



Nashville MTA Board Meeting

WebEx Videoconference:

March 25, 2021 | 2:30 p.m.

Board Members:

Gail Carr Williams, Chair
Hannah Paramore Breen
Mary Griffin

Janet Miller, Vice Chair
Walter Searcy

1. **Call to Order**
2. **Roll Call**
3. **Approval of the February 25, 2021 MTA Board Minutes**
4. **Public Comments** – Those requesting to leave a public comment were to submit their request to Monica Howse no later than 5:00 p.m. on Wednesday, March 24, 2021. The Chair will acknowledge those that requested to speak.
5. **Operations & Finance Committee – Walter Searcy, Chair**
 - Monthly Financial Report Compared to Budget – Ed Oliphant, CFO **OF-D-21-006 Pg. 8**
 - Annual Conflict of Interest Assessment – Ed Oliphant, CFO **OF-D-21-007 Pg. 11**
 - Annual Risk Assessment – Ed Oliphant, CFO **OF-D-21-008 Pg. 14**
 - Revolving Line of Credit – Ed Oliphant, CFO **M-A-21-006 Pg. 19**
 - Monthly Operating Statistics – Dan Freudberg, Director of Service Quality **OF-D-21-009 Pg. 20**
 - Hillsboro Transit Center Construction Contract Award – Phase 2 – Steve Bland, CEO **M-A-21-007 Pg. 25**
 - Gresham Smith A&E Contract Task Order Increase for Hillsboro Transit Center – Steve Bland, CEO **M-A-21-008 Pg. 27**
 - North Nashville Design Task Order – Steve Bland, CEO **M-A-21-009 Pg. 28**
 - Upcoming Procurement Projects List – Information Only **Pg. 30**
6. **New Initiatives & Community Engagement Committee – Janet Miller, Chair**
 - No Items Scheduled
7. **CEO’s Report – Stephen G. Bland, CEO**
8. **Chair’s Report – Gail Carr Williams, Chair**
9. **Other Business**
10. **Adjournment**

NASHVILLE METROPOLITAN TRANSIT AUTHORITY
Board of Directors Meeting

February 25, 2021

- I. **Call to Order:** Due to the outbreak of COVID-19 and the declaration of a state of emergency by Governor Bill Lee, the Nashville Metropolitan Transit Authority (Nashville MTA) held a special, limited agenda meeting via videoconference on Thursday, February 25, 2021 to conduct essential business to protect the health, safety and welfare of Tennesseans in light of the COVID-19 outbreak. This meeting was held in accordance with Executive Order No. 71 in order to discuss essential business.
- II. **Roll Call of Persons Present:** Gail Carr Williams, Chair; Mary Griffin, Member; Walter Searcy, Member; Secretary Margaret Behm; Chief Executive Officer Stephen G. Bland, Chief Administrative Officer Rita Roberts-Turner, Chief Financial Officer Ed Oliphant, Chief Operating Officer Bill Miller, Chief Development Officer Trey Walker, Director of Service Quality Dan Freudberg, Director of Planning & Grants Felix Castrodad, Director of Procurement and Business Diversity Amber Gooding, Project Manager Lydia Benda, and Sr. Executive Assistant and Board Liaison Monica Howse.

A quorum was established, and Chair Williams called the meeting to order at 2:35 p.m.

Approval of Minutes: Mary Griffin made a motion to approve the January 28, 2021 minutes. The motion was seconded by Walter Searcy and unanimously approved by the board by roll call vote.

- III. **Public Comments:** Chair Williams opened the floor for public comments. The public was reminded that comments were limited to three minutes.

Jessica Dauphin

Ms. Jessica Dauphin's comments were as follows:

- Ms. Dauphin, President and CEO of the Transit Alliance of Middle Tennessee said transit alliance supports WeGo's ongoing efforts to preserve access to transit, and they continue to educate residents of the region about the value of transit and how it adds to the quality of lives, including health, environment, economy and pathways to equity.
- Ms. Dauphin concluded by saying she was saddened to see that WeGo only received a small percentage of its' submitted capital spending requests, and Transit Alliance is working diligently to see that the annual operating budget is fully restored to WeGo, including the Tier II ask through their new transit advocacy training program and tool kit on their website. Ms. Dauphin said with every issue that Nashville is struggling with will come a silo, be it housing, affordability, education, or even providing equitable services, transit underscores them all. She believes being fully funded would support helping citizens return to work and school with greater efficiency and efficacy.

Darius Knight

Mr. Darius Knight's comments were as follows:

- Mr. Knight said that he appreciated the hard work and dedication of staff, particularly in the Planning & Operations departments for helping to keep people safe during the extreme weather last week. He also expressed his appreciation to Mr. Dan Freudberg, Ms. Zeda Riggs and the Customer Care Department for their timely response in resolving QuickTicket System issues.
- Mr. Knight said in order to ensure that Nashville's future is bright, everybody needs to reach out to council members regarding the drastic need for funding.

- Mr. Knight asked everybody to do all they can to encourage bus operators and maintenance staff during these uncertain and difficult times.
- Mr. Knight suggested that we expand our advertising opportunities by building relationships with Amazon and maybe some ideas of naming rights to Central (ie: future of downtown bus routing like a Amazon Circuit from the Broadway location to Vanderbilt to the WeGo Star).

John Bull

Mr. John Bull's public comments were as follows:

- Mr. Bull said that he appreciated that his bus arrived on schedule when he went to go take his first Covid vaccine.
- Mr. Bull said that he was a frequent rider of buses 52, 55, 7 and 23, and generally the buses are all clean and on time.
- Mr. Bull thanked the staff for all that they do and said that everything seems to be running smoothly.
- Mr. Bull said in order for transportation to better we need to get the funding where it needs to be.

IV. Operations & Finance Committee Report: Walter Searcy introduced the following items for discussion and action:

- a. **Monthly Financial Report Compared to Budget (OF-D-21-003):** Chief Operating Officer Ed Oliphant reported and reflected on the statement of operations for the month of December 2020 compared to the budget and balance sheet as of December 31, 2020. CFO Oliphant availed himself for questions and there was no further discussion at this time.
- b. **Monthly Operating Statistics (OF-D-21-004):** Director of Service Quality Dan Freudberg reported and reflected on the monthly operating statistics report through December 31, 2020. Mr. Freudberg availed himself for questions and there was no further discussion at this time.
- c. **Quarterly Ridership Performance Report (OF-D-21-005):** Director of Service Quality Dan Freudberg reported and reflected on the monthly operating statistics report through December 31, 2020. Mr. Freudberg availed himself for questions and there was no further discussion at this time.
- d. **Purchase of WeGo Access Vehicles (M-A-21-002):** Chief Operating Officer Bill Miller reported the following:

In September 2017, the Board approved the Nashville Metropolitan Transit Authority (Nashville MTA) to enter into a three-year contract with two one-year options for the purchase of up to 135 Champion Body-on-Chassis Vehicles under the procurement contract labeled #2015561. During the procurement evaluation process, several end-user departments (including Maintenance, Information Technology, Parts, Operations, Safety, and WeGo Access) re-evaluated the internal configuration of these vehicles to ensure optimal operating ease and safety for both operator and customers.

Staff requested that the Board provide the Chief Executive Officer authority to approve the purchase of Twenty Five (25) replacement Champion Body-on-Chassis Cutaways from Central States Bus Sales Inc. for the attainment of replacement vehicles used in WeGo Access Service. The total sum for this purchase is not to exceed \$3,572,675 (\$142,907 per bus). Purchase of the vehicles will be funded utilizing Federal formula 5339 State of Good Repair funds with State and Local Match.

Walter Searcy made a recommendation to approve the Purchase of WeGo Access Vehicles action items. Mary Griffin made a motion to accept this recommendation, and it was unanimously approved by the board by roll call vote.

- e. **Nestor Facility Pavement Repair (M-A-21-003)**: Facility Manager Patrick Hester reported the following:

The Nestor facility serves over 270 fleet vehicles a day for operations, parking, and maintenance. This project will replace the pavement by first addressing the sub-surface conditions that have caused the deterioration and then installing a new paved area. The Nestor facility will continue to operate during construction; however, the bus wash area will be affected. As time is of the essence to complete the work, the contract terms include liquidated damages of \$1,057 per day for delays in completion beyond the contract's planned 21-day construction duration.

The Invitation to Bid (ITB) was published on the agency website and in Transit Talent on December 2, 2020. The project has a 14% DBE participation goal and 37 DBE firms with certifications indicating they perform the work included in the project were contacted. The solicitation was also sent to the Tennessee Road Builders Association for distribution to their paving contractor members. Three bids were received on the solicitation due date of January 14, 2021. Bids were received from: Push 4J Construction, \$349,893.62; Wright Construction, \$383,285; and SBW Constructors, \$434,375. All bids were comparable to the project estimate of \$397,150.

Walter Searcy made a recommendation that the Board provide the Chief Executive Officer the authority to enter a construction contract with Push 4J Construction for an amount of \$381,783.12 which includes the base bid and an alternate for subgrade cement stabilization. Mary Griffin made a motion to accept this recommendation, and it was unanimously approved by the board by roll call vote.

