



## Minutes

# NASHVILLE METROPOLITAN TRANSIT AUTHORITY BOARD OF DIRECTORS MEETING

September 28, 2017

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- I. CALL TO ORDER:** The regular meeting of the Nashville Metropolitan Transit Authority (Nashville MTA) Board of Directors was held in the Music City Central (MCC) Meeting Room, 400 Charlotte Avenue, Nashville, Tennessee on September 28, 2017. Present were: Gail Carr Williams, Chair; Glenn Farner, Member; Walter Searcy, Member; Secretary Margaret Behm; and Chief Executive Officer Stephen G. Bland. A quorum was established, and Chair Williams called the meeting to order at 2:27 p.m.
- II. APPROVAL OF MINUTES:** Proper motion was made to approve the minutes of the August 24, 2017 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:

Angelique Johnson, a member of the Music City Riders United:

- Ms. Johnson requested that routes be expanded into more neighborhoods, have more frequency, and have extended hours of service to cover third-shift workers.

John Bull, a frequent rider, Nashville, TN:

- The Music City Market at MCC provides quick food and they are very professional. They shut down at 5:00 p.m. and are not open at all Saturday or Sunday; and Dunkin' Donuts closes at 6:00 p.m. He would like to see their business hours extended.
- The new Route 77 Thompson Lane Connector, which is going to be doing mobility-on-demand in the spring, does not announce the transfer point when outbound at the Thompson Community Center.
- Route 52 A and B Nolensville Pike runs just like a clock, and he appreciates that.

Steve Reiter, a frequent rider, Nashville, TN:

- The Operations and Finance Committee report contained language which concerned him about the evaluation and scoring process, and the award of the Heavy-Duty ADA Paratransit Vehicle Replacement Purchase. To him it read

as if the scoring was done as a consensus. He recommended the language be made clearer.

Darius Knight, Madison, TN:

- He experienced an issue on a Lebanon Road route recently when a cub driver (driver trainee) was driving and the trainer was using his phone when the cub driver almost had an accident throwing passengers forward. Instead of the trainer going to the front of the bus to advise the cub driver, he went to the back and sat down and continued his conversation on his phone. Mr. Knight reported this.
- Buses on the routes still need repair, and he is not seeing his concerns about this being addressed.

Peter O'Connor, a frequent rider, Nashville, TN:

- He reported that he was at a bus shelter on Tanglewood Court when the inbound 52B Nolensville Pike passed him at the shelter. He stated that he was flagging the bus and believed the driver saw him but kept going.
- He complained that drivers won't say anything to riders who listen to music through their headphones so loudly that he can still hear it from the headphones.
- He would like to see customer care hours extended until the last bus completes their run.
- Bus service hours really need to be extended, especially on the weekends, so that workers can get home after their late shift.

James Thomas, a frequent rider, Nashville, TN:

- Mr. Thomas would like to see the drivers better trained about the routes they are running.
- He would like to see the buses leave on time out of MCC, noting that some leave three minutes late.
- The television in the lower waiting room is still not functioning, and he would like to know why it is still not working.
- His route, the 52B Nolensville Pike, has been consistently late this past month heading into town.
- He thanked the Board for moving the bus stop sign from Tampa Drive down to Harding. It is much safer and much better.

Sheila Thompson, MTA rider since 1984:

- She would like for the drivers on her route, the 52B Nolensville Pike, to be made aware that there are two more stops further out beyond what is called the end of the line and to allow her to ride further to those stops and not be charged for that additional distance.
- The Music City Circuit has not been dependable. She has waited up to 25 minutes. The app that she uses shows that the bus will be there in five minutes, and it never comes.

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

**IV. OPERATIONS & FINANCE COMMITTEE REPORT:** Committee Chair Searcy reported on the following items:

- a. FY2017 Budget Revenue Adjustment for Year-End (A-17-026):** The Nashville MTA's preliminary statement of operations for FY2017 reported an operating deficit for the year while we waited to receive year-end actuarial information related to our health plan and liability insurance reserves. All final year-end adjustments have now been recorded, and the attached financials reflect an operational deficit of approximately \$600,000. As in past years, we have additional preventive maintenance and American with Disabilities Act (ADA) expenses eligible for reimbursement through our federal 5307 capital formula grant funding over and above our budgeted amount that can be recorded to reduce the operating deficit for the fiscal year.

In order to end the fiscal year at an operational breakeven position, we would need to convert the capital grant funds to operational revenues through our federal 5307 capital grant.

The Operations and Finance Committee recommended to the Board the approval of the conversion of \$600,000 of the capital grant dollars specified above to be used for FY2017 operating purposes.

