



**REGIONAL TRANSPORTATION AUTHORITY**  
Of Middle Tennessee

**EXECUTIVE COMMITTEE MEETING**

**Wednesday, March 15, 2023 | 9:30 a.m.**

**Location:**

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

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- 1. Call to Order**
  - 2. Approval of January 18, 2023 Meeting Minutes (the Executive Committee did not meet in February)**
  - 3. Public Comments**
  - 4. Operations Committee Report – Mayor Rick Bell, Chair**
    - Monthly Operating Statistics **R-D-23-005 Pg. 5**
    - 2023 WeGo Star Track Maintenance Program **R-A-23-006 Pg. 13**
  - 5. Audit Committee Report – Mayor Ken Moore, Chair**
    - There are no items for the Audit Committee this month
  - 6. Finance Committee Report – Mayor Ken Moore, Chair**
    - Monthly Financial Compared to Budget Report **R-D-23-006 Pg. 14**
  - 7. CEO’s Report – Steve Bland, Chief Executive Officer**
  - 8. Chair’s Report – Mayor Randall Hutto, Chair**
  - 9. Other Business**
  - 10. Adjournment**



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

**January 18, 2023**

- 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, January 18, 2023. 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**  
**Ed Cole – Davidson County (Gov. Appt.)**  
**Mayor Ken Moore – City of Franklin**  
**Mayor Rick Bell – City of Lebanon**  
**Mayor Billy Vogle – Robertson County**  
**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.)**  
**Diana Alarcon – Davidson County (Alt.)**  
**Ed Elam – Rutherford County (Alt.)**

- II. **Approval of Minutes:**  
Mayor Ken Moore made a motion to approve the October 19, 2022, and the November 18, 2022, meeting minutes, the motion was seconded by Ed Cole and unanimously approved by the Executive Committee.
- III. **Public Comments:**  
There were no public comments given at this meeting.
- IV. **Operations Committee Report:** Committee Chair Mayor Rick Bell presented the following items for discussion and action:
- a. **RTA Agency Safety Plan Amendments (R-A-23-002):** 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.
  - b. **WeGo Star Operations & Maintenance Contract Extension (R-A-23-002):** The Operations Committee recommended 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.

- c. **Monthly Operating Statistics (R-D-23-001)**: Chief Operating Officer Andy Burke reviewed the RTA Monthly Dashboard Report through the month of November 2022 with the Executive Committee. Andy Burke was available for any questions and there were no additional questions or further discussions at this time.

V. **Audit Committee Report**: Committee Chair Mayor Ken Moore presented the following for action:

- a. **FY2022 Annual Audit Report (R-A-23-003)**: 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.

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

Mayor Ken Moore made a motion to approve the Annual Audit Report, the motion was seconded by Mayor Billy Vogle and unanimously approved by the Executive Committee.

VI. **Finance Committee Report**: Committee Chair Mayor Ken Moore presented the following for discussion:

- a. **Monthly Financial Report Compared to Budget (R-D-23-002)**: Mayor Ken Moore presented the Monthly Financials for the month of November 2022 compared to the budget and a balance sheet as of November 30, 2022. CFO Oliphant was available for questions from the floor and there were none at this time.

VII. **Title VI Program Update (R-A-23-004)**: Transit Business Intelligence Analyst Hannah Schaefer presented the following for action:

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.

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

Ed Cole made a motion to approve the Title VI Program Update, the motion was seconded by Mayor Ken Moore and unanimously approved by the Executive Committee.

**VIII. Election of 2023 RTA Officers (R-A-23-005):** Chief of Safety & Administration Vince Malone presented the following for action:

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

Mayor Billy Vogle made a recommendation to retain the current slate of officers for the 2023 year, the motion was seconded by Mayor Ken Moore and unanimously approved by the Executive Committee. The Officers of the RTA for 2023 will be Mayor Randall Hutto, Chair; Mayor Paige Brown, Vice Chair; and Ed Cole, Secretary.

