



Nashville MTA Board Meeting

Metropolitan Nashville Police Department North Precinct

2231 26th Avenue North | Nashville, TN 37208

July 22, 2021 | 2:30 p.m.

Board Members:

Gail Carr Williams, Chair
Hannah Paramore Breen
Mary Griffin

Janet Miller, Vice Chair
Walter Searcy

1. **Call to Order**
2. **Roll Call**
3. **Approval of the June 24, 2021 MTA Board Minutes**
4. **Public Comments**
5. **Operations & Finance Committee – Walter Searcy, Chair**
 - Monthly Financial Report Compared to Budget – Ed Oliphant, CFO **OF-D-21-019** **Pg. 8**
 - Debt Obligation Notification – Ed Oliphant, CFO **OF-D-21-020** **Pg. 11**
 - Monthly Operating Statistics – Andy Burke, COO **OF-D-21-021** **Pg. 15**
 - Replacement Seat Insert Contract Award – Andy Burke, COO **M-A-21-022** **Pg. 20**
 - Workplace Health & Safety Consulting Services – Nick Oldham, Sr. Safety Manager **M-A-21-023** **Pg. 21**
 - Upcoming Procurement Projects List **Pg. 22**
6. **New Initiatives & Community Engagement Committee – Janet Miller, Chair**
 - North Nashville Transit Center Business Diversity Update – Amber Gooding, Director of Procurement & Business Diversity **NICE-D-21-008** **Pg. 24**
 - North Nashville Transit Center Update – Trey Walker, CDO **NICE-D-21-009** **Pg. 25**
 - Fall 2021 Service Change and Title VI Analysis – Felix Castrodad, Director of Planning & Grants **M-A-21-024** **Pg. 26**
7. **CEO's Report – Stephen G. Bland, CEO**
8. **Chair's Report – Gail Carr Williams, Chair**
9. **Other Business**
10. **Adjournment**

NASHVILLE METROPOLITAN TRANSIT AUTHORITY
Board of Directors Meeting

June 24, 2021

- I. **Call to Order:** The regular meeting of the Nashville Metropolitan Transit Authority (Nashville MTA) Board of Directors was held at the Music City Center, located at 201 Rep John Lewis Way S., Nashville, TN 37203 on Thursday, June 24, 2021.
- II. **Roll Call of Persons Present:** Gail Carr Williams, Chair; Janet Miller, Vice Chair; Mary Griffin, Member; Jessica Dauphin, Member; Walter Searcy, Member; Secretary Margaret Behm; Chief Executive Officer Stephen G. Bland, Chief Administrative Officer, Rita Roberts-Turner, Chief Financial Officer Ed Oliphant, Chief Operating Officer Andy Burke, Chief Development Officer Trey Walker, Director of Planning & Grants Felix Castrodad, Director of Marketing & Communications Renuka Christoph, and Sr. Executive Assistant & Board Liaison Monica Howse.

A quorum was established, and Chair Gail Carr Williams called the meeting to order at 2:30 p.m.

Approval of Minutes: Vice-Chair Janet Miller made a motion to approve the May 20, 2021 minutes. The motion was seconded by Mary Griffin and unanimously approved by the board.

Public Comments: Chair Williams opened the floor for public comments. The public was reminded that comments were limited to three minutes.

John Bull

Mr. John Bull's public comments were as follows:

- Mr. Bull said that he was excited about moving back to pre-covid levels with the typical 4-8 trips a day.
- Mr. Bull said QuickTicket works well, he solely uses his phone app because it's one less card to carry.
- Mr. Bull said that he recently started using Google Maps for scheduling because it seems slightly more precise than the Transit App.
- Mr. Bull said that the Eco seat for the bus stops can't handle a full bench w/o site work.
- Mr. Bull said he's excited about the Better Bus Program that will begin in October and that WeGo is moving away from the hub system.
- Mr. Bull said that he's still hopeful of wireless capabilities on the buses.

Darius Knight

Mr. Darius Knight's public comments were as follows:

- Mr. Knight asked the Operations staff to continue motivating operators at the beginning of each shift to keep the upward morale among the bus drivers.
- Mr. Knight said that it would be nice if a similar study could be done on the Cayce Homes project complexes that the city owns on Murfreesboro Pike (near the Charles E Davis Blvd.) regarding housing and transit discussions.
- Mr. Knight said that he believes that we shouldn't continue to invest money in the repairs at the Nestor location, but find another location with a state of the art garage that houses all of the main offices, and as a bonus, a transit station attached to it.

- III. **Operations & Finance Committee Report:** Walter Searcy introduced the following items for discussion and action:

- a. **Monthly Financial Report Compared to Budget (OF-D-21-016)**: The Monthly Financial Report Compared to Budget Report was included in the board packet for review purposes but was not verbally discussed at the board meeting. If any board member had questions that were instructed to reach out to Chief Financial Officer Ed Oliphant for clarification and additional information.
- b. **WeGo Liability Insurance Renewal (M-A-21-011)**: Staff requested the Board to authorize the Chief Executive Officer to enter into a contract with RLI Insurance for our liability coverage for the period effective July 1, 2020 to June 30, 2021 for \$3 million in coverage with a \$100,000 deductible for a premium of approximately \$1,240,753.
- Mr. Walter Searcy made a motion to approve the WeGo Liability Insurance Renewal. The motion was seconded by Vice Chair Janet Miller and unanimously approved by the board.
- c. **MTA-RTA Contract Renewal for EasyRide Services (M-A-21-012)**: Staff requested the Board approve Nashville MTA entering into a contract with the RTA that calls for the Nashville MTA to reimburse RTA for EasyRide trips provided to State employees participating in the EasyRide program at a rate of \$3.15 per ride for a period of one year, beginning July 1, 2021 through June 30, 2022.
- Mr. Walter Searcy made a motion to approve the MTA-RTA Contract Renewal for EasyRide Services. The motion was seconded by Ms. Jessica Dauphin and unanimously approved by the board.
- d. **MTA-RTA EasyRide Program Revenue Sharing Agreement (M-A-21-013)**: Staff requested the Board approve the renewal of the EasyRide Program Revenue Sharing Agreement with RTA for the period of July 1, 2021 through June 30, 2022 based upon the formula explained above and that Nashville MTA will continue to be the Master Contractor for the EasyRide Program and will share revenues with RTA based upon the calculated formula. Each Board will review the agreement on an annual basis to assess if any changes should be made to the Agreement going forward.
- Mr. Walter Searcy made a motion to approve the MTA-RTA EasyRide Program Revenue Sharing Agreement. The motion was seconded by Ms. Mary Griffin and unanimously approved by the board.
- e. **MTA-RTA Management Contract Renewal (M-A-21-014)**: Staff requested the Board approve entering a new five-year contract with RTA for MTA to manage and oversee all operations of the RTA at an annual cost of \$844,056. The contract shall become effective July 1, 2021 and terminate June 30, 2026. The compensation under the contract may be adjusted as necessary beginning July 1, 2022 and each year thereafter for the life of the contract by mutual agreement of both parties. There is also a termination clause in the contract that allows either party to terminate the contract for any reason at any time with a 30-day written notice to the other party.
- Mr. Walter Searcy made a motion to approve the MTA-RTA Management Contract Renewal. The motion was seconded by Vice Chair Janet Miller and unanimously approved by the board.
- f. **MTA-RTA Contract Renewal or Regional Transit Services (M-A-21-015)**: Staff requested the Board approve the renewal of two contracts with the RTA consisting of Contract 1 for regional bus services and Contract 2 for connecting bus services supporting commuter rail. Both contracts are for a period of one year beginning July 1, 2021 through June 30, 2022 for the following base amounts:
- Contract #1 for a not-to-exceed amount of \$1,733,980 for regional bus service; and,
 - Contract #2 for a not-to-exceed amount of \$320,199 for connecting buses supporting commuter rail.

