



NASHVILLE METROPOLITAN TRANSIT AUTHORITY
Board of Directors Meeting
December 13, 2018

- I. CALL TO ORDER:** The regular meeting of the Nashville Metropolitan Transit Authority (Nashville MTA) Board of Directors was held at WeGo Central, located at 400 Dr. Martin L King Jr. Blvd., Nashville, TN 37219 on Thursday, December 13, 2018. Present were: Gail Carr Williams, Chair, Janet Miller, Vice Chair; Walter Searcy, Member; Hannah Paramore Breen, Member; Glenn Farner, Member; Secretary Margaret Behm; and Chief Executive Officer Stephen G. Bland. A quorum was established, and Chair Williams called the meeting to order at 2:43 p.m.
- II. APPROVAL OF MINUTES:** Minutes of the October 25th and November 15th board meetings were approved at the December Board of Directors meeting.
- III. PUBLIC COMMENTS:** Chair Williams opened the floor for public comments. The public was reminded that comments were limited to three minutes. The following members of the public addressed the Board with these comments:

Shelia Hanson:

Ms. Hanson reported the following:

- She likes the new WeGO buses.
- She likes the phone ports on the buses.
- She asked why there is wheelchair access only on one side.
- She said bus stops need to be made accessible (Ocala – Dollar General bus stop).
- She wants buses to drop her off on level ground versus bumpy ground.
- She asked about what the hump over the front tires in the front of the bus is for if you can't place your backpacks and belongings there. She thinks that placing items in another seat would take up seating space for other riders.

Peter O'Connor:

Mr. O'Connor reported the following:

- He said there are continued issues with drivers not wearing seatbelts.
- He stated we need longer bus hours to match from when the bus center opens to when it closes.
- He has an issue with passengers blasting music on the bus and the driver not doing anything about it, but when he turns on his music (yodeling), the driver asks him to turn his music off.

- He said when he calls Customer Service that he refuses to press the button that says “English” because he’s an American and doesn’t feel that he should have to select that option.
- He has an issue with some bus drivers tailgating other cars on the road, and it forces the driver to do hard stop.
- He has an issue with the lack of response for previous items reported.

Zach Acardi:

Mr. Acardi reported the following:

- He wrote an article in the one of the local newspapers.
- He has an issue with the lack of community outreach and public engagement.
- He said as the bus rider goes, so goes the agency.
- He stated the agency needs to do a better job of meeting the people where they are.
- He stated that better buses are not just a can of paint.

John Bull, a frequent rider:

Mr. Bull reported the following:

- He stated that he appreciated Mr. Zach Acardi’s comments.
- He thought that the Chronic Homeless report was very concise and dead on.
- He stated bus route #4 is running spot on, and people are able to get on and off in a timely manner.
- He stated that the escalator at the main bus station is having issues and needs to be addressed.
- He stated that the command center has been moved to downstairs, and this appears to be a great location for a daycare.

There were no other public comments at this time.

IV. OPERATIONS & FINANCE COMMITTEE REPORT: Chair Searcy reported the following:

- I. WEGO CENTRAL PARKING GARAGE PROPERTY LEASE (A-18-033):** Providing a safe, clean and well-managed environment is imperative to WeGo Public Transit’s ability to provide quality transportation services to the public. As our city grows, we must also consider the maintenance and quality of the surrounding environment, including all parking facilities and transfer stations connected to WeGo property and services.