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

1. 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 have also initiated a task order with them to help us identify sites in Williamson County.
2. The Federal Transit Administration has kicked off the RTA's Triennial Review. The review was delayed for a year by the pandemic and will include a compliance review of all aspects of the RTA's compliance with Federal requirements under its funding agreements. We expect the review to be complete and a report issued later this spring.
3. Planning is under way for the annual FRA mandated mock disaster drill. We are planning on holding the drill on Wednesday, April 12, 2023, near the Hermitage Station in Davidson County. Invitations have been sent out to all participating agencies.
4. Mayor Bell gave a comprehensive summary of the kickoff meeting on the Star Future Vision Study with Hatch Consulting and the RTA Operations Committee. Subsequent to the Operations Committee Meeting, we traveled with the consultants to meet with RJ Corman to discuss the scope of the study and their cooperation. The meeting was productive, and we began to establish lines of communication to create mutually beneficial approaches.

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

**X. Chair's Report:** Chair Hutto extended condolences to Mayor Paige Brown, whose mother recently passed away. He provided the funeral arrangements and said that he was sorry for her loss. The funeral of Patricia Ann Brown will be Monday, January 23rd, at 1 p.m. at

Gallatin First United Methodist Church. Visitation with the family will be from 2pm until 6pm on Sunday at the Gallatin Country Club and on Monday from 11 a.m. until the time of service at the church.

In lieu of flowers donations may be made to the Sumner County Schools Resource Center, the Sumner Prevention Coalition, Friends of the Gallatin Public Library, or any other non-profit that she would champion.

- X. 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 9:49 a.m.

Respectfully submitted:

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Ed Cole, RTA Secretary &  
Davidson County Governor Appointee

# 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-23-005                   | Meeting Date: | 3/15/2023 |
| Item Title:  | Monthly Operating Statistics |               |           |

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### BACKGROUND:

Attached are monthly operating statistics for January 2023.

This month was significantly milder than last year, which saw multiple winter storms that resulted in many trip cancellations and significantly lower ridership. The effect of this difference in weather conditions is apparent in the large increases in both total RTA passengers as well as RTA bus total trip completion rates.

With regards to longer-term ridership recovery trends, we are still at about 1/3 of pre-pandemic levels, in line with what we've seen thus far this fiscal year.

There was one RTA accident in January involving a service vehicle. No injuries were reported, and no passengers were involved given that this was not a vehicle operating in revenue service.

### CURRENT STATUS:

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

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### APPROVED:



Chief Operating Officer

3/15/2023

Date

# RTA Monthly Dashboard Report \*

| Metric  | January 2023 | January 2022 | Pct. Change |
|---|--------------|--------------|-------------|
| <b>Ridership</b>                              |              |              |             |
| Total RTA Bus Passengers                      | 10,224       | 6,305        | 62.2%       |
| WeGo Star Passengers                          | 7,353        | 4,617        | 59.3%       |
| Total RTA Passengers                          | 17,577       | 10,922       | 60.9%       |
| Percentage of Pre-Pandemic Ridership          | 32.0%        | 19.9%        | 12.1%       |
| <b>Safety</b>                                 |              |              |             |
| RTA Bus Total Accidents                       | 1            | 0            | N/A         |
| WeGo Star Total Accidents                     | 0            | 1            | -100.0%     |
| RTA Bus Total Miles btwn Accidents            | 47,434       | N/A          | N/A         |
| WGS Total Miles btwn Accidents                | N/A          | 6,652        | N/A         |
| <b>Service Quality</b>                        |              |              |             |
| RTA Bus Total Trip Completion %               | 99.57%       | 95.82%       | 3.91%       |
| WeGo Star Total Trip Completion %             | 100.00%      | 98.33%       | 1.67%       |
| RTA Bus Total Miles btwn Service Interruption | 6,776.3      | 672.9        | 907.1%      |
| WGS Total Miles btwn Service Interruption     | N/A          | 1583.7       | N/A         |
| <b>On-Time Performance ^</b>                  |              |              |             |
| RTA Bus                                       | 86.9%        | 89.0%        | -2.4%       |
| WeGo Star                                     | 99.6%        | 98.8%        | 0.9%        |
| <b>Customer Care</b>                          |              |              |             |
| RTA Bus Total Passengers per Complaint        | 929          | 3,153        | -70.5%      |
| WeGo Star Passengers per Complaint            | N/A          | 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 2023<br>January | FY 2022<br>January | Pct. Change |
|---|--------------------|--------------------|-------------|
| <b>Ridership</b>                              |                    |                    |             |
| Total RTA Bus Passengers                      | 71,142             | 48,252             | 47.4%       |
| WeGo Star Passengers                          | 51,415             | 36,485             | 40.9%       |
| Total RTA Passengers                          | 122,557            | 84,737             | 44.6%       |
| Percentage of Pre-Pandemic Ridership          | 33.2%              | 22.9%              | 10.2%       |
| <b>Safety</b>                                 |                    |                    |             |
| RTA Bus Total Accidents                       | 1                  | 0                  | N/A         |
| WeGo Star Total Accidents                     | 1                  | 1                  | 0.0%        |
| RTA Bus Total Miles btwn Accidents            | 310,957            | N/A                | N/A         |
| WGS Total Miles btwn Accidents                | 46,878             | 42,169             | 11.2%       |
| <b>Service Quality</b>                        |                    |                    |             |
| RTA Bus Total Trip Completion %               | 98.99%             | 98.42%             | 0.59%       |
| WeGo Star Total Trip Completion %             | 100.00%            | 99.53%             | 0.47%       |
| RTA Bus Total Miles btwn Service Interruption | 2,869.9            | 1,883.1            | 52.4%       |
| WGS Total Miles btwn Service Interruption     | N/A                | 6,024.2            | N/A         |
| <b>On-Time Performance ^</b>                  |                    |                    |             |
| RTA Bus                                       | 86.3%              | 85.1%              | 1.4%        |
| WeGo Star                                     | 98.0%              | 98.0%              | 0.0%        |
| <b>Customer Care</b>                          |                    |                    |             |
| RTA Bus Total Passengers per Complaint        | 936                | 2,413              | -61.2%      |
| WeGo Star Passengers per Complaint            | 7,345              | 3,649              | 101.3%      |