- f. **Ground Maintenance Contract (M-A-21-004)**: Facility Manager Patrick Hester reported the following:

In January 2017, Beard Property Maintenance, INC. was awarded as a DBE Contractor, the grounds maintenance service contract with Nashville MTA. The contract includes ground maintenance services at four (4) Nashville MTA Facilities: Nestor, Myatt, Central and the Bellevue Park and Ride.

Ground Maintenance Services for Nestor, Myatt, Central, and Bellevue include:

- **Continual**: (Peak and non-peak) Mowing, edging, blowing, and debris removal
- **Quarterly**: Mulch bed treatment of shrubs and flowers, lawn fertilization, and weed control
- **Semi-Annual**: Fall and Spring cleaning: Tree trimming, aerating & over seeding, and clearing of overgrown land & brush
- **As Needed**: Pesticide/fungicide applications
- **On Call Service**: Snow removal and deicing, Tree removal

Walter Searcy made a recommendation that the Board approve an increase of \$91,000.00 for the Ground Maintenance Contract, resulting in a not-to-exceed contract value of \$390,460.00 in order to maintain ground service needs through January 13, 2022. Funds utilized within this contract are part of the operating budget for each Nashville MTA facility. Mary Griffin made a motion to accept this recommendation, and it was unanimously approved by the board by roll call vote.

- V. **NICE Committee: Chair Janet Miller reported the following**: In the absence of Vice Chair Janet Miller, Mary Griffin introduced the following items for discussion:

- a. **Spring 2021 Service Changes & Title VI Analysis (M-A-21-005)**: Director of Planning & Grants Felix Castrodad presented the following for discussion and approval:

During its December 17, 2020 meeting, the Nashville Metropolitan Transit Authority (Nashville MTA) Board reviewed recent ridership trends and a series of approaches for service changes to address the temporary emergency adjustments utilized for most of 2020 to respond quickly to changing conditions related to the COVID-19 pandemic. Ridership patterns that surfaced

from the outset of the pandemic are likely to be much longer lasting than the restrictions we face on personal interactions until a significant percentage of the population has been vaccinated. Combined with service enhancement needs that have been unmet for a long time, and enumerated in the Better Bus Service Improvement Strategy, these trends call for a longer term adjustment to our service patterns than the temporary changes permitted under Federal Transit Administration (FTA) regulations.

Staff developed a service changes proposal and presented it to the public for review and comments. The formal comment period for proposed service changes was open between January 25 and February 15, 2021. WeGo staff held virtual public hearings on February 4th and February 9th. Staff presented the proposed service changes to the public at these meetings, answered questions, and received comments for the official record. All meetings were advertised in local newspapers, posted at WeGo Central, on the WeGo website, and on social media outlets, including Facebook events, and Nextdoor events. An onboard bus announcement was placed on our buses as well. Route-specific maps were posted at bus bays for routes 23 and 34, and rider outreach was sought at these bus bays and onboard these routes. Copies of the presentation materials were made available on the agency's website at WeGoTransit.com, including public meeting materials and a comprehensive chart with all proposed changes by route. Additionally, the public notice and the presentation were translated into Spanish and posted on the WeGo website.

There was a general discussion about the public's feedback regarding service reductions and how we monitor what ridership will be when people return to work. Felix Castrodad said that we didn't see an overwhelming response, but we received a total of 41 comments via phone, email, Twitter, Facebook, Nashville MTA Board meeting public comments, virtual public meetings, and via Customer Care's COM system. Comments ranged from general to specific. Themes included: clarification on frequency and span of service; stop requests and retention; feedback on routing, layovers and stops for Routes 23 Dickerson and 34 Opry Mills; questions about Route 24 Bellevue as MNPS students return to in person learning, and requests to retain Route 72 Grassmere/Edmonson. CEO Bland concluded by saying that we will be monitoring RTA ridership, which is down to the 80-90% range. However, as service is being allocated to areas of more urgent need, restoration of the services being permanently reduced or suspended under these recommendations will require additional funding from Metro beyond our baseline funds to be reinstated. These funds are called out in the service expansion contained in the City Transportation Plan adopted by the Metro Council in December 2020, but have not yet been appropriated.

Mary Griffin made a recommendation to approve the Spring 2021 Service Changes & Title VI Analysis action item. Mr. Searcy made a motion to accept this recommendation, and it was unanimously approved by the board by roll call vote.

- b. **WeGo Business Diversity Program (NICE-D-21-002)**: Director of Procurement and Business Diversity Amber Gooding presented the following for discussion and approval:

At the September Board meeting, staff presented the DBE goal and methodology for 2021 through 2023. At the conclusion, Chair Williams requested regular updates. The Procurement Department's implementation of the roll out is progressing. The compliance module and vendor data base were launched in mid-January. As a result, tracking diversity spends is now automated with prime and subcontractors confirming payments monthly.

Ms. Amber Gooding availed herself for questions and there was none at this time. However, Ms. Amber Gooding was complimented for a good report and for positioning Nashville MTA to be a leader for others to follow.

- c. **Nolensville Stop Improvement Project (NICE-D-21-003)**: Project Engineer Lydia Benda presented the following for discussion and approval:

WeGo staff, with the assistance of consultants from CDM Smith, completed the design and construction plans for key transit stops. This effort includes coordination with Tennessee

Department of Transportation (TOOT) Region 3, TDOT Headquarters, Metro Public Works, and Metro Planning. The plans consist of design concepts from the National Association of City Transportation Officials (NACTO) Transit Street Design Guide. The designs reflect WeGo's Transit Design Guidelines and exemplify WeGo's expectations to comply with current Americans with Disabilities Act (ADA) requirements. The new transit stop designs update amenities, improve safety, facilitate service operation, and enhance access to transit.

The construction package included 18 upgraded transit stops. WeGo contracted with SBW Constructors for the construction of the project. As of December 2020, the contractor completed sixteen of the eighteen stops. All the transit stops are complete except for the two custom shelter Wal-mart inbound and outbound stops south of Welshwood Drive which are targeted for completion in the first half of 2021.

Chair Williams asked if WeGo has had conversations or partnerships with the construction workers at the Nashville Fairground Stadium. CDO Trey Walker said that they have met with them on several occasions and he participates in monthly coordination where information is exchanged regarding stadium construction, infrastructure projects, and what the next steps will look like.

VI. CEO's Report: CEO Bland reported the following:

1. CEO Bland said after significant concern with the post-Thanksgiving spike in COVID-19 cases resulting in as many as 40 of our employees being off – either having tested positive, or awaiting test results – active cases have come back to 7 as of this morning. Hopefully, we will hold the line until our employees can be vaccinated. Right now, they fall into the “critical infrastructure category” for vaccine priority, and we’re hopeful that they will begin their vaccinations in April.
2. As vaccinations have begun to become available for highly vulnerable populations, we have partnered with Metro Health, MDHA and Neighborhood Health Services to provide Access service to those citizens receiving vaccines who do not have an alternate mode of transportation. When they arrange their vaccination appointments, they can indicate that they need transportation. On Thursdays, Access receives the details for trips the following week. To date, this program has served over 50 people.
3. The Mayor released his Capital Spending Plan, which is currently undergoing Council review before anticipated action in March. Overall, the plan is one of the largest Metro has issued, with over \$474.6 million for projects. Among the wide-ranging projects are \$121.9 million (just over ¼) programmed toward implementation of the recently adopted City Transportation Plan. Although only \$6.6 million is programmed directly for transit projects, we are hopeful that planned investments in sidewalks, traffic management systems, and the Downtown Neighborhood Traffic Study will have long-term benefits for public transportation. MTA and RTA were programmed for \$6.66 million in capital spending, out of our total request of \$21.5 million.
4. Members received copies of our FY2021-22 Operating Budget Submission to Metro. As previously discussed, this request asks for restoration to our baseline funding level of \$51.6 million plus an additional \$3.2 million toward the Better Bus service expansion outlined in the City’s Transportation Plan. Metro’s current schedule will have us meeting with them to review the budget request between March 15 and April 3; and budget assembly based on departmental requests, mayoral priorities and revenue projections during the month of April, with the Mayor’s budget being released on April 1 for Council consideration and adoption by June 30.
5. CDO Trey Walker and Ms. Lydia Benda spoke on the progress of the Nolensville Pike stop upgrade project. Progress also continues on a number of our capital projects at a good pace:
 - a. Outreach efforts have begun on the North Nashville Transit Center Project, as our communications consultants have started interviews with key community stakeholders.

We are in the process of advertising bids for demolition of existing structures on the property, and we anticipated bringing forward the design contract authorization to you next month.

