



Minutes

NASHVILLE METROPOLITAN TRANSIT AUTHORITY

BOARD OF DIRECTORS MEETING

January 26, 2017

- I. CALL TO ORDER:** The regular meeting of the Nashville Metropolitan Transit Authority (MTA) Board of Directors was held in the Music City Central (MCC) Meeting Room, 400 Charlotte Avenue, Nashville, Tennessee on January 26, 2017. Present were: Gail Carr Williams, Chair; Lewis Lavine, Vice Chair; 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 3:13 p.m.
- II. APPROVAL OF MINUTES:** Proper motion was made to approve the minutes of the December 15, 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:

Peter O'Connor of Nashville:

- He appreciates the extended hours for Customer Service, but still wants to see the Customer Service Center open from the time the first bus leaves out until the last bus comes back.
- He seeks the Board's support in asking Public Works to address the need for a crosswalk at Tanglewood Court and Harding Place.
- Drivers creeping along near a stop create motion sickness for some passengers.
- The NES stop needs to be reinstated.

Rachel Gizzard with Music City Riders:

- The NES stop needs to be reinstated.
- She asks for safety devices to lock into place shopping carts and strollers on buses.

James Thomas of Nashville:

- Reported on-time performance issues on various routes
- Reported observations of drivers not being as courteous as he thinks they should be to some passengers.

Kutonia Smith-Bond of Nashville:

- The NES stop needs to be reinstated.
- She appreciates the bathroom renovations.

Angelique Johnson of Music City Riders:

- Presented a petition with signatures of riders asking for the NES stop to be reinstated.

Gloria Gillespie of Nashville:

- Passengers stand near the front next to the driver and block the view making it difficult to see the stops.

John Bull of Nashville:

- He appreciates the expansion of the customer service hours.
- Glad to see the zero defects initiative is on the list.

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

IV. OPERATIONS & FINANCE COMMITTEE REPORT: Committee Chair Walter Searcy reported that the committee had no items of action for the Board to consider at this meeting.

V. NEW INITIATIVES & COMMUNITY ENGAGEMENT COMMITTEE: Chair Janet Miller reported that the committee discussed the proposed spring 2017 service change process. There are two routes being considered – the new 77 Thompson Connector and added service to the 56 Gallatin BRT lite. Public meetings are scheduled for the discussion of these changes. Feedback from these meetings will be brought back to the Board for consideration.

The committee also discussed the upcoming budget that will go to the Mayor's Office and then to the Metro Council over the next few months. This year the Board believes it is time to step out and start doing the work to help get the nMotion plan implemented.

During the meeting, the committee went through every line item and came up with a plan for submission which includes drafting a letter to submit along with the budget explaining their philosophy of submitting a four-tier budget.

Tier 1 would be a full continuation budget sustains the status quo and would require about a \$2 million increase over this year's budget. Tier 2 would include those items deemed most urgent and important. It would include eliminating transfer fees, completion of the fare system, increasing operating hours, and rebranding along with other items.

Tier 3 would include those items that are important, but not as urgent, and can hold for another year. Included in this tier would be frequency of service, which would require more buses and drivers, and also the bus shelter project along with other items. Tier 4 would include initiatives in the nMotion plan that are urgent but will require more discussion over a longer period of time.

Member Lewis Lavine noted that the capital budget will line up within the tiers to match the operating budget. Each tier item will have what it means for the capital and what it means for the operating budget. He recommended that since staff will have to submit this before the next board meeting that they present the final proposal for sign-off to the board chair.

Committee Chair Miller added that we want to proceed with great urgency and speed, but we also don't want to move so quickly that we make critical mistakes and fail. She stated that we are trying to keep it aggressive and as fast as possible, but not make mistakes that we will have to undo over time. The Board was a consensus concerning this approach for budget submittal.

Board Chair Williams noted that this had been a good collaborative effort and was an excellent example of how boards are supposed to work and support staff; and, how staff is supposed to support a board for the public interest. She commended all involved for their efforts.

- a. **System-wide Origin-Destination Survey (A-17-001):** 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.

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 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. 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.

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.

Based upon the results of the comprehensive solicitation and evaluation processes, the New Initiatives and Community Engagement Committee recommended 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.

The committee recommendation did not require a second. There was no discussion and the motion carried unanimously.

Board Chair Williams noted that although this may seem to mirror some of the work that was done in nMotion, this survey has different implications and these conversations are important to our future planning.

On another note, Committee member Lavine commented that there have been a number of individuals concerned about the elimination of the NES stop and he wanted those present to know that efforts are underway to find a solution for this and that the issue has not been forgotten.

VI. CHAIR'S REPORT: Chair Williams stated there is a lot of work to be done in 2017, and she thanked everyone for the work they have done in setting the direction for this year.

VII. CEO'S REPORT: CEO Bland reported the following:

- Governor Haslam's Transportation Funding Proposal for the 2017 Legislative Session – In addition to overall funding mechanisms for the Tennessee Department of Transportation (as well as city and county) roads and bridges, the proposal includes authorizing legislation for local option funding sources to advance mass transit. A good bit of December and early January was spent working with a variety of groups on the makeup of this proposal.
- Downtown Mobility Study – We continue to work with the Public Works Department on this. This work was an nMotion recommendation, and a goal is to streamline transit service through the downtown core connecting multiple neighborhoods.
- Short-term Borrowing Requirements – We participated in meetings of the Full Metro Council and committees regarding this. Thanks to Ed Oliphant (CFO) and Margaret Behm (Nashville MTA Legal Counsel) for coordinating this necessary piece of legislation that will allow us to continue our longstanding practice of borrowing for cash flow purposes.
- MCC Ladies Bathroom – Renovation work was completed in December.
- New Year's Eve – Once again, we extended service hours on New Year's Eve until 1:30 a.m. and provided free service after 9 p.m. A total of 4,143 people rode service after 9 p.m., compared to 3,082 last year.
- New Fare Collection System – Design work continues, and we are still on target to issue this solicitation in April.
- Murfreesboro Pike Project – This is moving along well, and is expected to be out to bid in March. There are just a couple of right of way issues remaining.
- Federal Transit Administration – Our quarterly meeting was held in Nashville earlier this month. In addition to our normal project review material, we were able to convene a meeting of the FTA Regional Administrator and Nashville Mayor Megan Barry; and a meeting with various other Metro Departments to discuss the Federal process for advancing high capacity corridor projects.
- Metro Budget Preparation – A good bit of effort was spent this month on our Metro budget proposal which is due in early February.

- High Capacity Corridor Options – Materials have been developed to review High Capacity Corridor options in the five corridors identified in nMotion. A technical committee of several agencies has been reviewing the material for accuracy and compatibility with other efforts. We anticipate starting the public engagement portion of this effort in late February.
- Neighborhood Transit Centers – We continued meetings with Tennessee State University and the Metro Nashville School District to advance plans for possible neighborhood transit centers in North Nashville and Green Hills.
- RTA – On the RTA side, at long last we completed the funding package for the new Music City Star Station at Hamilton Springs, and we expect to begin construction this spring. The State Comptroller’s Office also kicked off their sunset audit for the RTA.

VIII. OTHER BUSINESS: There was no other business to come before the Board.

IX. ADJOURNMENT: The meeting was adjourned at 3:57 p.m.