



REGIONAL TRANSPORTATION AUTHORITY
Of Middle Tennessee

BOARD MEETING

Wednesday, January 18, 2023 | 9:30 a.m.

Location:

**TN State Library & Archives
1001 Rep. John Lewis Way N.
Nashville, TN 37219**

-
1. Call to Order
 2. Approval of October 19, 2022, & November 16, 2022 Meeting Minutes
 3. Public Comments
 4. Operations Committee Report – Mayor Rick Bell, Chair
 - RTA Agency Safety Plan Amendments R-A-23-001 Pg. 10
 - WeGo Star Operations & Maintenance Contract Extension R-A-23-002 Pg. 11
 - Monthly Operating Statistics R-D-23-001 Pg. 12
 5. Audit Committee Report – Mayor Ken Moore, Chair
 - FY2022 Annual Audit Report R-A-23-003 Pg. 20
 6. Finance Committee Report – Mayor Ken Moore, Chair
 - Monthly Financial Compared to Budget Report R-D-23-002 Pg. 22
 7. Title VI Program Update – Hannah Schaeffer, Transit Business Intelligence Analyst R-A-23-004 Pg. 25
 8. Election of 2023 RTA Officers – Vince Malone, Chief of Staff & Administration R-A-23-005 Pg. 26
 9. CEO’s Report – Steve Bland, Chief Executive Officer
 10. Chair’s Report – Mayor Randall Hutto, Chair
 11. Other Business
 12. Adjournment

Note: A meeting of the Executive Committee has been scheduled concurrently with the full Board Meeting. In the event a quorum of the Board cannot be achieved, the Executive Committee will meet to conduct the scheduled business of the Board. If a quorum of the Board is present, there will be no Executive Committee meeting.



REGIONAL TRANSPORTATION AUTHORITY
Of Middle Tennessee

EXECUTIVE COMMITTEE MEETING

Wednesday, January 18, 2023 | 9:30 a.m.

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 10. Chair’s Report – Mayor Randall Hutto, Chair
 11. Other Business
 12. Adjournment



MINUTES
EXECUTIVE COMMITTEE MEETING
REGIONAL TRANSPORTATION AUTHORITY
October 19, 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, October 19, 2022. A quorum of the Executive Committee was established, and the 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
Ed Cole – Davidson County (Gov. Appt.)
Kelly Dannenfelser – 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.)
Mayor Mike Callis – City of Portland
Diana Alarcon – Davidson County (Alt.)
Mayor Wes Golden – Montgomery County
Mayor Joe Carr – Rutherford County
Wood S. Caldwell
Derrick Free – Gray Line TN
Celeste Patterson
Congressman John Rose - Congressman John Rose Office - 6th District, TN
Ray Render - Congressman John Rose Office - 6th District, TN
Rebecca Foster - Congressman John Rose Office - 6th District, TN
Van H. - Congressman John Rose Office - 6th District, TN

Chair Hutto recognized Congressman John Rose from the 6th District of Tennessee in attendance and invited the Congressman to speak to the Board. Congressman Rose thanked the Board for their service to the region in advancing transportation and mobility for all Tennesseans. He assured the Board that he and his office stand ready to help advance important transportation issues, policies, and projects in Washington, D.C. Congressman Rose then introduced his staff members present and thanked them as well for their service to the 6th District.

II. **Approval of Minutes:** Mayor Ken Moore made a motion to approve the September 21, 2022, RTA Board minutes; the motion was seconded by Mayor Billy Vogle and unanimously approved by the Executive Committee.

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-22-029):** Mayor Ken Moore presented the Monthly Financials for the month of August 2022 compared to the budget and a balance sheet as of August 31, 2022. With this being the second month of the fiscal year, he said there were no real trends to report. CFO Oliphant was available for questions from the floor and there were none at this time.

b. **On-Call Capital Program Support Service (R-A-22-023):** Chief Development Officer Trey Walker presented the following:

Staff requested the Board provide the Chief Executive Officer the authority to enter into contracts for On-Call Capital Program Support Services to each of the firms at the designated maximum not-to-exceed value with a duration of three years plus two one-year extension options:

- CDM Smith \$2.5 million
- Fairpointe Planning \$1.5 million
- HDR \$2.5 million
- Kingdom Development Group \$1.5 million
- Wendel \$2.5 million

Each task order engagement will be funded with a combination of federal, state, and/or local funds to be determined based on the specific project assignment consistent with the agency's Capital Improvement Plan.

Ed Cole said that he was impressed with the DBE's participation in this project.

Mayor Ken Moore made a motion to approve the On-Call Capital Program Support Services action item; the motion was seconded by Ed Cole and unanimously approved by the Executive Committee.

c. **Period of Exclusive Negotiations for Joint Development Of Donelson Station (R-A-22-024):** Chief Development Officer Trey Walker and Director of Procurement & Business Diversity Denise Richardson presented the following:

Staff requested the Board provide the Chief Executive Officer the authority to enter into a period not to exceed twenty-four (24) months for exclusive negotiation with H.G. Hill and Southeast Venture for the joint development of Donelson Station and surrounding property pursuant to applicable FTA guidelines. RTA Board approval will be required prior to the execution of any final proposed development terms negotiated through this authorization.

Kelly Dannenfelser asked if the proposed development was mixed-use; CDO Trey Walker said that it was.

Mayor Jamie Clary asked if members of the board should serve on the Negotiations Committee. CEO Bland said that we would welcome anyone that had the interest to serve

on the committee. Ed Cole said that he'd be willing to serve on the committee and Mayor Rick Bell suggested that this could be channeled through the Operations Committee. CEO Bland agreed and said that staff would include the Operations Committee in negotiations as they progress.

Many of the board members expressed how excited they were and said that this was a great opportunity. Mayor Hutto said having a developer with extensive experience in Middle Tennessee is wise.

Mayor Ken Moore made a motion to approve the Period of Exclusive Negotiations for Joint Development of Donelson action item; the motion was seconded by Mayor Billy Vogle and unanimously approved by the Executive Committee.