There was no discussion or questions and the motion carried unanimously.

- b. Resolution for FY2018 Annual Grant Applications (A-17-027):** The Nashville MTA has the authority to receive federal, state, and local financial assistance for transportation projects. In order for the Nashville MTA to apply and receive federal funds, the Nashville MTA must comply with Federal Certifications and Assurances and annually submit compliance in accordance to these terms.

The following resolution (which was included at the end of the action item) comprises the annual submittal of Certifications and Assurances for FTA funds and authorization to submit applications for grants with the FTA, the Tennessee Department of Transportation, and other grant funding entities.

The Operations and Finance Committee recommended to the Board:

- Adopting the attached resolution;
- Authorizing the application for 5307, 5339, and 5310 funding and State/Local match;
- Authorizing the submittal of applications for State Operating Assistance and funding; and,
- Authorizing the submittal of applications and execution of contracts for any other federal, state, or local grant funding that may become available during the fiscal year 2017 for the benefit of the Nashville MTA.

There was no discussion or questions, and the motion carried unanimously.

RESOLUTION #18-001

**A RESOLUTION AUTHORIZING THE FILING OF APPLICATIONS WITH THE FEDERAL TRANSIT ADMINISTRATION AND THE TENNESSEE DEPARTMENT OF TRANSPORTATION FOR FINANCIAL ASSISTANCE**

**WHEREAS**, the Metropolitan Transit Authority of Nashville and Davidson County is filing applications for funds with the Federal Transit Administration, the Tennessee Department of Transportation, and other grant contracting entities; and,

**WHEREAS**, the Federal Transit Administration is authorized to make grants for mass transportation projects under the Urban Mass Transportation Act of 1964, as amended; and,

**WHEREAS**, it is required by the United States Department Transportation that in conjunction with the filing of these applications that the applicant agree to comply with all Federal legislation, regulations, and guidance pertaining to the requested financial assistance; and,

**WHEREAS**, that since 1995, the Federal Transit Administration has consolidated Annual Certifications and Assurances and requires applicants to annually submit to compliance with said Certifications and Assurances;

**NOW, THEREFORE, BE IT RESOLVED BY THE METROPLITAN TRANSIT AUTHORITY OF NASHVILLE AND DAVIDSON COUNTY**

**SECTION 1:** That the Chief Executive Officer of the Metropolitan Transit Authority is authorized to execute and file applications on behalf of the Metropolitan Transit Authority of the Metropolitan Government of Nashville and Davidson County with the Federal Transit Administration, the Tennessee Department of Transportation, and other grant contracting entities to aid in the financial assistance of capital projects and operations.

**SECTION 2:** That the Chief Executive Officer of the Metropolitan Transit Authority is authorized to execute and file with such applications an assurance or any other document required by the Federal Transit Administration, the Tennessee Department of Transportation, and other grant contracting entities effectuating the purposes of these grants.

**SECTION 3:** That the Chief Executive Officer of the Metropolitan Transit Authority is authorized to furnish such additional information as the Federal Transit Administration, the Tennessee Department of Transportation, and other grant contracting entities may require in connection with the applications or the projects.

**SECTION 4:** That the Chief Executive Officer of the Metropolitan Transit Authority is authorized to execute an agreement on behalf of the Metropolitan Transit Authority of Nashville and Davidson County with the Federal Transit Administration, the Tennessee Department of Transportation, and other grant contracting entities to aid in funding of Metropolitan Transit Authority projects.

**ATTEST:**

\_\_\_\_\_  
Margaret Behm  
Secretary

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

- c. **Trapeze Software Maintenance and Support Sole Source (A-17-026)**: In 2015, the Nashville MTA completed the installation of Trapeze Transit Master Computer Aided Dispatch – Automatic Vehicle Location (CAD-AVL) System. This software is primarily used by Scheduling and Operations for data-voice communications, schedule adherence, passenger loads, open data, and OnStreet Sign information. This, along with other Trapeze transit software purchased and installed from 2002 to 2014, is being used for Operation’s payroll, Customer Care call center, and AccessRide services.

Replacement or maintenance of these systems would be cost-prohibitive and changing to another vendor would require a complete change of these systems.

Trapeze Transit Software Maintenance and Support expenses for FY2018 are \$699,272 and are included in our Board-approved FY2018 Budget under Information Technology operations.

Since Trapeze Software Maintenance and Support expenses are included in the Nashville MTA’s Operational Budget, we included this sole source expense and request for approval in our annual budget proposals going forward.

There was no discussion or questions, and the motion carried unanimously.

