



## Minutes

### NASHVILLE METROPOLITAN TRANSIT AUTHORITY

#### BOARD OF DIRECTORS MEETING

June 25, 2009

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- I. **Call to Order:** The regular meeting of the Metropolitan Transit Authority Board of Directors was held in the MTA Board Room, 130 Nestor Street, on June 25, 2009. Present were: Gail Williams, Chair; Lewis Lavine, member; Thomas F. O'Connell, member; Marian Ott, member; Jeffrey Yarbrow, member; Secretary Margaret Behm and CEO Paul J. Ballard. A quorum was established and the meeting was called to order at 1:35 p.m.
  
- II. The meeting was opened by Chair Gail Carr Williams.
  
- III. **Approval of Minutes:** A motion was made to approve the minutes of the April 23, 2009 Board of Directors meeting. The vote of approval was unanimous and the minutes were adopted.
  
- IV. **Public Comments:** Glen Alan Graham addressed the board. (The actual order of this came after Action Item #A-09-013.)
  
- V. **Transportation Committee Report:** Paul Ballard reported on the following:
  - a. **Monthly Operating Statics (I-09-001):** Paul Ballard reviewed the monthly operating statistic reports. He noted on the year to date comparisons that revenues remain strong; miles and hours are down due to some service elimination last July 1<sup>st</sup> because of the high diesel fuel prices. He also noted that while the total count of passengers is down by 3%, AccessRide continues to build and even with the growth there continues to be no ADA denials. All operational reports were positive.
  
  - b. **Customer Care Report (I-09-002):** Mr. Ballard reported that there were 18,015 calls in the month of May with 95.2% being answered. He also noted that more and more business is being done by email and that trend is expected to continue to grow.
  
  - c. **Monthly Quality Control Summary (I-09-003):** The Monthly Quality Control report, which measures all customer interactions – phone calls, emails, and faxes, had a total of 662,187 interactions with 99.98% of customer expectations satisfied.

- d. **Passenger Survey Report (I-09-004)**: Mr. Ballard reviewed the statistics on the Passenger Survey which was done on Route 4, Shelby. Comments made by passengers have been noted and are being given attention where needed. This concluded the report.

**VI. Planning and Marketing Report**: Patricia Harris-Morehead and Jim McAteer

- a. **Marketing and Communications Report(I-09-005)**: Patricia Harris-Morehead reported that the department has been busy preparing for the upcoming system changes scheduled for August 2<sup>nd</sup> which includes updating all the route schedules that the Planning Department changes as well as the system map and some of the schematic signs at the bus stops. Additionally, she reported on other publication projects that include the completion and distribution of the quarterly newsletter, the Take the Scenic Route tourism brochure, the Quest Student Youth publication. Ms. Harris-Morehead reported on the marketing activities with RTA with the most significant being the marketing plan for the July 4<sup>th</sup> train. Other special projects include the upcoming TPTA Conference coming up later in the year in October.
- b. **Design Cartography Services and Printing Contracts (A-09-007)**: Ms. Harris-Morehead reviewed the procurement and evaluation process for this Request for Proposal. Based upon the Evaluation Committee's recommendation, the Planning and Marketing Committee recommends to the Board that they:
  - i. authorize the CEO to approve and enter into contract with CHK America, Inc. for design (cartography) services and printing of the Nashville MTA system map and route schedules (annual costs expect to range between \$110,000 to \$150,00 dependent upon the number of system changes)
  - ii. authorize the CEO to approve and enter into a contract with FastSigns for printing new, updated, or replacement schematic signs at Nashville MTA bus stops (annual costs cold range between \$5,400 and \$10,000 dependent upon the number of needed updates)Both contracts would be for three years with the option for two additional one-year terms.  
Motion was made and seconded. The vote of approval was unanimous.
- c. **Performance Indicator Report (I-09-006)**: Jim McAteer reported on the monthly analysis report that compares ridership on individual routes on a month to month basis with the passenger per hour trend showing on a percentage basis how the ridership is increasing or decreasing over a three month trend. He noted that the trend across the board is lower ridership this year compared to last year and thinks this is in large part due to the varying costs of fuel. He reported that overall the system is performing well.
- d. **Draft Master Plan – Public Hearings (I-09-007)**: Jim McAteer reported that they had been working with a consultant over the past several months to finalize elements related to the plan. The core elements of the plan that will be the focus

are the service policy, summary of short-term opportunities and projects that MTA can do in the short-term and the mid-term; and identifying projects for the future – not with commitment to do them, but building service to reach those goals. Public meetings are scheduled to be held at the end of July so that the comments can be brought back to the Board for review. The Board and staff then discussed various aspects of the draft including both style and substance. This concluded the report.

