



REGIONAL TRANSPORTATION AUTHORITY
Of Middle Tennessee

BOARD MEETING

Wednesday, January 19, 2022 | 9:30 a.m.

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

- 1. Call to Order**
- 2. Approval of November 17, 2021 Minutes**
- 3. Public Comments**
- 4. Audit Committee Report – Sumner County Mayor Anthony Holt**
 - FY2021 Annual Audit Report **R-A-22-001** **Pg. 4**
 - Annual Risk Assessment **R-D-22-001** **Pg. 6**
 - Conflict of Interest Discussion **R-D-22-002** **Pg. 10**
- 5. Finance Committee Report – Sumner County Mayor Anthony Holt**
 - Monthly Financial Report Compared to Budget **R-D-22-003** **Pg. 13**
 - WeGo Ride Pilot True-Up **R-D-22-004** **Pg. 16**
 - Operating Budget Discussion for FY2023 **R-D-22-005** **Pg. 18**
- 6. Operations Committee Report – CEO Steve Bland**
 - RTA Monthly Operating Statistics – Andy Burke, COO **R-D-22-006** **Pg. 22**
- 7. Election of 2022 RTA Officers – Rita Roberts-Turner, CAO** **R-A-22-002** **Pg. 30**
- 8. CEO's Report – Stephen G. Bland, CEO**
- 9. Chair's Report – Mayor Randall Hutto, Chair**
- 10. Other Business**
- 11. Adjournment**



MINUTES
EXECUTIVE COMMITTEE MEETING
REGIONAL TRANSPORTATION AUTHORITY
NOVEMBER 17, 2021

- I. **Call to Order:** The regular meeting of the Regional Transportation Authority of Middle Tennessee (RTA) Board of Directors was held at the Tennessee Bankers Association, 211 Athens Way, Nashville, TN 37228 on Wednesday, November 17, 2021. A quorum of the full RTA Board was not established, so the RTA Board meeting was adjourned and the RTA Executive meeting was called to order at 9:35 a.m. by Chair, Mayor Randall Hutto.

Executive Committee Members in Attendance:

Mayor Randall Hutto – Wilson County
Mayor Paige Brown – City of Gallatin
Mayor Rick Bell – City of Lebanon
Governor's Appointee Ed Cole, Secretary – Davidson County
Mayor Bill Ketron – Rutherford County
Mayor Billy Vogle – Robertson County
Governor's Appointee Kelly Dannenfelser – Williamson County
Governor's Appointee Ken Davis – Wilson County

Others Present:

Mayor Jamie Clary – City of Hendersonville
Jim Kerr (Alt.) – City of Murfreesboro
Victor Lay – City of Springhill (Alt.)
Gerald Herman- City of White House (Alt.)
Mayor Bob Rial – Dickson County
Ed Elam – Rutherford County (Alt.)

- II. **Approval of the August 18, 2021 Minutes**
Proper motion was made and the minutes were unanimously approved by the RTA Executive Committee.
- III. **Public Comments:** There were no public comments to come before this. at this time.
- IV. **Finance Committee Report:** Chief Financial Officer Ed Oliphant reported the following:
- a. **Monthly Financial Report Compared to Budget Report (R-D-21-011):** Chief Financial Officer Ed Oliphant reviewed the year-to-date data of the statement of operations for the month of September 2021 compared to the FY2020 budget and the balance sheet as of September 30, 2021. Chief Financial Officer Ed Oliphant availed himself for questions and there was on none at this time.

V. **Operations Committee Report:** Chief Operating Officer Andy Burke reported the following:

- a. **Monthly Operating Statistics (R-D-21-012):** Chief Operating Officer Andy Burke reviewed the RTA Monthly Dashboard Report through the month of September 30, 2021, with the Board. Chief Operating Officer Andy Burke was present to answer any questions and there were none at this time.

There was general discussion regarding missed trips on the Music City Star, due to the sinkhole, and if missed trips on the train will be reflected in the monthly reports. COO Andy Burke said that his team is monitoring these types of scenarios on a weekly basis and it will be reported in the monthly reports going forward.

VI. **2022 RTA Committee & Board Meeting Schedule (R-A-21-014):** Chief Administrative Officer Rita Roberts-Turner presented the following:

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, Staff recommended that the schedule of proposed 2022 meetings dates for both the RTA Board and Executive Committee be adopted and approved by the Board.

Secretary Ed Cole made a motion to approve the 2022 RTA Committee & Board Meeting Schedule, the motion was seconded by Mayor Bill Ketron, and it was unanimously approved by the Board.

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

1. With the State of Tennessee enacting broad legislation restricting the ability of schools, local governments, and businesses to enforce mask mandates; we're placed in a difficult position. The Transportation Security Administration has extended its requirement that passengers on public transportation continue to wear masks through at least January 22. The State Legislation limiting mask enforcement did create an exception for airports and airlines, which fall under the same requirements of the TSA that we do. The law does include a provision for entities that rely on Federal funding to apply to the Office of State Comptroller for an exception if non-enforcement would result in the loss of Federal funds. We are pursuing this exception through our State Association along with 25 other public transit agencies in Tennessee. So, our mask requirement remains in effect.
2. With respect to the Federal Infrastructure Bill that was recently signed into law by President Biden, we are anticipating approximately a 30% increase in the formula funding that RTA receives, although the final numbers are somewhat dependent on the 2020 census. This will allow us to advance several projects more quickly, particularly focusing on expanded park-and-ride capacity in our various corridors.
3. The supply chain issues that are making worldwide news remain in effect for two specific RTA projects. The rehabilitation of our last locomotive has been delayed due to some parts availability shortages, and the delivery of 10 new commuter buses has similarly been delayed. While we are hopeful both projects will be complete by the end of the first quarter of 2022, this is still a very fluid situation.
4. We are partnering with the City of Nashville, TDOT, and the Nashville Downtown Partnership on a Downtown Nashville Traffic Study to examine the many competing uses

for downtown Nashville streets and rights of way. One of our key objectives will be to try to identify transit priority corridors where we can gain transit priority measures like dedicated lanes and improved infrastructure. This will be essential for RTA commuters as the downtown workforce spreads well beyond the State Capitol complex. A contract has been awarded to the consulting firm of Nelson Nygaard and a kickoff meeting is being scheduled for later this month.

5. Mayor Cooper has announced the hiring of a new Director of Transportation for the City of Nashville. Ms. Diana Alarcon will bring over 30 years of experience, including City DOT Director roles in Ft. Lauderdale, Florida, and Tucson, Arizona. We look forward to working with her and continuing to work with Faye DiMassimo who will return to her full-time role as Mayor Cooper's Senior Advisor for Transportation and Infrastructure.

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:** Mayor Hutto thanked everyone for attending the Board Meeting and wished everyone a Happy Thanksgiving.