- b. Next month, we also anticipate bringing forward a construction contract award recommendation for the Green Hills/Hillsboro Pike Transit Center. This will keep us on pace to complete construction of the center this summer. Work on related right of way activities along Hillsboro Pike is occurring now.
 - c. The Quick Ticket Fare Collection project keeps moving along in its current beta test mode. If COVID has had one benefit, it's that the reduced level of ridership has made managing the volume of transactions more manageable. Now, however, we are getting to a point where more volume to step up putting the system through its paces will be beneficial, so herd immunity can't come soon enough.
6. Ms. Lydia Benda reported that the Nolensville Pike project had been awarded Walk Bike Nashville's "Most Walkable/Bikeable Project" outside the urban core. In addition, Mr. Justin Cole was nominated for Walk Bike Nashville's "Government Champion of the Year" for his role in promoting pedestrian and bicycle accessibility. Although Justin did not win the award, this important recognition is a terrific testimony to the partnerships we're building in making our system more accessible to more users.
 7. Speaking of testing, at previous meetings, we've briefed you on our mobility on demand first mile/last mile pilot program. Several months ago, the board approved a contract with Uber to start this pilot up. Uber has set up the software necessary to implement this program, and we are currently working with them on internal testing to track the transaction and reporting flow. After these tests are completed, we will initiate beta testing some time over the next several months. We will be marketing this new service model as "WeGo Link."
 8. CEO Bland provided updates on 2 key staff changes; Bill Miller will be wrapping up his full-time duties as our Chief Operating Officer over the next couple weeks, and Andy Burke will be joining us as the new COO. Andy comes to us from the Santa Clara Valley Transportation Authority in the Silicon Valley of California, where he had responsibility for their contracted service, rail shuttles and innovative flexible services like our WeGo Link service.
 9. Also, CEO Bland previously reported that our Director of Marketing Jason Minser left the organization. CAO Rita Roberts-Turner and CEO Bland are currently reviewing resumes, and expect to begin interviews in the next month.
 10. On the RTA side:
 - a. We had an unfortunate accident on the WeGo Star yesterday afternoon where a locomotive struck someone on the tracks near Donelson Station.
 - b. Mt. Juliet Station is complete. The developer of the Vintage Station North Mixed Use Development on the opposite side of the tracks from the station is working with us, the City and the railroad to construct a platform on their site to enable boarding on both sides of the train.
 - c. Procurement Staff are currently preparing a "Request for Information" to the consulting community to support an examination of options for significantly enhancing the Star, with a focus on how to add additional trips.

VII. Other Business: There was no other business at this time.

VIII. Chair's Report: Chair Williams reported the following:

Chair Williams thanked the board members and staff; saying, just by virtue of the agenda, it's evident that staff is working extremely hard, diligently and very intentionally to make certain that MTA (WeGo) is one of the most equitable transit systems in America.

Chair Williams expressed her appreciation to Ms. Mary Griffin and Ms. Amanda Clelland for working together to draft correspondence to make certain the Mayor understands the critical need for Nashville MTA to be fully funded. This correspondence should be complete and ready to go out in mid-March.

Chair Williams expressed her condolences to the family of Ms. Elizabeth Duff, our first African-American female bus operator, who recently passed away from COVID-19. Ms. Duff worked with us for over 40 years and will be missed.

Chair Williams thanked COO Bill Miller for all of the work that he has done and will continue to do for Nashville MTA, and wished him the best in his future endeavors.

Chair Williams said that she was recently interviewed as a stakeholder for the North Nashville Project and said that this project is moving in the right direction and positions us to be a good leader, and be the example of excellence and equity in Nashville. This project will create so many opportunities for Nashvillians.

- IX. Adjournment:** With no further business, Chair Williams called for a motion to adjourn the meeting. Walter Searcy made a motion to adjourn and the meeting was adjourned at 4:35 p.m.

Attested:

Gail Carr Williams
Chair

Margaret L. Behm
Secretary

Nashville Metropolitan Transit Authority

of Nashville & Davidson County, Tennessee

Committee Discussion Item

Committee Action Item

Board Discussion Item

Item Number:	OF-D-21-006	Meeting Date:	03/25/2021
Item Title:	Monthly Financial Report Compared to Budget		

BACKGROUND:

Attached is a statement of operations for the month of January 2021 compared to the budget and a balance sheet as of January 31, 2020.

CURRENT STATUS:

Chief Financial Officer Ed Oliphant will review the statements at the committee meeting.

APPROVED:



Chief Financial Officer

March 19, 2021

Date

Metropolitan Transit Authority
Statement of Operations Compared to Budget
For the Period Ending January 31, 2021

UNAUDITED

	Actual Month	Month Budget	Month End Variance	F / U	Prior Year Y-T-D	Actual Y-T-D	Budget Y-T-D	Y-T-D Variance	F / U	Annual Budget
Revenue from Operations:										
Passenger Fares	\$302,597	\$290,630	\$11,967	F	\$4,380,569	\$2,018,487	\$1,823,505	\$194,982	F	\$3,589,900
Access Ride	40,232	32,570	7,662	F	546,214	290,007	243,590	46,417	F	425,000
Contract Revenues	127,530	236,205	(108,675)	U	1,599,544	934,850	1,763,388	(828,538)	U	3,038,657
Advertising	54,005	50,410	3,595	F	440,187	361,550	352,861	8,689	F	604,900
Other Non-Trans Revenue	(28,388)	66,375	(94,763)	U	805,057	146,647	423,125	(276,478)	U	730,800
Total Operating Revenue	495,976	676,190	(180,214)	U	7,771,571	3,751,541	4,606,469	(854,928)	U	8,389,257
Federal/State/Local Income:										
Local Assistance	0	0	0	F	37,200,000	27,315,700	27,315,700	0	F	27,315,700
State Assistance	5,098,600	0	5,098,600	F	5,201,035	5,098,600	4,977,900	120,700	F	4,977,900
EMSID - Project Management Grant	0	0	0	F	0	41,700	0	41,700	F	0
Federal Assistance - CARES Act	11,291,832	5,150,000	6,141,832	F	0	24,567,690	19,150,000	5,417,690	F	29,516,373
Total Assistance Income	16,390,432	5,150,000	11,240,432	F	42,401,035	57,023,690	51,443,600	5,580,090	F	61,809,973
Capital Revenue:										
Capital Operating Reimbursement	0	0	0	F	0	0	0	0	F	17,212,435
Capital ADA Reimbursement	0	0	0	F	0	0	0	0	F	2,625,000
Total Capital Income	0	0	0	F	0	0	0	0	F	19,837,435
Total Revenue	\$16,886,408	\$5,826,190	\$11,060,218	F	\$50,172,606	\$60,775,231	\$56,050,069	\$4,725,162	F	\$90,036,665
Expenses from Operations:										
Labor and Fringes	\$6,168,403	\$5,257,227	(\$911,176)	U	\$34,835,832	\$38,483,760	\$36,738,872	(\$1,744,888)	U	\$63,793,410
Services	861,142	864,259	3,117	F	5,817,930	5,253,393	6,750,472	1,497,079	F	11,329,705
Fuel	220,579	329,476	108,897	F	2,865,560	1,882,566	2,215,914	333,348	F	4,622,290
Parts, Materials and Supplies	238,594	516,753	278,159	F	3,079,165	3,041,574	3,496,892	455,318	F	6,088,120
Utilities	95,311	126,881	31,570	F	675,262	662,891	780,048	117,157	F	1,376,150
Casualty and Liability	207,327	187,850	(19,477)	U	1,331,644	1,301,453	1,331,870	30,417	F	2,251,070
Other	9,477	37,450	27,973	F	326,560	171,650	386,228	214,578	F	575,920
Total Operating Expenses	7,800,833	7,319,896	(480,937)	U	48,931,953	50,797,287	51,700,296	903,009	F	90,036,665
Surplus / (Deficit) before GASB 33	\$9,085,575	(\$1,493,706)	\$10,579,281	F	\$1,240,653	\$9,977,944	\$4,349,773	\$5,628,171	F	\$0
Capital Grant Revenue	554,721		554,721	F	9,778,847	17,290,404		17,290,404	F	
Capital Grant Revenue -CARES Act	0		0	F		41,397		41,397	F	
Rental income - MCC Amortization	49,167		49,167	F	344,169	344,169		344,169	F	
Gain/(Loss) on Sale of Property	14,660		14,660	F	12,264	(112,969)		(112,969)	U	
Depreciation	(1,579,643)		(1,579,643)	U	(11,269,423)	(12,150,749)		(12,150,749)	U	0
Surplus / (Deficit)	\$8,124,480	(\$1,493,706)	\$9,618,186	F	\$106,510	\$15,390,196	\$4,349,773	\$11,040,423	F	\$0

