



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

**May 15, 2024**

- I. **Call to Order:** The regular meeting of the Regional Transportation Authority of Middle Tennessee (RTA) Executive Committee was held at the Tennessee State Library & Archives located at 1001 Rep. John Lewis Way, N., Nashville, TN 37219, on Wednesday, May 15, 2024. A quorum of the RTA Executive Committee was established, and the meeting was called to order at 9:32 a.m. by 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**  
**Ed Cole – Davidson County (Gov. Appt.)**  
**Mayor Rick Bell – City of Lebanon**  
**Mayor Ken Moore – City of Franklin**  
**Mayor Billy Vogle – Robertson County**  
**Nicole Rowan - Sumner County (Gov. Appt.)**

**Others Present:**

**Matthew White – City of Mt. Juliet (Alt.)**  
**Jim Kerr – City of Murfreesboro (Alt.)**  
**Mayor Mike Callis – City of Portland**  
**Gerald Herman – City of White House (Alt.)**

Mayor Randall Hutto started the meeting by recognizing Ms. Nicole Rowan as the Sumner County Governor's Appointee to the RTA Board and introducing her to those present. Ms. Rowan responded by expressing her honor to serve in that capacity.

- II. **Approval of Minutes:**  
Mayor Ken Moore motioned to approve the March 20, 2024, meeting minutes; Mayor Freddie O'Connell seconded the motion, and the Executive Committee unanimously approved it.
- III. **Public Comments:** The following members of the public gave remarks:
- No public comments
- IV. **Finance Committee Report:** Mayor Ken Moore presented the following for discussion:
- a. **Monthly Financial Report Compared to Budget (R-D-24-008):** Mayor Ken Moore presented the Monthly Financials for the month of March 2024, compared to the budget and a balance sheet as of March 31, 2024, with the Executive Committee and was available for questions and there were no questions.
- V. **Operations Committee Report:** Committee Chair Mayor Rick Bell presented the following items for discussion and action:
- a. **Monthly Operating Statistics (R-D-24-009):** COO Andy Burke reviewed the RTA Monthly Dashboard Report through the month of March 2024 with the Executive Committee and was

available for questions, and there were no questions or further discussions.

Mayor Randall Hutto received an email proposal from Mr. Mike Rose, a resident of Donelson. The proposal suggests that anyone leasing the new football field for events such as concerts should allocate \$6,000 to sponsor the train for each event. Mr. Rose recommends that this requirement be incorporated into future contracts for such events.

**b. Choose How You Move Program Update (R-A-24-006):** Michael Briggs, Director of Transportation Planning for Mayor O'Connell's Office, presented the following for action:

On February 15, 2024, Metro Mayor Freddie O'Connell announced an intention to pursue a transportation referendum in November of this year. The effort called "Choose How You Move, An All-Access Pass to Sidewalks, Signals, Service, and Safety" takes advantage of the 2017 Tennessee's Improving Manufacturing, Public Roads and Opportunities for a Vibrant Economy (IMPROVE Act) legislation allowing local governments in the state's largest counties and its cities to seek dedicated funding for transportation projects through a local referendum.

During the past few months, Mayor O'Connell's team has been developing a Transportation Improvement Program (TIP) required by the IMPROVE Act, building on more than 70 community and neighborhood plans during the past ten years, including the nMotion Strategic Transit Plan undertaken jointly by the Metropolitan Transit Authority of Nashville and Davidson County (MTA) and the Regional Transportation Authority of Middle Tennessee (RTA). The TIP outlines a program of investments to address Nashville's transportation needs, focusing on four key areas: sidewalks, signals, service, and safety. It provides a wide range of improvements for different users regardless of the mode used for travel and places a significant emphasis on transit service and infrastructure. The program also creates partnership opportunities for improving and expanding regional transit connections with surrounding counties in Middle Tennessee through the following approaches:

1. Developing park-and-ride facilities at the outer fringes of Davidson County that are accessible to regional commuters.
2. Creating robust, all-day service along these corridors with express connections into Downtown Nashville will provide a more accessible and more affordable option for connections into outer counties as any individual neighboring county might want to pursue transit expansion.
3. Funding Davidson County and shared-infrastructure projects supporting the short-term recommendations currently being modeled in the Star Future Vision Study.
4. Services and facilities that will take full advantage of the transit priority provisions contained in Tennessee's Transportation Modernization Act, adopted by the General Assembly last year, as TDOT advances various choice lane projects in key commuting corridors in Middle Tennessee.