\* 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   |
|--------------------------------------|---|
| <b>Ridership</b>                     |   |
| <b>Total Passengers</b>              |   |
| 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   |
| <b>Safety</b>                        |   |
| 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. |
| <b>Service Quality</b>               |   |
| 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

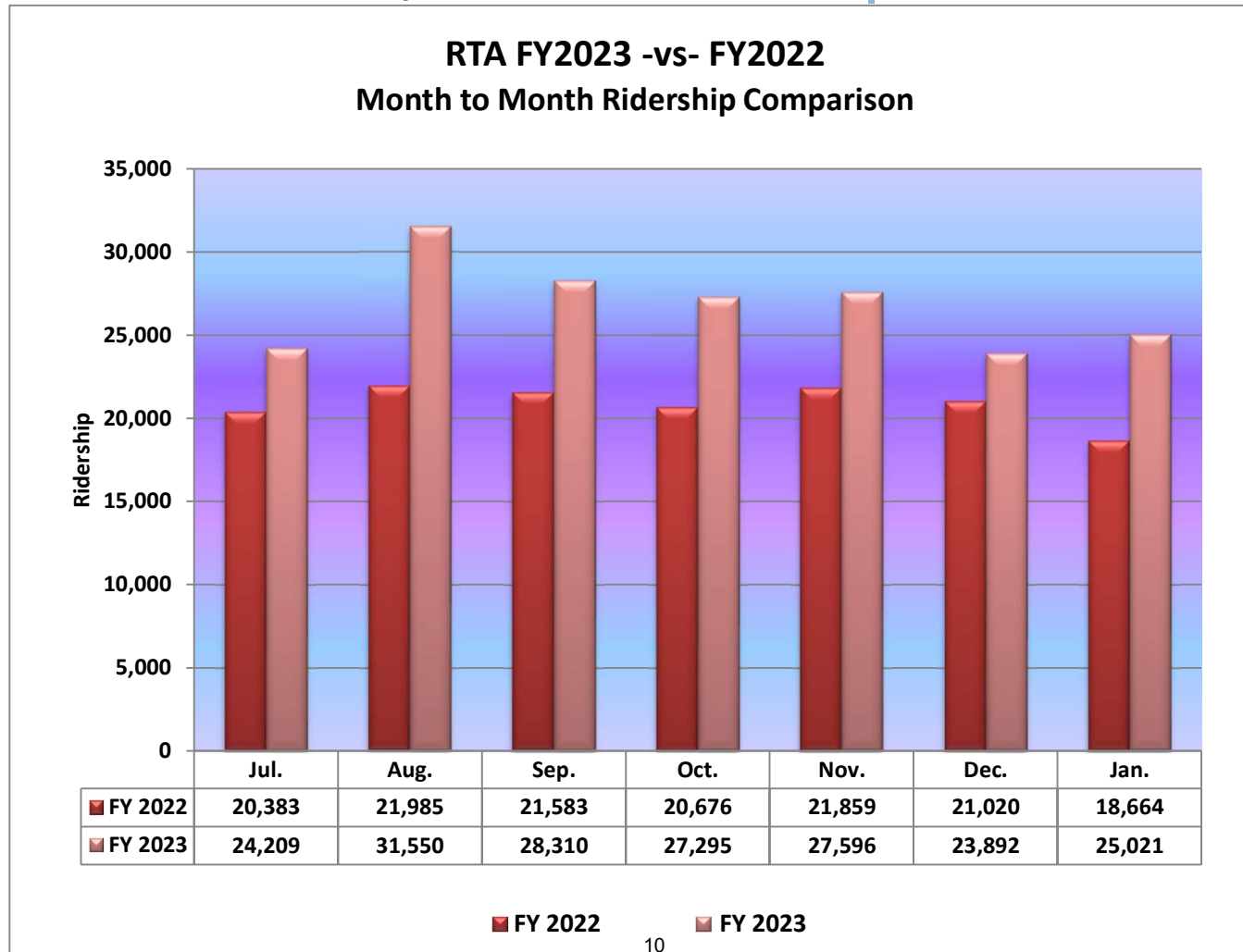
Total WeGo Star passengers divided by total WeGo Star customer complaints.



