



**MINUTES**  
**EXECUTIVE COMMITTEE MEETING**  
**REGIONAL TRANSPORTATION AUTHORITY**

**April 16, 2025**

- I. **Call to Order:** The regular meeting of the Executive Committee of the Regional Transportation Authority (RTA) of Middle Tennessee was convened on Wednesday, April 16, 2025, at the Downtown Nashville Library, located at 615 Church Street Way, Nashville, TN 37219. A quorum was present, and the meeting was officially called to order at 9:32 a.m. by the Board Chair, Mayor Randall Hutto.

**Executive Committee Members in Attendance:**

**Mayor Randall Hutto – Wilson County, Chair**  
**Mayor Paige Brown – City of Gallatin, Vice Chair**  
**Mayor Freddie O'Connell – Davidson County**  
**Mayor Ken Moore – City of Franklin**  
**Ed Cole – Davidson County – Davidson County (Gov. Appt.)**  
**Kelly Dannenfelser – Williamson County (Gov. Appt.)**  
**Nicole Rowan – Sumner County (Gov. Appt.)**  
**Ken Davis – Wilson County (Gov. Appt.)**

**Others Present:**

**Matthew White – City of Mt. Juliet (Alt)**  
**Jim Kerr – City of Murfreesboro (Alt.)**

- II. **Approval of Minutes:** Mayor Ken Moore made a motion to approve the minutes from the March 19, 2025, Executive Committee meeting. The motion was seconded by Mayor Paige Brown. The Executive Committee approved the motion unanimously.
- III. **Public Comments:** THERE were no public comments.
- IV. **Finance Committee Report:** Committee Chair Mayor Ken Moore presented the following for discussion:
- **Monthly Financial Report Compared to Budget (R-D-25-012):** Mayor Ken Moore presented a summary of the statement of operations for February 2025, comparing it to the approved fiscal year (FY) 2025 budget. CEO Bland and Deputy CEO of Finance and Administration Amanda Vandegrift were present to address any questions. However, the committee had no questions, and no further discussion followed.
- V. **Operations Committee Report:** Mayor Randall Hutto presented the following for discussion and action:
- a. **Monthly Operating Statistics (R-D-25-013):** Chief Operating Officer Andy Burke presented the RTA Monthly Dashboard Report for February 2025 to the Executive Committee and was available to answer any questions. However, the committee had no questions, and no further discussion followed.

**b. Donelson Station Infrastructure Design Contract (R-A-25-006):** Lydia Benda, Director of Engineering, Construction & Project Management, provided the following item for action:

On June 13, 2022, RTA received an unsolicited proposal from H.G. Hill and Southeast Venture (HGH/SV) to lease part of the Donelson Station property for a mixed-use development featuring housing, retail, and commercial space, while maintaining rail parking and enhancing station functionality. The plan also includes a new transit center for connections to the airport and local buses.

An exclusive 24-month negotiation period was initiated on October 19, 2022, to develop a joint development agreement. This period was extended by the RTA Board through October 19, 2025, with the developers presenting their proposed Master Plan in October 2024.

As of March 2025, RTA staff reported significant progress toward an agreement. However, if a final joint development agreement cannot be reached, RTA plans to proceed with key public infrastructure upgrades at Donelson Station, including:

1. A new road connection to Donelson Pike with a signal.
2. A quiet zone at two nearby grade crossings.
3. A bus roadway with six bays linked to a transit center.
4. Pedestrian walkways, shelters, and amenities.

RTA seeks to contract Wendel Architecture, an on-call consultant, to begin design work for these upgrades.

Estimated timeline (pending regulatory and utility coordination):

- Phase 1 (Assessment): 2 months
- Phase 2 (Preliminary Design): 3 months
- Phase 3 (Detailed Design & Permitting): 6 months
- Phase 4 (Utility Coordination): 6 months (concurrent with Phase 3)
- Phase 5 (Final Design & Bidding): 4 months

Staff recommended that the Executive Committee authorize the Chief Executive Officer to enter a Task Order agreement with the consultant, Wendel Architecture, PC, for a total project expense not to exceed \$461,225 (including a 15% contingency) for design services related to the Donelson Transit Center Infrastructure.

