



MINUTES
EXECUTIVE COMMITTEE MEETING
REGIONAL TRANSPORTATION AUTHORITY
November 16, 2022

- I. **Call to Order:** The regular meeting of the Regional Transportation Authority of Middle Tennessee (RTA) Executive Committee was held at the Tennessee State Archives & Library, located at 1001 Rep. John Lewis Way N., Nashville, TN 37219 on Wednesday, November 16, 2022. A quorum of the full Board was not established, so the meeting was adjourned and the Executive Committee meeting was called to order at 9:30 a.m. by Chair, Mayor Randall Hutto.

Executive Committee Members in Attendance:

Mayor Randall Hutto – Wilson County
Mayor Paige Brown – City of Gallatin
Mayor Ken Moore – City of Franklin
Mayor Rick Bell – City of Lebanon
Mayor Billy Vogle – Robertson County
Kelly Dannenfeler – Williamson County (Gov. Appt.)
Ken Davis – Wilson County (Gov. Appt.)

Others Present:

Mayor Jamie Clary – City of Hendersonville
Jim Kerr – City of Murfreesboro (Alt.)
Gerald Herman – White House (Alt.)
Diana Alarcon – Davidson County (Alt.)
Ed Elam – Rutherford County (Alt.)
Ray Render - Congressman John Rose Office - 6th District, TN

- II. **Approval of Minutes:**
The approval of the October 19, 2022 meeting minutes was deferred to the January 18, 2023 Board meeting.
- III. **Public Comments:**
There were no public comments given at this meeting.
- IV. **Finance Committee Report:** Committee Chair Mayor Ken Moore introduced the following for discussion and action:
- a. **Monthly Financial Report Compared to Budget (R-D-22-033):** Mayor Ken Moore presented the Monthly Financials for the month of September 2022 compared to the budget and a balance sheet as of September 30, 2022. CFO Oliphant was available for questions from the floor and there were none at this time.
- b. **RTA Legal Services Contract Award (R-A-22-025):** Mayor Ken Moore presented the following:
- The Regional Transportation Authority of Middle Tennessee (RTA) uses outside counsel to provide complex legal advice in areas such as real property, public procurement,

construction, environmental and land use laws, railroad right-of-way acquisition, and other general legal practice areas.

The RTA has been under a five-year contract with Bradley Arant Boult Cummings LLP (Bradley) for legal services. On August 31, 2022, RTA issued a solicitation for legal services, as the contract with Bradley was expiring on November 15, 2022. The solicitation with a total contract duration of five years (three-year base term plus two, one-year extension options) and maximum value of \$250,000 was advertised on the agency and B2G websites and in Transit Talent and was sent directly to eight law firms in the Nashville region that had expressed an interest in receiving the RFP. Three proposals: Bradley; Klein Solomon Mills, PLLC, and Thompson Coburn LLP, were received on the solicitation's September 19th due date.

Following interviews with all three proposers, the evaluation committee unanimously rated Bradley the superior technical proposal based on staffing capabilities, the firm's knowledge of local and state law, and federal transportation regulations.

Staff requested the Board to provide the Chief Executive Officer the authority to enter into a contract with Bradley Arant Boult Cummings LLP to provide legal services to RTA for a maximum not-to-exceed value of \$250,000 and a duration of three years plus two one-year renewal options.

Mayor Ken Moore made a motion to approve the RTA Legal Services Contract Award action item; the motion was seconded by Ken Davis and unanimously approved by the Executive Committee.

V. Operations Committee Report: Committee Chair Mayor Rick Bell introduced the following for discussion and action:

- a. Monthly Operating Statistics (R-D-22-034):** Chief Operating Officer Andy Burke reviewed the RTA Monthly Dashboard Report through the month of September 2022 with the Executive Committee. Andy Burke was available for any questions and there were no additional questions or further discussions at this time.

Mr. Burke made the Board aware of a pedestrian accident that took place back in September along the tracks of the WeGo Star. Fortunately, the pedestrian survived and there were no other injuries. He gave special thanks and recognition to the Operations team and to TSG for responding to the accident and for working so well with Metro in getting passengers transferred to other buses to get them to their final destinations.

There were no additional questions or further discussions at this time.

- b. Title VI Program Update (R-A-22-026):** This action item was deferred to the January 19, 2023 Executive Committee meeting.
- c. WeGo Star Future Direction Study (R-A-22-027):** Director of Planning & Grants Felix Castrodad, and Director of Procurement & Business Diversity Denise Richardson presented the following item for approval:

The nMotion strategic plan, adopted in 2016, envisioned increasing the frequency of Star service along with a series of capital investments to support increased ridership. Star ridership has not returned to pre-pandemic levels at the same rate as local bus service and changes in commuting patterns necessitate an assessment of how Star fits into the region's transportation, economic, commercial, and residential development strategies. Some of the issues identified include long-term changing commute patterns including hybrid and remote office environments and reverse commuting, station area development as seen around Mt.

