



## Minutes

### NASHVILLE METROPOLITAN TRANSIT AUTHORITY

#### BOARD OF DIRECTORS MEETING

April 26, 2018

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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 April 26, 2018. Present were: Hannah Paramore Breen, Acting Chair; Glenn Farnar, Member; Walter Searcy, Member; Secretary Tyler Yarbrow; and Chief Executive Officer Stephen G. Bland. A quorum was established, and Acting Chair Breen called the meeting to order at 2:54 p.m.
- II. **APPROVAL OF MINUTES:** Proper motion was made and seconded to approve the minutes of the March 22, 2018 Board of Directors meeting. There were no additions or corrections, and the vote of approval was unanimous.
- III. **PUBLIC COMMENTS:** Acting Chair Breen 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 Hansen, Nashville MTA rider since 1984:

- Ms. Hansen stated that as a legally blind person who cannot see very far that the proposed new signage at MCC, because of its enlarged size, will be of great help to her.
- She noted that over the past couple of years she has periodically mentioned that the bus stop on Nolensville Road at the Dollar General Store is on uneven ground and is unsafe for the passengers. She asked if this will ever be corrected, and if not, if the stop could be moved further down to where there is level ground.
- Ms. Hansen asked if it would be possible for the MTA Board meetings to be live-streamed. She attends these meetings (at MCC) because they are close to where she works. During the relocation to West Precinct on Charlotte while MCC is under renovation, Ms. Hansen will not be able to attend.

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

- Mr. O'Connor stated that customer service hours need to be extended from the time the first bus leaves MCC in the morning until the last bus completes its run at night. He noted that there are still people out there that need help after customer service is closed.

- He added that service hours need to be extended, especially on weekends, because there are a lot of people who need that service.
- Mr. O'Connor reported that Harding Place near where he lives is under construction with sidewalks being installed, crosswalks, and a traffic light. During this time the bus shelter has been removed, and he is hopeful that it will be reinstalled after this construction is over.
- He stated that the #52A considers the Dollar General the end of the line, and he believes that it would be a lot safer and more helpful to the riders if the end of the line could be moved to behind the Walgreens there.
- Mr. O'Connor stated that if the bus stop on the south side of Harding Place, once the traffic lights are up and running, could get moved down to where the traffic lights will be it would help prevent people from trying to cross the street at the current bus stop without a light.

James Thomas, a frequent rider, Nashville, TN:

- Mr. Thomas stated that he agrees with the previous comments about the #52A run.
- Mr. Thomas reported on a number of routes having issues with on-time-performance.
- He suggested that if drivers could arrive three to five minutes before departure time from MCC, then they could probably pull out on time, which would help with the entire route on-time performance.
- Mr. Thomas noted a specific date and bus number when he observed a driver pull in and load waiting passengers at MCC and then took a break. While the driver was gone, Mr. Thomas observed approximately another half-dozen passengers board without paying. When the driver returned, he did nothing to make those other passengers pay their fare. Mr. Thomas wants drivers in general to be more aware that this happens when they get off of the bus.

John Bull, a frequent rider, Nashville, TN:

- Mr. Bull is delighted that maintenance technical issues are being emphasized, especially the training for the maintenance and technical staff.
- He is pleased about the fiberglass seats that are coming for the buses because he thinks it will help with bus cleanliness.
- Mr. Bull reported that the shelter at 2<sup>nd</sup> & Union inbound has not been replaced, and it is much needed as that is a transfer point.

Darius Knight, Madison, TN:

- Mr. Knight recommended incorporating online what is done on the route maps for the biannual changes.
- He thinks the MTA website would be more user-friendly and that if the route maps and schedule pages were grouped by neighborhoods, express routes, etc.
- Concerning the transit plan, Mr. Knight thinks the two main arteries for light rail should be Clarksville and Murfreesboro, TN.
- He suggested that it might be helpful and save cost if some nighttime routes with low ridership were combined.

- He thinks a lot of the routes are neighborhood routes and should not be coming downtown at all. They should be connecting to the main routes like the #15, #10, and #52 and others.
- Mr. Knight thinks consideration should be given to connecting Trinity Lane and Dickerson Road and Gallatin Road. There are quite a few people that get off on the Gallatin Road side and on the Dickerson Road side that have to walk down Trinity Lane. Additionally, he alerted the Board to the fact that a housing development just recently opened up off of Trinity Lane, and they have no bus. The closest bus to that development is the #41 which is a good distance away. *The Tennessean* also has a building near there and their workers might benefit from a bus running along there.