The Choose How You Move TIP was officially launched on April 19 by Mayor O'Connell. It is currently undergoing public outreach to educate voters on the plan's specifics, as well as a final review of its underlying financial plan by the Certified Public Accounting Firm as required under the IMPROVE Act.

As regional coordination of local transportation improvement plans is a necessary element of plan development under the IMPROVE Act, the staff is requesting that the Executive Committee of the Regional Transportation Authority of Middle Tennessee adopt an official action recognizing and endorsing the plan being promoted in Davidson County for being responsive to current and future regional travel needs. Ed Cole motioned to approve the Star Cab and Parts Contract Award; Mayor Billy Vogle seconded the motion, and the Executive Committee unanimously approved it.

There was a general discussion.

Mayor Ken Moore motioned to approve the Choose How You Move Program Update and Endorsement; Ed Cole seconded the motion, and the Executive Committee unanimously approved it.

**c. Multimodal Mobility Plan Contract Award (R-A-24-007):** Director of Planning & Grants Felix Castrodad presented the following report for action:

In August of 2016, during the only joint meeting in their history, the Board of Directors of the Metropolitan Transit Authority of Nashville and Davidson County (MTA) and the Board of Directors of the Regional Transportation Authority of Middle Tennessee (RTA) unanimously approved the nMotion Strategic Transit Plan. Since that time, WeGo Public Transit has used this document as a blueprint for advancing project and service initiatives of both agencies to enhance the role and responsiveness of public transportation in the region.

As with nMotion, the two agencies (MTA and RTA) would like to collaborate again on the upcoming update to the nMotion strategic transit service plan to provide the region with a unified approach to the development of future public transportation services and facilities. Within Davidson County, the level of transportation planning integration will be further expanded through a partnership with the Nashville Department of Transportation and Intermodal Infrastructure (NDOT) and Metro Nashville Planning Department (NDOT) to examine opportunities for better integration of public transportation into the roadway infrastructure and to update Metro Nashville's Major and Collector Street Plan. In this process, each agency (RTA, MTA, NDOT, and Metro Planning) will retain decision control and funding responsibility for its specific deliverables within the plan. RTA will maintain full responsibility for public engagement in counties outside Davidson County and will collaborate with NDOT and Metro Planning for public engagement within Davidson County. RTA will undertake outreach with respective county and city planning entities in our member counties as the planning process evolves.

From an administrative standpoint, the Metropolitan Transit Authority of Nashville and Davidson County (MTA) will administer the consulting agreement, and each partner agency (NDOT, Metro Planning, and RTA) will reimburse the MTA for their respective project shares based on established payment schedules for specific plan milestones. The RTA's estimated share of project costs (excluding more detailed modeling of TDOT Choice Lanes initiatives as described below) will be a not-to-exceed amount of \$300,000.00.

On December 8, 2023, the WeGo Public Transit Procurement Department announced a Request for Qualifications (RFQ) on WeGo's website and Transit Talent and contacted more than 20 firms via email. Our marketing team and NDOT also utilize platforms like LinkedIn, the American Planning Association, and Planetizen. By the closing date of February 13, 2024, we had received submissions from three firms: Kimley-Horn, SSR, and AECOM.

WeGo encouraged Disadvantaged Business Enterprise (DBE) participation as prime contractors or subcontractors, aiming for a 20% overall contract-specific goal for DBE participation.

For contracting Architectural & Engineering (A&E) services, we followed the Brooks Act method, using qualification-based procurement procedures. Evaluation criteria included project approach, work methodology, availability, qualifications, and experience of the firm, project team, and key personnel. An evaluation committee comprised of representatives from the respective partner agencies met on March 6, 2024, to evaluate and score proposals. The evaluation committee found Kimley-Horn's submission to be the most favorable, leading to further discussions/interviews and a request for a cost proposal for all tasks.

On April 30, the committee reviewed and discussed Kimley-Horn's proposed cost of \$1,996,890 with a 12-month schedule, deciding to request a Best and Final Offer (BAFO). The BAFO request included an 18-month schedule, considering elections and holidays, along with negotiations on cost. Staff also asked for additional information on needed analysis for transit service options pertaining to the Tennessee Department of Transportation's (TDOT) Choice Lanes initiative as part of the "Build

With Us" program. Kimley-Horn agreed to the 18-month revised schedule for a cost of \$1,998,990. Kimley-Horn also submitted two options for integrating public transit with TDOT's Choice Lane analysis: Option 1, which does not include transportation modeling, for \$73,500, and Option 2, which includes transportation modeling for \$273,000.

