



## Minutes

# NASHVILLE METROPOLITAN TRANSIT AUTHORITY BOARD OF DIRECTORS MEETING

October 26, 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 October 26, 2017. Present were: Gail Carr Williams, Chair; Janet Miller, Vice Chair; Glenn Farnier, Member; Hannah Paramore-Breen, 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 September 28, 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 addressed the Board:

John Bull, a frequent rider, Nashville, TN:

- He was delighted to see that referendum enhanced funding is coming up May 1, 2018. He would like to see buses running 24/7 added to the proposal.
- Mr. Bull noted that a few months ago the public had solicited the Board's help in reaching out to Metro Public Works concerning the very real need of safety enhancements for pedestrian crossings in the Nolensville Road area citing recent pedestrian deaths crossing the street. He reported that pedestrian buttons are being put in place now at Nolensville Road and Wallace Road and Edmonson Pike and this, to him, is a good indication that Nashville MTA and Public Works are working together.
- He has noticed that the buses seem cleaner to him and he appreciated that.

James Thomas, a frequent rider, Nashville, TN:

- Mr. Thomas reported that earlier this week the Shelby Street bus was 10 minutes late leaving its bay at MCC.
- He suggested that someone might want to talk with Ms. Candy Christmas (Founder & President of The Bridge, Inc.) and the Bridge Ministry about a shuttle bus from the bridge on Tuesday night (Jefferson Street Bridge and Second Avenue) to MCC that would help alleviate some of the stress off of

the Meridian bus which is often crowded with people from there with groceries and such.

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

- Mr. O'Connor wants longer service hours in the evenings for those who are dependent upon public transportation.
- He asked that customer service hours also be extended to the same hours of the bus operations.
- He noted that some of the drivers continue to stop and go, "creeping along" over small distances and this makes him and others seasick.
- He reported that some of the routes are running early which can cause him and others to miss their bus.

Jack Willey, Music City Riders United, Nashville, TN:

- Mr. Willey stated that he has issue with the Mayor's *Let's Move Nashville* proposal that creates displacement – especially in Antioch and Madison.
- He wants to see expansion of service into the areas of Antioch that are inaccessible. He wants to see that happen before the fall of 2019.
- He asked that a night-owl service be put in place until there is 24/7 service, noting that people who work downtown in the hotels, bars, stadiums, and other places need late night service to get home.
- He wants to see something in writing about the free and reduced fares for Nashville that was mentioned in the Mayor's plan. He would also like to see the Board take advantage of that before the referendum to ensure that there is an easy way for people who have zero to eighty per-cent median household income to have access to free bus service; and something that won't sunset until 2068, which is when the entire proposed referendum would sunset.

Stevie Icem, Music City Riders United, Nashville, TN:

- Ms. Icem was concerned about the strollers and car seats on the bus. She asked that strollers be accommodated the same way as wheelchairs are in the sense of providing a way for them to be strapped down.

Kutonia Smith-Bond, Music City Riders United, Nashville, TN:

- Ms. Smith-Bond complained that some buses on certain routes continue to be unclean.
- She would like to see better provision for strollers on the bus.

Gregory Taylor, Ambassador for the Civilian Conservation Corps, Nashville, TN:

- Mr. Gregory thanked the Board for the public restroom improvements at MCC.
- He also thanked the Board for the new shelters.
- He reported that he has suggested to the medical community that they consider putting doctors and medical students into the transit system (riding the buses periodically) to make them available to answer questions of people who may not have insurance or who are in-between long appointments and access to medical staff.
- Mr. Gregory also acknowledged the mothers who were present stating that they were the most important people in our presence.

Sheila Hansen, MTA rider since 1984:

- Ms. Hansen reported that there used to be recycle bins at MCC and she is curious to know why they were taken away.
- Ms. Hansen liked the new Customer Care service area design for MCC that was viewed in today's meeting, but she noted that there was not a counter to provide a writing service should it be needed.

Darius Knight, Madison, TN:

- Mr. Knight reported that he met with staff since the last Board meeting and they had some very detailed discussions about the issues he has been bringing to the Board's attention.
- He noted that there are 70-75 buses that are past their use and really do not need to be in service. He suggested that the Board look into other companies other than Gillig because of the long wait to get the buses from them.
- He stated that buses are still not being cleaned. He suggested that bus cleaners not be required to have a CDL license.