Mr. Walter Searcy made a motion to approve the MTA-RTA Contract Renewal or Regional Transit Services. The motion was seconded by Ms. Jessica Dauphin and unanimously approved by the board.

- g. **MTA State EasyRide Contract Renewal (M-A-21-016)**: Staff requested Board approval for the Nashville MTA to enter into a contract with TDOT for the EasyRide program at \$2.50 per ride and \$3.70 for AccessRide with a contract amount of \$1.75 million and a contract term of July 1, 2021 through June 30, 2022.

Mr. Walter Searcy made a motion to approve the MTA State EasyRide Contract Renewal. The motion was seconded by Ms. Mary Griffin and unanimously approved by the board.

- h. **StrlDe MOU Agreement (M-A21-017)**: Staff requested the Board approve the renewal of the Memorandum of Understanding between the Nashville MTA and the Metropolitan Board of Public Education for the purposes of transportation services for registered MNPS high school students in grades nine through twelve, and MNPS middle school students in grades five through eight who qualify. Cost of StrlDe card cardstock will be covered by MNPS. The contract will remain in effect through June 30, 2022 at a reimbursement rate of \$0.70 per bus trip and \$3.70 per trip for WeGo Access to Nashville MTA.

Mr. Walter Searcy made a motion to approve the StrlDe MOU Agreement. The motion was seconded by Vice-Chair Janet Miller and unanimously approved by the board.

- i. **Monthly Operating Statistics (OF-D-21-017)**: The Monthly Operating Statistics were included in the board packet for review purposes but was not verbally discussed at the board meeting. If any board member had questions they were instructed to reach out to Chief Operating Officer Andy Burke for clarification and additional information.

- j. **Annual Bus Maintenance Audit (OF-D-21-018)**: Chief Operating Officer Andy Burke reported the following:

In November 2015, the first maintenance performance audit was conducted by Transit Resource Center (TRC) of the WeGo Public Transit Fleet Maintenance program. This first audit in 2015 was part of an extensive evaluation where findings from that study indicated that annual audits were needed to track maintenance performance over time.

Since then, it has evolved into a phased working plan for transformation within the bus maintenance department at the Nashville Metropolitan Transit Authority (Nashville MTA). Based on the initial results from the 2015 audit, the maintenance department has initiated multiple strategies for enhancement, including manpower shifts, equipment purchase, documentation processes and training updates.

This is the sixth maintenance performance audit conducted by Transit Resource Center (TRC) of WeGo Public Transit. This maintenance performance audit consisted of a physical inspection of 24 vehicles (16 buses and eight vans) selected at random, and a records review and fluids analysis of eight vehicles also selected at random, the same process used during previous audits.

The WeGo Public Transit Fleet Maintenance program has annually renewed this independent audit practice with TRC. To gain a better understanding of how we have performed over time this year, the annual fleet assessment has been completed and we are pleased to report our annual progress results and next steps for improvement in bus maintenance.

Mr. Burke and Director of Fleet Maintenance Carl Rokos reviewed trends in the maintenance performance audit findings, which have shown an overall decline in average defects per bus, as well as out of service defects per bus. Key areas of focus in the coming year will be upgrades to maintenance training facilities and curriculum, and a benchmarking review of maintenance staffing levels.

IV. **New Initiative & Community Engagement Committee Report:** Vice-Chair Miller introduced the following items for discussion and action:

- a. **Nestor Modernization Study Task Order (M-A-21-018):** In March 2017, the Board approved the award of a contract to HDR Engineering, Inc. for task-order based program management consultant services to support the implementation of the nMotion strategic plan. The contract had a base duration of three years with two one-year renewal options and a maximum annual value of \$4.5 million.

The Nestor Facility Modernization Study will evaluate various alternatives to modernize the existing facility to provide more efficient use of space, equip the facility to service the new generation of buses, improve staff spaces, and provide up-to-date safety and security features. In addition to identifying modernization options, the study will also look at potential relocation options should modernization prove infeasible due to site constraints. It will provide high level cost estimates for both modernization and relocation to assist the Board in making future decisions about the facility. Primarily, the site is constrained by its presence in the floodplain of the Cumberland River, which will limit the Authority's ability to expand the footprint of the physical facility if necessary.

Staff requested the Board to provide the Chief Executive Officer the authority to enter a Nestor Modernization Study Task Order under the contract with HDR for a base amount of \$358,445, with a contingency amount of \$36,000, for a total not-to-exceed total of \$394,445. The task order will be funded using federal CARES Act funds as this project is directly tied to the overall resilience of the Authority in keeping with the stated purpose of this program, and has an anticipated schedule of 9 months. Following completion of the study, the scope includes a full presentation to the Board on identified findings and alternative approaches.

Vice-Chair Janet Miller made a motion to approve the Nestor Modernization Study Task Order. The motion was seconded by Mr. Walter Searcy and unanimously approved by the board.

- b. **FY2022 Proposed Operating Budget (M-A-21-019):** CFO Ed Oliphant and Chief Executive Officer Steve Bland led a discussion on the FY2022 Proposed Operating Budget Forecast with the Board.

This action item presented the proposed budget for FY2022 and was a follow up from the May 2021 Board meeting in which we discussed relevant background information that went into the development of the FY2022 budget as well as the impact of COVID-19, the CARES Act, the American Rescue Plan (ARP) and the FY2021-22 Metro Nashville appropriation to the MTA, which was formally approved by the Council on June 15.

The Committee recommended that the Board adopt the FY2022 budget as presented today.

Vice-Chair Janet Miller made a motion to approve the FY2021 Proposed Operating Budget. The motion was seconded by Mr. Walter Searcy and unanimously approved by the board.

- c. **Adoption of the FY2022-2026 Capital Investment Plan (M-A-21-020):** Director of Planning & Grants Felix Castrodad presented the following:

The Nashville Metropolitan Transit Authority's (MTA) Capital Investment Plan prioritizes needs, identifies funding sources, and sets timelines for MTA's capital projects over a five-year period. The plan outlines regulatory, state of good repair, growth and expansion needs that guide the Authority's future project development activity. Generally, projects identified in the first year of the plan are relatively firm in scope and budget while projects in out-years are likely more conceptual.

Staff recommended a Capital Investment Plan for the period of FY2022-2026. Overall, investments totaling \$41,670,854 are recommended in Year One (FY2022) of the plan, with a total project investment recommendation of \$198,444,931 over the life of the plan. Projects

identified in Year One have access to full funding. Overall, we project a balanced capital budget over the full 5 years, while being relatively conservative in estimating future resources.

Vice-Chair Janet Miller made a motion to approve the Adoption of the FY2022-2026 Capital Investment Plan. The motion was seconded by Ms. Jessica Dauphin and unanimously approved by the board.