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

a. Transit Asset Management Plan Update (R-A22-030): Chief Development Officer Trey Walker presented the following:

Federal regulations require that agencies receiving Assistance from the Federal Transit Administration create and update a Transit Asset Management Plan every four years. The plan includes a complete inventory of all physical assets, an assessment of their current condition, and a prioritization strategy for maintaining all assets in a state of good repair. It also requires that the agency set targets for the performance of its asset condition on a scale of 1 to 5 with 1 being poor and 5 being excellent. Mr. Walker reported that all facilities of the RTA met the performance targets of the plan. With respect to rolling stock, metrics are developed based on a percentage of the "Useful Life Benchmark." In this metric, the only assets falling below-desired performances were one passenger rail car (most of the fleet is "new to us," but one of the older cars is still in service as a spare) and vanpool vans.

Mayor Ken Moore made a motion to approve the Transit Asset Management Plan Update action item; the motion was seconded by Kelly Dannenfelser and unanimously approved by the Executive Committee.

b. Monthly Operating Statistics (R-D-22-031): Chief Executive Officer Steve Bland reviewed the RTA Monthly Dashboard Report through the month of August 2022 with the Executive Committee. CEO Bland was available for any questions were no additional questions or further discussions at this time.

c. RTA Agency Safety Plan Update (R-D-22-032): Director of System Safety & Risk Management Nick Oldham provided a brief high-level overview of the expected updates to our Agency Safety Plan:

Nick Oldham said the new Bipartisan Infrastructure Law amends FTA's safety program at 49 U.S.C. § 5329(d) by adding to the Public Transportation Agency Safety Plan (PTASP) requirements. Under this new law, transit agencies that receive Section 5307 funds and serve an urbanized area with a population of 200,000 or more are required to establish a joint labor-management Safety Committee, a risk reduction program, new safety training requirements, and strategies to minimize exposure to infectious diseases consistent with the Centers for Disease Control and Prevention guidelines or a State health authority.

RTA will continue to move forward with the implementation of its Safety Management System by following the guidelines set forth in our Agency Safety Plan as we update the plan with the new requirements. The Agency Safety Plan sets a framework to support and complement the existing approach to public transportation safety, identifies deficiencies, and promotes improvements in transit safety performance. This plan sets a proactive

approach to safety risk management that is outcome-focused and emphasizes an overall improved safety culture.

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

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

1. We are in the final stages of consultant selection for the long-awaited Star future vision plan. We expect to bring a recommendation to your November meeting for approval.
2. We are in the process of readvertising for Legal Services for the RTA, and we received 3 proposals. CEO Bland thanked Board Secretary Ed Cole for participating on the Evaluation Committee. We anticipate bringing forward a recommendation to you next month.
3. With Rita Roberts-Turner returning to private law practice, we have made an offer to a new Chief Administrative Officer and anticipate making an announcement about their hiring within the next couple of weeks.
4. Planning staff is working on an update to the Title VI programs for both MTA and RTA as we do every three years. The program acts as the agency's guiding document for how we address major events with standard policies and practices intended to minimize adverse effects on low-income and minority populations. The three-year review allows us to take a look at how we've done, assess any demographic changes to the communities we serve, and alter any policies based on a transparent process with the community. A draft was made available for public comment on October 10th and any necessary revisions will be incorporated into the final document which will be presented for approval at the November board meeting.
5. This week, the Tennessee Public Transportation Association is holding its annual conference at the Cool Springs Marriott. Our thanks to Mayors Anderson and Moore for their attendance at the opening general session yesterday, where we also heard from TDOT Commissioner Eley.
6. CEO Bland thanked all RTA Members who attended last month's briefing of the Transportation Policy Board on Nashville's East Bank Vision Plan. This plan has been formally adopted by the Metro Nashville Planning Commission, and we will be working with partners like Metro Planning and NDOT on its implementation in the coming years. In the meantime, we have been meeting with Oracle to incorporate transit station design into their planning for their Campus.
7. After your formal authorization last month, we held a kickoff meeting with our new Real Estate advisor, James Long LaSalle. We will be issuing formal task orders for them to provide support in the negotiation of the joint development agreements for Donelson Station and the identification of properties in Rutherford and Williamson Counties for enhanced park-and-ride facilities, so we would like to get them in touch with the cities of Murfreesboro and Franklin in the coming weeks.

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

VII. Chair's Report: Chair Hutto thanked everyone for attending the meeting and moved for adjournment.

VIII. Adjournment: With no further business, Mayor Hutto called for a motion to adjourn, Mayor Paige Brown made a motion, and the meeting was adjourned at 10:06 a.m.

Respectfully submitted:

Ed Cole, RTA Secretary &
Davidson County Governor Appointee



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 Dannenfels – 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

Regional Transportation Authority

of Middle Tennessee

Board Action Item

Item Number:	R-A-23-001	Meeting Date:	01/18/2023
Item Title:	Agency Safety Plan Approval		

BACKGROUND:

On July 19, 2018, the Federal Transit Administration (FTA) published the Public Transportation Agency Safety Plan (PTASP) Final Rule, which requires certain operators of public transportation systems that receive federal funds under FTA's Urbanized Area Formula Grants to develop plans that include the processes and procedures to implement Safety Management Systems. The plan must include safety performance targets that will be voluntarily shared with the Metropolitan Planning Organization (MPO) and the local Department of Transportation. The PTASP rule became effective on July 19, 2019. Consequently, FTA published a Dear Colleague letter, on the same day, to alert the transit industry of the July 20, 2020, safety compliance deadline. FTA published a Notice of Enforcement Discretion on April 22, 2020, effectively extending the PTASP compliance deadline to December 31, 2020, due to the global Coronavirus pandemic. RTA published its initial version of the Agency Safety Plan on September 14, 2020.