There were no other public comments at this time.

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

- Debt Obligation Notification (D-18-001):** The Board was made aware that under their authorization, the Nashville MTA renewed their \$12.4 million Revolving Credit Promissory Note with Fifth Third Bank effective April 1, 2018 with the possibility of increasing the loan up to \$13 million, if necessary, once Metro Council increases the Nashville MTA's borrowing limit through the FY2019 budget resolution process, which will become effective July 1, 2018. The loan was needed due to delays in receiving the FY2018 Section 5307 formula capital grant funding. The Nashville MTA uses a portion of this grant funding to pay preventive maintenance and paratransit operating costs. The note will expire on April 1, 2019.
- Cisco Systems, Inc. (A-18-005):** The Nashville MTA has previously used Presidio Networked Solutions, LLC for our network communications products and services and Presidio has a demonstrated long-standing successful relationship with both Nashville MTA and Metro Nashville ITS. Current Nashville MTA projects that require network engineering and hardware include: Next Generation Fare Collection Systems, Tiger 5 Murfreesboro Road Transportation Signal Priority (TSP), Trapeze Multi-Mode Vehicle Communications (4G and Data Radio), and back office network improvements.

Presidio currently has a contract with the State of Tennessee which may be utilized by Nashville MTA for engineering, software, hardware, and related services. Funding will be based on project scope at the time of procurement.

The Committee recommended to the Board they provide the Chief Executive Officer the authority to utilize the State contract to purchase network communications products and services with an amount not-to-exceed \$1.5 million through May 31, 2019. Metro Capital funds and 5307 funds will be assigned by task order. The committee recommendation was approved unanimously.

**V. NEW INITIATIVES AND COMMUNITY ENGAGEMENT COMMITTEE REPORT:** Member Farner presented the following items for approval:

- a. **Gresham Smith & Partners A&E Contract Extension (A-18-006):** In December 2015, the Nashville MTA awarded Gresham Smith and Partners (GS&P) an Indefinite Delivery, Indefinite Quantity Contract for three years for a not-to-exceed amount of \$2 million with two additional one-year options. This contract allows the Nashville MTA to retain a qualified professional architectural and engineering (A&E) firm to perform services associated with any projects or lease holding improvements necessary to maintain and improve the Nashville MTA operations on a task order basis. The agreement contains reasonable and competitive hourly rates that were negotiated prior to contract execution.

The original three-year term will expire on December 17, 2018. Current allocation is at \$1.55 million and is projected to surpass the not-to-exceed limit of \$2 million as additional projects are advanced in support of our growth and capital project plan. The Nashville MTA is currently engaged in multiple projects utilizing these services and expects to continue these projects through completion.

The Committee recommended to the Board they provide the Chief Executive Officer the authority to execute a one-year contract extension through December 31, 2019 with Gresham, Smith and Partners and increase the not-to-exceed value of the entire contract from \$2 million to \$3 million. Metro Capital and Federal 5307 funding will be utilized to cover this increase.

Additionally, the Committee recommended to the Board they provide the Chief Executive Officer the authority to execute task orders under this contract for the continued support of Murfreesboro Pike Transit Signal Project (TSP), MCC Renovation, and Nestor Renovation in the not-to-exceed limits of \$500,000, \$560,000, and \$500,000 respectively.

Funds are available in the previously identified funding sources to cover the additional costs of these task orders.

- b. **Approval of Approach to Rebranding Concept (A-18-007):** During the nMotion strategy development process and ensuing public discussion about mass transit through the *Let's Move Nashville* ballot initiative, numerous observations from throughout the community relative to brand image and the desire to enhance the visibility of mass transit were received. In response, the Nashville MTA engaged Bohan Advertising to examine these issues and present recommendations for improvement.

This effort included outreach to Nashville MTA Board members as well as focus groups with various cross-sections of riders and non-riders in the community. Recommendations that arose out of this process included a re-examination of the Authority's current advertising policies and practices, an updating of the "look and feel" of the transit brand in Nashville, and a more modern communication strategy; all designed to improve the user experience and to attract more customers.