## REGIONAL TRANSPORTATION AUTHORITY

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

|                                | Month to Month Comparison |               |                   | Fiscal Year Comparison |                |                   |
|--------------------------------|---------------------------|---------------|-------------------|------------------------|----------------|-------------------|
|                                | Jan-22                    | Jan-23        | Percentage Change | FY 2022                | FY 2023        | Percentage Change |
| WeGo Star                      | 4,617                     | 7,353         | 59.3%             | 36,485                 | 53,117         | 45.6%             |
| Express Bus & Shuttle Services | 6,305                     | 10,224        | 62.2%             | 48,252                 | 71,142         | 47.4%             |
| RTA VanStar Vanpool Service    | 1,074                     | 1,588         | 47.9%             | 10,878                 | 8,948          | -17.7%            |
| <b>Total RTA Ridership</b>     | <b>11,996</b>             | <b>19,165</b> | <b>59.8%</b>      | <b>95,615</b>          | <b>133,207</b> | <b>39.3%</b>      |





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

|   | Month to Month Comparison |                |              | Fiscal Year      |                  |              |
|---|---------------------------|----------------|--------------|------------------|------------------|--------------|
|   | Jan-22                    | Jan-23         | Change       | FY 2022          | FY 2023          | Change       |
| MTA Local Bus Service                     | 439,078                   | 616,830        | 40.5%        | 3,293,674        | 4,414,064        | 34.0%        |
| MTA Local Paratransit Service             | 20,934                    | 29,353         | 40.2%        | 172,489          | 206,272          | 19.6%        |
| RTA Regional Bus Service                  | 6,305                     | 10,224         | 62.2%        | 48,252           | 71,142           | 47.4%        |
| RTA VanStar Vanpool Service               | 1,074                     | 1,588          | 47.9%        | 10,878           | 8,948            | -17.7%       |
| RTA Regional Rail Service                 | 4,617                     | 7,353          | 59.3%        | 36,485           | 53,117           | 45.6%        |
| * RTA Special Events Rail Service         | 1,217                     | 0              | -100.0%      | 6,855            | 8,375            | 22.2%        |
| Subtotal RTA Rail Service                 | 5,834                     | 7,353          | 26.0%        | 43,340           | 61,492           | 41.9%        |
| Subtotal MTA & RTA Bus & Rail Service     | 473,225                   | 665,348        | 40.6%        | 3,568,633        | 4,761,918        | 33.4%        |
| Williamson County VanStar Vanpool Service | 5,451                     | 5,856          | 7.4%         | 43,700           | 46,291           | 5.9%         |
| Murfreesboro ROVER Local Bus Service      | 7,593                     | 7,629          | 0.5%         | 61,025           | 62,857           | 3.0%         |
| Franklin Transit Local Bus Service        | 3,303                     | 4,873          | 47.5%        | 40,114           | 48,418           | 20.7%        |
| Clarksville Transit Local Bus Service     | 30,956                    | 42,344         | 36.8%        | 266,485          | 303,644          | 13.9%        |
| <b>Total Area Ridership</b>               | <b>520,528</b>            | <b>726,050</b> | <b>39.5%</b> | <b>3,979,957</b> | <b>5,223,128</b> | <b>31.2%</b> |