To date, RTA has secured local, state, and federal funding of just over \$29 million to advance public infrastructure improvements. FTA 5337 formula funds with 10% State and 10% local are being utilized for this portion of the work, with additional discretionary Federal and State funding available to advance construction activities.

Mayor Ken Moore motioned to approve the Donelson Station Infrastructure Design Contract. The motion was seconded by Ed Cole and was approved unanimously by the Executive Committee.

**c. Regional Commuter Bus Operating Contracting Award (R-A-25-007):** Director of Operations Nick Pecenka provided the following item for action:

The current RTA contract with Gray Line for regional commuter bus services is set to expire on June 30, 2025. To maintain and enhance service, the RTA issued a Request for Proposal (RFP) on November 27, 2024, covering Routes 87, 88, 89, 94, and 95, with flexibility for future route adjustments.

Two proposals were received: Gray Line (the incumbent) and Anchor Transportation. After evaluating the proposals based on qualifications, methodology, team, and cost, Anchor Transportation was selected for the contract award due to its operational strength, industry reputation, and cost-effectiveness.

Highlights of Anchor's qualifications:

- Over 35 years in contracted transit services
- 12+ years with similar state contracts
- A fleet of 50+ MCI coaches, including RTA's current model
- Experienced, MCI-certified maintenance staff

The new 10-year contract, valued at \$35.3 million (a decrease from the originally negotiated \$41.9 million), is below RTA's typical cost growth assumption. In line with its Capital Improvement Plan, RTA will supply all buses used under the new agreement.

Service with Anchor begins July 1, 2025, with a transition plan in place to ensure continuity. RTA thanks Gray Line for over a decade of service. The change in operator does not affect the Gray Line's facility lease at Riverfront Station.

The Staff recommended that the board approve a contract with Anchor Transportation for the operation of regional express commuter services, effective July 1, 2025. The term is a 5-year initial term with an option to extend up to an additional 5 years. FY 2026 cost: \$3,081,521 with an annual 3% increase. 10-year total: \$35,325,185. RTA bus services utilize available Federal, State, and Local funding as annually identified in the RTA Operating budget to pay for these services.

Mayor Ken Moore expressed his appreciation to Gray Line for their many years of reliable service to the RTA, and for their overall contributions to Middle Tennessee. CEO Bland specifically acknowledged Chuck Abbott and his team from Gray Line, who were in the audience, and joined Mayor Moore in thanking Gray Line for their many years of service.

Ed Cole motioned to approve the Regional Commuter Bus Operating Contracting Award. Ms. Nicole Rowan seconded the motion, and the Executive Committee approved it unanimously.

- d. **Trapeze Group Software & Hardware Products Contract Award Supporting Real-Time Transit Information on WeGo Star and Regional Commuter Bus (R-D-25-08)**: IT Manager Rob McElaney provided the following update:

WeGo Public Transit utilizes Trapeze Group software and hardware for key transit functions, including scheduling, dispatch, vehicle tracking, and real-time customer information. While the RTA already uses some of this equipment, it currently lacks a formal contract with Trapeze. A contract must be established to expand and integrate these systems, particularly for services like the WeGo Star. Since the total value exceeds \$150,000, Board approval is required under RTA's procurement policy.

Key planned purchases include:

- AVL and customer Wi-Fi for three train sets – \$182,000. This will allow for real-time information on Star arrivals and departures.
- Maintenance of onboard equipment on 10 RTA buses – \$60,000
- Customer information signage for WeGo Star platforms – \$50,000, which will support real-time arrival information at stations.

The contract may also cover future AVL systems, real-time displays, passenger counters, and software and hardware support.

The Staff requested that the RTA Executive Committee authorize the Chief Executive to enter a sole-source contract and procurement cost through December 31, 2029, for \$500,000, which includes the above items as well as future software and hardware purchases and support. Funding is available through a combination of Federal, State, and Local sources. Annual support and maintenance expenses are part of the approved operating budget and the RTA Capital Improvement Plan. The recommendation to award based on a sole source solicitation is consistent with both State and Federal procurement regulations and the RTA Procurement Policy.

Mayor Paige Brown motioned to approve the Trapeze Group Software & Hardware Products Contract Award, which supports real-time transit information on WeGo Star and regional commuter bus services. The motion was seconded by Mayor Freddie O'Connell and was unanimously approved by the Executive Committee.