The Committee recommended to the Board the approval and adoption of the rebranding concept including a new uniform, brand name, and appearance. Staff will provide a more detailed brand conversion strategy to the Board later this summer to include options associated with the Nashville MTA Advertising Policy.

- c. **Bus Procurement Contract Adjustment (A-18-008)**: The Nashville MTA has existing purchase contracts for the procurement of 31, 40-foot heavy-duty transit coaches from the Gillig Corporation scheduled for delivery in 2018, and 20, 40-foot heavy-duty transit coaches from the Gillig Corporation scheduled for delivery in 2019. These buses will replace equipment that has reached the end of its useful life. Both original purchase agreements were approved by the Board of Directors previously (A-16-035 and A-17-035, respectively).

As part of a wide range of improvements identified in the nMotion long range strategic service plan, new buses will require a revised paint and service presentation process that will result in contract value increases for these purchases, while remaining within the overall fleet replacement budget. Overall, this change would impact our unit pricing by \$1,987 per bus, or approximately 0.27% per bus.

The Committee recommended to the Board the authorized amount for the 2018 (A-16-035) buses be increased to a not-to-exceed cost of \$734,097 per bus, and the total purchase not-to-exceed \$22,757,007. In addition, the Committee recommended to the Board that the 2019 (A-17-035) bus authorization be increased to a not-to-exceed cost of \$731,033 per bus, and the total purchase not to exceed \$14,620,660.

Metro Capital funds for replacement buses have been identified to cover the cost of this project.

- d. **Van Procurement Contract Adjustment (A-18-009)**: The Nashville MTA has an existing purchase contract for the procurement of six low-floor and 13 standard-floor AccessRide vans from the Champion Corporation scheduled for delivery in 2018. These vans will replace equipment that has reached the end of its useful life. Both original purchase agreements were approved by the Board of Directors previously (A-17-029).

As part of a wide range of improvements identified in the nMotion long-range strategic service plan, new vans will require a revised paint and service presentation process that will result in contract value increases for these purchases, while remaining within the overall fleet replacement budget. Overall, this change would impact our unit pricing by \$3,475 per van, or approximately 3% per van.

The Committee recommended to the Board that the authorized amount for the 2018 (A-17-029) low-floor paratransit vans be increased to a not-to-exceed value of \$134,650 per van, and the standard-floor paratransit vans be increased to a not-

to-exceed value of \$98,050 per vehicle, for a total contract not-to-exceed limit of \$2,082,550.

Metro capital funds for fleet replacement are available to cover the additional cost.

- e. **Nashville MTA Surface Park & Ride Lot Development & Management (A-18-010)**: On April 3, 2017, the Nashville MTA and the Regional Transportation Authority of Middle Tennessee (RTA) published a request for proposals from qualified firms to manage agency-owned Park & Ride surface lots. The primary objective of the proposal was to provide the agencies with management and revenue options for agency owned-and-operated surface Park & Ride lots. The solicitation would also allow for the advanced development of future surface Park & Ride facilities throughout each agency's jurisdictional areas.

A total of three proposals were received. An evaluation committee made up of Development, Finance, and Operations/Facilities Maintenance staff interviewed all three firms and evaluated their presentations.

Based on the information presented, the evaluation team determined that the Republic Parking System proposal provided the most balanced approach to managing and monitoring parking resources as well as proposed fees, revenues, and expenses. Further, the Republic Parking System team presented task order-based costs to allow for development of other surface parking facilities within each agency's jurisdiction.

Based upon the results of the comprehensive solicitation and evaluation processes, the Committee recommended the Board give the Chief Executive Officer authority to enter into a contract with Republic Parking System for an initial three-year term with an option to exercise two additional one-year options to provide the following:

- Park & Ride management services at designated lot when deemed necessary and prudent by the MTA Board; and,
- Exercise of Optional Tasks for professional services to identify and begin development of regional Park & Rides to support commuter bus services, vanpool services, carpool activities, and other related activities for the improvement of transportation demand management in the Davidson County service area.

Any specific parking management service would come before the Board for fiscal review and final approval prior to implementation. Any task order greater than \$300,000 or not previously authorized through adoption of an annual capital plan would come before the Board for review and approval of funding levels and funding sources prior to authorization.