Metropolitan Transit Authority

Comparative Balance Sheets

	Month Ended January 31, 2021	Month Ended June 30, 2020
	(unaudited)	(audited)
CURRENT ASSETS		
Cash and cash equivalents	\$13,729,407	\$5,296,169
Receivables from federal, state and local government	3,390,825	7,317,284
Accounts receivable	719,423	778,437
Materials and supplies	2,911,803	2,675,559
Prepaid expense and other	1,585,551	1,031,959
Pension Deferred Outflow	25,175,574	25,175,574
Total Current Assets	47,512,583	42,274,982
PROPERTY AND EQUIPMENT		
Land	14,733,025	14,733,025
Building, shelter and benches	110,000,597	109,841,158
Revenue equipment and parts	170,106,487	169,469,402
Office furniture and equipment	5,905,579	5,931,031
Other	23,556,643	22,625,060
	324,302,331	322,599,676
Less: Accumulated Depreciation	(157,660,380)	(158,153,258)
Total Property and equipment, net	166,641,951	164,446,418
OTHER ASSETS		
Cash and investments for self-insurance and other	407,618	884,789
TOTAL ASSETS	\$214,562,152	\$207,606,189
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable	\$1,048,077	\$2,770,460
Accrued expenses	7,037,312	7,881,004
Deferred revenue	47,565	45,759
Note Payable	0	5,500,000
Total Current Liabilities	8,132,954	16,197,223
NON-CURRENT LIABILITIES		
Deferred Revenue	7,033,284	7,377,453
Refundable Grants	2	431,663
Net Pension Liability	11,835,343	11,835,343
Pension Deferred Inflow	3,915,737	3,915,737
Net other postemployment benefits obligations	92,575,015	92,575,015
NET ASSETS		
Invested in capital assets	159,608,667	151,568,965
Reserve for capital purchases	57,616	34,766
Unrestricted	(83,986,662)	(63,009,629)
Current Year Surplus / (deficit)	15,390,196	(13,320,347)
Total Net Assets	91,069,817	75,273,755
TOTAL LIABILITIES AND NET ASSETS	\$214,562,152	\$207,606,189

	Current	> 30 days	> 60 Days	> 90 days	Total
Accounts Receivable	\$475,074 66.0%	\$186,680 25.9%	\$56,038 7.8%	\$1,631 0.2%	\$719,423 100.0%
Accounts Payable	\$939,882 89.7%	\$116,374 11.1%	(\$7,880) -0.8%	(\$299) 0.0%	\$1,048,077 100.0%

Nashville Metropolitan Transit Authority

of Nashville & Davidson County, Tennessee

Committee Discussion Item

Committee Action Item

Board Discussion Item

Item Number:	OF-D-21-007	Meeting Date:	03/25/2021
Item Title:	Annual Conflict of Interest Discussion		

BACKGROUND:

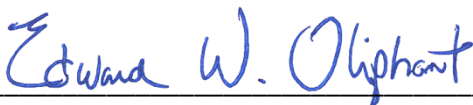
In November 2019, staff presented a review of areas that could be perceived to raise the potential for a conflict of interest between the Nashville MTA and the RTA since the two agencies share the same management team. For last two years, the Nashville MTA Finance Committee has reviewed a report of identified potential conflicts and the mitigating factors.

CURRENT STATUS:

The attached report represents the areas management has identified in FY2020/21 where a decision or recommendation was made that could appear to cause a potential for conflicts of interest for the two agencies as well as action taken to mitigate any conflicts.

Chief Financial Officer Ed Oliphant will review the attached report at the committee meeting.

APPROVED:



Chief Financial Officer

March 19, 2021

Date

**Nashville MTA and RTA
Potential Conflicts of Interest**

Potential or Perceived Conflicts	Mitigation
---	-------------------

MTA/ RTA Management Annual Fee

RTA has a five year contract expiring June 30, 2021 with Nashville MTA for management services at a set annual rate that can be adjusted on an annual basis. What is considered a reasonable rate for RTA to pay for management services? How often should RTA go out to bid for the management services?

Perform annual cost analysis from an MTA perspective and possibly MTA employees track time spent on RTA business. Also analyze from an RTA perspective the reasonableness of the contract amount as a part of RTA's overall general and administrative expense compared to total operating expenses. Both Boards approve the management fee on an annual basis.

MTA/RTA Transit Services Operating Contract

RTA contracts annually with Nashville MTA for regional bus services in the Southeast Corridor as well as connection urban bus services for the Music City Star commuter rail at Riverfront Station in downtown Nashville. Who decides many hours of service should be provided? What is a reasonable contractual hourly rate to charge for the services? How often does RTA go out to bid for the services?

Perform annual cost analysis from an MTA perspective to justify what is a reasonable hourly rate. Also analyze from an RTA perspective the reasonableness of the hourly rate based on comparisons to what would be charged through the competitive bid process.

Cashflow between MTA and RTA

There are times during the fiscal year that RTA can be slow paying for transit services or their management fee due to RTA's cashflow and MTA accomodates this and has at times gone out 90 days for receivables from RTA.

Being transparent to the respective MTA and RTA Boards in reporting A/R and A/P agings on a monthly basis.

Allocation of regional formula capital funding

Each year, the Nashville Region receives approximately \$20 to \$22 million in federal 5307 Capital Formula funding as well as formula and discretionary 5339 Bus and Bus Facility funding. What is the fair and equitable method for allocating between the 3 eligible agencies in the region (MTA,RTA & Franklin Transit).

The Nashville Area Metropolitan Planning Organization (MPO) is the agency responsible for the distribution of all federal grants for the region. All projects that utilize federal grants are contained in the Transportation Improvement Plan (TIP) which is managed by the MPO. The allocation of funding is dependent on what projects the three regional agencies identify in the TIP that have the highest priorities. The allocation is ultimately approved by the MPO.

Allocation of regional CARES Act funding

As a result of the COVID-19 pandemic, US Congress passed the *Coronavirus Aid, Relief, and Economic Security Act* in March 2020 which allocated \$25 billion dollars specifically to transportation. The dollars were awarded using the formula for federal 5307 formula funding. Based upon that our region was awarded \$75.7 million in 100% federal dollar allocation for use as capital or operating and was not subject to being included in the Transportation Improvement Plan (TIP). What is the fair and equitable method for allocating teh dollars between the 4 eligible agencies in the region of MTA, RTA, Franklin Transit & Williamson County.

The Nashville Area Metropolitan Planning Organization (MPO) under the umbrella of the Greater Nashville Regional Council (GNRC) is the agency responsible for the distribution of all federal grants for the region. Since CARES Act dollars were not subject to the TIP, the MPO, in discussion with the 4 eligible recipients, decided to follow the average percentage allocations historically used in the region with some minor adjustments based upon the projects being suggested for the grants use. The allocation was ultimately approved by the MPO with no objections from the agencies and county.

COVID related Service Reductions

As a result of the COVID-19 pandemic, both MTA and RTA have experienced significant decreases in ridership resulting in the need to reduce service on the street based upon ridership demand. Regional ridership is down approximately 85%-90% while local MTA service is down approximately 50%-55%. How are service levels determined for each agency?

Management analyzed trip loads during the start of teh pandemic in March and April 2020 and made common sense strategic adjustments in April 2020 to services levels based on demand. Regional bus services were reduced at least one round trip per day along with one round trip per day on the train. Local MTA services suspended all express routs and lowered frequency on most routes with buses on standby at many locations around downtown to support service reliabilty and address social distancing when necessary. These plans were communicated and discussed with both Boards.

**Nashville MTA and RTA
Potential Conflicts of Interest**

Potential or Perceived Conflicts	Mitigation
<p>Grant Applications other than formula funds Grant applications other than formula 5307 for different federal and state funding are submitted throughout the year for different MTA and RTA projects. How is it determined what each agency should apply for and how are the priorities determined?</p>	<p>Management pursues many federal grants for both agencies based upon agency needs identified in their respective Board approved capital plans that would not be covered by annual formula grant funding (Federal 5307 and 5339).</p>
<p>State Easy Ride Revenue split RTA provides rides to State employees and receives a revenue split from MTA due to the State requiring only one vendor contract for all Easy Ride Services. What is the basis for determining what that split rate should be for RTA rides?</p>	<p>Perform an analysis annually that distributes the revenue from the State Easy Ride Contract based upon the last twelve months of ridership provided by both MTA and RTA for State employees. The analysis is discussed with both MTA and RTA committees and Boards on an annual basis.</p>
<p>Proximity Cards provided to train riders RTA provides proximity cards to train riders to use MTA buses to get from the train station to work that cannot use the Route 93 connector. MTA charges RTA \$0.76 per ride. How is the cost per ride determined?</p>	<p>This was a mutual agreement originating in 2006 to help riders arriving at Riverfront to get to and from work that could not utilize the Route 93 connector bus. This program has never been changed and generates approximately \$300 of monthly expense for RTA and corresponding revenue for MTA and is not considered a large monetary impact to either agency.</p>
<p>Commission on ticket sales MTA sells train and regional bus tickets on behalf of RTA and charges a \$0.76 commission per ticket sold. This agreement pre-dates when MTA began managing the RTA and has never been changed. How is the commission rate calculated?</p>	<p>This agreement generates approximately \$250 to \$350 of monthly expense for RTA and corresponding revenue for MTA for tickets sold monthly. It is not considered a large monetary impact to either agency.</p>
<p>Park and Ride Lots Park and ride lots are critical to the success of the regional bus program provided by the RTA as well as the Music City Star. While RTA owns all the lots located at the train stations, most regional bus park and ride lots are not owned. Which agency should receive grant funding for park and ride lots?</p>	<p>Management should discuss the priority for park and ride lots for each agency with their respective Boards to determine how any grant funding should be used.</p>
<p>StriDe Youth Program MTA has an agreement with Metro Nashville Public schools that allows Metro students to ride MTA buses at \$0.90 per ride paid by Metro Schools. There are some students using RTA regional bus and train services under both programs.</p>	<p>MTA reimbursed the RTA approximately \$19,329 for student rides provided during FY2020. This reflects approximately 800 rides being provided on a monthly basis.</p>

Nashville Metropolitan Transit Authority

of Nashville & Davidson County, Tennessee

Committee Discussion Item

Committee Action Item

Board Discussion Item

Item Number:	OF-D-20-008	Meeting Date:	03/25/2021
Item Title:	Annual Risk Assessment		

BACKGROUND:

In February 2020, we presented our risk assessment to the Committee that focused on finance and accounting. Risk assessments should include reviews of every area of internal control, policies and procedures to identify strengths and weaknesses, and areas of financial or operational exposure and/or focus. We are focusing on the area of finance and accounting to see if there have been any changes in risk and what updates have been done as a result of focusing on this area.