V. CEO's Report: CEO Bland reported the following:

1. Design work continues on the North Nashville Transit Center project. We held a live event that was also live streamed on Facebook on May 22 where project staff illustrated the nature of neighborhood transit centers and we gathered input on the public facing elements of the center that people would like to see. As part of this effort, a survey has been published for people to respond to, and it remains online via our website. Mr. Bland thanked Member Walter Searcy for his attendance at the event.
2. We discussed the Metro budget process as part of our overall discussion on our Operating Budget and Capital Plans. Again, we'd like to thank the Mayor and Council for restoring stability to our operating budget, and for the Mayor's commitment of \$26 million in Metro funding to our capital projects to the next Capital Spending Plan proposal, which is expected to go to Council in the Fall. Mr. Bland thanked Members Gail Carr-Williams and Janet Miller who attended the Metro Council public hearing on the operating budget to speak on behalf of the formation and staffing of the Metro Department of Transportation.
3. Metro has kicked off their planning effort for the East Bank. Felix Castrodad is representing us on the steering committee for this effort.
4. The public comment period for our pending Fall service changes has closed, and we had robust public engagement. Staff is compiling the input to examine final service recommendations that we'll be bringing forth at your July meeting. Certainly, our intent is to restore service to full pre-pandemic levels (we're currently at about 90%). Beyond that are several specific Better Bus service expansion proposals that have been accounted for in the operating budget just approved. However, like almost every employer, we are growing increasingly concerned about hiring and retaining staff in the "post-pandemic" environment. As of now, we are fully staffed at the Bus Operator position for our current service level. However, with restoration to full service, this would put us just under 4% short of necessary positions, and with Better Bus enhancements we'd be over 9% short. We are assessing the labor market and our options now but will need to take these realities into account in the recommendations we bring forward in July. If this issue is not resolved, we'd be better off holding off on service expansion to remain reliable than to put out additional service that we can't deliver. Beyond staffing levels, global issues with supply chains in various industries are starting to materialize in our equipment acquisitions. This includes an order of 25 small buses for Access and low patronage routes, and 10 buses for RTA commuter services that are now facing uncertain delivery schedules.
5. We are collaborating with Metro Nashville on the Downtown Traffic Study that was included in the Metro Nashville Transportation Plan. This will be an effort to examine all the uses of our Downtown Street Network and develop various measures of optimizing the space available. A primary point of interest for WeGo will be the examination of transit priority corridors. We are handling the procurement of consulting services for this project on behalf of Metro, and you can expect to see reporting on the project at future meetings, including an eventual recommendation for contract award.
6. On the RTA side:
 - a. We received information from 4 consulting firms to examine future options for enhancing the Star in accordance with the range of options included in the City Transportation Plan. These run the gamut from maintaining the status quo, to

incremental improvements to add a small number of trips to significant investments including the installation of positive train control.

- b. In similar fashion to MTA, the RTA Board met this month and approved the Authority's Operating Budget and Capital Plan, as well as the mirror image actions between MTA and RTA that you approved earlier today.
- c. RTA Board Members Mayor Ketron of Rutherford County, Mayor Vogle of Robertson County, Mayor Holt of Sumner County, Mayor Brown of the City of Gallatin and Governor's Appointee Ed Cole joined me in a meeting with TDOT Officials to expand dialogue about the future plans of the RTA, and the continued need for the State's financial support.

VII. Chair's Report: Chair Williams reported the following:

Chair Williams said that it was good for us to be back in person and to finally get to meet our newest board members, Jessica Dauphin and Mary Griffin in person.

She also acknowledged and welcomed Ms. Renuka Christoph as the Director of Marketing and Communications at Nashville MTA.

Chair Williams congratulated CEO Bland and staff on the restored budget. She said that she was excited about the restored budget and she admits that it's going to be a lot more work, creativity, and innovation that is going to be required by all. She said that the board members will assist and support MTA's efforts in every way. She also mentioned another component of the Metro budget which is the funding of the Department of Transportation from the Mayor's office. She said that she's looking forward to seeing how that office works with MTA and helps to further the work that we're doing and to make it more comprehensive and allow for better transit for all as a result of the Department of Transportation.

Chair Williams said that she's looking forward to all that will come out of the Nestor renovations.

Nashville has a new vibe about transit. It feels more collaborative than we have felt, and it doesn't feel as isolated as in the past.

Chair Williams said that she was excited about the partnership with Amazon and for them to consider us as a partner says that they see the good work that is being done by MTA every day.

Chair Williams concluded her remarks by reminiscing and acknowledging her father, a former transit driver. She said that she recently had a chance to look through some of her father's old things and found work ID badges and letters that passengers had written him about how he made them feel safe when they rode his bus. She said it is because of this that she found a renewed commitment to transit and her work at MTA, and the work that this board does to make certain that it's a part of a legacy of what we do as servants and what she was taught and raised to do as a daughter of transit. She said that she was proud and appreciative of all that we do.

VIII. Other Business:

- a. **Annual Review of Board Ethics and Conflict of Interest Report:** Secretary Margaret Behm reminded the board members of their role and responsibilities as board members.

In 2006, the Tennessee General Assembly required municipalities to adopt a code of ethics by July 1, 2007, which applies to boards, commissions, authorities, corporations, and other entities created or appointed by the municipality. The legislation permitted such entities to adopt model codes developed by the Municipal Technical Advisory Services (MTAS) or by the County Technical Advisory Service (CTAS) as an alternative to drafting a policy of their own.

Nashville Metropolitan Transit Authority (Nashville MTA) Counsel Margaret Behm recommended the MTAS model to the Nashville MTA Board of Directors, which was adopted on June 19, 2007. The Code of Ethics is reviewed with all new Board members and regularly reviewed with the full Board.

- b. **2021-22 Election of Nashville MTA Board Officers:** Chair Williams turned this portion of the meeting over to Board Secretary Margaret Behm. Ms. Behm reported as Secretary of the Board it was her role to conduct the 2021-22 Election of Nashville MTA Board Officers. In accordance with the Metropolitan Charter, the Nashville Metropolitan Transit Authority (Nashville MTA) Board shall elect a Chair and Vice Chair annually. Currently, Gail Carr Williams and Janet Miller serve as the Chair and Vice Chair respectively for the Board.

Board Secretary Behm opened the floor for nomination and it was the will of this board and unanimously approved by all board members to retain Gail Carr Williams as Board Chair and Janet Miller as Vice Chair.

- IX. **Adjournment:** With no further business, the meeting was adjourned at 4:20 p.m.

Attested:

Gail Carr Williams
Chair

Margaret L. Behm
Secretary:

Nashville Metropolitan Transit Authority

of Nashville & Davidson County, Tennessee

☐ Committee Discussion Item

☐ Committee Action Item

☒ Board Discussion Item

Item Number:	OF-D-21-019	Meeting Date:	07/22/2021
Item Title:	Monthly Financial Report Compared to Budget		

BACKGROUND:

Attached is a statement of operations for the month of May 2021 compared to the budget and a balance sheet as of May 31, 2021.

There was nothing unusual to report in May as we continue to follow the same patterns we have seen throughout the fiscal year. We continue to see some recovery in fares on a year-to-date basis and favorable expense variances year-to-date since the budget was based on full-service levels and we have operated at reduced service levels all year. Contract revenues are down significantly due to the RTA reducing service levels in similar fashion as MTA during the pandemic. Like the MTA, they are planning to restore full-service levels in October.

The one significant negative variance in Labor and Fringes relates to higher than normal healthcare expenses primarily related to COVID and an atypical increase in high dollar claims as it relates to recent trends. We will continue to monitor and report on health expenses should these trends continue.

