to order at 3:19 p.m.
- II. **APPROVAL OF MINUTES:** Proper motion was made to approve the minutes of the November 17, 2016 Board of Directors meeting. There were no additions or corrections, and the vote of approval was unanimous.
- III. **PUBLIC COMMENTS:** Chair Williams opened the floor for public comments. The public was reminded that comments are limited to three minutes. The following members of the public had these comments:

James Thomas of Nashville:

- While waiting in one of the waiting rooms at MCC, he witnessed three individuals forcing the door open, and he is concerned that the door may become damaged if this continues.
- The bus on his route ran three minutes early on December 9, 2016.

John Bull of Nashville:

- He is delighted to see in the committee meetings that things are moving toward implementing some plans.
- The most hazardous part of riding a bus is getting to and from the bus stop, especially with the shorter hours of daylight. He demonstrated how he uses a flashing light on his phone to draw notice to himself so that he is safer when walking to the bus stop; and, it is more easily seen by the driver at the stop.

Peter O'Connor of Nashville:

- He wants to see customer service open from the time the first bus leaves MCC to the time the last bus completes its final run.
- He wants drivers to be more receptive to regular rider's knowledge of routes and stops.

Lewis Lavine:

- He noted that there is a small leak in the pipes in the bathroom across the hallway.

There were no other public comments, and the time for public comments closed.

IV. PERFORMANCE & OVERSIGHT COMMITTEE REPORT: Committee Chair Walter Searcy reported on the following items:

- a. **GENFARE CONTRACT (A-16-034):** The committee recommends the Board approve a not to exceed contract value of \$1,453,632.90 during the course of the three-year Genfare contract. There was no discussion and the motion of the committee passed unanimously.
- b. **40-FOOT LOW-FLOOR HYBRID REPLACEMENT BUS PURCHASE (A-16-035):** The committee recommends to the Board approval to execute an immediate purchase of 31 new 40-foot Low-Floor Hybrid Buses from Gillig for a total purchase of \$22,696,309. The funding sources to support this purchase will be available through Metro Capital funding from FY15, FY16, FY17 Capital Grant awards, as well as the remaining reserve funding received from FEMA. There was no discussion and the motion of the committee passed unanimously.
- c. **ROSA PARKS CHARGING STATION CONSTRUCTION & INSTALLATION (A-16-033):** The committee recommends the Board authorize the Chief Executive Officer to enter into a contract with Carter Group, LLC, Inc. for the construction and installation of the Rosa Parks Electric Charging Station for \$1,230,005.

Further, the committee recommends the Board provide the Chief Executive Officer the authority to approve the use of contingency funds for a total project construction cost not to exceed \$1,600,000 if reasonable and necessary for the timely completion of the project.

FUNDING SOURCE: Construction is 100 percent funded by local Metro capital funding. This project leverages \$600,000 of grant funds used to purchase the Charging Head and long-term lease of State land. There was no discussion, and the motion of the committee passed unanimously.

V. PLANNING COMMITTEE: Chair Lavine reported that the committee had a fairly lengthy and good discussion. Chief Financial Officer Ed Oliphant presented the first iteration of the baseline budget for next year which the committee reviewed. It contains an increase of a little more than 6 percent over the current year. This increase was driven by higher costs in fuel, the collective bargaining agreement, and a few others.

The committee also had a very extensive and well thought review by nMomentum, our fare collection project – how it lays out, what it is due to accomplish, and what we can expect. It appears to be a very solid project, and we will be paying attention to it as it begins to be implemented.

While nMotion is a long process, there is some community desire to have some things happen more quickly. The committee refined their bucket list of seven things that they would like to present to the Mayor and to the Council that would comprise their budget for next year. For the record, they are:

1. A base budget

2. Technology improvements which would include no longer having a transfer fare and having a mobile pilot that can be used on mobile devices next year
3. Some specific frequency and hour changes
4. Beginning the branding process between MTA and RTA
5. The actual stops themselves – which would include improving the amenities at the stops, getting started on some of the hubs that have been discussed, and looking for ways of improving getting to those stops
6. Sharing some kind of a big project
7. Making sure that we have adequate staffing dollars to accomplish all of this

Staff will come back in January after having flushed out these numbers.

VI. STAKEHOLDER RELATIONS COMMITTEE: There was no report from this committee.

VII. CHAIR'S REPORT: Chair Gail Carr Williams discussed the current committee structure and how it was formed and why; and she also discussed how current needs have changed and the need to restructure the committees. Going forward, there will be two committees instead of three. One will be the New Initiatives & Community Engagement Committee, which reflects more on the work we will be doing. Janet Miller will serve as the Chair for this committee, and Lewis Lavine will serve as a member of that committee.

The other committee will be the Operations & Finance Committee, which reflects the work we are doing. Walter Searcy will serve as the Chair for this committee, and Colleen Hoy will serve as a member of that committee.

Chair Williams recapped the memorable moments of 2016 and thanked the Board, Counsel Margaret Behm, and staff for all their dedication and hard work.

