Board Meeting Agenda

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

2:30 p.m., Thursday, December 15, 2016

Gail Carr Williams, Chair
Lewis Lavine, Vice-Chair

1. Call to Order
2. Approval of November 17, 2016 Minutes
3. Public Comments*
4. Committee Reports
   a. Performance & Oversight Committee – Walter Searcy, Chair
      i. Rosa Parks Charging Station Construction & Installation
      ii. Genfare Contract
      iii. 40-Foot Low-Floor Hybrid Replacement Bus Purchase
   b. Planning Committee – Lewis Lavine, Chair
   c. Stakeholder Relations Committee – Janet Miller, Chair
5. Chair’s Report
6. Chief Executive Officer’s Report
7. Other Business
   a. Nashville MTA Committee & Board Meeting Schedule
5. Adjourn

Notes:
* Please keep all public comments to the Board within 3 minutes. Thank you.
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 November 17, 2016. Present were: Lewis Lavine, Vice Chair; Colleen Hoy, Member; Janet Miller, Member; Secretary Margaret Behm, and CEO Stephen G. Bland. A quorum was established and Vice-Chair Lavine called the meeting to order at 2:45 p.m.

II. **RECOGNITION OF EXEMPLARY PERFORMANCE BY MTA STAFF:** Vice-Chair Lavine stated he would like to take this time to recognize the Nashville MTA participants in this year’s state rodeo competition and then recognized CEO Steve Bland to continue. Mr. Bland stated that Nashville MTA almost had a clean sweep at the Tennessee Public Transportation Association’s State Rodeo recently and like any sport, this team effort was a culmination of a lot of individual excellence. Mr. Bland noted that the qualifications for participation in our local rodeo are very stringent including safety, attendance, customer service, and performance. All of our participants, whether they win, lose, or draw, are already an amazing professional and are already a winner. These participants were recognized in the maintenance division: James Kerce, Troy Willis, Kyle Kruk and Ryan Risner. These operators were recognized: Joyce Banks, Jerome Horton, Eric Liggett, Adrell Stringer, Michael Featherston, and Varick Hyde. Additionally, Safety Manager Earl Rhodes, who heads up our rodeos annually and is a great support and leader to the teams, was recognized.

III. **APPROVAL OF MINUTES:** Proper motion was made to approve the minutes of the October 20, 2016 Board of Directors meeting. There were no additions or corrections, and the vote of approval was unanimous.

IV. **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:

Peter O’Connor of Nashville:
- Extended hours for Customer Service are greatly needed
- Drivers creeping along near a stop create motion sickness for some passengers
- Requests extended service hours on Friday and Saturday nights
- Bus stop at the Nolensville Walmart has people there drinking and doing drugs
* Asked for MTA’s support to get Public Works to put a traffic light and crosswalk at the intersection of Tanglewood Court and Harding Place

James Thomas of Nashville:
* Reported on-time performance issues on various routes
* Neighbor complained to him about a discourteous driver

Kutonia Smith of Music City Riders United:
* Wants NES stop reinstated
* Believes that a kiosk at MCC will not be a solution unless NES has a representative on sight to handle special circumstances

Michelle Estes, Music City Riders United:
* States the women’s restroom is still not up to standards

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

V. **Performance & Oversight Committee Report:** Committee member Colleen Hoy reported on the following items:

a. **Fiscal Year 2016 Annual Audit Report (A-16-031):** The Committee reviewed the annual audit report and it is the committee’s recommendation to accept the Comprehensive Annual Financial Report for the fiscal year ended June 2016.

CFO Ed Oliphant highlighted the performance of the audit and there were no problems. They issued a clean unmodified opinion which is the best opinion we can receive. They presented a brief summary of the balance sheet and the P&L. They discussed the upcoming Governmental Accounting Standard Board (GASB) rule that will be put in place for GASB 74, additional footnote disclosure for our Other Post-Employment Benefits (OPEB) in fiscal year 17 and in fiscal year 18 we will have to record what they put in the footnote based on actuarial assumptions based on what our OPEB will be. This is to give the readers and MTA a picture of what it looks like for our retirees and what we will have to pay out over the life of their retirement. We are going to be procuring some consultants to assist us in that.

Motion from the committee was made to accept the report, and the vote of approval was unanimous.

Chair Lavine congratulated the team for the clean audit noting that this is no small deal. A clean audit is a big deal with a huge agency like this.

b. **Adoption of ADA Reasonable Accommodation Policy (A-16-032):** The committee heard the report from staff on the reasonable accommodation policy, and it is the committee’s recommendation that we adopt the ADA Reasonable Modification/Accommodation Policy as presented. There was no discussion and the motion of the committee passed unanimously.

VI. **Planning Committee:** Chair Lavine reported that the committee had two items. One of which is looking at the budget for next year, and we have decided to postpone that for
next month. We had a look at the fleet and the knowledge that we should be replacing buses every year, a few at a time, and we haven’t been lately. There is a recommendation that we look at 35 or so for this next year and then get on a replacement schedule. We had good discussion about what kind of buses they should be, what the advantages are of the various kinds of operating systems, etc. There is no action on that, but we are prepared to take that into the budget discussions for December.