**REGIONAL TRANSPORTATION AUTHORITY  
ROUTE PERFORMANCE INDICATOR REPORT**

For the Month of: **January-23**

| Rte.<br>No.  | Route Name                          | Monthly<br>Ridership | Ridership<br>Change<br>vs Last<br>Year | Revenue<br>Hours Of<br>Service | Average<br>Passengers<br>Per<br>Trip | Per<br>Hour |
|--|-------------------------------------|----------------------|--|--------------------------------|--------------------------------------|-------------|
| <b>CORRIDOR SERVICE COMPARISONS - COMMUTER BUS SERVICE</b> |                                     |                      |  |                                |                                      |             |
|  | North Corridor (Route 87)           | 1,817                | 69.8%                                  | 197                            | 11                                   | 9.2         |
|  | Northwest Corridor (Routes 89 & 94) | 2,124                | 49.5%                                  | 344                            | 7                                    | 6.2         |
|  | South Corridor (Route 95)           | 765                  | 41.9%                                  | 237                            | 5                                    | 3.2         |
|  | Southeast Corridor (Routes 84 & 86) | 2,510                | 68.5%                                  | 856                            | 4                                    | 2.9         |
| <b>EXPRESS BUS ROUTE SERVICE</b>                           |                                     |                      |  |                                |                                      |             |
| 84   | Murfreesboro Express                | 1,966                | 92.9%                                  | 693                            | 4                                    | 2.8         |
| 86   | Smyrna - LaVergne Express           | 544                  | 15.5%                                  | 163                            | 4                                    | 3.3         |
| 87   | Gallatin Express                    | 1,817                | 69.8%                                  | 197                            | 11                                   | 9.2         |
| 88   | Dickson Express                     | 422                  | 163.8%                                 | 98                             | 5                                    | 4.3         |
| 89   | Springfield - Joelton Express       | 347                  | 11.9%                                  | 117                            | 4                                    | 3.0         |
| 94   | Clarksville Express                 | 1,777                | 59.9%                                  | 227                            | 8                                    | 7.8         |
| 95   | Spring Hill Express                 | 765                  | 41.9%                                  | 237                            | 5                                    | 3.2         |
|  | Express Bus Route Totals            | 7,638                | 63.2%                                  | 1,731                          | 5                                    | 4.4         |
| <b>OTHER ROUTES</b>  |                                     |                      |  |                                |                                      |             |
| 64   | Star Downtown Shuttle               | 339                  | 406.0%                                 | 67                             | 1                                    | 5.1         |
| 93   | WeGo Star West End Shuttle          | 2,247                | 44.2%                                  | 83                             | 18                                   | 27.0        |
|  | RTA Bus Route Monthly Totals        | 10,224               | 62.2%                                  | 1,798                          | 6                                    | 5.7         |
| <b>COMMUTER RAIL SERVICE</b>                               |                                     |                      |  |                                |                                      |             |
| 90   | WeGo Star Commuter Rail             | 7,353                | 59.3%                                  | 240                            | 29                                   | 30.7        |
|  | RTA Commuter Rail and Bus Totals    | 17,577               | 60.9%                                  | 2,038                          | 9                                    | 9           |

# Regional Transportation Authority

*of Middle Tennessee*

## Board Action Item

|              |  |               |           |
|--------------|--|---------------|-----------|
| Item Number: | R-A-23-006                               | Meeting Date: | 3/15/2023 |
| Item Title:  | 2023 WeGo Star Track Maintenance Program |               |           |

### BACKGROUND:

To ensure the safety and quality of the WeGo Star service and compliance with Federal Railroad Administration (FRA) requirements for commuter rail operations, annual routine maintenance and rehabilitation work is required. The labor and materials routinely include track, switches, ties, ballast, bridges, overall upkeep of at-grade crossings and signal improvements on the Nashville & Eastern Railroad (NERR) corridor. The railroad has identified key areas along the corridor on which the Star operates daily. In order to maintain the corridor in a “state of good repair,” repair efforts need to be completed within the 2023 calendar year. As a requirement of the tri-party agreement between the Regional Transportation Authority of Middle Tennessee (RTA), Nashville and Eastern Railroad Authority (NERA), and Nashville and Eastern Railroad Corporation (NERC), the railroad is to perform regular maintenance and repair of the track and infrastructure associated with the rail passenger corridor. Based on the railroad’s annual assessment of conditions, the RTA reviews and evaluates the request for repairs and associated capital costs prior to issuing approval of the work.