**VII. Finance Report:** Ed Oliphant

- a. **Quarterly Capital Grant Update (I-09-008):** Pat Downs gave an update on the status of the capital grant awards to MTA as of March 31, 2009. Her report contained a summary schedule of the beginning balance, which is the total amount of the grant, total spent on a cumulative basis, the remaining balance available, and the balance obligated.
- b. **FY 2010 – Disadvantaged Business Enterprise (DBE) Goal (A-09-008):** Pat Downs reported that this annual goal for DBE is required by the FTA as an assurance that disadvantaged businesses would have the maximum opportunity to participate through contracts financed in part or in whole with funds derived from the US Department of Transportation. She then stated that the DBE goal for FY 2009 was 19.8% and as of March 31, 2009, MTA's DBE participation was at 21.25%. The level of participation and commitment over the next year has been adjusted based on the base goal set last year and the median of the previous three (3) years. Based on this three (3) year analysis and weighing on the future projects, the relative availability of ready, willing, and able DBE's were significant to set FY 2010 DBE goal at 18.4%. It is the staff's recommendation to the Board that they approve this DBE goal of 18.4% for FY 2010. Motion was made and seconded. The vote of approval was unanimous.
- c. **Monthly Financial Report Compared to Reforecast (I-09-009):** Ed Oliphant presented the financial analysis through the month of May 2009.

Once this report was finished, Chair Williams asked Ed Oliphant to move ahead in the agenda to Action Item #A-09-012 to accommodate guests in the audience who had interest in this item.

- d. **ADA Complementary Overflow Paratransit Service (A-09-012):** Ed Oliphant reported that when AccessRide trips exceed the capacity limits of MTA's vans, the excess trips are outsourced to private contractors. Presently there are five contractors providing this service. In an effort to make this service more efficient and cost effective, a Request for Proposal (RFP) was issued for the purchase of contracted door-to-door complementary Paratransit transportation services. The proposals were reviewed and evaluated by a five member panel using the criteria established in the RFP. The selection was narrowed from ten down to two companies who then submitted a cost savings on trip grouping with a Best and

Final Offer. Based upon the results of this comprehensive evaluation process the staff recommends that the Board approve entering into a contract with one company, Taxi USA of Tennessee. The contract will be negotiated for a period of three years with the option to renew for two additional years. The FY 2010 line item budget for overflow services is \$1.5 million. Motion was made and seconded. The vote of approval was unanimous.

- e. **Bus Rapid Transit Bus Purchase (A-09-009)**: Ed Oliphant reported that the Board awarded approximately \$3.6 million dollars through the American Recovery and Reinvestment Act (ARRA) grant funding for the purchase of two (2) 40 Gillig buses and three (3) 60 foot NABI buses. Both orders were placed under existing contracts that contain price adjustment clauses based upon the original pricing from the RFP plus adjustments for changes in the producer price index (PPI). Upon placement of the order for the 60 foot buses NABI has stated that their pricing had increased due to the PPI causing the price per bus to increase approximately \$50,000 per bus from the initial order. That additional funding required will be funded through Metro capital funding just approved and available from the FY 2010 Capital Budget. Staff is requesting that the Board approve the purchase of three (3) 60 foot hybrid articulated buses under the NABI contract for a total cost of approximately \$2.68 million. The funding will come from the grant dollars awarded through the ARRA federal grant funding and Metro FY 2010 Capital grant funding. Motion was made and seconded. The vote of approval was unanimous.
- f. **Bus Rapid Transit Shelter Purchase (A-09-010)**: Ed Oliphant reported that Bus Rapid Transit is effectively a “skip stop” service, meaning that it will not serve all traditional bus stops already existing along the Gallatin corridor; instead it will service “stations” that are spaced about three quarters (3/4) of a mile apart. Various levels of technology will be implemented on the preliminary BRT including Transit Signal Priority and bus arrival time information at the stations. The stations will be larger than a normal bus stop, with a more modern feel and appearance. MTA solicited proposals for 32 bus rapid transit stations with the option to buy up to 200 units over the next 5 years. He then reviewed some of the elements to be included in these shelters and discussed the two proposals received. The evaluation committee’s choice was Tolar Manufacturing, Inc. because they felt that Tolar best met the needs of the Request for Proposal. Staff is recommending that the Board authorize the CEO to enter into a five year contract for the purchase of the BRT stations from Tolar Manufacturing at a cost not to exceed \$1,125,000 for the first year. The purchase is to be funded with American Recovery and Reinvestment Act funds. Subsequent year’s prices will be subject to annual escalation based on the Producer Price Index (PPI) for aluminum fabricated projects. Motion was made and seconded. The vote of approval was unanimous.
- g. **Transit Signal Priority Equipment Purchase and Installation (A-09-011)**: Ed Oliphant explained that the premise for the transit signal priority operation is that