The new Bipartisan Infrastructure Law amends FTA's safety program at 49 U.S.C. § 5329(d) by adding to the Public Transportation Agency Safety Plan (PTASP) requirements. Under this new law, transit agencies that receive Section 5307 funds and serve an urbanized area with a population of 200,000 or more are required to establish a joint labor-management Safety Committee, a risk reduction program, new safety training requirements, and strategies to minimize exposure to infectious diseases consistent with the Centers for Disease Control and Prevention guidelines or a State health authority.

RTA has established the joint labor-management Safety Committee, which has approved this updated safety plan that includes the new Bipartisan Infrastructure Law requirements. The Agency Safety Plan sets a framework to support and complement the existing approach to public transportation safety, identifies deficiencies, and promotes improvements in transit safety performance. This plan sets a proactive approach to safety risk management that is outcome-focused and emphasizes an overall improved safety culture.

It is important to note that the RTA's PTASP encompasses bus operations only, as rail operations are addressed separately under safety plans that are compliant with Federal Railroad Administration regulations.

RECOMMENDATION:

The Committee requests the Board to give the Chief Executive Officer the authority to execute the Agency Safety Plan as amended to comply with FTA's Public Transportation Agency Safety Plan Final Rule and the new Bipartisan Infrastructure Law requirements. Copies of the entire Safety Plan Document are available to Members upon request.

APPROVED:

1/18/2023

Board Secretary

Date

Regional Transportation Authority

of Middle Tennessee

Board Action Item

Item Number:	R-A-23-002	Meeting Date:	01/18/2023
Item Title:	WeGo Star Operations & Maintenance Contract Extension		

BACKGROUND:

Since the inception of the WeGo Star in 2006, the Regional Transportation Authority of Middle Tennessee (RTA) has operated in accordance with a 10-year contract for the operations and maintenance of the commuter rail system. Originally a 5-year contract with an option for renewal, the RTA chose to exercise this option to continue rail service between Nashville and Lebanon stations in 2011. Upon expiration of this contract in 2016, staff underwent the procurement process of securing a third-party contractor to operate and maintain the WeGo Star.

On July 18, 2016, RTA issued a solicitation for third-party operation and maintenance for the WeGo Star. Two proposals were received as responsive and responsible from Transit Solutions Group (TSG) and First Transit. The RTA conducted evaluations for both proposers based on multiple criteria, including cost, technical approach, maintenance and operating plans, staff qualifications and experience, qualifications and experience of the proposed General Manager, training, and customer service. All categories were included in the overall scoring to ensure that the contractor selected could operate in the best interests of WeGo Star's current and future operational growth. Based on this process, the RTA Board awarded the operations contract to Transit Solutions Group (TSG). Subsequent to this award, TSG became a subsidiary of RJ Corman, Inc.

During the initial 5 years of the contract, TSG has met or surpassed the on-time performance goal, reduced the mean distance between failures, reduced complaints, and maintained a safe operation. This is demonstrated in the monthly Operations Report to the Board and the Annual WeGo Star Audit of Maintenance and Operations. They have also supported ongoing capital projects and security enhancements on the system.

RECOMMENDATION:

Staff asks that the Operations Committee recommends to the Board that they provide the Chief Executive Officer authority to exercise the 5-year option of the existing TSG contract and amendment for the operation and maintenance of the WeGo Star. This option is written with a not-to-exceed amount of \$11,351,384.00 for the remaining 5 years of the current contract set to expire on December 31, 2027.

The Operations Committee also requests a contingency amount of \$300,000.00, which includes: potential additional train service trips; traction motor overhaul; head end power (HEP) overhaul; heating, ventilation, and air conditioning (HVAC); wheel/axle replacement; batteries be included in this contract. The funding source for this contract will be comprised of various grants and regional support.

APPROVED:

1/18/2023

Board Secretary

Date

Regional Transportation Authority

of Middle Tennessee

☐ Committee Discussion Item ☐ Exec. Committee Discussion Item ☒ Board Discussion Item
☐ Committee Action Item ☐ Exec. Committee Action Item

Item Number:	R-D-23-001	Meeting Date:	1/18/2023
Item Title:	Monthly Operating Statistics		

BACKGROUND:

Attached are the monthly operating statistics for November 2022.

November had the highest ridership compared to pre-pandemic ridership levels so far for the current fiscal year, at 37.0%. This was another excellent month in terms of safety performance, with no Bus or Train accidents reported.

Especially encouraging is that the higher trip cancellation rates seen in October for regional Bus services due to staffing issues have declined back to more typical levels. On-time performance is also holding steady, with both Bus and Rail on-time percentages holding steady or increasing slightly for the fiscal year to date.

CURRENT STATUS:

Staff are available to address board member questions regarding the attached report. Please direct any inquiries to Monica Howse.

APPROVED:



Chief Operating Officer

1/13/2023

Date

RTA Monthly Dashboard Report *

Metric	November 2022	November 2021	Pct. Change
Ridership			
Total RTA Bus Passengers	10,743	7,692	39.7%
WeGo Star Passengers	7,368	5,950	23.8%
Total RTA Passengers	18,111	13,642	32.8%
Percentage of Pre-Pandemic Ridership	37.0%	27.9%	9.1%
Safety			
RTA Bus Total Accidents	0	0	N/A
WeGo Star Total Accidents	0	0	N/A
RTA Bus Total Miles btwn Accidents	N/A	N/A	N/A
WGS Total Miles btwn Accidents	N/A	N/A	N/A
Service Quality			
RTA Bus Total Trip Completion %	99.41%	98.46%	0.97%
WeGo Star Total Trip Completion %	100.00%	99.60%	0.40%
RTA Bus Total Miles btwn Service Interruption	4,956.5	1,821.6	172.1%
WGS Total Miles btwn Service Interruption	N/A	6651.5	N/A
On-Time Performance ^			
RTA Bus	86.5%	84.5%	2.3%
WeGo Star	99.2%	95.2%	4.2%
Customer Care			
RTA Bus Total Passengers per Complaint	1,535	7,692	-80.0%
WeGo Star Passengers per Complaint	7,368	1,190	519.2%

* RTA Dashboard submitted for discussion and for Committee and Board review.