We have developed a risk matrix, which is attached, to assist in determining what functions need to be focused on based upon two factors; the likelihood of occurrence of an error due to weakness and the potential monetary impact of that error or oversight. The matrix is broken into four quadrants as follows:

- (1) Low likelihood of occurrence and low monetary impact;
- (2) Higher likelihood of occurrence but lower monetary impact;
- (3) Higher monetary impact but lower likelihood of occurrence; and,
- (4) Higher likelihood of occurrence and higher monetary impact.

If you graded the quadrants based upon level of importance, quadrant (4) would be the first area of focus, with quadrant (3) coming next due to the monetary impact, quadrant (2) next, and quadrant (1) being the lowest.

CURRENT STATUS

Below is a description and discussion of each of the areas identified in finance and accounting based upon level of importance.

A – Metro Government Subsidy Funding Restored

As the result of CARES Act funding received in March 2020, Nashville MTA was able assist Metro Government in a tough budget year to have Metro Government reduce MTA's annual operating subsidy request approximately \$22.8 million down to \$27.3 million for FY2021. CARES Act funding will not continue and is a finite resource. It is imperative that Metro restore MTA's annual operating subsidy to approximately \$50.1 million in order for MTA to sustain existing services. We have been very clear with this fact in our budget submission to Metro as well as information shared with Metro Council and the importance of restoring MTA's annual operating subsidy.

B – Grant Management

WeGo is heavily dependent upon grant funding for both operating and capital funding. Federal capital grant funding typically makes up approximately 22% of total operating revenues in the form of preventive maintenance and Americans with Disabilities Act (ADA) funding and up to 80% of our funding for capital projects. However, due to the COVID-19 pandemic, the passing of the CARES Act funding and Metro Nashville's reduction of our operating subsidy for FY2021, Federal grant funding for FY2021 will make up approximately 55% of total operating funds. It is imperative that the controls surrounding grant revenue are strong in order to ensure that all revenues are identified and accounted for properly and on a timely basis and particularly, ensuring the best use of the CARES Act funding. Our grant administrators who manage the grant process have a very good understanding of the proper flow and utilize both high level policy and procedures from the Federal Transit

Administration (FTA) as well as internally generated policies, procedures and checklists to ensure adherence to federal rules surrounding grant funding. The policies and procedures are updated annually and reviewed by FTA during triennial reviews. A mitigating factor for grant management is the fact that grant compliance is carefully monitored through quarterly reports to the FTA and most grants are audited annually by independent auditors as well as during triennial reviews by the FTA.

C – Fare Collections

Fares typically make up approximately 10% of total revenue although they are down to approximately 4% due to the pandemic. This area represents a moderate monetary impact based upon the fares collected and should have a reduced likelihood of occurrence once the new internal controls are put into place surrounding WeGo's implementation of a new next generation fare collection system. This will be an area of significant focus with the new system currently being in beta testing and full implementation in the spring/early summer of 2021. Even with a significant amount of time being focused on new internal controls, with it being a new system, there have been some bugs that needed to be worked out through the implementation time period with the expectation that errors will be less likely to occur and/or will be identified quickly through internal controls in place. While no employees handle the cash from the point it enters the fare box to the point where it is delivered to a vaulting service and deposited, this new system will also be account based and will be utilizing server and administrative support from Metro's Information Technology Department. Security and internal controls will be paramount for this new system to function efficiently especially in the area of account controls surrounding debiting and crediting individual customer mobile accounts. A new area for the project also involves a new retail network to make purchasing fare media as convenient as possible for our customers which is expected to start this summer. This will involve a new set of processes and procedures to ensure proper accounting for fare purchased through the retail network.

D – Cash Management

Since WeGo is dependent on grant funding for operations and capital projects, cash management is critical. It is supplemented by a line of credit to support cash flow while waiting on a grant funding receipts related to preventive maintenance expenses as well as ADA paratransit expense reimbursement and capital projects. Cash flow is managed by both the WeGo Accounting Manager and the Controller on a weekly, and sometimes daily basis, depending on the urgency of an outstanding bill. The line of credit is only accessed when there is an available grant to cover the draws used for cash flow to pay outstanding invoices. WeGo is able to pay most invoices within 30 days but will extend into the 60-day category on occasion.

A new area of emphasis for cash management will be our new fare collection system. Under the new account-based and proximity card portion of the system, revenues will now be recognized upon use of our fare media when the actual ride is taken by a customer. We will also be working with a retail ticket/card sales/distribution network that will have a whole new level of internal controls. Under the new system, there will be a deferred revenue account in place that will hold the cash received from customers and the retail network and only be recognized as revenue when rides are taken. Past practice under the current fare collection system resulted in revenues being recognized at the time of purchase since there is not a mechanism in the current system to track usage of media for future revenue recognition. By having a deferral until the fare media is used will allow a better matching of revenues and expenses and assist in the monthly reconciliation process.

E – Medical Claim Payments

WeGo is self-funded for all medical payments for a base amount of coverage per employee with separate excess insurance coverage in place for catastrophic claims. All claims are managed by BlueCross BlueShield of Tennessee (BCBSTN), our third-party administrator. Medical claims over the last several years have averaged approximately \$14.5 million annually and are monitored on a weekly and monthly basis with our healthcare consultants through internal spreadsheets to monitor trends and reports received from BCBSTN. This area continues to be a primary focus as we determine ways to reduce medical claims through adjustments in our health plan, possibly introducing wellness programs or other proven strategies.

F – Workers’ Compensation Payments

WeGo is also self-funded for all workers’ comp injury claims up to a certain amount with separate excess insurance coverage for catastrophic injuries. Cumulative injury claims over the last several years have been in excess of \$1 million annually. This is an area we can have a positive impact on and continue to expand the Safety Committee that meets monthly with our third-party administrator, Brentwood Services, to analyze what type of injuries are occurring and how to prevent them from happening in the future. The committee is also tightening up the process for reporting claims and developing possible disciplinary action for employees who are late in reporting their accident or injury to appropriate management.

G – Payroll Processing

WeGo processes payrolls every two weeks. Labor expenses are by far our largest expense and we use ADP for all our payroll processing. It is imperative that the controls surrounding the payroll process be maintained and monitored to ensure accurate pay and combat fraud or incorrect reporting of time worked. We have detailed processes and procedures that are followed to ensure accurate reporting. We also from time to time will have refresher training to ensure that all managers are properly trained and familiar with the pay approval process. A mitigating factor for payroll is that the payroll process is actually reviewed annually by two independent auditing firms including our regular independent auditors as well as our pension auditors.

H- Inventory Management

H1 – Parts Inventory

Parts inventory is a very important area to have good processes and controls in place so that we can ensure parts are available when needed for bus and van repairs, but at the same time, not have too many dollars invested in inventory that it ties up dollars that could be used elsewhere. We continue to review our processes and procedures identifying where we can take advantage of contractual arrangements with suppliers to gain efficiencies and volume discounts.

H2- Other Consumables

Other consumables is another area that should be monitored. While the monetary impact is relatively low, the possibility of for the occurrence of duplicate orders and controlling the use of office supplies can be problematic. We have consolidated all office supplies and consumables where it is closely monitored by our administrative assistants.

I – Accounts Payable

The policies and procedures surrounding accounts payable and procurement are well documented and followed. It is rare for an invoice to be missed. Payables are generally paid within 30 days with some payables reaching up to 60 days, especially when associated with reimbursement grant funding. We are continuing to refine the procurement and invoice flow process to better define and outline the necessary steps for purchasing and invoice payment and looking for ways to electronically automate and track invoices, especially in light of the pandemic and employees working remotely more often. Once complete, there will be refresher training throughout the agency to ensure a strong accounts payable process. It should be noted as well that the policies and procedures are reviewed and tested annually by our independent auditors.

J – Accounts Receivable

Accounts receivable are reconciled monthly and generally involve very small dollars from small agencies and customers. The larger dollar customers involve our contracted EasyRide customers which are monitored monthly and rarely exceed 30 to 60 days for receipt of payment. While Accounts receivable have tapered off due to lower ridership as a result of the pandemic, it is imperative to have good internal controls in place as we see ridership return to some level of normalcy.