Patrick Green, President, Amalgamated Transit Union:

- Mr. Green stated that he has heard a lot about poor maintenance and poor cleaning of the buses and there are things they can do to make that better. They can all be better and he offers no excuses for anybody.
- He noted that as Nashville MTA moves forward and purchases new technology, there is something in place that states Nashville MTA must train the employees on this new technology and that was not happening.
- He stated that one of the reasons there are a lot of broken-down buses is that there is not enough funding to have enough maintenance staff, and that maintenance staff is not being trained on the technology updates.
- He asked the Board for their support to make sure that this training is available for the employees.

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

**IV. OPERATIONS & FINANCE COMMITTEE REPORT:** Committee Chair Searcy stated that he did not have anything to report at this time.

**V. NEW INITIATIVES AND COMMUNITY ENGAGEMENT COMMITTEE REPORT:** Committee Chair Janet Miller reported the committee had a great discussion and looked at renovation and rehab plans for MCC. She then presented the following items to the Board for their consideration:

**a. Kimley-Horn Amendment for Tiger V Engineering and Design (A-17-032):**

On October 29, 2015, the Nashville MTA entered into a four-year contract agreement with Kimley-Horn and Associates for project support, engineering design, and pre-construction services for the implementation of Transit Signal Priority (TSP) on the Murfreesboro Pike corridor with a not to exceed \$1.7 million limit and with no project contingency.

During the advance of the project's design phase, three additional services requiring an amendment to the Kimley-Horn & Associates contract were

identified for the successful completion of the project. As the professional services contract was issued without a contingency for unforeseen conditions, Board approval is necessary to increase the contract not-to-exceed value to accommodate these project requirements.

Additionally, the Kimley-Horn & Associates contract needs to be extended for the duration of the construction schedule to include a contingency fund to accommodate unforeseeable design needs during that period.

The New Initiatives and Community Engagement Committee recommended the Board:

- Authorize the Chief Executive Officer to execute an amendment to contract 2105538-C between the Nashville MTA and Kimley-Horn & Associates, Inc. to increase the not-to-exceed to \$1.95 million; and
- Extend the contract through December 31, 2019 to coincide with the complete project close out.

These funds are currently available under a Congestion Mitigation and Air Quality (CMAQ) grant previously set aside for use on TSP implementation and is within the overall budget for the project.

These proposed changes align with, but will not impact, the required project completion date of December 31, 2019.

The committee recommendation did not require a second and the Board's vote was unanimous. The motion carried.

- b. Parsons Brinckerhoff, Inc. (Currently WSP USA) Amendment for Tiger V Construction, Engineering and Inspection (CEI) Services (A-17-033):** On June 29, 2016, the Nashville MTA entered into a two-year contract agreement (Contract Number 2016652-C) with Parsons Brinckerhoff, Inc. (currently WSP USA) for pre-construction management support, construction engineering and inspection services for the implementation of TSP on the Murfreesboro Pike corridor with a not-to-exceed \$1.1 million limit.

The original construction estimate was 12-16 months based on schematic plans and the CEI estimate was aligned to match. The increased duration to 22 months and the Tennessee Department of Transportation (TDOT) requirement for off-peak lane closures has led to the need to increase the estimate for the CEI services. The estimated cost of additional service to cover the extended construction duration and off peak hours is \$400,000. This includes contingency to cover unforeseeable conditions during construction.

The New Initiatives and Community Engagement Committee recommended the Board:

- Authorize the Chief Executive Officer to execute an amendment to contract 2016652 between the Nashville MTA and Parsons Brinckerhoff, Inc. (currently WSP USA) to increase the not to exceed to \$1,500,000; and

- Extend the contract through December 31, 2019 to coincide with the complete project close out.

These funds are currently available under a CMAQ Grant previously set aside for use on TSP implementation and is within the overall budget for the project.

These changes align with but will not impact the required project completion date of December 31, 2019.

The committee recommendation did not require a second and the Board's vote was unanimous. The motion carried.

**VI. CHAIR'S REPORT:** Chair Williams offered congratulations to Janet Miller who was recently the recipient of the Distinguished Alumni Award from the Nashville Public Education Foundation's Public Schools Hall of Fame.

Continuing, Chair Williams stated that she was excited about the Mayor's *Let's Move Nashville* plan and that it is a great opportunity and is definitely the outcome of a lot of hard work that came from Nashville MTA and she was grateful for their efforts.