- IX. **Adjournment:** With no further business, Mayor Hutto called for adjournment, a proper motion was made and seconded, and the meeting was adjourned at 9:50 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-22-001	Meeting Date:	01/19/2022
Item Title:	FY2021 Annual Audit Report		

BACKGROUND:

The Comprehensive Annual Financial Report for the fiscal year ended June 30, 2021, has been completed and will be distributed along with the auditor's required communication at the committee meeting. We are pleased to report that the RTA once again received a "clean" opinion on the report from our auditors and had one new audit findings.

The financials presented with this action item represent the audited numbers in the regular format the committee receives on a monthly basis.

RECOMMENDATION:

RTA's outside accountants from Crosslin will review the Annual Report at the committee meeting along with their required communications from the auditors. We are requesting that the Audit Committee recommend to the Board the acceptance of the Comprehensive Annual Financial Report for the fiscal year ended June 30, 2021.

APPROVED:

Board Secretary

Date

Regional Transportation Authority

Statement of Operations Compared to Budget

For the Period Ending June 30, 2021

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:										
R&R Revenues	\$56,788	\$20,630	\$36,158	F	\$580,672	\$179,685	\$154,797	\$24,888	F	\$154,797
Train Revenues	61,307	26,510	34,797	F	696,726	141,811	181,959	(40,148)	U	181,959
Special Events	0	16,690	(16,690)	U	76,236	0	74,250	(74,250)	U	74,250
Advertising	0	980	(980)	U	14,703	0	9,900	(9,900)	U	9,900
Other Non-Trans Revenue	(10,869)	4,950	(15,819)	U	232,454	246,739	227,892	18,847	F	227,892
Total Operating Revenue	107,226	69,760	37,466	F	1,600,791	568,235	648,798	(80,563)	U	648,798
Federal/State/Local Income:										
Local Assistance	(37,822)	0	(37,822)	U	1,714,608	633,838	677,249	(43,411)	U	677,249
Regional Assistance	(91,935)	30,000	(121,935)	U	853,863	784,892	906,827	(121,935)	U	906,827
State Assistance	0	0	0	F	704,157	633,400	618,400	15,000	F	618,400
Federal Assistance - CMAQ	184,276	190,471	(6,195)	U	2,091,725	1,392,089	2,389,813	(997,724)	U	2,389,813
Federal Assistance - CARES Act	184,959	450,000	(265,041)	U	0	1,186,935	2,635,037	(1,448,102)	U	2,635,037
Total Assistance Income	239,478	670,471	(430,993)	U	5,364,353	4,631,154	7,227,326	(2,596,172)	U	7,227,326
Capital Revenue:										
Capital Operating Reimbursement	189,150	195,219	(6,069)	U	2,129,233	1,951,928	2,343,079	(391,151)	U	2,343,079
Total Capital Income	189,150	195,219	(6,069)	U	2,129,233	1,951,928	2,343,079	(391,151)	U	2,343,079
Total Revenue	\$535,854	\$935,450	(\$399,596)	U	\$9,094,377	\$7,151,317	\$10,219,203	(\$3,067,886)	U	\$10,219,203
Expenses from Operations:										
Management Contract - MTA	\$70,338	\$70,338	\$0	F	\$827,520	\$844,056	\$844,056	\$0	F	\$844,056
Services	535,492	704,836	169,344	F	7,119,008	5,298,734	8,114,887	2,816,153	F	8,114,887
Fuel	32,032	37,418	5,386	F	500,916	341,838	449,000	107,162	F	449,000
Materials and Supplies	2,736	1,912	(824)	U	20,390	11,716	22,975	11,259	F	22,975
Utilities	16,177	14,569	(1,608)	U	125,936	153,734	174,170	20,436	F	174,170
Casualty and Liability	37,622	48,328	10,706	F	498,546	460,480	584,015	123,535	F	584,015
Other	3,896	2,095	(1,801)	U	22,637	14,213	30,100	15,887	F	30,100
Total Operating Expenses	698,293	879,496	181,203	F	9,114,953	7,124,771	10,219,203	3,094,432	F	10,219,203
Surplus / (Deficit)	(\$162,439)	\$55,954	(\$218,393)	U	(\$20,576)	\$26,546	\$0	\$26,546	F	\$0
Capital Grant Revenue	255,064		255,064	F	10,672,057	5,094,036		5,094,036	F	0
Gain / (Loss) on Sale	58,350		58,350	F	5,200	58,350		58,350	F	0
Vanpool Replacement Revenue Fund	303		303	F	9,438	1,553		1,553	F	0
Depreciation	(653,915)		(653,915)	U	(2,443,716)	(2,905,024)		(2,905,024)	U	0
Surplus / (Deficit)	(\$502,637)	\$55,954	(\$558,591)	U	\$8,222,403	\$2,275,461	\$0	\$2,275,461	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-22-001	Meeting Date:	01/19/2022
Item Title:	Annual Risk Assessment		

BACKGROUND:

In February 2021, we reviewed a risk assessment surrounding the finance and accounting area to review different areas of risk and discuss what internal functions deserved additional focus. Risk assessments should include reviews of every area of the internal control, policies and procedures to identify strengths and weaknesses and areas of financial or operational exposure. This assessment will not only be focusing on the area of finance and accounting, but also overall risks to the agency to see if there have been any changes in risk, what updates have been done or what new risks have emerged in the past year.

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
- (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) coming next and Quadrant (1) being the lowest.

CURRENT STATUS:

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

A – Regional Partner Subsidy Support

Without regional partner support, it would be impossible for RTA to provide the regional bus service and commuter rail services. We have been successful over the last several years at keeping annual regional partner contributions stable. While CARES Act funding has been available to cover subsidy shortfalls, other than the one-time reduction in Metro Nashville support that has now been restored, regional partners have maintained their commitments. With reduced service levels being operated for the last year, we have also been successful at increasing partner reserves. While the regional bus reserves allow us some fall back should other funding no longer be available, there is not any reserve on the commuter rail portion of RTA's services. It is important to understand that CARES Act funding is one-time funding that will eventually run out. The impact of the pandemic on ridership was significant and it is very difficult to know if or when ridership will recover, so it is imperative to maintain region partner subsidy support.

B – Congestion Mitigation and Air Quality (CMAQ) Funding availability

With the FY2022 Budget being constructed this year to utilize more CARES Act funding and with the reduced service levels RTA has run over the past year due to the pandemic, we have been able to preserve the use of CMAQ which will allow us the availability to use of the current CMAQ award into FY2024. The current CMAQ was awarded for FY2019 through 2021. CMAQ awards are call for projects are done annually by the

State and are an 80% federal grant and typically for 3 years, but can be spread over 5 years. RTA's strategy has been to use the award at approximately 65% instead of 80% in order to stretch out the availability. RTA must have CMAQ to fund the regional bus services. Without CMAQ, the regional bus services would have to wound down utilizing bus reserves that are in place for that purpose.