K – Ridership

At this point, it is difficult to predict when MTA will see substantial recovery in ridership. We are currently seeing ridership levels at approximately 55% of pre-COVID ridership levels. Even with the deployment of the COVID Vaccine, there is a risk that we will see a delay in ridership return. We are currently taking steps with our Spring Service Changes and have been able to restructure services in a manner that preserves service for core ridership while also allowing us flexibility to adjust services in the future when ridership returns. This risk should be at the forefront as we continue to see how recovery from the pandemic progresses.

CURRENT STATUS:

Chief Financial Officer Ed Oliphant will review the risk assessment at the meeting.

APPROVED:

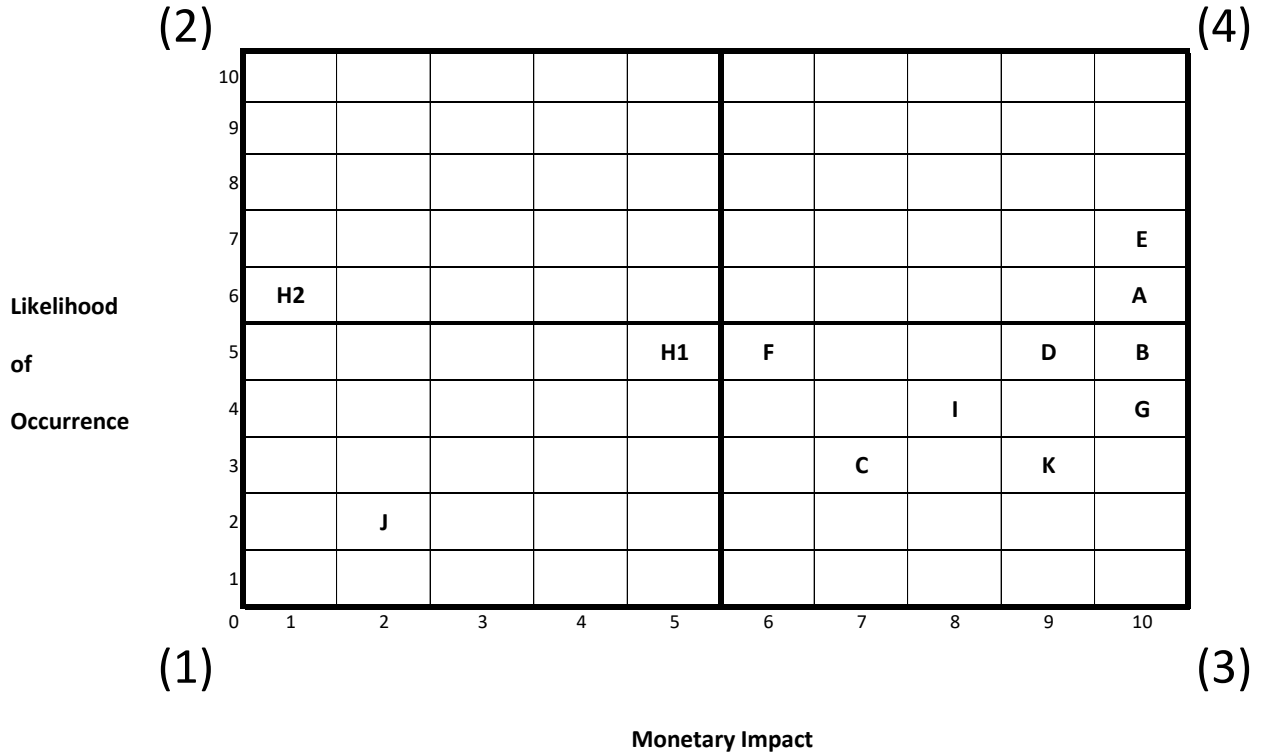


Chief Financial Officer

March 19, 2021

WeGo Public Transit

Risk Assessment for Finance Department



Accounting Processes

A	Metro Government Subsidy Funding Restoration	G	Payroll Processing
B	Grant Management	H	Inventory Management
C	Fare Collection	H1	Parts Room
D	Cash Management	H2	Consumables
E	Medical Claim Payments	I	Accounts Payable
F	Workers' Comp Payments	J	Accounts Receivable
		K	Ridership

Nashville Metropolitan Transit Authority

of Nashville & Davidson County, Tennessee

Board Action Item

Item Number:	M-A-21-006	Meeting Date:	03/25/2021
Item Title:	Revolving Line of Credit Renewal		

BACKGROUND:

The Nashville Metropolitan Transit Authority (Nashville MTA) will once again need temporary operating fund assistance due to delays in receiving our FY2021 Section 5307 formula capital grant funding. The Nashville MTA converts a portion of the capital grant funding appropriation from capital to operating to pay preventive maintenance and paratransit operating costs. This is similar to what has been done in previous years. Nashville MTA is authorized to borrow up to starting at \$14 million and ultimately not to exceed \$20.0 million through Fifth Third Bank. We tier the borrowing amounts to save on the non-use fees the bank charges. The Fifth Third credit facility has a term of one year and expires March 31, 2021.

The portion of our FY2021 Federal 5307 grant appropriation budgeted to be used for Nashville MTA operations is approximately \$19.8 million. Based upon these amounts, Nashville MTA's cash flow requirements anticipate needing to borrow on the line of credit starting the later part of March through the month of June 2021 or beyond, depending on the timing of the federal funding. The line will be repaid incrementally as the federal capital and operating funds become available and, historically, the loan has been completely repaid by December of the same year.

The current budget ordinance that Metro Council passed for the FY2021 budget authorizes the Nashville MTA to obtain short-term financing in an amount not to exceed \$20 million and the term of the loan cannot go beyond June 30, 2021. In order to adjust the annual renewal of our line of credit to align with MTA's and Metro Government's fiscal year, we are recommending that we obtain a 3-month extension of the current line of credit through June 30, 2021 and then renew an annual line of credit with a June 30, 2021 through June 30, 2022 term. This will also coincide with Metro Council's anticipated June 2021 approval of a new Budget Ordinance for FY2022 which will include MTA's borrowing limit authorization. The terms of the loan extension and renewal would remain the same with interest at LIBOR + 1.65% and a non-use fee of 0.2%.

RECOMMENDATION:

The Operations & Finance Committee recommends that the Board give the CEO the authority to extend the current line of credit facility through Fifth Third Bank in March for 3 months to begin March 31, 2021 and end June 30, 2021 and renew the line in June in conjunction with the passing of Metro's Budget Ordinance for a one year period of June 30, 2021 through June 30, 2022. The line of credit will remain at a first tier at \$14 million with a not to exceed of \$20 million for both the extension and renewal. The interest rate for the extension and renewal will remain at LIBOR plus 1.65% and a non-use fee of 0.2%. The line of credit is to be used as needed and to be repaid as federal funding is received. This will allow Nashville MTA to continue operating and allow time for the grant monies to be received.

APPROVED:

Board Secretary

March 25, 2021

Date

Nashville Metropolitan Transit Authority

of Nashville & Davidson County, Tennessee

Committee Discussion Item

Committee Action Item

Board Discussion Item

Item Number:	OF-D-21-009	Meeting Date:	03/25/2021
Item Title:	Monthly Operating Statistics		

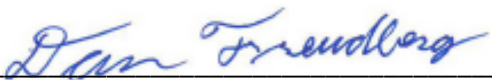
BACKGROUND:

Attached are the monthly operating statistics through January 31, 2021.

CURRENT STATUS:

Director of Service Quality Dan Freudberg will review the statistics at the committee meeting.