- d. **Heavy-Duty ADA Paratransit Vehicle Replacement Purchase (A-17-029)**: The Operations and Finance Committee recommended the Board authorize the Chief Executive Officer to execute a contract with Central Bus Sales, Inc. for the attainment of paratransit vehicles. The proposed contract is written as a three-year contract with two additional one-year options for the purchase of up to 135 heavy-duty ADA paratransit vehicles from Central State Bus Sales, Inc. over the next five years.

The Committee also recommended to the Board their approval for an initial contract purchase of six low-floor vehicles at \$131,175 each and 13 high-floor vehicles at \$94,575 each for immediate replacement, totaling \$2,016,525. The cost per vehicle includes all prewiring of all ancillary equipment such as the fare box, AVL equipment, communication devices, security camera, and destination signage.

There was no discussion or questions, and the motion carried unanimously.

- e. **MCC, Nestor Street, and Myatt Drive VAR Lighting Project (A-17-030)**: As a beginning step in the renovation and beautification of our buildings, the Facilities Maintenance department completed a thorough evaluation of the existing lighting in all the Nashville MTA facilities. In doing so, staff determined that the existing lighting equipment in the Nashville MTA facilities is quickly approaching its end of useful life. It is making illumination operability both poor in quality and expensive to maintain due to the requirement of continuous replacement of fluorescent and halogen lighting, bulbs and fixtures.

The Nashville MTA Maintenance department installed new light emitting diode (LED) lighting in the Music City Central (MCC) bus bay area to assess the

benefits of switching over to LED technology. It was determined that by switching to LED (motion sensor) lighting, the Nashville MTA may recoup substantial benefits, including cost savings, customer appreciation and safer operating habits over time. Facilities Maintenance staff has begun to track wattage usage and has observed a substantial energy savings over the past four months since installation.

Based off of the positive reaction to this pilot, the Nashville MTA issued solicitation via request for proposals for replacement and installation of all lighting on February 11, 2016. Two proposals (SmartWatt Energy, Inc. and Sylvania Lighting) were received as responsive and responsible. Evaluation of the proposals was conducted by primary stakeholders from the Nashville MTA Facilities Maintenance and Technology departments. As a group, the evaluation team deliberated in all categories of study and recommend awarding the project to SmartWatt Energy, Inc. in concurrence with the State of Tennessee contract.

The Operations and Finance Committee recommended the Board authorize the Chief Executive Officer to enter into a contract with SmartWatt Energy, Inc. for the replacement and complete installation of VAR LED lighting. The proposed contract is written as a piggyback of the State of Tennessee's Value Added Reseller (VAR) master contract as a two-year contract with three additional one-year options. The proposed contract will also be written with a not-to-exceed amount of \$1,271,507.69 and a contingency amount of \$98,613.00.

Upon execution, this lighting project will be task based in accordance with project scope. The source of funding for this project will be comprised of 5307 funds and proceeds from the sale of Clement Landport.

There was no discussion or questions, and the motion carried unanimously.

- f. **Taxi USA Complimentary Overflow for Paratransit Services (A-17-031):** In October 2013, the Board approved entering into a contract with Taxi USA of Tennessee for an initial three-year contract at a price not to exceed \$7.5 million over the term of the contract. In May 2016, Nashville MTA approved the increase of the not-to-exceed price to \$9.1 million due to increased ridership. In October 2016, the first of two one-year options was approved for an additional \$2.5 million, extending the contract through October 31, 2017 and increasing the not-to-exceed price to \$11.6 million.

While the Board has been kept up to date about the additional dollars being spent on the overflow contract (also reflected through the FY2017 reforecast), we have not properly updated the master contract for record keeping purposes for the additional \$1.4 million that is needed to maintain services through October 31, 2017. This increase is required in large part due to higher costs that were incurred earlier in the year as a result of a shortage of Nashville MTA vehicle operators.

In order to maintain current levels of paratransit service, we are also seeking to exercise our second one-year renewal option, starting November 1, 2017 and ending on October 31, 2018, for an additional contract value of \$2.5 million. A

significant portion of this extension was included in the FY2018 operating budget that the Board approved at the June 2017 Board meeting.

Current and ongoing utilization rates of overflow paratransit services will be monitored to determine any required additional increases to the contract value beyond the base \$2.5 million being requested in this second renewal option. Though we have made recent progress toward operating more AccessRide services using Nashville MTA vehicles and drivers, any future increase will be brought before the Board for approval in early 2018.

The Operations and Finance Committee recommended the Board approve the final one-year option with Taxi USA for overflow paratransit services at a cost not to exceed \$2.5 million and also approve an additional \$1.4 million to maintain services on the existing one-year option.