C – Commuter Riders Returning

The COVID-19 pandemic has been extremely detrimental on both regional bus and train ridership. While we have seen some recovery, with the continued surfacing of new COVID variants, there are serious questions if ridership will ever recover to pre-pandemic levels. While RTA ran reduced service levels from shortly after the pandemic began impacting ridership in April 2020, several significant changes were made in Spring 2021 to combine some routes for Sumner and Williamson Counties, but maintain service hours to allow for more choices for riders. Rutherford County services included the elimination of the all-day Route 96, but with increases in express services on the Smyrna/Lavergne and Murfreesboro express services. The STAR commuter service is back to pre-pandemic service levels with 3 runs in both the morning and afternoon, plus special services for Titans, July 4th and New Year's Eve. The return of overall ridership will be dependent on businesses moving back to in-office employment and move away from remote work. Until that happens, ridership recovery will be very slow.

D – Grant Management

RTA is also heavily dependent upon grant funding for both regional bus and commuter train services. Federal, state and local grant funding typically makes up just over 50% of total revenues. Due to the pandemic, the significant decrease in fare collections and the use of the CARES Act, the grant funding makes up approximately 70% of total revenues for FY2022. 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. While the employees managing the grant process for RTA have a good understanding of the proper flow and there is some high-level documentation of policy and procedure, there needs to be ongoing review and development of the detailed policies and procedures surrounding all RTA grant activity. A mitigating factor for grant management is the fact that grant compliance is carefully monitored through quarterly reports to the Federal Transit Administration (FTA) and most grants are audited annually by independent auditors as well as every three years during triennial reviews by the FTA.

E - Fare Collections

Fares typically make up approximately 18% of total revenue. However, due to severely reduced ridership as a result of the pandemic, fares are expected to make up just 3% of total revenues with CARES Act funding used to make up the shortfalls. RTA utilizes Gray Line and WeGo Public Transit (Nashville MTA) for its regional bus services and Transit Solutions Group for its commuter train operations. This will be an area of significant focus with the new fare collection system likely going live in early 2022. Even with a significant amount of time being focused on new internal controls, with it being a new system, there will likely be some bugs that will need 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. 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.

F – Cash Management

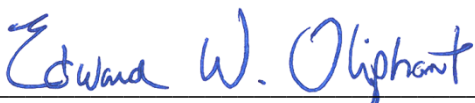
Since RTA is so dependent on grant funding for operations, cash management is critical and is supplemented by a line of credit to support cash flow while waiting on receipt of grant funding. Even with the availability of CARES Act funding, it will be important to monitor how effectively CARES Act funding is utilized to move RTA forward. Cash flow is managed by both 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. RTA is able to pay most invoices within 30 days, but will extend into the 60 day category and depend on its relationship with WeGo to agree to extend payment to WeGo beyond the normal 30-day policy.

G – 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 and payables are generally paid within 60 days. The pandemic and employees working from home has created challenges with the flow of invoices being processed and having to depend more on electronic processing. RTA management is currently in the process of refining the procurement and invoice flow process to better define and outline the necessary steps for a purchase to be made and invoice to ultimately be paid. Once complete, there will be refresher training throughout the agency to ensure a strong accounts payable process whether employees are in the office or working from home. It should be noted as well that the policies and procedures are reviewed and tested annually by our independent auditors.

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

APPROVED:



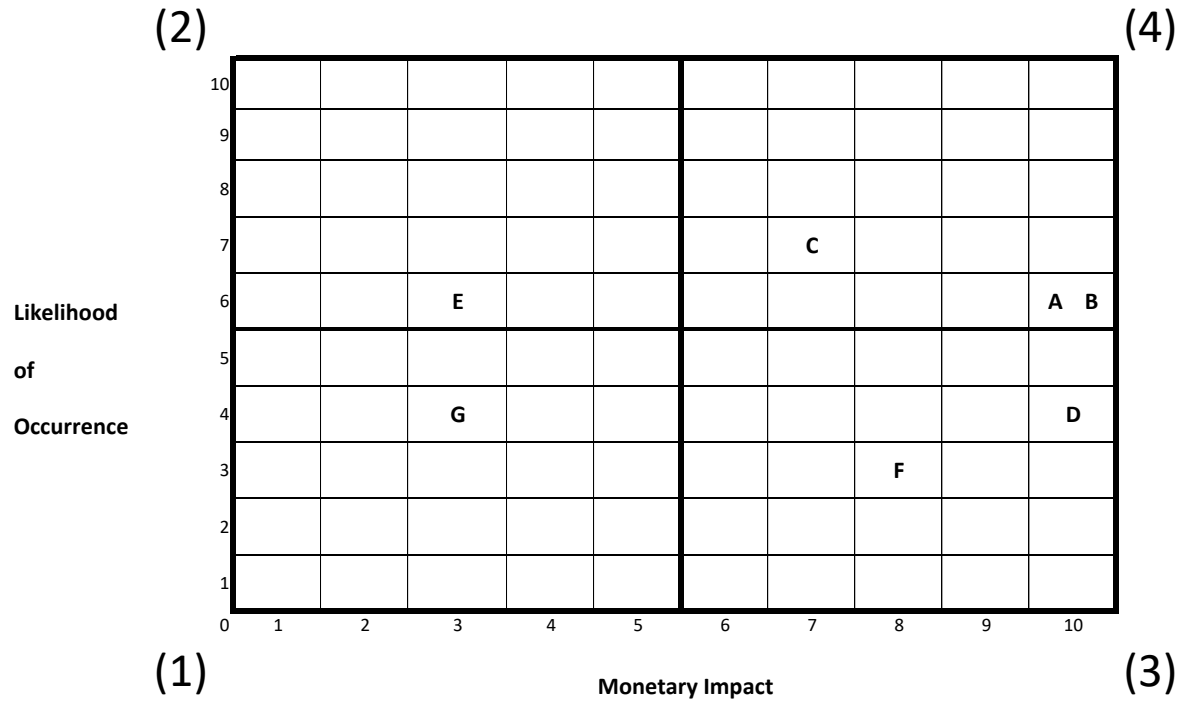
Chief Financial Officer

January 14, 2022

Date

Regional Transit Authority of Middle Tennessee

Risk Assessment for Finance and Other Risks



Risk Areas Identified

- A** Regional Partner Subsidy Support
- B** CMAQ Funding availability
- C** Commuter Ridership Return from pandemic lows
- D** Grant Management
- E** Fare Collections
- F** Cash Management
- G** Accounts Payable

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-22-002	Meeting Date:	01/19/2022
Item Title:	Conflict of Interest Discussion		

BACKGROUND:

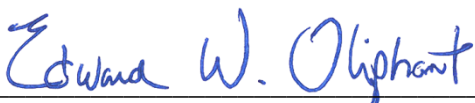
For several years now, staff has presented many different decisions or recommendations that could appear to be a conflict of interest given the Management Contract RTA has for Nashville MTA to manage the RTA. A past performance audit for RTA pointed out the need to review any areas that could be perceived to raise the potential for a conflict of interest between the Nashville Metropolitan Transit Authority and the RTA since the Nashville MTA managed the RTA. We are committed to conducting an annual review of such actions that could be perceived as raising a conflict of interest to discuss 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