Our current contract with Premier Parking for parking garage daily management and maintenance is set to expire on December 31, 2018. 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 solicitation in the form of a request for proposal (RFP) for a property lease of the parking garage was issued on October 12, 2018. RFP materials were sent to five interested firms as well as being advertised on the Transit Talent and company websites. Two proposals were received as responsive and responsible from SP Plus Municipal Services and Premier Parking. Evaluation of the proposals was conducted by WeGo Facilities Maintenance, Operations, and Finance departments, respectively. As a group, the evaluation team rated the proposals using criteria including proposed revenue, proposed business operation and business

responsibility, proposer's financial stability, and the proposer's understanding of the RFP. The following were the monthly revenues proposed:

	<u>Premier</u>	<u>SP Plus</u>
Year 1	\$91,667	\$77,084
Year 2	\$93,500	\$78,625
Year 3	\$95,370	\$80,198
Year 4	\$97,277	\$81,801
Year 5	\$99,223	\$83,437

Based upon the criteria and the revenues proposed, the evaluation team selected Premier Parking to be awarded the contract. This would represent a 24.7% increase, or approximately \$218,000, over the revenues from the final year of the expiring contract with a 2% annual increase in years two through five.

The Operations & Finance Committee recommended the Board approve and award a lease for the parking garage property at WeGo Central to Premier Parking effective January 1, 2019. The contract would be for an initial term of three years with two additional one-year options. The proposed contract will be written for a monthly lease amount of \$91,667 (year 1), \$93,500 (year 2), and \$95,370 (year 3), and two one-year options for a monthly rate of \$97,277 (year 4) and \$99,223 (year 5).

There was no discussion, and the vote of approval was unanimous.

- II. FISCAL YEAR 2018 AUDIT REPORT (A-18-034):** The enclosed report is the Comprehensive Annual Financial Report for the fiscal year ended June 30, 2018. The following page is a copy of the audited Statement of Operations for FY2018 in the format normally presented to the Committee. We are pleased to report that the Nashville MTA once again received a "clean" opinion on the report from our auditors and that no material internal control weaknesses were encountered during the audit.

The Operations & Finance Committee recommended the Board acceptance of the Comprehensive Annual Financial Report for the fiscal year ended June 30, 2018.

There was no discussion, and the vote of approval was unanimous.

- III. COMPUTER EQUIPMENT, STORAGE, SOFTWARE, AND RELATED SERVICE (A-18-035):** The State of Tennessee has three statewide Information Technology-related (IT) contracts available for use by local agencies for the purchase of computer workstations (PCs), laptops, servers, software, warranty costs, licensing, and other computer hardware-related capital support costs. The contract period for these contracts ends on March 31, 2020.

The Nashville MTA has prioritized capital projects in the annual capital plan to ensure funding of State of Good Repair needs and high-priority, on-going projects. Per the adopted capital plan, State of Good Repair items will need to be funded at approximately \$725,000 for FY2019 and FY2020 to include continuous replacement of aging workstations and servers as they reach end of life as well as

expansion of server infrastructure to support increased processing speed and redundancies for operations-critical software applications. Also per the capital plan, Nashville MTA has identified the need for significant IT purchases associated with approved, in-process high-priority capital projects including the Next Generation Fare Collection System (\$800,000 with \$100,000 contingency) and the Tiger V Murfreesboro Road Transit Signal Priority (\$75,000). These needs are eligible purchases under the statewide IT-contracts.

Staff proposes using federal formula funds such as 5307 dollars to support the IT-related State of Good Repair capital plan line item in the FY2019 and FY2020 capital plans. Funds for the Next Generation Fare Collection and Tiger V projects were previously approved by the Board using allocated Local, State, and Federal sources.

The Operations & Finance Committee recommended the Board provide the Chief Executive Officer the authority to utilize State contracts to purchase computer equipment, storage, software, and related services in the not-to-exceed amount of \$1.7 million through March 31, 2020 as described above.

There was no discussion, and the vote of approval was unanimous.

IV. PROCUREMENT POLICY & PROCEDURE MANUAL AMENDMENT (A-18-036):

As a recipient of federal funding through the Federal Transit Administration (FTA), the Nashville MTA policies and practices are subject to Triennial Review Audit every three years to encourage and facilitate improved agency operations, promote the use of best practices, and assess the agency's compliance with all federal requirements. In preparation for the 2019 Triennial Review Audit, the Nashville MTA hired The Coleman Group, Inc. of Greenbelt, Maryland to provide a preliminary review of the current procurement policies and procedures.