VII. **STAKEHOLDER RELATIONS COMMITTEE:** Chair Miller reported that the committee did not have any action items. We have had some discussions about how Stakeholders Relations may not belong in a box, but goes through every single thing of what we are doing. So, we are going to take a look at the committee structure because it doesn’t make sense to force the agenda. It is not that stakeholder relations is not critical, it is one of our most critical issues. We need to be covering it throughout the organization and not necessarily in a silo.

VIII. **CHAIR’S REPORT:** Vice Chair Lavine once again congratulated our rodeo team. It is no small deal. It shows competence, and it shows excitement, interest, and teamwork and as a Board we all appreciate that effort.

IX. **CEO’S REPORT:** CEO Steve Bland reported the following:

- **nMotion** – One of the most notable things going on is that we did get partial funding in this past year’s Metro capital budget for our new fare collection system. The designer for that is on board and we are working on that. Probably in December or January, we will actually have them come in and give you an update on what the state of the practice is and the technology so that practice moves forward.

- **nMotion Other activities** – There have been a series of conversations with Metro Planning Commission, Mayor’s Office, Finance staff on setting up for the conversation we will be having with the Board in the next month of two on budget asks. We have our baseline budget, what do we have to do to keep doing what we are doing; and then recognizing what came out of nMotion and then the Mayor’s priorities – what will our asks be in the upcoming budget – new initiatives, be that capital or operating. That conversation will pick up considerably over the next few months.

- **Facilities Assessment** – Towards that end, Julie’s (Julie Navarrete, Chief Development Officer) group is working with Gresham Smith on a full assessment of all three of our major facilities, MCC, Myatt, and Nestor to do full condition assessments that will lead into further capital upgrades. We expect to have some pretty significant updates on the state of our facilities and the work that needs to be done.

- **Murfreesboro Road Signal Priority Project** – Work is continuing on this project for about 95 percent of the design level and we expect the construction bids to go out very early next year. That is a product with a MOU between ourselves and Metro Public Works. That is a multi-faceted project to beef up the corridor in general and specifically to improve transit service reliability in that corridor.

- **High Capacity Corridor Study** – Julie’s team has been working on this. There is a lot of background work going on right now, so we will be in a position to go to the general public in those five particular corridors right after the first of the year.
• **Smart Cities Initiative:** The Mayor’s group has been very active and a number of our staff have been very active in that engagement. There are some very interesting things coming out of that.
• **NES:** We did get a good response from NES wanting to sit down and talk about how we might want to have more convenient options for folks right here at MCC.

**X. Other Business:** There was no other business to come before the Board today.

**XI. Adjournment:** The meeting was adjourned at 3:19 p.m.
BACKGROUND

In November 2013, the Board of Directors approved the procurement and installation of electric charging stations for the Proterra electric buses that utilized on the Music City Circuit routes. The first charger was installed at the River Front location. To provide an effective electric bus service, we need an additional charging location. At times the Riverfront location is inaccessible due to special events held down town.

Property was identified at 761 Harrison Street which is owned by the State of Tennessee. Nashville MTA legal counsel and the State of Tennessee developed a 30- year easement agreement that will allow MTA to build a State utilized parking lot and a secondary charging station and shelter. Grant funding in the amount of $600,000 from the Tennessee Department of Energy and Conservation is being used to pay for the secondary charging unit. This grant requires the charging station constructed and be operational by June 30, 2017.

An Invitation for Bid was released June, 16, 2016 for construction and installation of the Rosa Park Electric Charging Station. Two (2) Invitations to Bid proposals were received as being responsive and responsible according to the ITB criteria set forth in the solicitation documentation. Below are the firms that submitted responses to the ITB and final negotiated bid totals:

1. Carter Group, LLC. $1,230,005.00
2. Rocky City Construction Co., Inc. $1,323,422.50

A 30% project contingency ($369,995) is necessary on this project based on known risk elements discussed here-in and unknown risks associated with any construction effort. Specifically, an 1800’s era sewer runs through the site. Hidden conditions could be encountered near this sewer during construction. Additionally, the project geotechnical report identified small amounts of coal ash on the site. This material may be encountered during the site preparation and grading phase causing an escalation in the project cost during construction. The project contingency will allow the MTA to authorize design and construction change orders if required to prevent schedule delays.

Funding in the amount of $1,600,000 was identified to support this project and project-related contingencies through Metro allocations.
COMMITTEE RECOMMENDATION

Based on the results of the comprehensive solicitation process, 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 Park 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% 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.