January 14, 2022

Date

Nashville MTA and RTA

Potential Conflicts of Interest

Potential or Perceived Conflicts	Mitigation
<p>MTA/ RTA Management Annual Fee</p> <p>RTA has a five year contract expiring June 30, 2026 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?</p>	<p>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.</p>
<p>MTA/RTA Transit Services Operating Contract</p> <p>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?</p>	<p>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. Also, discuss appropriate service levels with both Boards, especially due to the impact of the coronavirus on current ridership levels.</p>
<p>Cashflow between MTA and RTA</p> <p>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 accommodates this and has at times gone out 90 days for receivables from RTA.</p>	<p>Being transparent to the respective MTA and RTA Boards in reporting A/R and A/P agings on a monthly basis.</p>
<p>Allocation of regional formula capital funding</p> <p>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).</p>	<p>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.</p>
<p>Allocation of regional CARES Act funding</p> <p>As a result of the COVID-19 pandemic, US Congress passed the <i>Coronavirus Aid, Relief, and Economic Security Act</i> 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 the dollars between the 4 eligible agencies in the region of MTA, RTA, Franklin Transit & Williamson County.</p>	<p>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.</p>
<p>COVID related Service Reductions</p> <p>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 80%-90% while local MTA service is down approximately 35%-45%. How are service levels determined for each agency?</p>	<p>Management analyzed trip loads during the start of the pandemic in March and April 2020 and made common sense strategic adjustments in April 2020 to services levels based on demand. As we have progressed through the impacts of the pandemic, additional analysis was done with close to full service hours being restored in October 2021 for both agencies. These service plans were communicated and discussed with both Boards.</p>
<p>Grant Applications other than formula funds</p> <p>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>

Nashville MTA and RTA

Potential Conflicts of Interest

Potential or Perceived Conflicts	Mitigation
<p>State Easy Ride Revenue split</p> <p>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>WeGo Easy Ride Pilot Project Revenue</p> <p>In November 2019, both Boards approved a new pilot program to offer businesses and universities an annual per employee/student program at a significantly discounted price that would compete or replace the per swipe program. RTA and MTA entered into a Revenue Sharing Agreement for the new program with MTA being the main contractor with MTA allocating revenues between the agencies. The question is how should the revenues be split between agencies?</p>	<p>An annual true up will be performed by staff allocating the revenues based upon a percentage of all rides provided under the pilot program at full fare for each mode of transportation. That percentage allocation will be applied to the revenues collected under the pilot program with MTA paying RTA for their percentage portion. The true up will be reviewed annually with both Boards to determine the viability of the pilot becoming a permanent program.</p>
<p>Proximity Cards provided to train riders</p> <p>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 64 & 93 connector buses. This program has never been changed and generates approximately less than \$100 of monthly expense for RTA and corresponding revenue for MTA and is not considered a large monetary impact to either agency. These proximity cards will be phased out under the new fare collection system implementation.</p>
<p>Commission on ticket sales</p> <p>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</p> <p>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 continues to 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</p> <p>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 \$2,500 for student rides provided during FY2021. This reflects approximately 1,250 rides being provided for the fiscal year.</p>
<p>Revenue Sharing for new WeGo Ride Pilot Program</p> <p>The agencies entered into an agreement to split revenues for a new pilot program targeting businesses to provide public transportation services to their employees based upon annual contracts based upon the number of employees as opposed to the per swipe program.</p>	<p>Due to the pandemic, the pilot program only had one participant being Vanderbilt University. Per the Revenue Sharing Agreement approved by both Boards, the revenues from the pilot were allocated on a percentage basis of the weighted average of the rides provided by mode calculated at each mode's respective full fare price. The allocation method was reviewed by both Boards.</p>

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-22-003	Meeting Date:	01/19/2022
Item Title:	Monthly Financial Report Compared to Budget		

BACKGROUND:

Attached is a statement of operations for the month of November 2021 compared to the budget and a balance sheet as of November 30, 2021.

Year-to-date through November fare revenues continue to lag behind budgeted estimates. We had budgeted for fare revenues to recover to about 25% - 30% of pre-covid revenues. Through the first 5 months of the year regional bus revenues are running approximately 20% and train revenues about 22% when compared to pre-covid numbers through November 2019. Total revenues are approximately \$800,000 favorable compared to budget which can be explained by the fact that overall expenses are favorable by approximately the same amount. This is due to RTA being heavily grant dependent and not needing to draw down for grant reimbursement until the expenses are incurred.

AS of November 30, 2021, RTA owed Nashville MTA approximately \$426,000 for services provided to and from Rutherford County as well as management fees due. RTA also had an accounts receivable from Nashville MTA of approximately \$36,000 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 committee meeting.

APPROVED:



Chief Financial Officer

January 14, 2022

Date

Regional Transportation Authority
Statement of Operations Compared to Budget
For the Period Ending November 30, 2021
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:										
R&R Revenues	\$12,196	\$16,285	(\$4,089)	U	\$51,227	\$66,011	\$74,575	(\$8,564)	U	\$185,757
Train Revenues	11,585	23,080	(11,495)	U	41,310	82,319	115,570	(33,251)	U	272,939
Special Events	10,620	3,705	6,915	F	0	37,836	23,430	14,406	F	74,250
Advertising	0	740	(740)	U	0	0	3,920	(3,920)	U	9,900
Other Non-Trans Revenue	69,673	27,650	42,023	F	125,445	184,968	102,000	82,968	F	267,872
Total Operating Revenue	104,074	71,460	32,614	F	217,982	371,134	319,495	51,639	F	810,718
Federal/State/Local Income:										
Local Assistance	320,200	60,000	260,200	F	251,754	320,200	710,000	(389,800)	U	1,561,751
Regional Assistance	0	45,505	(45,505)	U	682,996	267,625	479,585	(211,960)	U	647,625
State Assistance	120,502	315,000	(194,498)	U	0	120,502	633,400	(512,898)	U	633,400
Federal Assistance - CMAQ	0	113,555	(113,555)	U	611,777	312,619	573,183	(260,564)	U	1,373,477
Federal Assistance - CARES Act	409,994	450,000	(40,006)	U	706,372	1,365,344	345,563	1,019,781	F	2,710,068
Total Assistance Income	850,696	984,060	(133,364)	U	2,252,899	2,386,290	2,741,731	(355,441)	U	6,926,321
Capital Revenue:										
Capital Operating Reimbursement	10,607	102,702	(92,095)	U	831,272	58,002	518,401	(460,399)	U	1,242,208
American Rescue Plan Operating	162,097	166,500	(4,403)	U	0	778,848	832,500	(53,652)	U	1,000,000
Total Capital Income	172,704	269,202	(96,498)	U	831,272	836,850	1,350,901	(514,051)	U	2,242,208
Total Revenue	\$1,127,474	\$1,324,722	(\$197,248)	U	\$3,302,153	\$3,594,274	\$4,412,127	(\$817,853)	U	\$9,979,247
Expenses from Operations:										
Management Contract - MTA	\$70,338	\$70,338	\$0	F	\$351,690	\$351,690	\$351,690	\$0	F	\$844,056
Services	536,130	654,638	118,508	F	2,173,462	2,521,908	3,296,890	774,982	F	8,089,201
Fuel	32,557	26,388	(6,169)	U	143,615	112,507	133,197	20,690	F	319,175
Materials and Supplies	968	1,916	948	F	4,949	9,629	9,580	(49)	U	22,975
Utilities	14,118	14,732	614	F	51,455	69,424	73,538	4,114	F	177,010
Casualty and Liability	34,198	41,077	6,879	F	197,136	183,751	209,172	25,421	F	496,730
Other	57	2,070	2,013	F	11,463	11,224	12,340	1,116	F	30,100
Total Operating Expenses	688,366	811,159	122,793	F	2,933,770	3,260,133	4,086,407	826,274	F	9,979,247
Surplus / (Deficit)	\$439,108	\$513,563	(\$74,455)	U	\$368,383	\$334,141	\$325,720	\$8,421	F	\$0
Capital Grant Revenue	104,439		104,439	F	2,056,335	615,416		615,416	F	0
Gain / (Loss) on Sale	0		0	F	0	0		0	F	0
Vanpool Replacement Revenue Fund	0		0	F	1,250	208		208	F	0
Depreciation	(244,673)		(244,673)	U	(1,029,265)	(1,220,791)		(1,220,791)	U	0
Surplus / (Deficit)	\$298,874	\$513,563	(\$214,689)	U	\$1,396,703	(\$271,026)	\$325,720	(\$596,746)	U	\$0