The successful completion of this project provides the ability to ensure the continued safe, reliable, and effective service delivery to our customers by our operating personnel. RTA has engaged the engineering services of HDR, Inc., through the existing task order contract. As such, HDR has conducted site visits at all corridor locations and confirmed that the proposed track and rehabilitation work is necessary to maintain the Star in a “state of good repair.” Based on these observational visits and market research, HDR has concluded that the estimated project scope and cost of construction and materials are consistent with market forces and inflationary pressures on labor and raw materials such as wood and stone. HDR has confirmed the estimated costs are within a reasonable range for all services. Upon execution, this project includes replacing defective wooden ties, switch ties, ballast, and related work. Once approved, the expected project completion is in Summer 2023. HDR, Inc will audit performed work to ensure compliance with standards and the scope of work.

### CURRENT STATUS:

RTA staff requests the Finance Committee recommend to the Board of Directors, to provide the Chief Executive Officer authority to release capital funding to support this year’s track maintenance and rehabilitation needs, as defined within the Tri-party agreement between RTA, NERA, and NERC. The proposed capital project is to be managed with a total amount not to exceed \$845,262.00 which includes a 10% contingency. RTA will fund its portion of \$760,735.80 (90%) from Federal, State, and local sources. RJ Corman will fund the remaining \$84,526.20 (10%) as agreed to in the Tri-Party Agreement.

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### APPROVED:

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*Board Secretary*

**3/15/2023**

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*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-23-006                                  | Meeting Date: | 3/15/2023 |
| Item Title:  | Monthly Financial Report Compared to Budget |               |           |

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## BACKGROUND:

Attached is the statement of operations for the month of January 2023 compared to the budget and a balance sheet as of January 31, 2023.

There are no real anomalies to discuss in the revenue section beyond what has been discussed in prior months and 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 their regional bus services. As a reminder, Casualty and Liability Insurance will remain favorable for the year compared to budget due to our actual liability policy coming in better than expected for the year.

As of January 31, 2023, RTA owed Nashville MTA approximately \$287,000 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 \$28,000 for fares collected as well as Easy Ride revenue sharing due.

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## APPROVED:



*Chief Financial Officer*

**3/15/2023**

*Date*

**Regional Transportation Authority**  
**Statement of Operations Compared to Budget**  
For the Period Ending January 31, 2023  
**UNAUDITED**