For transparency sake, within the Accounts Receivable and Accounts Payable agings at the bottom of the balance sheet, MTA had a receivable from RTA of approximately \$309,000 for services rendered for the Rutherford County services provided by MTA and MTA owed RTA approximately \$31,000 for fares collected and ticket sales related to those services.

CURRENT STATUS:

Chief Financial Officer Ed Oliphant is available to answer any questions regarding the attached report.

APPROVED:



Chief Financial Officer

July 16, 2021

Date

Metropolitan Transit Authority
Statement of Operations Compared to Budget
For the Period Ending May 31, 2021
UNAUDITED

	Actual Month	Month Budget	Month End Variance	F / U	Prior Year Y-T-D	Actual Y-T-D	Budget Y-T-D	Y-T-D Variance	F / U	Annual Budget
Revenue from Operations:										
Passenger Fares	\$366,015	\$378,945	(\$12,930)	U	\$5,819,106	\$3,356,759	\$3,210,940	\$145,819	F	\$3,589,900
Access Ride	40,860	36,640	4,220	F	730,031	465,285	386,460	78,825	F	425,000
Contract Revenues	163,662	251,912	(88,250)	U	2,315,935	1,530,024	2,778,887	(1,248,863)	U	3,038,657
Advertising	36,929	50,408	(13,479)	U	678,360	534,321	554,493	(20,172)	U	604,900
Other Non-Trans Revenue	19,967	59,975	(40,008)	U	1,168,320	350,830	670,825	(319,995)	U	730,800
Total Operating Revenue	627,433	777,880	(150,447)	U	10,711,752	6,237,219	7,601,605	(1,364,386)	U	8,389,257
Federal/State/Local Income:										
Local Assistance	0	0	0	F	48,635,900	27,315,700	27,315,700	0	F	27,315,700
State Assistance	0	0	0	F	5,263,932	5,098,600	4,977,900	120,700	F	4,977,900
EMSID - Project Management Grant	0	0	0	F	0	41,700	0	41,700	F	0
Federal Assistance - CARES Act	0	0	0	F	0	26,186,191	24,300,000	1,886,191	F	29,516,373
Total Assistance Income	0	0	0	F	53,899,832	58,642,191	56,593,600	2,048,591	F	61,809,973
Capital Revenue:										
Capital Operating Reimbursement	8,100,533	0	8,100,533	F	12,614,335	15,761,083	12,750,000	3,011,083	F	17,212,435
Capital ADA Reimbursement	0	0	0	F	2,625,000	2,625,000	2,625,000	0	F	2,625,000
Total Capital Income	8,100,533	0	8,100,533	F	15,239,335	18,386,083	15,375,000	3,011,083	F	19,837,435
Total Revenue	\$8,727,966	\$777,880	\$7,950,086	F	\$79,850,919	\$83,265,493	\$79,570,205	\$3,695,288	F	\$90,036,665
Expenses from Operations:										
Labor and Fringes	\$5,501,734	\$5,567,779	\$66,045	F	\$54,375,611	\$60,262,432	\$58,272,384	(\$1,990,048)	U	\$63,793,410
Services	737,115	892,079	154,964	F	8,787,447	8,193,126	10,275,352	2,082,226	F	11,329,705
Fuel	301,656	585,100	283,444	F	4,307,629	2,915,941	4,055,683	1,139,742	F	4,622,290
Parts, Materials and Supplies	457,281	515,297	58,016	F	4,762,550	4,673,611	5,562,582	888,971	F	6,088,120
Utilities	104,129	107,494	3,365	F	1,123,853	1,091,636	1,273,989	182,353	F	1,376,150
Casualty and Liability	188,514	181,650	(6,864)	U	2,198,115	2,077,059	2,070,970	(6,089)	U	2,251,070
Other	12,616	37,600	24,984	F	426,059	221,428	537,169	315,741	F	575,920
Total Operating Expenses	7,303,045	7,886,999	583,954	F	75,981,264	79,435,233	82,048,129	2,612,896	F	90,036,665
Surplus / (Deficit) before GASB 33	\$1,424,921	(\$7,109,119)	\$8,534,040	F	\$3,869,655	\$3,830,260	(\$2,477,924)	\$6,308,184	F	\$0
Capital Grant Revenue	475,185		475,185	F	11,898,842	23,036,647		23,036,647	F	
Capital Grant Revenue -CARES Act	0		0	F		46,636		46,636	F	
Rental income - MCC Amortization	49,167		49,167	F	540,837	540,837		540,837	F	
Gain/(Loss) on Sale of Property	82		82	F	12,264	(111,719)		(111,719)	U	
Depreciation	(1,594,232)		(1,594,232)	U	(17,421,205)	(18,478,392)		(18,478,392)	U	0
Surplus / (Deficit)	\$355,123	(\$7,109,119)	\$7,464,242	F	(\$1,099,607)	\$8,864,269	(\$2,477,924)	\$11,342,193	F	\$0

Metropolitan Transit Authority

Comparative Balance Sheets

	Month Ended May 31, 2021 (unaudited)	Month Ended June 30, 2020 (audited)
CURRENT ASSETS		
Cash and cash equivalents	\$8,115,308	\$5,296,169
Receivables from federal, state and local government	1,650,950	7,317,284
Accounts receivable	772,447	778,437
Materials and supplies	2,834,490	2,675,559
Prepaid expense and other	1,045,240	1,031,959
Pension Deferred Outflow	25,175,574	25,175,574
Total Current Assets	39,594,009	42,274,982
PROPERTY AND EQUIPMENT		
Land	14,733,025	14,733,025
Building, shelter and benches	110,115,521	109,841,158
Revenue equipment and parts	173,307,309	169,469,402
Office furniture and equipment	5,915,145	5,931,031
Other	28,397,583	22,625,060
	332,468,583	322,599,676
Less: Accumulated Depreciation	(163,105,954)	(158,153,258)
Total Property and equipment, net	169,362,629	164,446,418
OTHER ASSETS		
Cash and investments for self-insurance and other	404,117	884,789
TOTAL ASSETS	\$209,360,755	\$207,606,189
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable	\$1,541,016	\$2,770,460
Accrued expenses	8,010,345	7,881,004
Deferred revenue	52,794	45,759
Note Payable	0	5,500,000
Total Current Liabilities	9,604,155	16,197,223
NON-CURRENT LIABILITIES		
Deferred Revenue	6,836,616	7,377,453
Refundable Grants	0	431,663
Net Pension Liability	11,835,343	11,835,343
Pension Deferred Inflow	3,915,737	3,915,737
Net other postemployment benefits obligations	92,575,015	92,575,015
NET ASSETS		
Invested in capital assets	162,526,013	151,568,965
Reserve for capital purchases	54,116	34,766
Unrestricted	(86,850,509)	(63,009,629)
Current Year Surplus / (deficit)	8,864,269	(13,320,347)
Total Net Assets	84,593,889	75,273,755
TOTAL LIABILITIES AND NET ASSETS	\$209,360,755	\$207,606,189

	Current	> 30 days	> 60 Days	> 90 days	Total
Accounts Receivable	\$570,074 73.8%	\$176,051 22.8%	\$8,060 1.0%	\$18,262 2.4%	\$772,447 100.0%
Accounts Payable	\$1,237,604 80.3%	\$179,039 11.6%	\$133,854 8.7%	(\$9,481) -0.6%	\$1,541,016 100.0%