Regional Transportation Authority

Comparative Balance Sheets

	Month Ended November 30, 2021 (unaudited)	Month Ended June 30, 2021 (preliminary)
CURRENT ASSETS		
Cash and cash equivalents	\$1,041,940	\$976,448
Receivables from federal, state and local government	693,937	656,134
Accounts receivable	62,782	155,121
Materials and supplies	432,784	434,672
Prepaid expense and other	237,147	43,095
Total Current Assets	2,468,590	2,265,470
PROPERTY AND EQUIPMENT		
Land	3,382,052	3,382,052
Building, shelter and benches	16,762,094	16,730,983
Guideway Improvements	6,594,944	6,594,944
Revenue equipment and parts	22,773,460	22,773,460
Office equipment	526,144	526,144
Work-in-Progress	6,723,943	6,123,347
	56,762,637	56,130,930
Less: Accumulated Depreciation	(17,907,411)	(16,686,619)
Total Property and equipment, net	38,855,226	39,444,311
OTHER ASSETS		
Cash and investments restricted	5,303,686	4,575,088
TOTAL ASSETS	\$46,627,502	\$46,284,869
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable	\$847,539	\$703,289
Accrued expenses	16,044	24,500
Deferred Revenue	2,847,586	2,284,334
Note Payable	0	0
Total Current Liabilities	3,711,169	3,012,123
NET ASSETS		
Invested in capital assets	38,855,226	39,444,311
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	517,374
Restricted - Regional Bus Reserve	2,847,586	2,057,714
Unrestricted	(971,553)	(2,985,841)
Current Year Surplus / (deficit)	(271,026)	2,239,188
Total Net Assets	42,916,333	43,272,746
TOTAL LIABILITIES AND NET ASSETS	\$46,627,502	\$46,284,869

	Current	> 30 days	> 60 Days	> 90 days	Total
Accounts Receivable	\$56,986 90.8%	\$5,796 9.2%	\$0 0.0%	\$0 0.0%	\$62,782 100.0%
Accounts Payable	\$847,143 100.0%	\$272 0.0%	\$62 0.0%	\$62 0.0%	\$847,539 100.0%

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-22-004	Meeting Date:	01/19/2022
Item Title:	WeGo Ride Pilot True-Up		

BACKGROUND:

In November 2019, the Board authorized staff to begin work on a new program to reach out to businesses and universities based upon a pilot program to market the WeGo Ride Program using an annual per-employee program versus the current per swipe program. The WeGo Ride Program is an employer-paid transit pass program to provide employee commuter benefits on Nashville MTA and RTA services in Middle Tennessee under the name WeGo Public Transit. In June 2020, the Board approved for the first time, an WeGo Ride Program Revenue Sharing Agreement with Nashville MTA for the period of July 1, 2020, through June 30, 2021. To remind the Board, the following are the objectives of the program:

- All: Simplify program transportation benefits;
- All: Simplify program administration;
- All: Simplify program fee structure to better predict costs and revenues for annual budgeting;
- MTA/RTA: Protect existing program revenue;
- MTA/RTA: Grow program participation to increase overall ridership and operating revenue;
- MTA/RTA: Increase transparency between the two agencies on program revenue and ridership;
- Business Partners: Manage and reduce both direct and indirect transportation costs;
- Business Partners: Provide sustainable and competitive employee benefits.

Vanderbilt University was the only employer to participate in the pilot during FY2021. One of the stipulations of the pilot program was for staff to review the results of the pilot with both MTA and RTA boards and committees to determine the viability of the pilot. Vanderbilt University agreed to join the pilot program in April 2020, but due to the pandemic, it was decided to wait until June 2021 to perform the first true-up of revenue sharing between MTA and RTA. Consequently, the true-up period covered 15 months from April 2020 through June 30, 2021. While the pandemic resulted in far fewer rides being provided during the pilot, Vanderbilt continued to pay full monthly fees as if conditions were normal. This resulted in a skewed result in terms of cost per ride from Vanderbilt's perspective which will be addressed with Vanderbilt during the current contract year which Vanderbilt did renew effective July 1, 2021. The terms of the contract were based upon the following:

Vanderbilt Faculty, Staff & Student Count	20,000
Annual Cost per Employee/Student	\$20.50
Total Annual Contract	\$410,000
Total 15-Months Timeframe	\$512,500
Monthly payment	\$34,166.67

CURRENT STATUS:

Based upon the Revenue Sharing Agreement between Nashville MTA and RTA, revenues were allocated using the weighted average percentage of all modes based upon the total rides provided during the 15 months using full fare for each mode. The allocation was calculated as follows:

Transportation Mode	Rides Provided 15-Months	Full Fare	Total Based Upon Fare	Weighted Average Percentage	Contract Revenue Allocation	Vanderbilt Cost Per Ride
MTA Bus	72,107	\$2.00	\$144,214	71.6%	\$366,714	\$5.09
MTA Access	3,008	\$3.70	\$11,130	5.5%	\$28,301	\$9.41
RTA Bus	6,568	\$4.25	\$27,914	13.8%	\$70,981	\$10.81
RTA Train *	4,572	\$4.00	\$18,288	9.1%	\$46,504	\$10.17
Total	86,255		\$201,546	100%	\$512,500	\$5.94

* The fare used for train is based upon average fares for all stations.