^ On Time Performance reporting began September 2017.

N/A - metric cannot be calculated due to not being divisible by "0"

RTA Monthly Dashboard Report *

Metric	FY 2023 November	FY 2022 November	Pct. Change
Ridership			
Total RTA Bus Passengers	52,762	34,971	50.9%
WeGo Star Passengers	39,179	26,434	48.2%
Total RTA Passengers	91,941	61,405	49.7%
Percentage of Pre-Pandemic Ridership	33.9%	22.6%	11.3%
Safety			
RTA Bus Total Accidents	0	0	N/A
WeGo Star Total Accidents	1	0	N/A
RTA Bus Total Miles btwn Accidents	N/A	N/A	N/A
WGS Total Miles btwn Accidents	33,574	N/A	N/A
Service Quality			
RTA Bus Total Trip Completion %	99.45%	98.66%	0.80%
WeGo Star Total Trip Completion %	100.00%	99.80%	0.20%
RTA Bus Total Miles btwn Service Interruption	5,225.9	2,290.8	128.1%
WGS Total Miles btwn Service Interruption	N/A	14,591.5	N/A
On-Time Performance ^			
RTA Bus	86.1%	83.3%	3.5%
WeGo Star	97.4%	97.3%	0.1%
Customer Care			
RTA Bus Total Passengers per Complaint	851	2,057	-58.6%
WeGo Star Passengers per Complaint	5,597	2,937	90.6%

* RTA Dashboard submitted for discussion and for Committee and Board review.

^ On Time Performance reporting began September 2017.

N/A - metric cannot be calculated due to not being divisible by "0"

RTA Operations Dashboard Glossary

Metric	Definitions
Ridership	
Total Passengers	
RTA Bus	Total fixed route passenger boardings on all MTA operated RTA routes (84, 86, 93, 96) and Gray Line operated RTA routes (87, 88, 89, 91, 92, 94, 95)
WeGo Star	Total passenger boardings on WeGo Star Rail Service
Safety	
RTA Bus Accidents	A motor vehicle collision, either preventable or non-preventable, 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. A motor vehicle collision in which the Operator committed no driving error and reacted reasonably to the errors of others. (Gray Line & MTA operated RTA metrics combined)
WeGo Star Accidents	Accident – an unexpected, unforeseen, or unintended event that causes injury, loss, or damage. These events can include any event arising from the operation of the railroad which results in the death of any person; or an injury to any person that requires medical treatment, except suicides or attempted suicides; any collision between railroad on-track equipment and an automobile, bus, truck, motorcycle, occupied bicycle, pedestrian or trespasser at any location on the railroad; any collision, derailment, fire, explosion, failure of equipment or infrastructure, act of nature, or other event involving damage to the railroad's on-track equipment, signals, track, track structures, and/or roadbed.
Service Quality	
RTA Bus Missed Trips	The total number of Bus revenue trips not completed or departing more than 30 minutes late -vs- scheduled. (Gray Line & MTA operated RTA metrics combined)
WeGo Star Missed Trips	A train that is disabled in transit or cancelled prior to embarking. A missed trip is reported as an annulment and is when the train is cancelled and doesn't complete the run or make it to its final destination.
RTA Bus Missed Trips	The total number of Bus revenue trips not completed or departing more than 30 minutes late -vs- scheduled. (Gray Line & MTA operated RTA metrics combined)
RTA Bus Trip Completion Percentage	Percentage of one-way fixed route revenue trips completed versus scheduled.
WeGo Star Trip Completion Percentage	Percentage of one-way rail trips completed versus scheduled.

RTA Operations Dashboard Glossary

Metric

Definitions

On-Time Performance

RTA Bus OTP

MTA operated RTA routes - OTP is the Percentage of total scheduled fixed route timepoint departures occurring between 59 seconds early and 5 minutes 59 seconds late obtained from AVL data. Gray Line operated routes - OTP is the Percentage of total scheduled fixed WeGo Central route arrivals and departures occurring no later than 5 minutes 59 seconds late obtained from data provided by Gray Line personnel. (Gray Line & MTA operated RTA metrics combined based on a weighted average of total trips)

WeGo Star OTP

A train is considered on time when the train arrives at the final destination less than 6 minutes from the scheduled time. If a train is held up for 6 minutes or longer it is considered delayed and not on time. Intermediate station times are not included.

Customer Care

Passengers Carried Per Complaint

RTA Bus

Total RTA Bus passengers divided by total RTA Bus customer complaints. (Gray Line & MTA operated RTA metrics combined)