Chair Williams noted that recently she had an opportunity to go down to Jefferson Street to watch the downtown Music City Circuit extend itself to Tennessee State University and that was a great event.

In closing, Chair Williams remarked that transit is growing and Nashville MTA is getting more and more opportunities to serve the people of Nashville and what an exciting time it is for all of us.

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

- Staff is working with Metro's Internal Audit Department to conduct a review of our revenue collection operations. Their work is expected to be completed by the end of the year.
- Several staff attended the Annual Meeting and Expo of the American Public Transportation Association (APTA) in Atlanta this past month. The event was noteworthy in that Nashville Chamber CEO Ralph Schulz participated in a panel with Chamber Executives from Atlanta and Indianapolis on the business community's advancement of transit. Nashville MTA will be hosting this event in Nashville in 2018, so they were pleased that the Convention and Visitors Corporation and our own Jason Minser, Director of Marketing were on hand to give meeting attendees a sneak-peek at what they could expect to see in Nashville.
- As part of one of Mayor Barry's "Public Investment Plan" initiatives in partnership with the Metro Nashville Homelessness Commission, Nashville MTA staff have produced and distributed fare cards to the Homelessness Commission for distribution to the chronically homeless, and Nashville MTA operators have been trained on the program. These cards are now in distribution.
- Work has begun on the Murfreesboro Road Corridor Project with Public Works. Staff is in the process of scheduling a kickoff event to describe the

project and process. Construction will continue through next year and into 2019.

- Staff participated in a workshop of TDOT's I-24 Smart Corridor Initiative, which included a review of dozens of potential short and mid-term projects to address congestion in this corridor, including transit enhancements. More information will be provided to the Board on this initiative most likely in November, as TDOT will be looking for formal endorsements from all project partners.
- Nashville MTA's October service changes were successfully introduced in October, including the extension of the Music City Circuit to Tennessee State University, additional service on the Herman and Bordeaux buses, and a number of other schedule adjustments.
- In connection with these changes, Nashville MTA joined with Mayor Barry and other community and neighborhood leadership to kick off the Circuit extension to TSU in North Nashville on October 13. CEO Bland thanked Chair Gail Carr-Williams, Walt Searcy, and Hanna Paramore-Breen for their participation in this event.
- CEO Bland reported that they completed work on the program of projects for the May transit referendum, and many of them were able to join Mayor Barry at the TPTA Conference last week for her announcement of the "*Let's Move Nashville*" Transportation Initiative. CEO Bland offered a special thank-you to Walt Searcy for his role in the program and for his leadership with the Coalition supporting this initiative. A number of the MTA staff will be supporting the Mayor's Office, Planning, and Public Works staff in upcoming public open houses on the plan starting tonight at the Farmers Market.
- Apart from the advancement of improvement design for MCC, work continues to advance on the scoping of Nestor renovations. Staff expects to provide the Board with an update on these efforts in the next several months.
- CEO Bland thanked Walter Searcy who attended the Disability Rights Tennessee Luncheon with a number of Nashville MTA staff earlier this week. The luncheon focused the importance of inclusion of persons with disabilities in the workplace, and highlighted several individuals with disabilities who have had success in this transition. He added what was noteworthy in each presentation was the importance of public transportation in this process for them.
- CEO Bland thanked Board Members Gail Carr Williams, Janet Miller, and Walter Searcy for representing Nashville MTA at the Nashville Downtown Partnership Annual Meeting and Luncheon. As this was occurring simultaneously with the TPTA Annual Meeting and Rodeo, several of the Nashville MTA staff members found themselves "double booked."
- On the RTA Side:
  - Progress continues on the Hamilton Springs Train Station on the Music City Star, and for Spring 2018 is still the targeted opening.
  - In conjunction with Mayor Barry's transit announcement, CEO Bland participated in a number of calls between the Mayor and Mayors in the Northwest Corridor to discuss implications of the North Nashville rail initiative with respect to long-term plans for the Northwest Corridor

and ongoing freight operations of the Cheatham County Rail Authority.