As previously mentioned, the cost per ride was skewed due to the reduced ridership that was impacted by the pandemic. The cost per ride in all modes should be at least less than the cost of a full fare to make the program viable for Vanderbilt University. The per swipe program that Vanderbilt Medical Center is still utilizing is for \$1.15 per ride. There are not any comparable statistics for pre-pandemic rides since the program prior to this pilot was a combined per swipe for the Medical Center and University and the University did not promote the program to students. As for RTA rides pre-pandemic, Vanderbilt just sporadically purchased both regional bus and Star fare media that they then resold to faculty, staff and students. Consequently, there is not a good apple to apple comparison or analysis to see how this program would have looked with pre-pandemic ridership. However, the per swipe program pre-pandemic did average approximately 35,000 rides per month for the combined programs.

While we believe the revenue-sharing allocation methodology is reasonable between the two agencies, we will continue to work with Vanderbilt on the terms of the contract to make it more reasonable as to the cost per ride. We will also have additional, albeit, smaller businesses to review at the end of this coming fiscal year as we continue to promote and add businesses to this pilot program.

Chief Financial Officer Ed Oliphant will discuss the results of the 15-month pilot at the committee meeting.

APPROVED:

Edward W. Oliphant

Chief Financial Officer

January 14, 2022

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:	RTA-FCD-22-005	Meeting Date:	01/19/2022
Item Title:	Operating Budget Discussion for FY2023		

BACKGROUND:

In developing recommendations for the FY2022-23 RTA Operating Budget that will be submitted to Metro Finance on February 11, 2022, several areas will need attention from the Finance Committee and RTA Board. We anticipate the budget process will follow past years taking place between February and June 2022. The purpose of this discussion item will be to review potential scenarios, and actions we might take in response to the impact we have seen from the COVID-19 pandemic on RTA ridership and begin to develop appropriate communication strategies to funders and customers.

As you know, RTA ran reduced services levels last fiscal year to reflect lower demand and utilized CARES Act and American Rescue Plan Act funding to preserve the services in place. In order to maximize operational efficiencies and better serve our riders, the Board approved some short-term strategic adjustments that were made in April 2021 to three of our corridors to consolidate some of our routes and route times to better match the ridership demand but not necessarily sacrifice the level of service being offered. In October 2021, we also returned the STAR to full service while most of our regional bus services returned to full service with delays in some of our services provided by Gray Line coming back due to staffing shortages. The goals of all these changes were to:

- Create more trip opportunities to attract commuters,
- Broaden the appeal to a wider variety of commuters,
- Ensure resources are deployed cost-effectively
- Simplify service, and
- Keep changes cost-neutral for city and county partners

You will recall that we were only able to balance the FY2022 operating budget due to the availability of one-time Federal CARES Act Funding and we used all of the \$1 million in American Rescue Plan dollars in FY2022 that preserved Federal 5307 capital funding for other capital projects. The Board also approved a strategy of maximizing the use of CARES in place of CMAQ in order to extend the life of the current CMAQ award out to FY2025 and, at the same time, help regional bus partners to build more bus reserves. By using less CMAQ for operations, less of the partner contributions are needed to match CMAQ, thus allowing more of their contributions to go into reserve. This year's budget programs just over \$2.8 million in CARES Act funding in order to stay in balance and preserve CMAQ funding. Apart from funds to replace the CMAQ, these funds are programmed to offset the declines in operating revenue as a result of the drop-off in ridership due to the pandemic.

The table below illustrates the projected programming of CARES Act funds. The first column reflects our original planned expenditures based on assumptions in March 2020 when the Act first passed, the second column reflects our projections before FY2022 Budget strategies, and the third column reflects our current projection. Based on current projections that assume full service being maintained and using CARES Act to preserve the

current CMAQ award into FY2025, we anticipate the \$9.8 million in CARES Act funding available for lost operating income to last through at least the first half of FY2025:

Item of Expenditure	March 2020 Projection	January 2021 Projection	January 2022 Projection
Total CARES Act Funding Available	\$13,786,259	\$13,786,259	\$13,786,259
Offsets to Lost Operating Income and Metro Subsidy (Fares, Rents and Advertising) through FY2025	\$9,786,259	\$7,289,500	\$5,658,367
Replacement of CMAQ funding to extend current CMAQ award through FY2025			\$4,127,892
Continued engineering assessment of STAR service upgrades	\$2,000,000	\$2,000,000	\$2,000,000
Park and Ride Expansion	\$2,000,000	\$2,000,000	\$2,000,000
Balance Remaining	\$0	\$2,496,759	\$0

Apart from CARES Act, the following observed trends are pertinent to the discussion regarding the FY2023 operating budget:

1. We do not anticipate any increases in funding from Metro above their current \$1.5 million contributed to the STAR and \$320,000 related to regional bus services. We also have projected all regional partner subsidies to remain the same for FY2023.
2. With the majority of RTA expenses made up of contractual expenses to its third-party operators, we are projecting inflationary increases of 3% to 4% based upon full-service levels. One negative trend is in fuel when compared to FY2022. Our current fuel hedge program leads us to project an increase of approximately \$229,000, or 72%, in fuel expense for FY2023 due to the sudden drop in hedge pricing we saw in FY2022 due to the pandemic. Hedge pricing in FY2023 is expected to rebound to a more normal level to over \$2 per gallon which is slightly higher than pricing we saw in the years prior to last year's dip. While there was discussion during last year's budget discussions of possibly allocating some of the planned acquisition of 10 new MCI buses to Gray Line, it now appears that Nashville MTA will need all 10 to fulfill their services to the Southeast Corridor services. This will negatively impact FY2023 budgeted cost for Gray Line in that RTA would have received a reduction in their hourly rate for Gray Line's service that now will not be realized.
3. As we have reported since the beginning of the pandemic, RTA has experienced significant losses of ridership and the anticipated recovery is not materializing as had been hoped. Commuter ridership continues to be down 78% to 80% from pre-pandemic levels which are only slightly better than the 81% to 92% for bus and train, respectively, that we were experiencing eight months ago when we were approving the current year's budget. While it is difficult to forecast what ridership levels will look like in July 2022, significant increases above current levels will certainly depend on downtown employees returning to their offices. For FY2023, we are projecting some increases over the levels we are currently seeing, but it will not be significantly different than the levels we originally thought we would reach in the FY2022 budget. We anticipate that the return of downtown office workers whose professions allow them to work remotely will be very slow to return, taking at least several years, and the loss of ridership among those who have historically ridden the RTA will need to be offset by new riders. This is a trend we had already begun to see before the pandemic, as the State of Tennessee (our largest EasyRide customer) has been shedding downtown employment for several years. Consequently, our projections for the next several years are very conservative and projecting that we reach approximately 61% of pre-pandemic ridership by 2026.
4. While regional bus reserves were established in 2016 and have been very successful in consistently

growing, there needs to be discussion and consideration given to creating a reserve for the train operations. While the regional bus reserves are covered by numerous regional partners, the East Corridor only has 4 partner subsidies of Metro at \$1,500,000, Wilson County at \$50,000, the City of Lebanon at \$54,408, and Mt. Juliet at \$30,000. If consideration were given to utilize CARES Act funding to help create a train reserve, the impact would be that more CMAQ funding would have to be used on the regional bus operations, but CMAQ would still last through part of FY2025 as opposed to the whole year as depicted in the CARES Act chart previously shared above. We believe that there are no known restrictions for subsidies being used as a reserve for Wilson County, Mt. Juliet, and Lebanon (but should be investigated). However, there would need to be conversations with Metro Nashville regarding their direct appropriation grant that funds the STAR to determine how their funding could be converted to reserves.