Nashville Metropolitan Transit Authority

of Nashville & Davidson County, Tennessee

☐ Committee Discussion Item

☐ Committee Action Item

☒ Board Discussion Item

Item Number:	OF-D-21-020	Meeting Date:	07/22/2021
Item Title:	Debt Obligation Notification for Line of Credit Extension		

BACKGROUND:

In March 2021, the Nashville Metropolitan Transit Authority (Nashville MTA) Board authorized Nashville MTA to enter into a 12-month extension of its existing line of credit loan starting at \$14 million with Fifth Third Bank with the possibility of increasing the loan up to \$20 million if needed. The Metro Council set Nashville MTA's borrowing limit at up to \$20 million through June 30, 2022 as stated in the city's FY2022 Budget Resolution which became effective July 1, 2021. The loan is needed due to possible delays in receiving FY2021 capital grant funding. We use a portion of this capital grant funding for FY2021 to pay for preventive maintenance and paratransit operating costs. While the FY2022 approved budget does not include use of Federal grant funding for operating, we feel it is prudent to maintain the line of credit to potentially cash flow capital projects while waiting for confirmed capital funding availability. The State of Tennessee Comptroller's Office requires any public entity to submit a report of debt obligations to be filed within 45 days of entering into any debt agreement. It must also be presented to the governing body of the public entity and be included in a public meeting. A copy of the submission, which is included for reference, was filed with the Comptroller's Office on July 2, 2021.

STATUS:

We signed a twelve-month extension agreement for our Revolving Credit Promissory Note with Fifth Third Bank effective July 1, 2021 with a borrowing capacity from \$14 million to \$20 million, if needed, with an expiration of the note on June 30, 2022. This loan is needed to cover our cash flow needs through the remainder of the fiscal year ending June 30, 2022. The terms of the loan are as follows:

Term:	Twelve Months
Maturity Date:	June 30, 2022
Interest Rate:	Variable – LIBOR Rate plus 1.65%
Legal Fee:	\$1,413 paid to Butler Snow Law Firm representing Fifth Third Bank
Non-Use Fee:	20 basis points on the daily unused principal amount of the note, charged quarterly. Maximum fee will not exceed \$28,000 on \$14 million and \$40,000 if the loan is increased to \$20 million.

We have submitted our grant application to the Federal Transit Administration (FTA) to gain access to this funding as it relates to our preventive maintenance and ADA paratransit services. As soon as we receive these grant funds, any loan would be paid down to minimize our interest expense.

APPROVED:



Chief Financial Officer

July 16, 2021

Date

REPORT ON DEBT OBLIGATION

(Pursuant to Tennessee Code Annotated Section 9-21-134)

1. Public Entity: Name: <u>THE METROPOLITAN TRANSIT AUTHORITY</u> Address: <u>430 MYATT DRIVE</u> <u>MADISON, TN 37115</u> Debt Issue Name: <u>THE METROPOLITAN TRANSIT AUTHORITY</u> If disclosing initially for a program, attach the form specified for updates, indicating the frequency required.																			
2. Face Amount: \$ <u>20,000,000.00</u> Premium/Discount: \$ _____																			
3. Interest Cost: _____ % <input type="checkbox"/> Tax-exempt <input type="checkbox"/> Taxable <input type="checkbox"/> TIC <input type="checkbox"/> NIC <input type="checkbox"/> Variable: Index _____ plus _____ basis points; or <input type="checkbox"/> Variable: Remarketing Agent _____ <input checked="" type="checkbox"/> Other: <u>LIBOR + 1.65% and a NON-USE Fee of 20 Basis Points, Pd Qrtly</u>																			
4. Debt Obligation: <input type="checkbox"/> TRAN <input type="checkbox"/> RAN <input type="checkbox"/> CON <input type="checkbox"/> BAN <input type="checkbox"/> CRAN <input type="checkbox"/> GAN <input type="checkbox"/> Bond <input checked="" type="checkbox"/> Loan Agreement <input type="checkbox"/> Capital Lease If any of the notes listed above are issued pursuant to Title 9, Chapter 21, enclose a copy of the executed note with the filing with the Division of Local Government Finance ("LGF").																			
5. Ratings: <input checked="" type="checkbox"/> Unrated Moody's _____ Standard & Poor's _____ Fitch _____																			
6. Purpose: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 10%;"></th> <th style="width: 50%; background-color: black; color: white; text-align: center;">BRIEF DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> General Government</td> <td>_____ %</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Education</td> <td>_____ %</td> <td>_____</td> </tr> <tr> <td><input type="checkbox"/> Utilities</td> <td>_____ %</td> <td>_____</td> </tr> <tr> <td><input checked="" type="checkbox"/> Other</td> <td><u>100.00</u> %</td> <td><u>PUBLIC TRANSPORTATION / CASH FLOW</u></td> </tr> <tr> <td><input type="checkbox"/> Refunding/Renewal</td> <td>_____ %</td> <td>_____</td> </tr> </tbody> </table>				BRIEF DESCRIPTION	<input type="checkbox"/> General Government	_____ %	_____	<input type="checkbox"/> Education	_____ %	_____	<input type="checkbox"/> Utilities	_____ %	_____	<input checked="" type="checkbox"/> Other	<u>100.00</u> %	<u>PUBLIC TRANSPORTATION / CASH FLOW</u>	<input type="checkbox"/> Refunding/Renewal	_____ %	_____
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<input checked="" type="checkbox"/> Other	<u>100.00</u> %	<u>PUBLIC TRANSPORTATION / CASH FLOW</u>																	
<input type="checkbox"/> Refunding/Renewal	_____ %	_____																	
7. Security: <input type="checkbox"/> General Obligation <input type="checkbox"/> General Obligation + Revenue/Tax <input checked="" type="checkbox"/> Revenue <input type="checkbox"/> Tax Increment Financing (TIF) <input type="checkbox"/> Annual Appropriation (Capital Lease Only) <input type="checkbox"/> Other (Describe): _____																			
8. Type of Sale: <input type="checkbox"/> Competitive Public Sale <input type="checkbox"/> Interfund Loan <input type="checkbox"/> Negotiated Sale <input checked="" type="checkbox"/> Loan Program <u>LINE OF CREDIT</u> <input type="checkbox"/> Informal Bid																			
9. Date: Dated Date: <u>07/02/2021</u> Issue/Closing Date: <u>07/01/2021</u>																			

REPORT ON DEBT OBLIGATION

(Pursuant to Tennessee Code Annotated Section 9-21-134)

10. Maturity Dates, Amounts and Interest Rates *:

Year	Amount	Interest Rate	Year	Amount	Interest Rate
2021	\$ 20,000,000.00	LIBOR + 1.65% %		\$	%
	\$	%		\$	%
	\$	%		\$	%
	\$	%		\$	%
	\$	%		\$	%
	\$	%		\$	%
	\$	%		\$	%
	\$	%		\$	%
	\$	%		\$	%
	\$	%		\$	%
	\$	%		\$	%
	\$	%		\$	%

If more space is needed, attach an additional sheet.

If (1) the debt has a final maturity of 31 or more years from the date of issuance, (2) principal repayment is delayed for two or more years, or (3) debt service payments are not level throughout the retirement period, then a cumulative repayment schedule (grouped in 5 year increments out to 30 years) including this and all other entity debt secured by the same source **MUST BE PREPARED AND ATTACHED**. For purposes of this form, debt secured by an ad valorem tax pledge and debt secured by a dual ad valorem tax and revenue pledge are secured by the same source. Also, debt secured by the same revenue stream, no matter what lien level, is considered secured by the same source.