- CEO Bland and a few other staff members will be meeting with several members of the RTA Board and the City of Mt. Juliet in the coming weeks to try to resolve the city's contributions to the RTA.
  - The Office of State Comptroller has concluded their performance audit of the RTA. The RTA's sunset hearing before the State Senate's Government Operations Committee is scheduled for November 14.
  - RTA continues to advance agreements supporting joint development at Donelson Station. Related to this issue was Metro Development and Housing Authority (MDHA) advancing a "Transit Oriented Development (TOD) Redevelopment District" around the station site under recently passed state legislation.
  - CEO Bland and others will be meeting with representatives of Maury County and Columbia to discuss the potential of the city and county joining the RTA and extending our Spring Hill service into Maury County.
- Last week, Nashville MTA hosted the Tennessee Public Transportation Association Annual Meeting and Conference here in Nashville. To say the conference was an absolute hit would be an understatement.
    - At the Statewide Roadeo, Nashville MTA took advantage of our home team status, taking home first place in both Maintenance Competitions, with Troy Willis winning the bus competition and Kyle Kruk winning the van competition.
    - Nashville MTA did not compete in the 30' bus competition or in the conversion van competition; but had Joyce Banks place 2nd in the cutaway van competition; Eric Liggett place 1st in the 35' bus competition and Jerome Horton place 1st in the 40' bus competition.
    - In addition, Michael Featherston placed 3rd in the 35' competition; and Adrell Stringer placed 3rd in the 40' competition.
    - Beyond that, Nashville MTA once again captured the "spirit stick" for the support that our employees and families provided our operators during the competition.
    - Beyond the success of our Nashville MTA employees in competition, there were literally dozens of Nashville MTA employees who organized the conference, coordinated logistics, put on educational panels, and otherwise helped make the event a tremendous success, and CEO Bland extends his thanks to all of them.

This concluded his report.

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

**IX. ADJOURNMENT:** The meeting was adjourned at 3:19 p.m.

# NASHVILLE METROPOLITAN TRANSIT AUTHORITY

OF NASHVILLE AND DAVIDSON COUNTY, TENNESSEE

## BOARD ACTION ITEM

Item Number: A-17-034

Meeting Date: 11/16/17

Item Title: FY2017 ANNUAL AUDIT REPORT

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### BACKGROUND

The enclosed report is the Comprehensive Annual Financial Report for the fiscal year ended June 30, 2017. The following page is a copy of the audited Statement of Operations for FY 2017 in the format normally presented to the Committee. MTA's outside accountants from Crosslin reviewed the Annual Report at the committee meeting and we are pleased to report that the 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.

### COMMITTEE RECOMMENDATION

The Operations and Finance Committee recommends to the Board the acceptance of the Comprehensive Annual Financial Report for the fiscal year ended June 30, 2017.

*Approved:*

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*Secretary*

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*November 16, 2017*

*Date*



# NASHVILLE METROPOLITAN TRANSIT AUTHORITY

OF NASHVILLE AND DAVIDSON COUNTY, TENNESSEE

## BOARD ACTION ITEM

Item Number: A-17-035

Meeting Date: 11/16/17

Item Title: 40' LOW FLOOR BUS REPLACEMENT PURCHASE

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### **BACKGROUND**

In January 2016, the Board approved Nashville MTA entering into a three-year contract with two (1) one-year options, for the purchase of up to 120 Gillig buses under the procurement contract labeled #2014487. Concurrent with MTA's efforts to operate within our fleet replacement plan, staff requests approval to order 20 replacement vehicles under the aforementioned Gillig contract.

If approved, these buses will replace those vehicles within our fleet which have met their end of useful life, and are no longer recommended for service. It is important to note that in the event that Metro's May 1, 2017 transit referendum passes, vehicle replacement efforts would be deferred to allow for accelerated service expansion. Considering lead time and production scheduling, delivery dates for these replacement vehicles will fall between the 3<sup>rd</sup> quarter of FY18 and the 2<sup>nd</sup> quarter of FY19, respectively.

### **COMMITTEE RECOMMENDATION**

The Operations and Finance Committee recommends to the Board approval to provide the Chief Executive Officer authority to approve the purchase of (20) twenty replacement 40ft Low Floor Hybrid buses from Gillig, LLC, for the attainment of replacement vehicles to be used in fixed route service.

The total sum of this purchase is \$14,580,000.00 (\$729,000 per bus). The cost per bus includes all ancillary equipment such as on-board Wi-Fi technology and cameras. Funding sources to support this purchase will be comprised of FY17 and FY 18 Metro funding for bus replacement.

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*Approved:*

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*Secretary*

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*November 16, 2017*

*Date*