There was no discussion or questions, and the motion carried unanimously.

- V. **CHAIR'S REPORT:** Chair Williams remarked that she knows that the conversation across this city and across this region is transit. While this is extremely exciting and exhilarating, Nashville MTA works extremely hard to make certain that as we go through innovation and change continues to keep their eye on the prize which is to get people to and from places safely. She appreciates hearing from more staff at the table about the work they are doing daily as they work really hard to make certain that innovation is happening in everything that is done every day. She appreciates that every month the Board is seeing steady improvement in the constant approach that is being taken towards excellence and high quality to make certain that our citizens are safe. Chair Williams complimented Mr. Bland for his constant public presence educating people in the community on a daily basis about what we can and what we can't do. She noted to all of the Nashville MTA staff that the Board is behind them and the Board is their partner in this. Chair Williams also noted to the public in the audience that she appreciates their comments and their sharing with the Board what is happening while they are out riding. Their feedback allows MTA to be better.

- VI. **CEO'S REPORT:** CEO Bland reported the following:

- **MTA Annual Roadeo** – On September 22 we held our annual bus roadeo. Our winners will compete at the State Roadeo here in Nashville in October, and the winners from that will compete at the American Public Transportation Association's International Bus Roadeo in the spring.
  - The winner of our maintenance roadeo was Troy Willis.
  - In our 40-foot bus category, our first-place winner was Adrell Stringer; second place was taken by Michael Featherson; and third place by Eric Liggett.
  - In our 35-foot bus category, Michael Featherson took first; Adrell Stringer took second; and Eric Liggett took third.
  - In our AccessRide van competition, first place was Joyce Banks; second place was Billy Wallace; and third place was Paul Meyer.
- **NAACP Annual Luncheon** – Along with a couple of Board members, we were able to participate in the NAACP luncheon. We were happy to have Patrick Green, our union president, with us at our table as well.

- Murfreesboro Road Project – In another week or two, this long awaited project will actually begin. We are working with the Mayor’s office to schedule a formal kick-off that will highlight a lot of innovations for this corridor that will be firsts for this region.
- Second Electric Vehicle Charging Station – We will start operating next week out of our second electric vehicle charging station at 5<sup>th</sup> and Harrison Avenue. That will be a real important back-up for our Riverfront charging station which we often lose access to due to the special events.
- MTA Leadership Academy – Last week, we kicked off our Nashville MTA Leadership Academy with 12 employees. It is a diverse group in terms of tenure, of where they are from within the organization, and of the experiences they bring. Over the next couple of months, the Board can expect to be hearing from the groups that come out of that program. They will present on various business issues and challenges and planned solutions. They will be very visible to the Board as well as to our Senior Staff.
- MCC Rehabilitation Project – We are finalizing the scope of a broad rehabilitation project for Music City Center, and we expect to have that out to bid in the next couple of months.
- TDOT TENN Smart Consortium – At the invitation of TDOT, we are participating in this consortium. The process is to advance all forms of intelligent transportation throughout the state and that includes how we better integrate transit, roadway, and incident management systems. That consortium met in Knoxville a few weeks ago and has great momentum. Participants range from the university communities, to the private sector, to mass transit, to TDOT, and to a number of the cities and counties around the state. It will be interesting to see how that unfolds.
- Service and Service Improvements – We have received four new 40-foot buses. A couple of them are already in service and the rest of them will be out in the next few days. In October we are scheduled to receive four new articulated buses that will enter service.
- RTA Update
  - Progress continues on the construction of the Hamilton Springs train station and we are on target for a spring opening.
  - We are nearing completion of the State Legislative Sunset Audit with the State Comptroller’s Office. The sunset hearing will come before the State Oversight Committee of the General Assembly in November.
  - We have to relocate our Franklin Park & Ride next week and that will be a challenge.
- Fall Service Changes – This Sunday (October 1) will mark our normal fall service change period, but what is really positive about it is the budget released from Metro this year. This budget allowed several significant service improvements. They include the extension of the Music City Circuit, the free shuttle service to Tennessee State University in North Nashville, frequency and span improvements on the 22 Bordeaux route, and an extension of the 19 Herman route through North Nashville to the Nations neighborhood along with a number of other schedule and route improvements that go into effect on Sunday and into next week. There will be a local kick-off event of the extension of the circuit, and we will be celebrating that with Mayor Barry on

the Jefferson Street Corridor on October 13. You all are invited to join us there.

This concluded his report.

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

**VIII. ADJOURNMENT:** The meeting was adjourned at 3:09 p.m.