All of the above action items were recommended to the Board for approval by the committee. There was no discussion, and the vote to approve was unanimous.

VI. **CHAIR'S REPORT:** Acting Chair Breen encouraged everyone to get out and vote on May 1<sup>st</sup>. Her sentiments were echoed by members Searcy and Farner.

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

- A number of staff continued to participate in broad outreach efforts for the *Let's Move Nashville* initiative, participating in neighborhood meetings, university events and community panels. Obviously, Nashville was in the waning days before the election, but he had no doubt the efforts of outreach will continue and evolve well beyond May 1, regardless of the outcome.
- Work continues with the taxi contractor, Taxi USA, on a myriad of problems with their dispatch system changeover. They have shown slow improvement, but are certainly nowhere close to satisfactory. Nashville MTA's Access-on-Demand pilot program continues to show promising results. In May, this program will be reviewed with the New Initiatives & Community Engagement Committee (NICE), as well as a potential program evaluation strategy. Of specific focus will be user acceptance, operational reliability and cost.
- The Tennessee General Assembly wrapped up its 2017-18 session last night. Unlike last year, there were no great victories for transit, but a key piece of legislation was passed authorizing the Tennessee Department of Transportation (TDOT) to implement a State Rail Safety Oversight program. Failure to adopt this legislation would have jeopardized Federal Transit Administration (FTA) transit funding statewide.
- Mr. Bland and a number of staff traveled to Atlanta earlier this week for their quarterly meeting with FTA Region 4 staff. A number of projects were discussed and other issues of interest, with most attention on the Murfreesboro Road TSP project.
- With respect to the Murfreesboro Road Project, the project is about one-third complete overall, and is on schedule for completion in mid-2019.
- Mr. Bland thanked Director of Marketing Jason Minser and his staff for their work in partnering with Nashville Mayor David Briley and the Metropolitan Arts Commission to kick off the Poetry in Motion initiative. Particularly heartwarming (on a very cold day at Music City Center Plaza) was listening to a number of Nashville's youth poets, and seeing their reactions when they got to view their creations on the Poetry in Motion wrapped bus.
- Twice a year Mr. Bland is given the opportunity to teach for the National Transit Institute which he did this past month. On this occasion, he presented on transit business strategy to a group of emerging maintenance leaders in the industry.
- On this same trip, at the request of the transit agency in Las Vegas, Mr. Bland participated in a panel discussion on regional transit initiatives for their community advisory board. They were embarking on a process similar in nature to nMotion. He added that for anyone who's wondering, his time in Las Vegas included a ride from the airport to the agency's conference center, three hours of meetings and a ride back to the airport.
- Mr. Bland and some of the Nashville MTA staff met with a number of elected officials and community leaders from the Madison area to discuss how *Let's*

*Move Nashville* would affect their community, as well as general conversations about project and service enhancements in Madison.

- Mr. Bland offered his thanks in absentia to Gail Williams for conducting a panel on the *Let's Move Nashville* plan at Vanderbilt a couple weeks ago. In addition to reaching an audience of more than 200, it was something of a Nashville MTA Board reunion, with Gail and former member Jeff Yarbrow on the panel, and Marian Ott and Freddie O'Connell in the audience.
- RTA Items:
  - Progress continues on construction of the Hamilton Springs Train Station. Opening is scheduled for August.
  - The Federal Railroad Administration approved the limited service exception that will provide relief from implementing Positive Train Control (PTC) requirements on the Music City Star.
  - Just yesterday, the General Assembly completed consideration of the RTA's sunset legislation which extends the RTA for an additional 2 years.
  - RTA joined Cumberland Region Tomorrow and the Transit Alliance of Middle Tennessee on a transit forum for Maury County. The City of Columbia recently joined the RTA and is interested in examining service options for their region.
  - This next month in partnership with the Nashville Area Metropolitan Planning Organization, RTA will be kicking off the South Corridor study to examine transit alternatives between Williamson/Maury Counties and Davidson County.
  - Mr. Bland met with new Governor's appointees to the RTA Board from Dickson, Cheatham, and Robertson Counties to acquaint them with RTA operations.
- Mayor Briley declared tomorrow Predators Pride Day and Nashville MTA employees are encouraged to wear their Predators gear.

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

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