|                                    | Actual<br>Month    | Budget<br>Month   | Month End<br>Variance | F /<br>U | Prior Year<br>Y-T-D | Actual<br>Y-T-D      | Budget<br>Y-T-D    | Y-T-D<br>Variance    | F /<br>U | Budget              |
|------------------------------------|--------------------|-------------------|-----------------------|----------|---------------------|----------------------|--------------------|----------------------|----------|---------------------|
| <b>Revenue from Operations:</b>    |                    |                   |                       |          |                     |                      |                    |                      |          |                     |
| Regional Bus Revenues              | \$18,563           | \$16,485          | \$2,078               | F        | \$87,646            | \$141,662            | \$107,710          | \$33,952             | F        | \$185,757           |
| Commuter Train Revenues            | 10,691             | 12,735            | (2,044)               | U        | 109,484             | 128,944              | 112,855            | 16,089               | F        | 200,155             |
| Special Events                     | 15,317             | 0                 | 15,317                | F        | 70,825              | 73,270               | 43,980             | 29,290               | F        | 74,250              |
| Advertising                        | 0                  | 1,020             | (1,020)               | U        | 0                   | 0                    | 5,690              | (5,690)              | U        | 9,900               |
| Other Non-Trans Revenue            | 6,215              | 8,150             | (1,935)               | U        | 226,272             | 264,648              | 227,052            | 37,596               | F        | 267,872             |
| <b>Total Operating Revenue</b>     | <b>50,786</b>      | <b>38,390</b>     | <b>12,396</b>         | <b>F</b> | <b>494,227</b>      | <b>608,524</b>       | <b>497,287</b>     | <b>111,237</b>       | <b>F</b> | <b>737,934</b>      |
| <b>Federal/State/Local Income:</b> |                    |                   |                       |          |                     |                      |                    |                      |          |                     |
| Local Assistance                   | 0                  | 0                 | 0                     | F        | 436,926             | 0                    | 196,948            | (196,948)            | U        | 196,948             |
| Regional Assistance                | 25,107             | 35,300            | (10,193)              | U        | 446,911             | 441,239              | 460,710            | (19,471)             | U        | 560,828             |
| State Assistance                   | 6,954              | 0                 | 6,954                 | F        | 642,300             | 667,154              | 642,300            | 24,854               | F        | 642,300             |
| Federal Assistance - CMAQ          | 102,017            | 115,390           | (13,373)              | U        | 748,360             | 1,351,775            | 848,113            | 503,662              | F        | 1,465,446           |
| Federal Assistance - CARES Act     | 314,079            | 385,000           | (70,921)              | U        | 1,318,934           | 1,804,429            | 2,653,721          | (849,292)            | U        | 4,529,221           |
| <b>Total Assistance Income</b>     | <b>448,157</b>     | <b>535,690</b>    | <b>(87,533)</b>       | <b>U</b> | <b>3,593,431</b>    | <b>4,264,597</b>     | <b>4,801,792</b>   | <b>(537,195)</b>     | <b>U</b> | <b>7,394,743</b>    |
| <b>Capital Revenue:</b>            |                    |                   |                       |          |                     |                      |                    |                      |          |                     |
| Capital Operating Reimbursement    | 300,144            | 183,450           | 116,694               | F        | 203,544             | 1,459,943            | 1,348,332          | 111,611              | F        | 2,329,757           |
| American Rescue Plan Operating     | 0                  | 0                 | 0                     | F        | 1,000,000           | 0                    | 0                  | 0                    | F        | 0                   |
| <b>Total Capital Income</b>        | <b>300,144</b>     | <b>183,450</b>    | <b>116,694</b>        | <b>F</b> | <b>1,203,544</b>    | <b>1,459,943</b>     | <b>1,348,332</b>   | <b>111,611</b>       | <b>F</b> | <b>2,329,757</b>    |
| <b>Total Revenue</b>               | <b>\$799,087</b>   | <b>\$757,530</b>  | <b>\$41,557</b>       | <b>F</b> | <b>\$5,291,202</b>  | <b>\$6,333,064</b>   | <b>\$6,647,411</b> | <b>(\$314,347)</b>   | <b>U</b> | <b>\$10,462,434</b> |
| <b>Expenses from Operations:</b>   |                    |                   |                       |          |                     |                      |                    |                      |          |                     |
| Management Contract - MTA          | \$71,746           | \$71,746          | \$0                   | F        | \$492,366           | \$502,210            | \$502,210          | \$0                  | F        | \$860,940           |
| Services                           | 607,196            | 664,601           | 57,405                | F        | 3,605,226           | 4,386,446            | 4,700,297          | 313,851              | F        | 8,142,114           |
| Fuel                               | 61,040             | 57,620            | (3,420)               | U        | 182,168             | 428,784              | 428,120            | (664)                | U        | 731,790             |
| Materials and Supplies             | 200                | 784               | 584                   | F        | 10,528              | 5,623                | 11,847             | 6,224                | F        | 22,975              |
| Utilities                          | 23,276             | 14,773            | (8,503)               | U        | 96,605              | 111,259              | 108,394            | (2,865)              | U        | 187,345             |
| Casualty and Liability             | 34,578             | 40,694            | 6,116                 | F        | 243,250             | 241,091              | 289,358            | 48,267               | F        | 487,170             |
| Other                              | 0                  | 1,679             | 1,679                 | F        | 11,288              | 12,926               | 21,684             | 8,758                | F        | 30,100              |
| <b>Total Operating Expenses</b>    | <b>798,036</b>     | <b>851,897</b>    | <b>53,861</b>         | <b>F</b> | <b>4,641,431</b>    | <b>5,688,339</b>     | <b>6,061,910</b>   | <b>373,571</b>       | <b>F</b> | <b>10,462,434</b>   |
| <b>Surplus / (Deficit)</b>         | <b>\$1,051</b>     | <b>(\$94,367)</b> | <b>\$95,418</b>       | <b>F</b> | <b>\$649,771</b>    | <b>\$644,725</b>     | <b>\$585,501</b>   | <b>\$59,224</b>      | <b>F</b> | <b>\$0</b>          |
| Capital Grant Revenue              | 21,328             |                   | 21,328                | F        | 1,114,956           | 333,516              |                    | 333,516              | 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        | (2,030,064)         | (2,469,692)          |                    | (2,469,692)          | U        | 0                   |
|                                    |                    |                   |                       |          |                     |                      |                    | 0                    | F        |                     |
| <b>Surplus / (Deficit)</b>         | <b>(\$324,084)</b> | <b>(\$94,367)</b> | <b>(\$229,717)</b>    | <b>U</b> | <b>(\$265,129)</b>  | <b>(\$1,491,451)</b> | <b>\$585,501</b>   | <b>(\$2,076,952)</b> | <b>U</b> | <b>\$0</b>          |