5. The upcoming year will also be significant as our single largest ongoing funding source – Federal Congestion Mitigation and Air Quality (CMAQ) funds allocated through TDOT – will come up for renewal. You will remember that in conversations with the Board last year, the decision was made to skip a year of applying for CMAQ for operations based upon the strategy of using the CARES Act to extend the use of CMAQ into FY2025. We did apply for \$6.8 million in CMAQ on the capital side specifically for park & ride expansion, but the State has yet to announce any awards. We expect awards to be announced by Spring 2022.
6. As outlined in the CARES Act discussion above, one area of emphasis for RTA is the expansion of our park and ride locations. History has shown that well-located permanent park and ride locations promote more use of public transit with Clarksville being a prime example. We are currently working with the City of Murfreesboro about building a park & ride adjacent to their new transit center in close proximity to I-24. It is a good opportunity for RTA to partner with them to include a nice park and ride facility in Rutherford County. Using federal capital grants is a logical step to take to move these types of projects forward. Another would be to continue studying ways to expand service on the Music City Star corridor which also has CARES Act dollars set aside to perform the study. However, in order to help drive these types of projects forward, local match dollars need to be identified to match future capital grants (typically a 10% local match is required.) Projects would be corridor specific and a method needs to be explored and implemented to start creating local capital match reserves. One possibility would be the utilization of a portion of existing operating reserves that exceed the one-year target to be transitioned over to capital. More discussion needs to take place to find a workable solution to this challenge.

CURRENT STATUS:

CFO Ed Oliphant and CEO Steve Bland will lead a discussion on the information presented above with the Committee with a focus on the following:

1. With ridership down and projections of a very slow recovery, there needs to be a discussion about what strategies should be developed to grow the agency in the most effective way to serve middle Tennessee given what appears to be our new normal as it relates to commuter habits.
2. While the current CMAQ award is being projected to last through FY2025, should consideration be given to applying for a new round of CMAQ for regional bus operation? The importance of CMAQ cannot be underestimated as it is the largest funding source for all the regional bus services. After skipping a year to submit a CMAQ application for operations, is it important for RTA to stay top of mind with the State for CMAQ operating funds?
3. Is it time to strategize a way to establish a reserve for the train operations similar to the regional bus reserves?
4. With several of the regional partners' bus reserves reaching or exceeding the one-year reserve target established by the Board, a discussion should be had to determine if partner contributions should be reduced or have a portion of the contributions converted to a new Capital matching reserve?

CFO Oliphant and CEO Bland will address questions and observations related to the financial information presented here.

APPROVED:

Edward W. Oliphant

Chief Financial Officer

January 14, 2022

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-22-006	Meeting Date:	01/19/2022
Item Title:	Monthly Operating Statistics		

BACKGROUND:

Attached are monthly operating statistics through November 2021. Overall trends from previous months continue to hold true, though the emergence of the Omicron variant has the potential to complicate ridership recovery in the short-term. RTA bus trip completion has improved somewhat compared to October, which saw trip cancellations on the WeGo Star and accompanying train shuttles due to a sinkhole on the track as well as cancellations on certain express routes due to staffing shortages. Fortunately, the track repairs have since been completed, and Gray Line is making significant progress in being able to staff runs. Staffing however is still an area of concern, as there is a potential for operator illness due to Omicron to impact service delivery. RTA and Gray Line staff are closely monitoring the situation, though fortunately there has not been a significant impact to date.

CURRENT STATUS:

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

APPROVED:



Chief Operating Officer

January 14, 2022

Date

RTA Monthly Dashboard Report *

Metric	November 2021	November 2020	Pct. Change
Ridership			
Total RTA Bus Passengers	7,692	4,152	85.3%
WeGo Star Passengers	5,950	2,468	141.1%
Total RTA Passengers	13,642	6,620	106.1%
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 %	98.53%	100.00%	-1.47%
WeGo Star Total Trip Completion %	99.60%	100.00%	-0.40%
RTA Bus Total Miles btwn Service Interruption	1,909.5	N/A	0.0%
WGS Total Miles btwn Service Interruption	6651.5	N/A	N/A
On-Time Performance ^			
RTA Bus	84.5%	89.1%	-5.2%
WeGo Star	95.2%	99.4%	-4.2%
Customer Care			
RTA Bus Total Passengers per Complaint	7,692	2,076	270.5%
WeGo Star Passengers per Complaint	1,190	N/A	N/A

* 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 2021 November	FY 2020 November	Pct. Change
Ridership			
Total RTA Bus Passengers	34,971	22,783	53.5%
WeGo Star Passengers	26,434	13,252	99.5%
Total RTA Passengers	61,405	36,035	70.4%
Safety			
RTA Bus Total Accidents	0	1	-100.0%
WeGo Star Total Accidents	0	0	N/A
RTA Bus Total Miles btwn Accidents	N/A	145,345	N/A
WGS Total Miles btwn Accidents	N/A	N/A	N/A
Service Quality			
RTA Bus Total Trip Completion %	98.68%	99.90%	-1.22%
WeGo Star Total Trip Completion %	99.80%	100.00%	-0.20%
RTA Bus Total Miles btwn Service Interruption	2,320.3	31,324.4	-92.6%
WGS Total Miles btwn Service Interruption	14,591.5	N/A	N/A
On-Time Performance ^			
RTA Bus	85.4%	89.3%	-4.4%
WeGo Star	97.3%	98.8%	-1.5%
Customer Care			
RTA Bus Total Passengers per Complaint	2,057	2,278	-9.7%
WeGo Star Passengers per Complaint	2,937	4,417	-33.5%