APPROVED:



Director of Service Quality

March 19, 2021

Date

Operations Dashboard Report

	January 2021	January 2020	Pct. Change	Average Monthly Goals
Ridership				
Total Passengers				
Bus	307,478	724,718	-57.6%	
Access (WeGo)	13,491	25,353	-46.8%	
Access (Overflow/Taxi)	3,302	8,216	-59.8%	
Access-on-Demand *	2,727	5,427	-49.8%	
Access Total	19,520	38,996	-49.9%	
Total	326,998	763,714	-57.2%	785,000
Passengers per Revenue Hour				
Bus	9.85	18.17	-45.8%	18
Access	1.48	1.89	-21.7%	2.1
Total Scheduled Revenue Hours	40,326	53,337	-24.4%	
Total Cost Per Scheduled Revenue Hour of Service	\$185.73	\$127.94	45.2%	
Safety				
Miles Between Total Accidents	46,262	30,723	50.6%	36,000
Miles Between Preventable Accidents	508,884	225,305	125.9%	300,000
Preventable Accidents	1	3	-66.7%	
Non-Preventable Accidents	10	19	-47.4%	
Total Accidents	11	22	-50.0%	
Service Quality				
Bus Trip Completion Percentage	99.9%	99.9%	0.0%	99.5%
Access Trip Denials	0	0	0.0%	0
Miles Between Road Calls	6,785	6,035	12.4%	3,800
On-Time Performance				
Bus	91.2%	88.3%	2.9%	85.0%
Access (WeGo)	93.6%	84.7%	8.8%	89.0%
Access (Overflow/Taxi)	97.7%	97.5%	0.2%	89.0%
Access Total	94.4%	87.9%	6.6%	89.0%
Customer Care				
Passengers Carried Per Complaint				
Bus	3,534	4,998	-29.3%	6,000
Access	454	336	35.2%	600
Total Calls Received	13,978	25,417	-45.0%	
Percent of Calls Answered	96.8%	90.5%	6.4%	95.0%

* "Access on Demand service began March 2018"

Operations Dashboard Report

	FY2021 January	FY2020 January	Pct. Change	Average Monthly Goals
Ridership				
Total Passengers				
Bus	2,376,758	5,283,787	-55.0%	
Access (WeGo)	96,093	171,755	-44.1%	
Access (Overflow/Taxi)	24,348	58,546	-58.4%	
Access-on-Demand *	21,218	32,226	-34.2%	
Access Total	141,659	262,527	-46.0%	
Total	2,518,417	5,546,314	-54.6%	5,495,000
Passengers per Revenue Hour				
Bus	10.72	17.96	-40.3%	18
Access	1.49	1.86	-19.9%	2.1
Total Scheduled Revenue Hours	286,230	386,637	-26.0%	
Total Cost Per Scheduled Revenue Hour of Service	\$163.73	\$118.55	38.1%	
Safety				
Miles Between Total Accidents	53,690	43,364	23.8%	36,000
Miles Between Preventable Accidents	513,886	231,275	122.2%	300,000
Preventable Accidents	7	21	-66.7%	
Non-Preventable Accidents	60	91	-34.1%	
Total Accidents	67	112	-40.2%	
Service Quality				
Bus Trip Completion Percentage	99.7%	99.7%	0.0%	99.5%
Access Trip Denials	0	0	0.0%	0
Miles Between Road Calls	4,803	4,785	0.4%	3,800
On-Time Performance				
Bus	90.7%	84.3%	6.3%	85.0%
Access (WeGo)	93.4%	82.4%	11.0%	89.0%
Access (Overflow/Taxi)	97.6%	95.3%	2.3%	89.0%
Access Total	94.2%	85.8%	8.5%	89.0%
Customer Care				
Passengers Carried Per Complaint				
Bus	3,333	4,782	-30.3%	6,000
Access	482	294	63.8%	600
Total Calls Received	98,169	193,084	-49.2%	
Percent of Calls Answered	96.6%	89.7%	6.9%	95.0%

* "Access on Demand service began March 2018"

Operations Dashboard Glossary

Metric	Definitions
Ridership	
Total Passengers	
Bus	Total fixed route passenger boardings on all WeGo operated services
Access (WeGo)	Total paratransit passenger boardings on WeGo vehicles
Access (Overflow/Taxi)	Total paratransit passenger boardings on third-party service providers
Access on Demand	Total paratransit passenger boardings on Access-on-Demand service by third-party providers
Access Total	Total paratransit boardings (WeGo vehicles and third-party service providers, includes Access-on Demand ridership)
Passengers per Revenue Hour	
Bus	Total fixed route passenger boardings divided by total scheduled fixed route revenue vehicle hours.
Access	Total paratransit boardings on WeGo vans divided by total scheduled paratransit revenue vehicle hours.
Total Scheduled Revenue Hours	Total fixed route and paratransit scheduled revenue vehicle hours. Note: Revenue vehicle hours are total vehicle in-service hours excluding vehicle travel from the garage to the first timepoint (or pickup for paratransit) and from the last timepoint (or pickup) to the garage.
Total Cost Per Scheduled Revenue Hour of Service	Total fully allocated cost to deliver service divided by the total scheduled revenue hours.
Safety	
Miles Between Total Accidents	Total number of miles travelled by all WeGo revenue vehicles (fixed route and paratransit) divided by the total number of accidents.
Miles Between Preventable Accidents	Total number of miles travelled by all WeGo revenue vehicles (fixed route and paratransit) divided by the total number of preventable accidents.
Preventable Accidents	A motor vehicle collision, in which the Operator did not do everything reasonable to avoid a collision, committed an error or failed to react to the errors of others.
Non-Preventable Accidents	A motor vehicle collision in which the Operator committed no driving error and reacted reasonably to the errors of others.
Internal Accidents	A motor vehicle collision that occurs on Nestor or Myatt yard.
External Accidents	A motor vehicle collision that occurs outside of Nestor or Myatt yard.

Operations Dashboard Glossary

Metric	Definitions
Service Quality	
Bus Trip Completion Percentage	Percentage of one-way fixed route revenue trips completed versus scheduled.
Access Trip Denials	Total number of paratransit trips that cannot be scheduled within one hour before or after the customer's requested pick-up time.
Miles Between Road Calls	Any mechanical failure, excluding farebox and accidents. Bus and Access metrics will be reported separately.
On-Time Performance	
Bus	Percentage of total scheduled fixed route timepoint departures occurring between 59 seconds early and 5 minutes 59 seconds late.
Access (WeGo & Taxi/Overflow)	Percentage of total trips where vehicle arrives no later than 59 seconds outside of the scheduled pick-up window.
Customer Care	
Passengers Carried Per Complaint	
Bus	Total fixed route passengers divided by total fixed route customer complaints.
Access	Total paratransit (WeGo and third-party service providers) passengers divided by total paratransit customer complaints.
Total Calls Received	
Percent of Calls Answered	Percentage of calls received that were answered. Unanswered calls are calls that are lost for any reason once in the customer call phone queue.

Nashville Metropolitan Transit Authority

of Nashville & Davidson County, Tennessee

Board Action Item

Item Number:	M-A-21-007	Meeting Date:	03/25/2021
Item Title:	Hillsboro Transit Center Construction Contract Award – Phase 2		

BACKGROUND:

Staff has been working to advance the development of a neighborhood transit center located along Hillsboro Pike in Green Hills. The reconstruction of Hillsboro High School and resulting required relocation of the existing stop at that location presented an opportunity to advance this project. At its February 2020 meeting, the Board approved a Cooperating Agreement with Metro Nashville Public Schools (MNPS) highlighting the nature and location of the project, the responsibilities of the parties, and the benefits to the broader community. Due to much of the construction scope being duplicative in nature (intersection improvements, underground utilities, curbing, sidewalks, etc.) the transit center project can be completed in a most timely and cost-effective manner by utilizing the construction contractor being used by MNPS, American Constructors, Inc. (ACI). This approach meets Federal Transit Administration (FTA) requirements for sole source procurement of construction services due to the substantial duplication costs associated with a separate construction contract, and unacceptable conditions caused by delay as school construction will displace the current bus stop. In addition, MNPS did procure these services in accordance with public bidding requirements. Therefore, in June 2020 the Board approved a sole-source construction contract for foundations and underground utilities to American Constructors, Inc. with a not-to-exceed value of \$449,941.

Since the award of the contract to ACI in June 2020, the WeGo transit center design team has worked with WeGo staff and MNPS to finalize the design of the Hillsboro Transit Center. As illustrated in a presentation to the Board in October of 2020, the transit center features overhead canopy structures, covered shelters, and a climate-controlled waiting room. The transit center includes three bus bays for transit and paratransit operations and a separate pickup/dropoff lane for transportation network companies.

CONTRACTING APPROACH:

With design complete, WeGo issued a second bid package to American Constructors to complete construction of the transit center. This package is a separate contract from the early release contract issued to ACI in July of 2020.

WeGo staff supported ACI by engaging certified DBE subcontractors, to assist with their achievement of the 12% DBE goal assigned to Phase 2 of the Hillsboro Transit Center project. WeGo staff conducted outreach, advertised, and hosted a pre-bid meeting on behalf of ACI. Invitations were sent to over 250 specialized subcontractors for all scopes of work available for subcontracting opportunities. Follow-up calls and emails were sent to increase visibility and interest in the project.

Following bid opening, WeGo staff performed a cost analysis on the bid price for the Phase 2 scope. Negotiations of profit percentage were conducted as part of the cost analysis to establish a fair and reasonable profit. These negotiations reduced the profit margin from 6% to 4.9%. As a result of this analysis, which was conducted in accordance with Federal Transit Administration (FTA) best practices, American Constructor's bid of \$2,226,757 was determined to be fair and reasonable. The bid also included an alternate for TVM installation with an associated added price of \$5,300.