WeGo Star

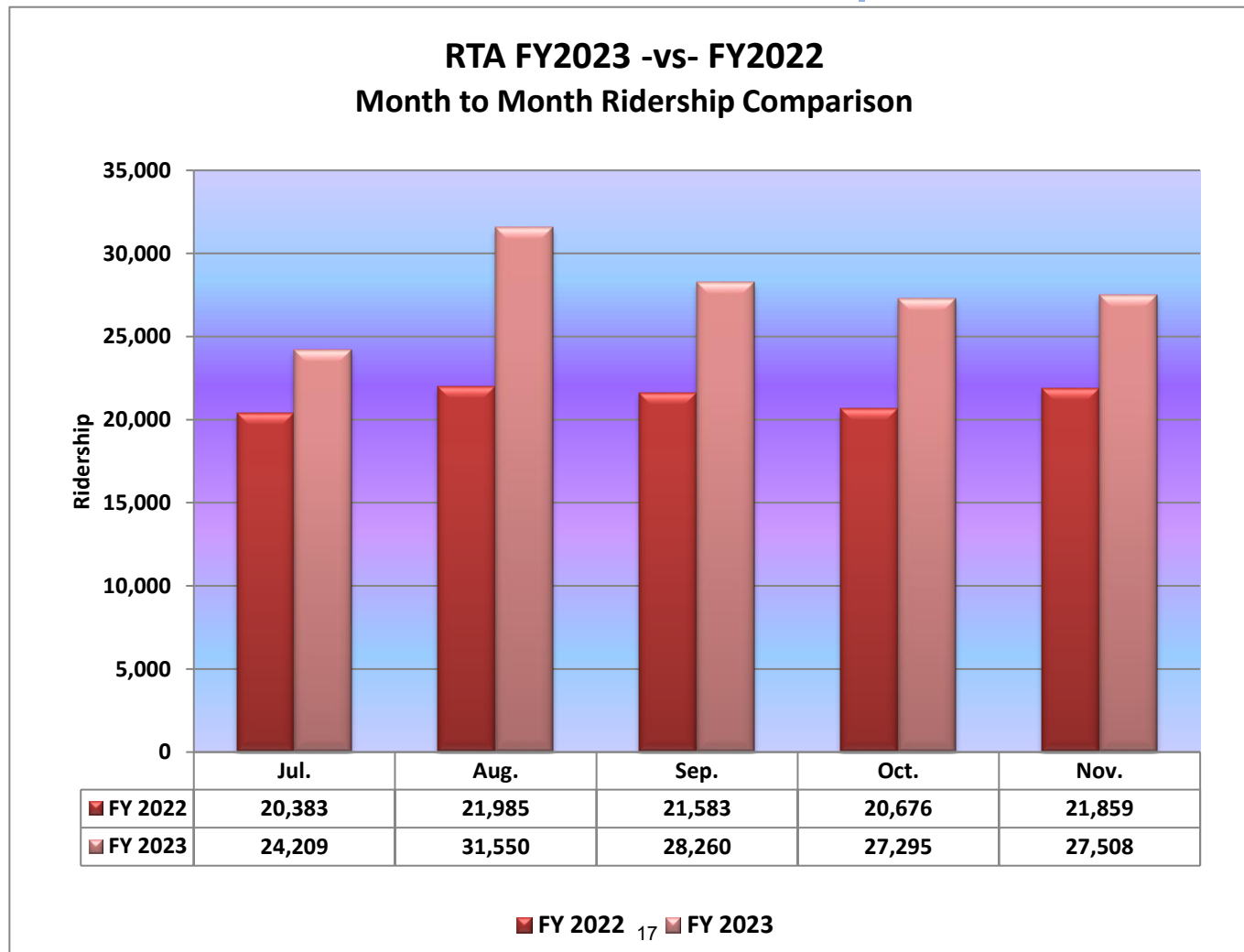
Total WeGo Star passengers divided by total WeGo Star customer complaints.



REGIONAL TRANSPORTATION AUTHORITY

FISCAL YEAR AND MONTH TO MONTH RIDERSHIP COMPARISON - FY 2023 -vs- 2022

	Month to Month Comparison			Fiscal Year Comparison		
	Nov-21	Nov-22	Percentage Change	FY 2022	FY 2023	Percentage Change
WeGo Star	5,950	7,368	23.8%	26,434	39,179	48.2%
Express Bus & Shuttle Services	7,692	10,743	39.7%	34,971	52,762	50.9%
RTA VanStar Vanpool Service	1,614	1,166	-27.8%	8,406	6,354	-24.4%
Total RTA Ridership	15,256	19,277	26.4%	69,811	98,295	40.8%





**NASHVILLE AND REGIONAL TRANSPORTATION AUTHORITY
FISCAL YEAR AND MONTH TO MONTH RIDERSHIP COMPARISON - FY 2023 -vs- 2022**

	Month to Month Comparison			Fiscal Year		
	Nov-21	Nov-22	Change	FY 2022	FY 2023	Change
MTA Local Bus Service	489,687	618,477	26.3%	2,380,807	3,225,685	35.5%
MTA Local Paratransit Service	25,746	29,185	13.4%	126,689	149,296	17.8%
RTA Regional Bus Service	7,692	10,743	39.7%	34,971	52,762	50.9%
RTA VanStar Vanpool Service	1,614	1,166	-27.8%	8,406	6,354	-24.4%
RTA Regional Rail Service	5,950	7,368	23.8%	26,434	39,179	48.2%
* RTA Special Events Rail Service	658	1,444	119.5%	4,558	6,194	35.9%
Subtotal RTA Rail Service	6,608	8,812	33.4%	30,992	45,373	46.4%
Subtotal MTA & RTA Bus & Rail Service	531,347	668,383	25.8%	2,581,865	3,479,470	34.8%
Williamson County VanStar Vanpool Service	5,945	6,787	14.2%	32,117	34,333	6.9%
Murfreesboro ROVER Local Bus Service	8,816	8,584	-2.6%	44,880	46,755	4.2%
Franklin Transit Local Bus Service	4,613	5,241	13.6%	29,487	33,570	13.8%
Clarksville Transit Local Bus Service	37,986	42,384	11.6%	198,824	222,301	11.8%
Total Area Ridership	588,707	731,379	24.2%	2,887,173	3,816,429	32.2%