* This section is not applicable to the Initial Report for a Borrowing Program.

11. Cost of Issuance and Professionals:☐ No costs or professionals

	AMOUNT (Round to nearest \$)	FIRM NAME
Financial Advisor Fees	\$ 0	
Legal Fees	\$ 1,413	Butler Snow LLP
Bond Counsel	\$ 0	
Issuer's Counsel	\$ 0	
Trustee's Counsel	\$ 0	
Bank Counsel	\$ 0	
Disclosure Counsel	\$ 0	
Paying Agent Fees	\$ 0	
Registrar Fees	\$ 0	
Trustee Fees	\$ 0	
Remarketing Agent Fees	\$ 0	
Liquidity Fees	\$ 0	
Rating Agency Fees	\$ 0	
Credit Enhancement Fees	\$ 0	
Bank Closing Costs	\$ 0	
Underwriter's Discount _____%		
Take Down	\$ 0	
Management Fee	\$ 0	
Risk Premium	\$ 0	
Underwriter's Counsel	\$ 0	
Other expenses	\$ 0	
Printing and Advertising Fees	\$ 0	
Issuer/Administrator Program Fees	\$ 0	
Real Estate Fees	\$ 0	
Sponsorship/Referral Fee	\$ 0	
Other Costs _____	\$ 0	
TOTAL COSTS	\$ 1,413	

REPORT ON DEBT OBLIGATION

(Pursuant to Tennessee Code Annotated Section 9-21-134)

12. Recurring Costs:☐ No Recurring Costs

	AMOUNT (Basis points/\$)	FIRM NAME (If different from #11)
Remarketing Agent		
Paying Agent / Registrar		
Trustee		
Liquidity / Credit Enhancement		
Escrow Agent		
Sponsorship / Program / Admin		
Other <u>NON-USE FEE</u>	<u>20</u>	<u>PAID QRTLY</u>

13. Disclosure Document / Official Statement:☒ None Prepared☐ EMMA link _____ or☐ Copy attached**14. Continuing Disclosure Obligations:**

Is there an existing continuing disclosure obligation related to the security for this debt?

☐ Yes☒ No

Is there a continuing disclosure obligation agreement related to this debt?

☐ Yes☒ No

If yes to either question, date that disclosure is due _____

Name and title of person responsible for compliance _____

15. Written Debt Management Policy:

Governing Body's approval date of the current version of the written debt management policy

12/15/2011

Is the debt obligation in compliance with and clearly authorized under the policy?

☒ Yes☐ No**16. Written Derivative Management Policy:**☒ No derivative

Governing Body's approval date of the current version of the written derivative management policy _____

Date of Letter of Compliance for derivative _____

Is the derivative in compliance with and clearly authorized under the policy?

☐ Yes☐ No**17. Submission of Report:**

To the Governing Body:

on 07/22/2021

and presented at public meeting held on

07/22/2021

Copy to Director, Division of Local Govt Finance:

on 07/02/2021

either by:

☐ Mail to:Cordell Hull Building
425 Rep. John Lewis Parkway N., 4th Floor
Nashville, TN 37243-3400

OR

☒ Email to:LGF@cot.tn.gov**18. Signatures:****AUTHORIZED REPRESENTATIVE****PREPARER**

Name

EDWARD W OLIPHANTJANET POYNTER

Title

CHIEF FINANCIAL OFFICERACCOUNTING MANAGER

Firm

ED.OLIPHANT@NASHVILLE.GOVJANET.POYNTER@NASHVILLE.GOV

Email

Date

04/07/202104/07/2021

Nashville Metropolitan Transit Authority

of Nashville & Davidson County, Tennessee

☐ Committee Discussion Item

☐ Committee Action Item

☒ Board Discussion Item

Item Number:	OF-D-21-021	Meeting Date:	07/22/2021
Item Title:	Monthly Operating Statistics		

BACKGROUND:

Attached are monthly operating statistics through May 31, 2021. Year-over-year ridership trends are encouraging, though we are still down 40%-50% compared to pre-pandemic ridership levels. Although ridership increased, we also significantly increase service relative to last year, resulting in a slight decrease in passengers per revenue hour. We are now at approximately 90% of full service, while last May we were still running a significantly reduced schedule. You will note that Access ridership is returning more quickly than fixed route ridership.

With the added service associated with Spring service changes, our cost per scheduled revenue hour of service decreased significantly. In addition to resuming five-day workweeks for bus operators, fixed overhead costs became spread over a greater number of service hours, resulting in the observed decrease in hourly unit costs to deliver service.

In addition to restoring a large amount of service, the Spring change also saw a retiming of key corridors and other route schedules to reflect the increasing traffic levels associated with recovery from the pandemic. This has allowed our overall on-time performance to remain strong despite increasing traffic. Additional changes in traffic patterns are likely in the coming months and will be monitored closely for future adjustments this Fall. Access on-time performance also remained strong, primarily due to our self-imposed limitations on the number of people who can be scheduled on a vehicle at one time for social distancing purposes. As we relax this requirement over the next two months, we will need to continuously monitor this indicator. Service reliability remains high, as our reduced service level has provided us with a surplus of vehicles and operators, which allow us to consistently provide supplemental "helper" buses to recover service disruptions. This will become more difficult as we return to full pre-pandemic service levels.

At your August meeting, we would like to review some alternate concepts for ongoing monthly operating reports that provide a little better overview of current issues.

CURRENT STATUS:

Chief Operations Officer Andy Burke and operations staff will be available for specific questions regarding the Monthly Operating Statistics at the committee meeting.

APPROVED:



Director of Service Quality

July 16, 2021

Date

Operations Dashboard Report

	May 2021	May 2020	Pct. Change	Average Monthly Goals
Ridership				
Total Passengers				
Bus	377,661	300,313	25.8%	
Access (WeGo)	16,959	9,973	70.0%	
Access (Overflow/Taxi)	3,605	2,942	22.5%	
Access-on-Demand *	3,059	2,236	36.8%	
Access Total	23,623	15,151	55.9%	
Total	401,284	315,464	27.2%	785,000
Passengers per Revenue Hour				
Bus	10.47	11.25	-6.9%	18
Access	1.55	1.47	5.4%	2.1
Total Scheduled Revenue Hours	47,006	33,467	40.5%	
Total Cost Per Scheduled Revenue Hour of Service	\$149.01	\$186.08	-19.9%	
Safety				
Miles Between Total Accidents	31,479	52,101	-39.6%	36,000
Miles Between Preventable Accidents	299,049	208,405	43.5%	300,000
Preventable Accidents	2	2	0.0%	
Non-Preventable Accidents	17	6	183.3%	
Total Accidents	19	7	171.4%	
Service Quality				
Bus Trip Completion Percentage	99.96%	99.28%	0.68%	99.50%
Access Trip Denials	0	0	0.0%	0
Miles Between Road Calls	5,807	9,061	-35.9%	3,800
On-Time Performance				
Bus	91.6%	90.5%	1.1%	85.0%
Access (WeGo)	93.8%	91.7%	2.1%	89.0%
Access (Overflow/Taxi)	97.2%	98.1%	-0.9%	89.0%
Access Total	94.4%	93.2%	1.2%	89.0%
Customer Care				
Passengers Carried Per Complaint				
Bus	3,021	3,003	0.6%	6,000
Access	369	331	11.5%	600
Total Calls Received	17,466	12,261	42.5%	
Percent of Calls Answered	94.9%	95.7%	-0.8%	95.0%