Additionally, the 12% project goal was based on sufficient availability; however, despite extensive outreach and follow up, several DBEs chose not to respond or follow through with bid submission to ACI. The Business Diversity Office has concluded American Constructors, Inc., sole source bidder, made a good faith effort to achieve the goal and accepts the DBE Utilization plan of 5% with the following DBE subcontractors:

Company	Owner	Work Description	Percentage
A-Action Air HVAC – Minority owned	Ricky Bowser	HVAC	2%
Masonry Partners LL – Minority owned	Ray Vazquez	Masonry	2%
CMG Contractors – Minority owned	Marcus Hayes	Painting	0.2%
Smart Scapes – Woman owned	Lori Mangrum	Landscape	0.2%
Rosa Mosaic & Tile – Woman owned	Ana Tatman	Terrazzo	0.8%

RECOMMENDATION:

The sole source nature of this procurement is permissive as outlined in FTA Circular C4220.1F, Chapter 6, Section 3(i) to avoid both substantial duplication costs and unacceptable delay, and the price submitted by American Constructors, Inc. has been deemed fair and reasonable in accordance with FTA best practices. We request that the Board grant the Chief Executive Officer the authority to enter a construction contract with American Constructor’s for a base amount of \$2,232,057 which includes the base bid, the TVM installation alternate, and seven project allowances. We also recommend the Board authorize a project contingency of 20%, resulting in an authorized not-to-exceed contract total of \$2,678,468. The sum of both contracts between WeGo and ACI total a not-to-exceed value of \$3,128,409. This contract total is supported by the \$4,300,000 project budget funded by federal and local sources.

APPROVED:

Board Secretary

March 25, 2021
Date

Nashville Metropolitan Transit Authority

of Nashville & Davidson County, Tennessee

Board Action Item

Item Number:	M-A-21-008	Meeting Date:	03/25/2021
Item Title:	Gresham Smith A&E Contract Task Order Increase for Hillsboro Transit Center		

BACKGROUND:

In December 2015, the Nashville MTA awarded Gresham Smith and Partners (GS&P) an Indefinite Delivery, Indefinite Quantity Contract to provide project management, architectural, engineering, and construction support services on a task-order basis with an initial contract duration of three years with two additional one-year extensions and a maximum value of \$2 million. In November 2019, the Board approved a request to increase the total contract value to \$3.5 million and extend the contract duration to December 31, 2020. In January 2019, Gresham Smith and their DBE consultant, Artifice, was assigned responsibility to design the Hillsboro Transit Center. Gresham Smith and Artifice are serving in similar roles for the MNPS renovation of Hillsboro High School ensuring an integrated design between the transit center and school renovation projects.

CURRENT STATUS:

The scope of work for Hillsboro Transit Center design included provisions for construction administration services to be priced and scoped upon completion of the design. This is common practice in the design and construction industry as the level of effort for construction administration is dependent upon the scope of a project's final design and expected construction duration. Construction administration services include:

- Coordinating project meetings;
- Reviewing and approving shop drawings, submittals, and pay applications
- Responding to the contractor's requests for information and addressing potential change orders; and,
- Reviewing construction progress including schedule reviews, site coordination, and punch lists.

The design portion of the task order totaled \$280,275. Gresham Smith has proposed a price of \$119,515 for construction administration services. The price has been found to be fair and reasonable and is within 10% of the cost estimate for the proposed services. When amended to include the cost of these services along with a 25% contingency, the total cost for design and construction administration for the Hillsboro Transit Center will be \$430,275. Sufficient funds remain in the contract to cover the cost of the services.

This contract has a Disadvantaged Business Enterprise (DBE) participation goal of 15%. The DBEs participating in the contract are: ARTifice, Civil Infrastructure Associates, Connico, Inc. and Geotek Engineering. Through October 31, 2020, DBE participation on the contract has reached 15.73%.

RECOMMENDATION:

We are requesting the Board to approve an increase of \$150,000 for the existing Hillsboro Transit Center project design and construction administration task order for a new not-to-exceed task order value of \$430,275 with no increase to the overall contract value and to be funded using federal and local funds.

APPROVED:

Board Secretary

March 25, 2021

Date

Nashville Metropolitan Transit Authority

of Nashville & Davidson County, Tennessee

Board Action Item

Item Number:	M-A-21-009	Meeting Date:	03/25/2021
Item Title:	North Nashville Transit Center Design Task Order		

BACKGROUND:

In March 2019, the Board awarded an on-call contract to Smith Gee Studios to advance the planning, design, and construction of neighborhood transit centers and stop improvements throughout the WeGo network. To date, the Smith Gee Studios team has performed several task orders to advance development of the North Nashville Transit Center through site surveys and platting, geotechnical analysis, environmental surveys, and community engagement planning.

CURRENT STATUS:

With the project set to advance toward community engagement and design, WeGo staff asked Smith Gee Studios to prepare a scope for design services from conceptual design through bidding of the North Nashville Transit Center's construction. The scope of services includes project management and coordination, architecture, structural engineering, mechanical, plumbing, fire protection, electrical engineering and lighting, wayfinding, interior design, civil engineering, and landscape architecture. The design will be advanced with WeGo and community input in general accordance with the WeGo design guidelines for transit centers. The base scope covers design for the transit center site located at 26th Avenue North & Clarksville Pike, streetscape along 26th Avenue North and Clarksville Pike, and two on-street stations serving the Route 22 along Clarksville Pike. The design task order includes four allowances; community engagement (led by duGard Communications), the design of open space at the corner of 26th Avenue North and Clarksville Pike, arts and cultural placemaking on the site, and evaluation for BRT technologies for the on-street stations. The overall project schedule anticipates conceptual design to begin alongside community engagement in spring 2021 with final design completed in early 2022.

Smith Gee proposes to provide the base design services listed above for \$643,882. Based on proposals provided by Smith Gee and duGard Communications, staff has allocated \$341,430 for the four project allowances. Given the iterative nature of community input through the design process, we are requesting the board authorize a 15% contingency resulting in a task order not-to-exceed total value of \$1,135,000.

The following DBE certified subconsultants are proposed to participate in the design and community engagement, totaling 45% of the overall effort:

Company	Owner	Work Description	Percentage
Logan Patri – Minority owned	Rao Patri	Structural Engineering	4.9%
Booker Engineering – Minority & Woman owned	Brenda Booker	Electrical Engineering	4.8%
DGA – Minority owned	Domingo Gonzalez	Lighting	7.4%
McCoy Design – Woman owned	Lori Mangrum	Wayfinding and Signage	5.3%
CSG, Inc. – Woman owned	Anita Greiner	Cost Estimating	1.3%
Studio 208 – Woman owned	Ashley Bergeron	Arts Consulting	1.0%
duGard Communications – Minority & Woman owned	Perri duGard Owens	Community Engagement	20.3%

RECOMMENDATION:

We request the board to provide the Chief Executive Officer the authority to enter a Design and Community Engagement Task Order under the contract with Smith Gee for a not-to-exceed total of \$1,135,000. The schedule for execution of this task order is anticipated to extend into early 2022. The total project budget for the North Nashville Transit Center project is \$8,400,000 comprised of federal, state, and local sources.

APPROVED:

Board Secretary

March 25, 2021

Date

Nashville Metropolitan Transit Authority

of Nashville & Davidson County, Tennessee

List of upcoming procurement projects

Meeting Date: 03/25/2021

BACKGROUND:

Project Name: Tires

- Brief Description: This project is to determine a supplier to furnish tires for all revenue and non-revenue vehicles.
- Anticipated Publish Date: May 2021
- Estimated Project Value: \$ 300,000 – \$600,000

Project Name: Batteries

- Brief Description: This project is to determine a supplier for all our Battery requirements for WeGo's rolling assets.
- Anticipated Publish Date: April 2021
- Estimated Project Value: \$100,000 – \$150,000

Project Name: Ford Spare Parts

- Brief Description: This project is to determine a supplier for the purchase of all Ford Spare Parts required for WeGo's rolling assets.
- Anticipated Publish Date: April 2021
- Estimated Project Value: \$ 150,000 – \$250,000

Project Name: North Nashville Demolition

- Brief Description: Demolish existing building and exhume underground storage tanks and lines from North Nashville transit center project site.
- Anticipated Publish Date: March 2021
- Estimated Project Value: \$300,000 – \$400,000

Project Name: 2020981 General Printing Services

- Brief Description: The project will provide general copying, offset, and specialty printing services on as needed requests
- Anticipated Publish Date: March 2021
- Estimated Project Value: \$150,000 - \$250,000

Project Name: Myatt Scale Removal & Paving Rehabilitation

- Brief Description: This project will remove the weigh scale at the Myatt entrance gate and put new paving in the affected area.
- Anticipated Publish Date: March 2021
- Estimated Project Value: \$300,000 – \$400,000

Project Name: 2020950 Elevator & Escalator Preventative Maintenance

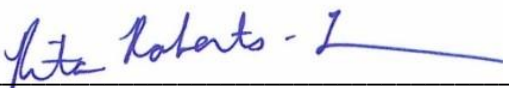
- Brief Description: The project seeks a contractor to provide maintenance, repair and related services for full-service elevators, escalators, chair/platform lifts and potential rebuild
Anticipated Publish Date: May

CURRENT STATUS:

Pursuant to earlier Board discussion, staff will provide a rolling list of upcoming procurements to the Board on a monthly basis. Staff requests members make them aware of any potentially interested suppliers for planned procurement activity.

Unless there are questions of staff, no discussion is planned at the meeting. This material is provided for information only.

APPROVED:



Chief Administrative Officer

March 19, 2021

Date