Juliet, Hamilton Springs, and Donelson stations, and changing trends in local development and policies reflected in initiatives such as Lebanon's 2040 Comprehensive Plan, Mt. Juliet's Comprehensive Transportation Plan, and Nashville's ongoing Connect Downtown mobility plan.

The Star Future Direction Strategy study will evaluate the most effective use of the line to meet current needs while building a consensus as to how to best position Star to offer future enhanced service by evaluating options for short, medium, and long-term investments predicated on a "business case approach" that considers funding availability and regional demand. It is anticipated that the study's final recommendations for flexible strategies to tailor service to ridership demand may also be applied to regional bus service.

The study will encompass an assessment of Star's passenger market, both current and future potential, the regional freight market to evaluate how passenger and freight use of the infrastructure can work in synergy, financial analysis to consider how Star can maximize the opportunity for grant-related funding while also generating sufficient revenue to fund operating and certain capital needs, and scenario planning to envision how regional changes may affect demand for Star service. The project includes an optional task for station area visioning which may be exercised if the communities along the line seek to participate in the task.

In 2021 the agency issued a Request for Information asking for firms to suggest strategies that could be used to inform a consensus for Star's future direction. The four responses were used to develop the comprehensive scope of the Request for Proposals that was issued on April 13, 2022 and advertised in the American Public Transportation Association's (APTA) Passenger Transport industry newsletter, and on the agency, B2G, and Transit Talent websites. Seven (7) proposals were received on the June 9th proposal due date:

- Accenture
- Cambridge Systematics
- Deloitte
- Hatch Associates Consultants (Hatch LTK)
- HDR
- HNTB
- STV

Following negotiations and clarification of scope items, Hatch/LTK submitted a Best and Final Offer cost proposal of \$1,046,388.74, including 20% DBE participation with minority-woman-owned Fairpointe Planning conducting public engagement and minority-owned Modern Mobility Partners providing planning, modeling, and analysis for the passenger assessment and scenario planning aspects of the study.

Staff requested the Board to provide the Chief Executive Officer the authority to enter into a contract with Hatch Associates Consultants (Hatch LTK) to conduct the Star Future Direction Strategy study in the amount of \$1,046,388.74, and a contingency of \$105,000 for a total project budget of \$1,151,388.74. The contract duration is 18 months with a milestone for final recommendations due at 12 months, and one six-month extension option for a maximum term of 24 months. The project is funded with federal CARES Act funds.

Mayor Rick Bell made a motion to approve the WeGo Star Future Direction Strategy action item; the motion was seconded by Mayor Ken Moore and unanimously approved by the Executive Committee.

VI. Approval of the 2023 Committee & Board Meeting Schedule (R-A-22-028): Chief Executive Officer Steve Bland presented this item for approval:

Under Article 2, Section 3 of the by-laws of the Regional Transportation Authority of Middle Tennessee ("RTA"), the RTA shall meet at least quarterly at a time and place to be established by the Chair/President of the Board. RTA and may meet more frequently as needed. Additionally, under Article 4, Section 5 of the by-laws, the Executive Committee shall meet monthly except for those months in which the Board shall meet. In order to effectively satisfy the established meeting requirements, a schedule of proposed 2023 meeting dates for both the RTA Board and Executive Committee is herein attached.

Staff recommended that the proposed meeting dates be adopted and approved by the Board.

Mayor Billy Vogle made a motion to approve the Approval of the 2023 Committee & Board Meeting Schedule; the motion was seconded by Mayor Ken Moore and unanimously approved by the Executive Committee.

VII. CEO's Report: CEO Bland provided the following report:

1. With Rita Roberts-Turner returning to private law practice, we are pleased that Vince Malone will be joining us at the end of this month as the Chief of Staff and Administration. Vince comes to us from TDOT, where he was in charge of their Civil Rights Division.
2. Procurement documents for the installation of video surveillance equipment at our park-and-ride facilities are currently at TDOT for approval. We anticipate awarding this contract in January.
3. Our on-call real estate advisors are currently pursuing several property parcels to advance a park-and-ride facility in Murfreesboro adjacent to Rover's new facility. We hope to have further information on this project in the coming months. We are also initiating a task order with them to help us identify sites in Williamson County.
4. With your recent award of on-call engineering contracts, we are putting together a task order for one of the firms to do field audit work of the track maintenance program by RJ Corman before coming back to the Board for our annual track maintenance project authorization early next year.
5. As a reminder, and out of respect for your busy holiday season, there will be no RTA Board meeting in December.

CEO Bland concluded his remarks and was available for any questions from the floor and there were none at this time.

VIII. Chair's Report: Chair Hutto wished everyone a Happy Thanksgiving, a Merry Christmas, and a Happy New Year.

VIII. Adjournment: With no further business, Mayor Hutto called for a motion to adjourn; Mayor Ken Moore made a motion, and the meeting was adjourned at 9:53 a.m.

Respectfully submitted:

Ed Cole, RTA Secretary &
Davidson County Governor Appointee