* Titans Express



REGIONAL TRANSPORTATION AUTHORITY ROUTE PERFORMANCE INDICATOR REPORT

For the Month of: **November-22**

Rte. No.	Route Name	Monthly Ridership	Ridership Change vs Last Year	Revenue Hours Of Service	Average Passengers Per Trip	Per Hour
CORRIDOR SERVICE COMPARISONS - COMMUTER BUS SERVICE						
	North Corridor (Route 87)	1,698	66.1%	197	10	8.6
	Northwest Corridor (Routes 89 & 94)	2,407	70.8%	344	8	7.0
	South Corridor (Route 95)	838	30.9%	237	5	3.5
	Southeast Corridor (Routes 84 & 86)	2,773	47.6%	856	5	3.2
EXPRESS BUS ROUTE SERVICE						
84	Murfreesboro Express	2,124	61.0%	693	5	3.1
86	Smyrna - LaVergne Express	649	15.9%	163	4	4.0
87	Gallatin Express	1,698	66.1%	197	10	8.6
88	Dickson Express	399	82.2%	98	5	4.1
89	Springfield - Joelton Express	447	10.4%	117	5	3.8
94	Clarksville Express	1,960	95.2%	227	9	8.6
95	Spring Hill Express	838	30.9%	237	5	3.5
	Express Bus Route Totals	8,115	57.0%	1,731	5	4.7
OTHER ROUTES						
64	Star Downtown Shuttle	308	187.9%	67	1	4.6
93	WeGo Star West End Shuttle	2,320	-4.0%	83	18	27.8
	RTA Bus Route Monthly Totals	10,743	39.7%	1,798	7	6.0
COMMUTER RAIL SERVICE						
90	WeGo Star Commuter Rail	7,368	23.8%	240	29	30.7
	RTA Commuter Rail and Bus Totals	18,111	32.8%	2,038	10	9

Regional Transportation Authority

of Middle Tennessee

Board Action Item

Item Number:	R-A-23-003	Meeting Date:	01/18/2023
Item Title:	FY2022 Annual Audit Report		

BACKGROUND:

The Comprehensive Annual Financial Report for the fiscal year ended June 30, 2022, has been completed and was distributed along with the auditor's required communication to the RTA Audit Committee at its meeting on January 11, 2023. Erica Saeger, the partner in charge of the RTA audit from Crosslin, reviewed the required auditor communications and the audit report with the Audit Committee. We are pleased to report that the RTA once again received a "clean" opinion on the report from our auditors and had no new audit findings.

The financials presented with this action item represent the audited numbers in the regular format the board receives on a monthly basis. An electronic version of the required audit reports is attached for your information.

CURRENT STATUS:

Based upon the Audit Committee's review of the audit report, the Audit Committee recommends that the Board adopt RTA's Comprehensive Annual Financial Report for the fiscal year ending June 30, 2022.

APPROVED:

1/18/2023

Board Secretary

Date

Regional Transportation Authority

Statement of Operations Compared to Budget

For the Period Ending June 30, 2022

AUDITED

	Actual Month	Budget Month	Month End Variance	F / U	Prior Year Y-T-D	Actual Y-T-D	Budget Y-T-D	Y-T-D Variance	F / U	Budget
Revenue from Operations:										
Regional Bus Revenues	\$15,012	\$14,837	\$175	F	\$179,685	\$159,609	\$185,757	(\$26,148)	U	\$185,757
Commuter Train Revenues	24,515	23,211	1,304	F	141,811	204,780	272,939	(68,159)	U	272,939
Special Events	2,210	16,690	(14,480)	U	0	89,534	74,250	15,284	F	74,250
Advertising	0	980	(980)	U	0	0	9,900	(9,900)	U	9,900
Other Non-Trans Revenue	30,184	8,220	21,964	F	246,739	282,767	267,872	14,895	F	267,872
Total Operating Revenue	71,921	63,938	7,983	F	568,235	736,690	810,718	(74,028)	U	810,718
Federal/State/Local Income:										
Local Assistance	6,040	86,751	(80,711)	U	633,838	1,561,751	1,561,751	0	F	1,561,751
Regional Assistance	0	30,000	(30,000)	U	784,892	563,217	647,625	(84,408)	U	647,625
State Assistance	0	0	0	F	633,400	642,300	633,400	8,900	F	633,400
Federal Assistance - CMAQ	(25,341)	118,963	(144,304)	U	1,392,089	1,366,326	1,373,477	(7,151)	U	1,373,477
Federal Assistance - CARES Act	73,711	304,505	(230,794)	U	1,186,935	1,527,122	2,710,068	(1,182,946)	U	2,710,068
Total Assistance Income	54,410	540,219	(485,809)	U	4,631,154	5,660,716	6,926,321	(1,265,605)	U	6,926,321
Capital Revenue:										
Capital Operating Reimbursement	574,418	107,594	466,824	F	1,951,928	1,018,616	1,242,208	(223,592)	U	1,242,208
American Rescue Plan Operating	0	0	0	F	0	1,000,000	1,000,000	0	F	1,000,000
Total Capital Income	574,418	107,594	466,824	F	1,951,928	2,018,616	2,242,208	(223,592)	U	2,242,208
Total Revenue	\$700,749	\$711,751	(\$11,002)	U	\$7,151,317	\$8,416,022	\$9,979,247	(\$1,563,225)	U	\$9,979,247
Expenses from Operations:										
Management Contract - MTA	\$70,338	\$70,338	\$0	F	\$844,056	\$844,056	\$844,056	\$0	F	\$844,056
Services	601,914	712,927	111,013	F	5,298,734	6,465,179	8,089,201	1,624,022	F	8,089,201
Fuel	45,817	27,645	(18,172)	U	341,838	381,169	319,175	(61,994)	U	319,175
Materials and Supplies	1,551	1,912	361	F	11,716	20,130	22,975	2,845	F	22,975
Utilities	15,951	14,803	(1,148)	U	153,734	171,606	177,010	5,404	F	177,010
Casualty and Liability	34,198	41,080	6,882	F	460,480	423,146	496,730	73,584	F	496,730
Other	(18,947)	3,035	21,982	F	14,213	11,565	30,100	18,535	F	30,100
Total Operating Expenses	750,822	871,740	120,918	F	7,124,771	8,316,851	9,979,247	1,662,396	F	9,979,247
Surplus / (Deficit)	(\$50,073)	(\$159,989)	\$109,916	F	\$26,546	\$99,171	\$0	\$99,171	F	\$0
Capital Grant Revenue	999,820		999,820	F	5,094,036	7,955,832		7,955,832	F	0
Gain / (Loss) on Sale	4,137		4,137	F	58,350	4,137		4,137	F	0
Vanpool Replacement Revenue Fund	0		0	F	1,553	307		307	F	0
Depreciation	(481,222)		(481,222)	U	(2,905,024)	(3,693,178)		(3,693,178)	U	0
Surplus / (Deficit)	\$472,662	(\$159,989)	\$632,651	F	\$2,275,461	\$4,366,269	\$0	\$4,366,269	F	\$0

Regional Transportation Authority

of Middle Tennessee

☐ Committee Discussion Item ☐ Exec. Committee Discussion Item ☒ Board Discussion Item
☐ Committee Action Item ☐ Exec. Committee Action Item

Item Number:	R-D-23-002	Meeting Date:	1/18/2023
Item Title:	Monthly Financial Report Compared to Budget		

BACKGROUND:

Attached is the statement of operations for the month of November 2022 compared to the budget and a balance sheet as of November 30, 2022.