**e. WeGo Code of Conduct Revisions - RTA (R-D-25-009):** Chief of Staff and Administration Vince Malone provided the following action item:

The RTA Code of Conduct remains an effective tool in ensuring a safe and welcoming environment for riders and visitors to RTA properties. In collaboration with the Chief Safety and Security Officer, the Chief of Staff and Administration led a recent review of the Code to update its branding and broaden its language in preparation for continued growth across Middle Tennessee. The most notable change is renaming it to the WeGo Code of Conduct, aligning it with the WeGo brand.

The substance of the policy remains the same, but updates include:

1. Replacing "RTA" with "WeGo" throughout the document.
2. Clarifying the appeals process by including the CEO's designee.
3. Updating the summary requires a valid fare to remain on RTA property.
4. Prohibit private services on RTA property without written permission.
5. Banning shared urban mobility devices like e-scooters and e-bikes.
6. Requiring cooperation with WeGo officials, security, or police.

These revisions aim to support operational clarity and align the Code with WeGo's expanding transit network.

The WeGo staff recommended that the Board approve the revisions to the Code of Conduct as follows:

The Executive Committee discussed proposed amendments to clarify the bicycle policy, to assure that bicycles were welcome at RTA facilities when appropriately used and stored. The revised language states: *"Bicycles are not permitted in the long-term waiting rooms or lobbies and must not be locked or stored on RTA property. However, all passengers may park their bicycles in designated areas at the facility to ride the system."*

Kelly Dannenfelser motioned to approve the WeGo Code of Conduct Revisions with the above amendments, Ken Davis seconded the motion, and the Executive Committee approved it unanimously.

**f. WeGo Facility Use Agreement Revisions - RTA (R-D-25-010):** Chief of Staff and Administration Vince Malone provided the following action item:

The Regional Transportation Authority (RTA) aims to provide safe and efficient public transit across

Middle Tennessee, while also allowing non-transit-related use of its facilities when it doesn't interfere with operations. Staff recommended that the Executive Committee approve policy guidance for leasing space at transit facilities for commercial and non-commercial purposes. The RTA has collaborated with legal and risk management advisors to ensure that proper insurance and liability coverage are in place. A facility use agreement will outline terms, responsibilities, and protections for RTA. Approved events are currently leased at \$500 to \$2,000 per event, based on duration and staffing needs. This initiative is expected to enhance the image and community presence of RTA facilities.

Staff recommended that the RTA Executive Committee grant the Chief Executive Officer the authority to enter subsequent facility use agreements with outside parties for the use of RTA transit facilities, involving activities and events on RTA properties for non-transit-related purposes that do not conflict with transit operations.

Mayor Ken Moore motioned to approve the revisions to the WeGo Facility Use Agreement – RTA. The motion was seconded by Ed Cole and was unanimously approved by the Executive Committee.

**VI. CEO's Report:** CEO Bland presented the following report:

1. Word about the service between Murfreesboro, Antioch, and Nashville SC weekend games continues to grow. We've seen consistent growth on the 84 bus, carrying 49 passengers to the most recent game on April 12.
2. Staff continue to work with consultants from Kimley-Horn and Nelson-Nygaard to update the nMotion Strategic Service Plan. We are initiating outreach in the outer counties and would appreciate the Board's support in identifying interested people to discuss future transit in your counties. A letter was sent under my signature last week to initiate this discussion, and we look forward to working with you and the people in your county.
3. The state has approved the sale of church land in Murfreesboro to the RTA for our planned park-and-ride facility. We are currently scheduling the closing with the church and have also initiated the process of engaging site development contractors for demolition and site preparation.
4. WeGo has recently concluded Star Corridor Committee meetings, focusing on planning for the upcoming budget season and discussing the implementation of the Board-approved Star future vision plan. Additionally, WeGo is currently organizing a Rutherford County Corridor Committee meeting to plan for the upcoming year.

**VII. Chair's Report:** Mayor Hutto thanked everyone for attending the board meeting.

**XI. Other Business:** There was no other business to come before this board.

**XII. Adjournment:** With no further business, Mayor Hutto wished everyone a Happy Easter and called for a motion to adjourn. Nicole Brown motioned to adjourn the meeting, which was adjourned at 10:11 a.m.

Respectfully submitted:

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Ed Cole, RTA Secretary & Davidson County  
Governor Appointee