* "Access on Demand service began March 2018"

Operations Dashboard Report

	FY2021 May	FY2020 May	Pct. Change	Average Monthly Goals
Ridership				
Total Passengers				
Bus	3,747,813	7,053,671	-46.9%	
Access (WeGo)	155,625	229,502	-32.2%	
Access (Overflow/Taxi)	39,743	77,232	-48.5%	
Access-on-Demand *	33,005	45,555	-27.5%	
Access Total	228,373	352,289	-35.2%	
Total	3,976,186	7,405,960	-46.3%	8,635,000
Passengers per Revenue Hour				
Bus	10.56	16.64	-36.5%	18
Access	1.50	1.78	-15.7%	2.1
Total Scheduled Revenue Hours	458,334	553,159	-17.1%	
Total Cost Per Scheduled Revenue Hour of Service	\$159.96	\$129.44	23.6%	
Safety				
Miles Between Total Accidents	44,732	41,332	8.2%	36,000
Miles Between Preventable Accidents	412,176	230,083	79.1%	300,000
Preventable Accidents	14	30	-53.3%	
Non-Preventable Accidents	115	137	-16.1%	
Total Accidents	129	165	-21.8%	
Service Quality				
Bus Trip Completion Percentage	99.0%	99.7%	-0.7%	99.5%
Access Trip Denials	0	0	0.0%	0
Miles Between Road Calls	4,841	5,194	-6.8%	3,800
On-Time Performance				
Bus	90.6%	85.8%	4.8%	85.0%
Access (WeGo)	93.4%	83.9%	9.5%	89.0%
Access (Overflow/Taxi)	97.4%	95.7%	1.7%	89.0%
Access Total	94.3%	87.0%	7.3%	89.0%
Customer Care				
Passengers Carried Per Complaint				
Bus	3,343	4,527	-26.2%	6,000
Access	452	315	43.6%	600
Total Calls Received	169,710	254,506	-33.3%	
Percent of Calls Answered	96.5%	90.6%	5.9%	95.0%

* "Access on Demand service began March 2018"

Operations Dashboard Glossary

Metric	Definitions
Ridership	
Total Passengers	
Bus	Total fixed route passenger boardings on all WeGo operated services
Access (WeGo)	Total paratransit passenger boardings on WeGo vehicles
Access (Overflow/Taxi)	Total paratransit passenger boardings on third-party service providers
Access on Demand	Total paratransit passenger boardings on Access-on-Demand service by third-party providers
Access Total	Total paratransit boardings (WeGo vehicles and third-party service providers, includes Access-on Demand ridership)
Passengers per Revenue Hour	
Bus	Total fixed route passenger boardings divided by total scheduled fixed route revenue vehicle hours.
Access	Total paratransit boardings on WeGo vans divided by total scheduled paratransit revenue vehicle hours.
Total Scheduled Revenue Hours	Total fixed route and paratransit scheduled revenue vehicle hours. Note: Revenue vehicle hours are total vehicle in-service hours excluding vehicle travel from the garage to the first timepoint (or pickup for paratransit) and from the last timepoint (or pickup) to the garage.
Total Cost Per Scheduled Revenue Hour of Service	Total fully allocated cost to deliver service divided by the total scheduled revenue hours.
Safety	
Miles Between Total Accidents	Total number of miles travelled by all WeGo revenue vehicles (fixed route and paratransit) divided by the total number of accidents.
Miles Between Preventable Accidents	Total number of miles travelled by all WeGo revenue vehicles (fixed route and paratransit) divided by the total number of preventable accidents.
Preventable Accidents	A motor vehicle collision, 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.
Non-Preventable Accidents	A motor vehicle collision in which the Operator committed no driving error and reacted reasonably to the errors of others.
Internal Accidents	A motor vehicle collision that occurs on Nestor or Myatt yard.
External Accidents	A motor vehicle collision that occurs outside of Nestor or Myatt yard.

Operations Dashboard Glossary

Metric	Definitions
Service Quality	
Bus Trip Completion Percentage	Percentage of one-way fixed route revenue trips completed versus scheduled.
Access Trip Denials	Total number of paratransit trips that cannot be scheduled within one hour before or after the customer's requested pick-up time.
Miles Between Road Calls	Any mechanical failure, excluding farebox and accidents. Bus and Access metrics will be reported separately.
On-Time Performance	
Bus	Percentage of total scheduled fixed route timepoint departures occurring between 59 seconds early and 5 minutes 59 seconds late.
Access (WeGo & Taxi/Overflow)	Percentage of total trips where vehicle arrives no later than 59 seconds outside of the scheduled pick-up window.
Customer Care	
Passengers Carried Per Complaint	
Bus	Total fixed route passengers divided by total fixed route customer complaints.
Access	Total paratransit (WeGo and third-party service providers) passengers divided by total paratransit customer complaints.
Total Calls Received	Percentage of calls received that were answered. Unanswered calls are calls that are lost for any reason once in the customer call phone queue.
Percent of Calls Answered	

Nashville Metropolitan Transit Authority

of Nashville & Davidson County, Tennessee

Board Action Item

Item Number:	M-A-21-022	Meeting Date:	07/22/2021
Item Title:	Replacement Seat Insert Contract Award		

BACKGROUND:

This competitively bid contract is for the purchase of replacement seat inserts for 97 fixed route buses. The current bus fleet has these inserts installed in the fiberglass seat shell of. Historically, these have been cloth inserts that have been difficult to clean. This project will retrofit buses that are expected to remain in service for more than 2 more years. The existing fabric seats will be replaced with vinyl seats that reduce dust, are easier and faster to clean, and are more hygienic, utilizing an antimicrobial material. The seats will be replaced by the WeGo bus maintenance staff as scheduled with other service, or when time allows. The contract is funded with CARES Act funds as intended to help mitigate the impacts of the pandemic.

The Invitation to Bid (ITB) was published on the agency website, and in the B2G procurement notification system, and in *Transit Talent* on June 8, 2021. The project did not include DBE participation goals as the specified replacement seat products, which must fit within the existing seat frames, are sold through national manufacturer-authorized distributors.

The project estimate was \$514,740. Three bids were received on the June 25, 2021 due date:

- Gillig LLC \$521,088.72
- NFI Parts \$571,601.76
- AeroDesign \$874,020.00

Gillig's bid was 1% over the estimate and has been determined to be fair and reasonable and responsive to the solicitation requirements.

Bidders were also asked to indicate anticipated delivery times with their bids. Gillig had the most favorable delivery time at 8 -10 weeks, while NFI indicated 11 weeks, and AeroDesign, 21 weeks for their products. The pricing and long lead time put the AeroDesign bid out of the competitive range of the other bids.

Gillig's reference checks were satisfactory, and the company and the agency have a long and positive work history, as 68% of the current bus fleet are Gillig-manufactured buses. Gillig also supplies brake parts, body panels, electrical components, interior panels and suspension parts for the agency's bus fleet.

RECOMMENDATION:

We request the Board to provide the Chief Executive Officer the authority to enter into a fixed price contract with Gillig LLC to provide replacement seat inserts at a total cost of \$521,088. with a contingency amount of \$50,000 for a total contract budget of \$571,000. The total contract term is twelve (12) months.