Fare Revenues for both bus and train are exceeding budgets year-to-date as a result of several bulk purchases in October of approximately \$18,000 for train tickets and \$11,000 in WeGo Ride revenue sharing in a quarterly true-up of revenue sharing with Nashville MTA. Services expense continues to be under budget as a result of the impact the labor shortage is having on Gray Line's ability to restore all of their regional bus services. This issue has abated somewhat in recent months, and the currently scheduled service has been operating reliably so we are hopeful of a full return to regular service for Gray Line in the near future. The Other Non-Transportation Revenue favor balance compared to Budget is due to the fact that RTA members are paying their annual dues sooner than we anticipated based upon how the budget was spread across the fiscal year.

As of November 30, 2022, RTA owed Nashville MTA approximately \$214,000 for services provided to and from Rutherford County as well as management fees and shared costs to MTA for the back-office operating expenses related to the new fare collection system due. RTA also had an accounts receivable from Nashville MTA of approximately \$31,000 for fares collected as well as Easy Ride revenue sharing due.

CURRENT STATUS:

Chief Financial Officer Ed Oliphant will be available to answer any questions regarding the statements at the Board meeting.

APPROVED:



Chief Financial Officer

1/13/2023

Date

Regional Transportation Authority
Statement of Operations Compared to Budget
For the Period Ending November 30, 2022
UNAUDITED

	Actual Month	Budget Month	Month End Variance	F / U	Prior Year Y-T-D	Actual Y-T-D	Budget Y-T-D	Y-T-D Variance	F / U	Budget
Revenue from Operations:										
Regional Bus Revenues	\$13,690	\$16,285	(\$2,595)	U	\$66,011	\$105,234	\$74,575	\$30,659	F	\$185,757
Commuter Train Revenues	16,094	12,590	3,504	F	82,319	105,484	87,320	18,164	F	200,155
Special Events	6,800	3,705	3,095	F	37,836	44,353	23,430	20,923	F	74,250
Advertising	0	740	(740)	U	0	0	3,920	(3,920)	U	9,900
Other Non-Trans Revenue	82,813	33,650	49,163	F	184,808	252,163	180,702	71,461	F	267,872
Total Operating Revenue	119,397	66,970	52,427	F	370,974	507,234	369,947	137,287	F	737,934
Federal/State/Local Income:										
Local Assistance	0	49,230	(49,230)	U	61,751	0	196,948	(196,948)	U	196,948
Regional Assistance	34,179	62,640	(28,461)	U	388,127	335,217	378,120	(42,903)	U	560,828
State Assistance	0	0	0	F	0	0	0	0	F	642,300
Federal Assistance - CMAQ	163,449	121,160	42,289	F	312,619	1,022,245	611,563	410,682	F	1,465,446
Federal Assistance - CARES Act	134,151	365,000	(230,849)	U	1,365,344	1,510,874	1,893,721	(382,847)	U	4,529,221
Total Assistance Income	331,779	598,030	(266,251)	U	2,127,841	2,868,336	3,080,352	(212,016)	U	7,394,743
Capital Revenue:										
Capital Operating Reimbursement	196,990	192,620	4,370	F	58,002	936,880	972,262	(35,382)	U	2,329,757
American Rescue Plan Operating	0	0	0	F	778,848	0	0	0	F	0
Total Capital Income	196,990	192,620	4,370	F	836,850	936,880	972,262	(35,382)	U	2,329,757
Total Revenue	\$648,166	\$857,620	(\$209,454)	U	\$3,335,665	\$4,312,450	\$4,422,561	(\$110,111)	U	\$10,462,434
Expenses from Operations:										
Management Contract - MTA	\$71,746	\$71,746	\$0	F	\$351,690	\$358,718	\$358,718	\$0	F	\$860,940
Services	544,162	668,472	124,310	F	2,521,908	3,157,295	3,361,182	203,887	F	8,142,114
Fuel	72,426	61,110	(11,316)	U	112,507	313,069	309,390	(3,679)	U	731,790
Materials and Supplies	0	784	784	F	9,629	5,166	9,893	4,727	F	22,975
Utilities	16,291	15,483	(808)	U	69,424	79,946	78,137	(1,809)	U	187,345
Casualty and Liability	34,578	40,254	5,676	F	174,854	171,935	205,400	33,465	F	487,170
Other	0	1,693	1,693	F	11,224	12,926	18,326	5,400	F	30,100
Total Operating Expenses	739,203	859,542	120,339	F	3,251,236	4,099,055	4,341,046	241,991	F	10,462,434
Surplus / (Deficit)	(\$91,037)	(\$1,922)	(\$89,115)	U	\$84,429	\$213,395	\$81,515	\$131,880	F	\$0
Capital Grant Revenue	48,436		48,436	F	615,416	235,192		235,192	F	0
Gain / (Loss) on Sale	0		0	F	0	0		0	F	0
Vanpool Replacement Revenue Fund	0		0	F	208	0		0	F	0
Depreciation	(346,463)		(346,463)	U	(1,220,791)	(1,776,766)		(1,776,766)	U	0
Surplus / (Deficit)	(\$389,064)	(\$1,922)	(\$387,142)	U	(\$520,738)	(\$1,328,179)	\$81,515	(\$1,409,694)	U	\$0