After considering the 18-month schedule BAFO from Kimley-Horn, it was decided to move with the submitted BAFO of \$1,998,990 and include Option 1 for Choice Lane integration of public transit for \$73,500. The total amount for the BAFO and Option 1 is \$2,072,490.

Acknowledging that modeling the transit use of Choice Lanes will provide additional helpful analysis for future implementation, especially for regional services, staff will maintain the possibility of Option 2 should additional resources be identified in conversations with TDOT.

Kimley-Horn has committed to meeting or exceeding this project's 20% DBE goal through their subcontractors, Burch Transportation, Fairpointe Planning, and Foursquare ITP.

Staff requested that the Executive Committee of the RTA provide the Chief Executive Officer the authority to enter into the necessary agreements and contracts to advance an updated Strategic Service Plan in cooperation with the MTA, NDOT, and Metro Planning. The Board of Directors of the Metropolitan Transit Authority is expected to award a professional services contract to Kimley-Horn to conduct the Multimodal Mobility Plan for \$2,250,000. That includes \$1,998,990 for the base proposal, \$73,500 for Option 1 of Choice Lane integration with transit (no transportation modeling), and a contingency of \$177,510. The total contract term is 24 months, with a milestone for final recommendations at 18 months. The RTA share of funding for this project is capped at \$300,000 unless modified by the RTA Board or Executive Committee. Funding for the study includes FTA 5307 funds identified in the Capital Plan, FTA 5303 Metropolitan Planning funds through GNRC, and Local funds from Metro Government through NDOT and Metro Planning Department.

Mayor Moore expressed his concern that the approach described in the item was too focused on Nashville. Mr. Castrodad clarified that there will be targeted outreach to counties under the Regional Transportation Authority (RTA), emphasizing that the RTA will maintain control over all regional tasks. Similar to the nMotion plan, there will be a dedicated component for regional aspects, which will be a significant priority. However, Mr. Castrodad stressed the importance of coordinating with Nashville's initiatives to ensure connectivity.

Mayor O'Connell motioned to approve the Multimodal Mobility Plan Contract Award; Mayor Ken Moore seconded the motion, and the Executive Committee unanimously approved it.

**VII. CEO's Report:** CFO Ed Oliphant provided the following report on behalf of CEO Bland:

1. WeGo continues to work with the development team of HG Hill and Southeast Venture on the negotiation of a joint development agreement for Donelson Station. This past month, we shared plans for the development and station/transit center upgrades with the Nashville and Eastern Railroad Authority Board of Directors. We continued to work with RJ Corman on transit center operational design elements in proximity to the tracks. With the Federal appropriations process complete, Congressman Rose has notified us that \$3 million is in the Federal Budget to support this project.
2. Following up on a discussion with the RTA Board last month on the Star Future Vision Plan, Hatch Engineering is working with RJ Corman to refine operating models further and cost for the short-range options identified. Once this is complete, we anticipate a final round of public engagement this summer before presenting final recommendations to the RTA Board.
3. As it relates to the Murfreesboro Park-and-Ride Project, the Board of the Bridge Avenue Church of Christ approved the sale of the church property to the RTA at their meeting this past

month. Once this decision is approved by the Tennessee Secretary of State office, we will bring the sales agreement to the RTA Board for approval. The purchase price is \$490,000.

- VIII. Chair's Report:** Mayor Randall Hutto expressed gratitude to everyone for attending the board meeting and then announced that Mr. Oliphant would be retiring at the end of the month, making this his last meeting. Mayor Hutto congratulated Mr. Oliphant and generously yielded the remainder of his time to allow him to share remarks.

In summary, Mr. Oliphant thanked CEO Bland, the WeGo staff, and the RTA Board for the opportunity to serve for 20 years. He said it was a pleasure working with everyone, and he had the utmost confidence in WeGo's future and success. He noted that Shelly McElhaney, Controller for WeGo Public Transit, will act as Interim until his replacement is found.

Mayor O'Connell said that he's worked with Mr. Oliphant for more than 15 years and that he was named "CFO of the Year" back in 2013. He said it was well deserved because Mr. Oliphant is very good at his job. Mayor O'Connell emphasized that every single year, they had a clean audit due to Mr. Oliphant's leadership, which gave them confidence in running a successful transit system. Mayor O'Connell wished Mr. Oliphant a happy retirement and farewell.

- IX. Other Business:**

- X. Adjournment:** With no further business, Mayor Paige Brown motioned to adjourn the meeting; Ken Davis seconded the motion, and the meeting was adjourned at 10:28 a.m.

Respectfully submitted:

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Ed Cole, RTA Secretary & Davidson County  
Governor Appointee