# Regional Transportation Authority

## Comparative Balance Sheets

|  | Month Ended<br>January 31, 2023<br>(unaudited) | Month Ended<br>June 30, 2022<br>(audited) |
|--|--|---|
| <b>CURRENT ASSETS</b>                                |  |   |
| Cash and cash equivalents                            | \$1,791,485                                    | \$1,412,126                               |
| Receivables from federal, state and local government | 852,349  | 1,113,541                                 |
| Accounts receivable                                  | 113,807  | 164,648                                   |
| Materials and supplies                               | 367,649  | 299,173                                   |
| Prepaid expense and other                            | 164,139  | 26,244                                    |
| Total Current Assets                                 | 3,289,429                                      | 3,015,732                                 |
| <b>PROPERTY AND EQUIPMENT</b>                        |  |   |
| 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                          | 31,618,240                                     | 31,593,228                                |
| Office equipment                                     | 556,150  | 556,150                                   |
| Work-in-Progress                                     | 179,718  | 0   |
|  | 63,730,014                                     | 63,525,284                                |
| Less: Accumulated Depreciation                       | (22,288,010)                                   | (19,818,319)                              |
| Total Property and equipment, net                    | 41,442,004                                     | 43,706,965                                |
| <b>OTHER ASSETS</b>                                  |  |   |
| Cash and investments restricted                      | 7,675,058                                      | 5,602,485                                 |
| <b>TOTAL ASSETS</b>                                  | <b>\$52,406,491</b>                            | <b>\$52,325,182</b>                       |
| <b>LIABILITIES AND NET ASSETS</b>                    |  |   |
| <b>CURRENT LIABILITIES</b>                           |  |   |
| Accounts payable                                     | \$743,990                                      | \$1,495,115                               |
| Accrued expenses                                     | 15,161   | 25,300                                    |
| Deferred Revenue                                     | 5,486,218                                      | 3,146,385                                 |
| Note Payable   | 0  | 0   |
| Total Current Liabilities                            | 6,245,369                                      | 4,666,800                                 |
| <b>NET ASSETS</b>                                    |  |   |
| Invested in capital assets                           | 41,442,004                                     | 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        | 529,049  | 456,100                                   |
| Restricted - Regional Bus Reserve                    | 3,769,261                                      | 3,011,977                                 |
| Restricted - Regional Bus Reserve                    | 1,634,408                                      | 134,408                                   |
| Unrestricted   | (1,722,149)                                    | (6,022,910)                               |
| Current Year Surplus / (deficit)                     | (1,491,451)                                    | 4,371,842                                 |
| Total Net Assets                                     | 46,161,122                                     | 47,658,382                                |
| <b>TOTAL LIABILITIES AND NET ASSETS</b>              | <b>\$52,406,491</b>                            | <b>\$52,325,182</b>                       |

|                     | Current             | > 30 days     | > 60 Days        | > 90 days   | Total               |
|---------------------|---------------------|---------------|------------------|-------------|---------------------|
| Accounts Receivable | \$113,807<br>100.0% | \$0<br>0.0%   | \$0<br>0.0%      | \$0<br>0.0% | \$113,807<br>100.0% |
| Accounts Payable    | \$717,997<br>96.5%  | \$981<br>0.1% | \$25,012<br>3.4% | \$0<br>0.0% | \$743,990<br>100.0% |