As result of the above recommendations, the Procurement Department proposes the attached policy revisions to its Procurement Policy and Procedure Manual.

The Operations & Finance Committee recommended the Board adopt the proposed policy revisions (attached).

There was no discussion, and the vote of approval was unanimous.

V. NEW INITIATIVES AND COMMUNITY ENGAGEMENT COMMITTEE REPORT: Vice Chair Miller reported that there were no action items to come before the Board at this time.

VI. CHAIR'S REPORT: Chair Williams stated that she was glad to know that we provide the ridership report and that we provide support to the homeless, our most vulnerable community.

She expressed her appreciation to CEO Bland and the staff for the fellowship and how well the team works together to make things happen.

Ms. Williams concluded her remarks by acknowledging the presence of Mr. Patrick Green, Amalgamated Transit Union (ATU) President and gave the floor to Mr. Green for remarks. Mr. Green stated that transit affects all kinds of people, and the interests are in the riders of this community. It is never our intent to put passengers in harm's way. He appreciates that we are helping the homeless community and addressing issues. He asked that we continue to work together. Mr. Green made us aware that he serves on the Blue Ribbon Commission and that he has the Nashville MTA budget on hand. In his final remarks, he wished everyone a wonderful holiday season.

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

- Work on the Central renovations is complete save for some clean-up activities and the wayfinding project, which will take place early next year. Trey Walker was available to show the Board the improvements following the meeting if they were interested.
- We received approximately \$500,000 in funding from TDOT to support supplemental service to assist with service disruptions that occur as a result of I-440 construction next year. Operations staff is currently advancing a plan to put these services in place.
- We reviewed the Access-on-Demand pilot results that the Board saw last month with the Access Policy Advisory Committee (APAC). We will be seeking the input of this group in formulating long-term recommendations or the continuation of this service.
- We met along with Tennessee Public Transportation Association (TPTA) leadership and representatives of the State Treasurer's Office to discuss legal and regulatory issues associated with our upcoming account-based fare collection system. We are working with TPTA and the Treasury to determine if this system will fall within existing exemptions to the State's unclaimed property laws or if we will need to seek legislative relief.
- Mr. Bland stated that the Board may have read that Nashville was unsuccessful in obtaining Federal Build Act funding for a planning study of mobility options in the Dickerson Pike Corridor. However, the City (including WeGo, Public Works and Metro Planning) are still advancing a smaller version of the same effort in the coming year to begin examining options for improvements in this corridor.
- Yesterday, CFO Oliphant and I met with leadership from Metro Finance for a mid-year budget review. We shared with them our concerns over the loss of Federal Congestion Mitigation and Air Quality (CMAQ) funding for the West End and Madison Corridor service, and upward trends in Health Insurance that will pose significant budget issues next year. The budget process will kick off formally in January, and we expect to spend time with you on planning for FY2020.
- We are moving into final design for 17 of the 22 stop improvements along Nolensville Pike, having received conceptual approval from TDOT and Public Works. Five locations are on hold pending resolution of right-of-way issues.
- RTA Items:

- a. We met with executives from the RJ Corman Companies. RJ Corman is in the process of buying the company that operates the Music City Star from current ownership. Overall, we were very impressed with the group and optimistic that they will be supportive of our commuter service.
 - b. We continue to work with HDR Engineers on a technical and engineering study to develop a prioritized list of projects to advance in order to undertake both short- and long-term improvements in the Music City Star.
 - c. The RTA Board has assigned a committee to develop a branding strategy for RTA services. This committee kicked off its work yesterday.
- Mr. Bland stated to have a great Christmas and Holiday Season.

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

IX. ADJOURNMENT: The meeting was adjourned at 3:23 p.m.