if a bus is running behind schedule, when it approaches the next signalized intersection, it will either ask the stoplight to remain green a little longer so the bus can continue through, or, if the light is already in the red cycle, the bus will request the red cycle to be shorter. This simple technique allows busses to run closer to schedule which greatly improves the speed and reliability of the service while having minimal impacts on traffic flow. He added that staff has been working closely with Metro Public Works on this project and that they already have under contract a vendor, Temple Inc., to provide assistance and support related to intersection equipment, technology, and TSP. Staff is recommending that the Board authorize the CEO to contract with Temple Inc. for the purchase and installation of Transit Signal Priority (TSP) equipment on MTA buses and along the Gallatin Road BRT corridor not to exceed \$416,440. Funding for this equipment comes from the American Recovery and Reinvestment Act. Motion was made and seconded. The vote of approval was unanimous.

- h. **RTA-MTA Contract Renewal for Regional Transit Services (A-09-013)**: Ed Oliphant reported that each year the Regional Transit Authority (RTA) contracts with the MTA for regional transit services for Davidson/Rutherford County Relax & Ride services to Murfreesboro, TN and connecting bus services supporting the commuter train service for the Music City Star in Nashville, TN. These two contracts are renewed annually from July 1 through June 30 of the following year. The RTA has two funding sources for the Relax and Ride program and the connecting bus services, thus creating the need for two contracts. Staff recommends that the Board approve the renewal of Contract #1 for regional transit services for the Relax and Ride Service for the Davidson/Rutherford County Relax and Ride services. For this service the RTA will pay the MTA for 25.55 hours of daily service at a rate of \$80.00 per hour, or \$519,176, covering 254 days of weekday transit service contained within the contract. Staff is also recommending that the Board approve Contract #2 for connecting bus services for the Davidson County service for which the RTA will pay the MTA for 11.46 hours of daily service at a rate of \$80.00 per hour, or \$232,867.20, covering the 254 days of weekday transit service contained within the contract. A fuel escalator clause has been included in these contracts. The Board discussed these contracts and their approval and agreed to approve with the caveat that Legal Counsel Margaret Behm reviews and approves these contracts for the MTA. With this caveat, motion was made and seconded. The vote of approval was unanimous.  
This concluded the report.

**VIII. Chair's Report**: Gail Carr-Williams welcomed new board member Jeffrey Yarbro.

**IX. Chief Executive Officer's Report**: Paul Ballard that the operating budget for this year is \$45.8 million and the capital budget has been approved, a two year plan for fiscal year 2009 and 2010 at \$22.1 million. He mentioned that the May Town plan has a strong transit component submitted by the Planning Department. He also reminded everyone that there will be no board or committee meetings in July. Concerning the

RTA, the budget has been adopted for FY 2010. The 4<sup>th</sup> of July train has sold over five hundred and fifty tickets with expectations to have a sell out for that day. This concluded the report.

**X. Adjournment:** The meeting was adjourned at 3:45 p.m.