Regional Transportation Authority

Comparative Balance Sheets

	Month Ended November 30, 2022 (unaudited)	Month Ended June 30, 2022 (audited)
CURRENT ASSETS		
Cash and cash equivalents	\$1,267,943	\$1,412,126
Receivables from federal, state and local government	589,729	1,113,541
Accounts receivable	169,249	164,648
Materials and supplies	354,016	299,173
Prepaid expense and other	233,295	26,244
Total Current Assets	2,614,232	3,015,732
PROPERTY AND EQUIPMENT		
Land	3,382,052	3,382,052
Building, shelter and benches	19,407,307	19,407,307
Guideway Improvements	8,586,547	8,586,547
Revenue equipment and parts	31,593,228	31,593,228
Office equipment	556,150	556,150
Work-in-Progress	109,442	0
	63,634,726	63,525,284
Less: Accumulated Depreciation	(21,595,084)	(19,818,319)
Total Property and equipment, net	42,039,642	43,706,965
OTHER ASSETS		
Cash and investments restricted	6,309,466	5,602,485
TOTAL ASSETS	\$50,963,340	\$52,325,182
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable	\$759,689	\$1,495,115
Accrued expenses	10,827	25,300
Deferred Revenue	3,935,915	3,146,385
Note Payable	0	0
Total Current Liabilities	4,706,431	4,666,800
NET ASSETS		
Invested in capital assets	42,039,642	43,706,965
Restricted - Self Insurance Reserve	1,000,000	1,000,000
Restricted - Administrative Reserve	1,000,000	1,000,000
Restricted - Reserve for van pool replacement	456,100	456,100
Restricted - Regional Bus Reserve	3,853,366	3,146,385
Unrestricted	(764,020)	(6,022,910)
Current Year Surplus / (deficit)	(1,328,179)	4,371,842
Total Net Assets	46,256,909	47,658,382
TOTAL LIABILITIES AND NET ASSETS	\$50,963,340	\$52,325,182

	Current	> 30 days	> 60 Days	> 90 days	Total
Accounts Receivable	\$169,249	\$0	\$0	\$0	\$169,249
	100.0%	0.0%	0.0%	0.0%	100.0%
Accounts Payable	\$724,129	\$35,560	\$0	\$0	\$759,689
	95.3%	4.7%	0.0%	0.0%	100.0%

Regional Transportation Authority

of Middle Tennessee

Board Action Item

Item Number:	R-A-23-004	Meeting Date:	01/18/2023
Item Title:	Title VI Program: 2023 Update Adoption		

BACKGROUND:

Title VI of the Civil Rights Act of 1964 states that "No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance". The Federal Transit Administration (FTA) requires all recipients of federal funding to adopt and submit an agency Title VI Program every three years. The RTA Board approved the current RTA Title VI Program in September 2019, and the Program was submitted to the FTA in October 2019. The updated Title VI Program is required to be submitted to FTA in January 2023 upon approval by the recipient's board of directors or appropriate governing entity or official(s) responsible for policy decisions.

The RTA Title VI Program establishes specific system-wide service standards and policies as well as a *Major Service Change Policy*, a *Disparate Impact Policy*, *Disproportionate Burden Policy*, *Language Assistance Plan (LAP)*, and a *Public Participation Plan (PPP)*. The Public Participation Plan describes RTA's plans and strategies to engage minority and Limited English Proficiency (LEP) populations in its planning and programming activities. The PPP also details what shall be placed in RTA's notices to the public as well as the methods by which we communicate with the public. Additionally, the PPP defines what constitutes a "Major Service Change", including fare changes, and includes a description and explanation of how comments are considered through the service planning process for all proposed service changes. The PPP was updated by staff in January 2021 with a comprehensive look at how we engage with the community. The final Title VI Program 2022 document can be viewed [on the WeGo website](#).

The 2022 Title VI Program Update reflects changes to the demographic makeup of our service area and the changes made to our system since 2019 utilizing census data. RTA is currently finalizing a systemwide onboard passenger survey that will help augment specific passenger demographic information. Once the onboard survey is complete, staff will review the results from the survey to update rider demographic and socio-economic information as needed.

The Draft Program was released for a 21-day public review and comment period beginning on October 10, 2022, and ending on October 31, 2022. The public was given the opportunity to provide comment via phone, email, and at two public hearings held at WeGo Central and virtually via WebEx. Public notice was provided on the RTA website, media advisory, social media, and in two local newspapers, including one Spanish-language publication. The document was made available online and hard copies were made available at the public hearings. One comment was received in the public comment period and was addressed as part of the update.

RECOMMENDATION:

Upon review and revision of the Title VI Program, staff recommends that the RTA Board approve the 2023 update to the RTA Title VI Program to be submitted to the FTA this month.

APPROVED:

1/18/23

Board Secretary

Date

Regional Transportation Authority

of Middle Tennessee

Board Action Item

Item Number:	R-A-23-005	Meeting Date:	01/18/23
Item Title:	Election of 2023 RTA Officers		

BACKGROUND:

Pursuant to Article 3, Section 1(a), of the by-laws for the Regional Transportation Authority of Middle Tennessee (RTA), officers of the RTA shall be elected by the full RTA Board at its ***first regular meeting in each calendar year*** or by a majority vote of the Executive Committee, acting in the stead of the Board at its first regularly scheduled meeting in each calendar year, whichever meets first. Nominations may be made from the floor by any member of the Board and/or Executive Committee.

The officers of the RTA shall be Chair, Vice-Chair, and Secretary and must include at least one appointed member and one elected official member. The following currently serve as 2022 officers:

- Chair – Randall Hutto, Wilson County Mayor
- Vice Chair – Paige Brown, Gallatin Mayor
- Secretary – Ed Cole, Davidson County Governor Appointee

RECOMMENDATION:

Staff requests that the Board place names in nomination to serve as the officers of the RTA through January 2024.

APPROVED:

Board Secretary

1/18/2023

Date