Approved:

______________________________  ______________________________
Secretary                          Date

December 15, 2016
Item Number: A-16-034  Meeting Date: 12/15/16

Item Title: GENFARE FARE CONTRACT

BACKGROUND

On October 20, 2016 the Board approved a three-year contract with Genfare for the purchase of fare collection equipment, repairs, and upgrades. The contract includes the following three-year fixed unit price for fare boxes (see attached October 20, 2016 Board Action Item):

<table>
<thead>
<tr>
<th>Year</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current</td>
<td>$13,330</td>
</tr>
<tr>
<td>First Year</td>
<td>$13,250</td>
</tr>
<tr>
<td>Second Year</td>
<td>$13,647.50</td>
</tr>
<tr>
<td></td>
<td>(a 3% increase)</td>
</tr>
<tr>
<td>Third Year</td>
<td>$14,056.93</td>
</tr>
<tr>
<td></td>
<td>(a 3% increase)</td>
</tr>
</tbody>
</table>

When this contract was presented to the Board, Staff inadvertently failed to recommend a "not to exceed" contract limit. Based on our projected needs analysis at this time, staff believes a not to exceed contract value of $1,453,632.90 is reasonable.

COMMITTEE RECOMMENDATION

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.

Approved:

_________________________  ____________________________
Secretary                      Date

December 15, 2016
Item Number: A-16-035

Item Title: 40-FOOT LOW FLOOR HYBRID REPLACEMENT BUS PURCHASE

BACKGROUND

In the January 2016, the board approved MTA entering a three-year contract with two one-year options for the purchase of up to 120 buses with Gillig Corporation over the next five years. In the November 2016 committee meetings, Rick Dooley, our Director of Maintenance, discussed the current bus fleet composition, a proposed replacement schedule for buses that have reached their useful twelve-year life and what type bus we should continue to utilize in our fleet, straight diesel versus hybrid-diesel.

Based upon those discussions, we need to replace thirty-one (31) buses that have reached their useful life with new hybrid-diesel buses. Due to the increased anticipated lead time for production scheduling, delivery and acceptance of buses, we need to place this order in the most proactive and timely manner possible.

According to the contract the hybrid-diesel buses have a per-unit cost of $732,139 making the total purchase price for this order calculate to $22,696,309. The cost per bus includes all ancillary equipment such as fare boxes, AVL equipment, radios and cameras.

COMMITTEE RECOMMENDATION

The committee recommends to the Board approval to execute an immediate purchase of thirty-one (31) new 40FT Low Floor Hybrid Buses from Gillig, for a total purchase of $22,696,309. The funding sources to support this purchase will be available Metro Capital funding from FY15, FY16, FY17 Capital Grant awards as well as the remaining reserve funding received from FEMA.

Approved:

__________________________
Secretary

__________________________
Date

December 15, 2016
Item Number: A-16-036  Meeting Date: 12/15/16

Item Title: NASHVILLE MTA COMMITTEE AND BOARD MEETING SCHEDULE 2017

BACKGROUND

Attached is the proposed schedule for the committee and board meetings for 2017. There are notes for some of the dates and they are as follows:

May 18 – In 2016 the MTA Board Chair chose to move the meeting in May to the third Thursday in the month so that there would not be a conflict for those board or staff members who might want to make plans to travel the week prior to Memorial Day weekend. If the Board so chooses, we can do that again this year. If not, the fourth Thursday is May 25.

July 27 – Historically the MTA Board chooses to have an abbreviated meeting either as a board or a committee in July. Usually following this brief meeting, the MTA Board participates in a tour of one of the facilities or rides in one of the MTA buses out one of the corridors in the system.

October 26 – Simply as a note of information, the week prior to this meeting is the week that Nashville MTA will be hosting the state transit agencies at the annual Tennessee Public Transit Association’s annual conference.

November 16 – Thanksgiving falls on the fourth Thursday, so our meeting in November will be on the third Thursday.

December 14 – In recent years the MTA Board has met earlier in the month of December to free up the week prior to Christmas for travel and family plans for MTA Board members and staff.

STAFF RECOMMENDATION

Staff respectfully recommends approval of the meeting schedule for 2017 as presented.

Approved:

__________________________  _______________________
Secretary  Date

December 15, 2016
<table>
<thead>
<tr>
<th>Month</th>
<th>Committees &amp; Board Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>26</td>
</tr>
<tr>
<td>February</td>
<td>23</td>
</tr>
<tr>
<td>March</td>
<td>23</td>
</tr>
<tr>
<td>April</td>
<td>27</td>
</tr>
<tr>
<td>May</td>
<td>18*</td>
</tr>
<tr>
<td>June</td>
<td>22</td>
</tr>
<tr>
<td>July</td>
<td>27**</td>
</tr>
<tr>
<td>August</td>
<td>24</td>
</tr>
<tr>
<td>September</td>
<td>28</td>
</tr>
<tr>
<td>October</td>
<td>26***</td>
</tr>
<tr>
<td>November</td>
<td>16*</td>
</tr>
<tr>
<td>December</td>
<td>14*</td>
</tr>
</tbody>
</table>

Committee Meetings meet consecutively beginning at 1:30 p.m.  
Board Meetings begin at 2:30 p.m.

*These dates are not the fourth Thursday of the month.

**MTA Board traditionally holds an abbreviated meeting in July and usually incorporates a tour of one of the facilities.

***Of note, the TPTA Annual Conference which will be hosted by MTA is to be held the week prior to this date.