* 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

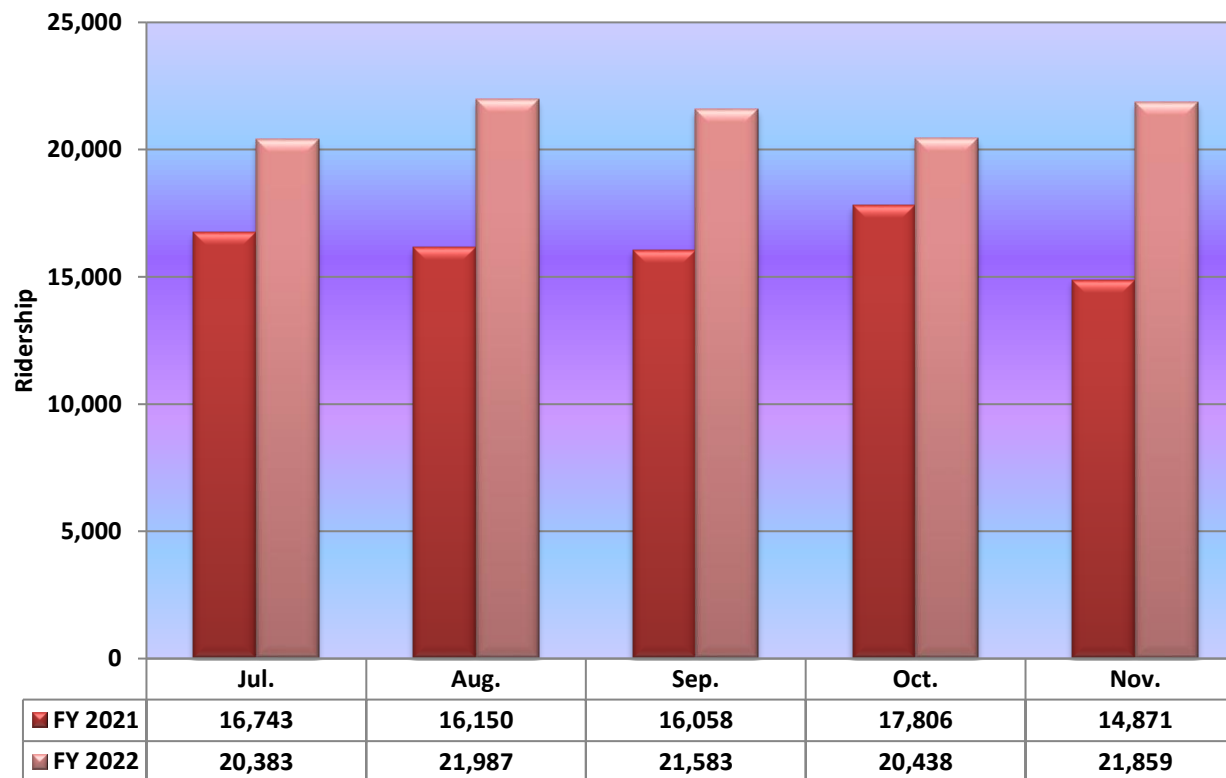
Total WeGo Star passengers divided by total WeGo Star customer complaints.



REGIONAL TRANSPORTATION AUTHORITY **FISCAL YEAR AND MONTH TO MONTH RIDERSHIP COMPARISON - FY 2022 -vs- 2021**

	Month to Month Comparison			Fiscal Year Comparison		
	Nov-20	Nov-21	Percentage Change	FY 2021	FY 2022	Percentage Change
WeGo Star	2,468	5,950	141.1%	13,252	26,434	99.5%
Express Bus & Shuttle Services	4,152	7,692	85.3%	22,783	34,971	53.5%
RTA VanStar Vanpool Service	1,824	1,614	-11.5%	10,272	8,408	-18.1%
Total RTA Ridership	8,444	15,256	80.7%	46,307	69,813	50.8%

RTA FY2022-vs-FY2021
Month to Month Ridership Comparison





**NASHVILLE AND REGIONAL TRANSPORTATION AUTHORITY
FISCAL YEAR AND MONTH TO MONTH RIDERSHIP COMPARISON - FY 2022 -vs- 2021**

	Month to Month Comparison			Fiscal Year		
	Nov-20	Nov-21	Change	FY 2021	FY 2022	Change
MTA Local Bus Service	333,234	489,687	46.9%	1,734,026	2,380,807	37.3%
MTA Local Paratransit Service	20,143	25,703	27.6%	102,631	126,633	23.4%
RTA Regional Bus Service	4,152	7,692	85.3%	22,783	34,971	53.5%
RTA VanStar Vanpool Service	1,824	1,614	-11.5%	10,272	8,408	-18.1%
RTA Regional Rail Service	2,468	5,950	141.1%	13,252	26,434	99.5%
* RTA Special Events Rail Service	0	658	N/A	0	4,558	N/A
Subtotal RTA Rail Service	2,468	6,608	167.7%	13,252	30,992	133.9%
Subtotal MTA & RTA Bus & Rail Service	361,821	531,304	46.8%	1,882,964	2,581,811	37.1%
Williamson County VanStar Vanpool Service	6,427	5,945	-7.5%	35,321	31,879	-9.7%
Murfreesboro ROVER Local Bus Service	7,727	8,816	14.1%	43,737	44,880	2.6%
Franklin Transit Local Bus Service	3,354	4,613	37.5%	16,725	29,487	76.3%
Clarksville Transit Local Bus Service	36,452	37,986	4.2%	189,439	198,824	5.0%
Total Area Ridership	415,781	588,664	41.6%	2,168,186	2,886,881	33.1%

* Nov 2021 - Titans Express Train *



REGIONAL TRANSPORTATION AUTHORITY ROUTE PERFORMANCE INDICATOR REPORT

For the Month of: **November-21**

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)	1,022	40.4%	151	8	6.8
	Northwest Corridor (Routes 89 & 94)	1,409	51.5%	233	7	6.0
	South Corridor (Route 95)	640	119.2%	173	5	3.7
	Southeast Corridor (Routes 84 & 86)	1,879	133.1%	862	3	2.2

EXPRESS BUS ROUTE SERVICE						
84	Murfreesboro Express	1,319	N/A	697	3	1.9
86	Smyrna - LaVergne Express	560	N/A	165	4	3.4
87	Gallatin Express	1,022	222.4%	151	8	6.8
88	Dickson Express	219	163.9%	44	5	5.0
89	Springfield - Joelton Express	405	100.5%	57	10	7.1
94	Clarksville Express	1,004	37.9%	176	6	5.7
95	Spring Hill Express	640	416.1%	173	5	3.7
Express Bus Route Totals		5,169	82.1%	1,463	4	3.5

OTHER ROUTES						
64	Star Downtown Shuttle	107	N/A	67	0	1.6
93	WeGo Star West End Shuttle	2,416	84.0%	85	19	28.5
RTA Bus Route Monthly Totals		7,692	85.3%	1,547	5	5.0

COMMUTER RAIL SERVICE						
90	WeGo Star Commuter Rail	5,950	141.1%	240	24	24.8
RTA Commuter Rail and Bus Totals		13,642	106.1%	1,787	8	8

Regional Transportation Authority

of Middle Tennessee

Board Action Item

Item Number:	R-A-22-002	Meeting Date:	01/19/2022
Item Title:	Election of 2022 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 must include at least one appointed member and one elected official member. The following currently serve as 2021 officers:

Chair – Randall Hutto, Wilson County Mayor

Vice Chair – Paige Brown, Gallatin Mayor

Secretary – Ed Cole, Davidson County Governor Appointee

RECOMMENDATION:

It is recommended that the Board elect 2022 officers in accordance with the above-referenced by-laws.

APPROVED:

Board Secretary

Date