VIII. CEO'S REPORT: CEO Steve Bland reported the following:

- Downtown Circulation Plan – Public Works is continuing to work on the downtown circulation plan. We have a number of staff members that have been involved in that process and they are expecting to have recommendations in the first quarter of next year.
- APTA D.C. Trip – Mr. Bland was able to participate in a meeting this past month of his peers in Washington to be briefed on prospects for transportation in the new administration.
- Metro Budget – We have started meeting with Metro Finance on their budget process, and we don't expect any issues.
- MCC Ladies' Restrooms – We are in the process of doing a rehabilitation of the ladies' restroom here at MCC and that is scheduled to be completed this month.
- Scheduling & Service – Dan's group is conducting our vacation and run fix for the spring, which is an involved and important effort.
- Customer Service Hours – Starting in January, we are doing a pilot program where we are extending the customer service hours until 8 p.m.
- New Year's Eve Service – We are extending service hours on New Year's Eve to help festival-goers travel a little more safely and responsibly. The service will be operating until 2:30 a.m.
- Clement Landport Sale – The Clement Landport has officially been sold.

- MPO Award – Yesterday, we were very pleased and honored to be recognized at the Nashville Area Metropolitan Planning Organization (MPO) Annual Luncheon. nMotion was awarded their Excellence in Community Development Award. Additionally, our Director of Planning Felix Castrodad and our Development Coordinator Cortnye Stone were individually recognized by the MPO for their work.

IX. Other Business:

- a. NASHVILLE MTA COMMITTEE & BOARD MEETING SCHEDULE 2017 (A-16-036):**
Chief Administrative Officer Rita Roberts-Turner presented the 2017 meeting schedule to the Board and briefly discussed the exceptions to the regular schedule. Proper motion was made and seconded. There was no discussion and the vote of approval was unanimous.

There was no other business to come before the Board.

- X. Adjournment:** The meeting was adjourned at 3:52 p.m.

NASHVILLE METROPOLITAN TRANSIT AUTHORITY

OF NASHVILLE AND DAVIDSON COUNTY, TENNESSEE

BOARD ACTION ITEM

Item Number: A-17-001

Meeting Date: 01/26/17

Item Title: SYSTEM-WIDE ORIGIN-DESTINATION SURVEY

BACKGROUND

Under the Federal Transit Administration (FTA) Title VI Circular 4702.1B from October 1, 2012, the FTA requires that transit providers that operate 50 or more fixed-route vehicles in peak service in urbanized areas of more than 200,000 people complete a System-wide Origin-Destination Survey that is consistent with current and FTA-approved on-board survey practices a minimum of every five years. This survey provides specific data pertaining to travel patterns, transit use, and socio-demographic information of transit riders, which is necessary to complete required Civil Rights Title VI Equity Analysis for proposed Major Service Changes and Fare Changes.

The survey will collect transit passenger information by route and geographical area for their complete trip including origin/destination locations, boarding/alighting locations, trip purpose, first mile/last mile travel modes, and demographic information. The survey provides essential information the Nashville Metropolitan Transit Authority (MTA) can use to implement service expansions and efficiencies as well as equitable placement of transit amenities. Optional tasks will allow MTA to survey non-riders regarding travel patterns and demographics using statistically valid methodologies.

The origin-destination survey will include all of MTA's fixed bus routes as well as RTA's commuter bus routes and rail line. RTA falls below the threshold for the FTA requirement; however, data from the RTA system is essential to MTA's full understanding of travel patterns in and out of Davidson County. The added expense of surveying the RTA routes would be a minor component of the contract cost, but the added data would be extremely valuable to MTA.

A Request for Proposals (RFP) was released on November 9, 2016 to solicit proposals from consulting firms to provide a System-wide Origin-Destination Survey. Three proposals were received as being responsive and responsible according to the RFP criteria set forth in the solicitation documentation. The following three firms submitted responses to the RFP:

<u>Proposals</u>	<u>Proposed Cost</u>	<u>Optional Tasks Cost</u>
1. ETC Institute	\$453,995.21	\$39,590
2. Moore & Associates	\$350,447.20	\$0
3. NuStats LLC	\$478,012.16	\$0

The Evaluation Committee determined that the proposal from Moore & Associates did not meet the full technical needs of the project scope for a system the size of MTA. ETC Institute and NuStats LLC proposals satisfactorily meet the technical needs of the scope, and the evaluation committee requested a Best and Final Offer (BAFO) from both firms.

<u>Proposals</u>	<u>Proposed Cost</u>	<u>Optional Tasks</u>
1. ETC Institute	\$399,485	\$39,590
2. NuStats LLC	\$454,195.30	\$0

Based on the results of the technical evaluation and the BAFO, the evaluation committee found ETC Institute’s proposal to best meet the needs of MTA at the lowest cost to the Authority.

The proposed schedule for this project is very constrained and provides for limited survey windows to account for student use of the system (from middle school through university use). Should these windows be missed through no fault of the consultant, additional costs may be incurred through demobilization and remobilization of the survey team. Also, MTA staff is considering widening the scope of the optional tasks to reach a larger non-rider base to support future marketing efforts for new riders. As such, MTA believes a reasonable contract contingency of approximately 13 percent is warranted.

MTA’s capital budget provides for up to \$500,000 from 5307 Federal Grant funding to support this need. This value is adequate to fund the base contract, optional tasks, and requested contingency.

COMMITTEE RECOMMENDATION

Based upon the results of the comprehensive solicitation and evaluation processes, the New Initiatives and Community Engagement Committee recommends the Board to authorize the Chief Executive Officer (CEO) the authority to approve an initial contract with ETC Institute in the amount of \$399,485 for Key Project Elements and \$39,590 for Optional Tasks. Further, the Committee recommends the Board provide the CEO the authority to approve a contract contingency not to exceed \$60,925 to provide for a potential total contract value not to exceed \$500,000.

Approved:

Secretary

January 26, 2017
Date