APPROVED:

Board Secretary

Date

Nashville Metropolitan Transit Authority

of Nashville & Davidson County, Tennessee

Board Action Item

Item Number:	M-A-21-023	Meeting Date:	07/22/2021
Item Title:	Workplace Health & Safety Consultatng Services		

BACKGROUND:

In preparation of restoring bus service to full pre-pandemic levels, make additional improvements in line with the Better Bus Plan, and a return of our employees back into the office, we desire to ensure continued best safety practices. To that end, WeGo requested proposals from firms interested and qualified to provide a long-term strategy to make certain we increase our understanding of workplace safety and continue best practices for the health and safety of both staff and passengers.

The Request for Proposals (RFP) was published on WeGo Public Transit and in Transit Talent on May 11, 2021. Due to the specialized nature of this service and limited subcontracting opportunities, the project has a 4% DBE participation goal. Invitations were emailed directly to 13 firms that initially responded to a request for information as well to 151 certified DBE firms identified as potential subcontractors (janitorial service and product suppliers). Three responsive proposals were received from:

- Fresh Start
- Spaulding Decon
- TDS & Associates, LLC

The factors considered for evaluating proposals included project approach, qualifications and experience, product and services, schedule, and cost. The evaluation committee completed the final evaluation on June 21, 2021. TDS & Associates, LLC, a minority male owned firm, was selected and received the evaluation committee's highest ranking with strengths in training and experience of similar scope. In addition, TDS & Associates, LLC's proposal exceeded the DBE participation goal of 4%.

DBE Firm	Owner	Work Description	Percentage
Slade L.E.T. Planning, LLC – minority woman-owned	L'Tryce Slade	Facility testing services	7.4%

Contract Value:

- Year 1: \$320,000
- Option Year 2: \$148,000 (Only if services are still needed)
- Option Year 3: \$118,000 (Only if services are still needed)

Funding Source:

- Cares Act Funding TN-2020-017

RECOMMENDATION:

Staff requests the Board to give the Chief Executive Officer the authority to execute the contract with TDS & Associates, LLC to provide continued health and safety mitigation services.

APPROVED:

Board Secretary

July 22, 2021

Date

Nashville Metropolitan Transit Authority

of Nashville & Davidson County, Tennessee

List of upcoming procurement projects

Meeting Date: 07/22/2021

BACKGROUND:

Project Name: Request for Qualifications – Construction Administration Consulting Services

- Brief Description: The project seeks a consultant to provide construction administration services for the Clarksville Pike & 26th Avenue North Transit Center construction project
- Anticipated Publish Date: July/August 2021
- Estimated Project Value: \$400,000 - \$500,000

Project Name: ITB – Clarksville Pike & 26th Avenue Building Demolition

- Brief Description: This project will demolish the existing buildings at the site of the new Transit Center.
- Anticipated Publish Date: July 2021
- Estimated Project Value: \$150,000 - \$250,000

Project Name: ITB – Clarksville Pike & 26th Avenue Removal of Underground Storage Tanks and Hydraulic Lifts and Site Grading

- Brief Description: This project will remove the underground storage tanks and hydraulic lifts from the site of the planned Transit Center and will grade the site in preparation for construction.
- Anticipated Publish Date: July 2021
- Estimated Project Value: \$200,000 - \$300,000

Project Name: Admin Vehicle, Van, and Bus Batteries

- Brief Description: This project is to determine a supplier for all of our battery requirements for WeGo's rolling assets.
- Anticipated Publish Date: July 2021
- Estimated Project Value: \$100,000 – \$150,000 annually

Project Name: RFP – Air & Surface Purification System

- Brief Description: This solicitation is for the purchase of and Ultraviolet Light Bus Interior Air and Surface Disinfecting System to be installed in bus and paratransit vehicles
- Anticipated Publish Date: July 2021
- Estimated Project Value: \$500,000 - \$600,000

Project Name: Admin Vehicle, Van, and Bus Tires

- Brief Description: This project is to determine a supplier to furnish tires for all revenue and non-revenue vehicles.
- Anticipated Publish Date: August 2021
- Estimated Project Value: \$ 300,000 – \$600,000 annually

Project Name: RFP Escalator Modernization (Rebuild)

- Brief Description: The project seeks a contractor to provide an escalator modernization rebuild solution.
- Anticipated Publish Date: August 2021
- Estimated Project Value: \$675,000 - \$1,000,000

Project Name: RFP Elevator & Escalator Preventative Maintenance

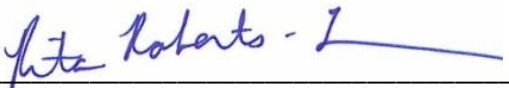
- Brief Description: The project seeks a contractor to provide maintenance, repair and related services for full-service elevators, escalators, and chair/platform lifts.
- Anticipated Publish Date: November 2021
- Estimated Project Value: \$200,000 - \$250,000

CURRENT STATUS:

Pursuant to earlier Board discussion, staff will provide a rolling list of upcoming procurements to the Board on a monthly basis. Staff requests members make them aware of any potentially interested suppliers for planned procurement activity.

Unless there are questions of staff, no discussion is planned at the meeting. This material is provided for information only.

APPROVED:



Chief Administrative Officer

July 16, 2021

Date

Nashville Metropolitan Transit Authority

of Nashville & Davidson County, Tennessee

☐ Committee Discussion Item

☐ Committee Action Item

☒ Board Discussion Item

Item Number:	NICE-D-21-008	Meeting Date:	07/22/2021
Item Title:	North Nashville Transit Center Business Diversity Update		

BACKGROUND:

As part of the overall public engagement process for the design, construction and operation of the North Nashville Transit Center, we are working in a community-engaged process to maximize the contracting and business opportunities for minority and woman-owned businesses over the life of the project and its construction.

CURRENT STATUS:

Amber Gooding, Director of Procurement and Business Diversity will review the PowerPoint presentation with the Board providing an update, and soliciting feedback, on our efforts to secure maximum minority and women owned business participation on this project.

APPROVED:



Chief Administrative Officer

July 16, 2021

Date

Nashville Metropolitan Transit Authority

of Nashville & Davidson County, Tennessee

☐ Committee Discussion Item

☐ Committee Action Item

☒ Board Discussion Item

Item Number:	NICE-D-21-009	Meeting Date:	07/22/2021
Item Title:	North Nashville Transit Center Update		

BACKGROUND:

Over the past 6 months, staff have been working with a design team led by our Architects, Smith-Gee Associates to advance design of the planned North Nashville Transit Center. This process has included detailed examinations of operating requirements, site constraints, and regulatory requirements associated with the project. It has included a number of work sessions with various WeGo departments ranging from Operations to Facilities Maintenance to Security to Customer Care to Safety and well beyond. The project schedule calls for design to be completed by the end of calendar year 2021, with construction bidding to occur in early to mid-2022.

CURRENT STATUS:

Trey Walker, Chief Development Officer will provide an update at the meeting. The presentation will include site renderings and an overview of planned features of the transit center.

APPROVED:



Chief Development Officer

July 16, 2021

Date

Nashville Metropolitan Transit Authority

of Nashville & Davidson County, Tennessee

Board Action Item

Item Number:	M-A-21-024	Meeting Date:	07/22/2021
Item Title:	Fall 2021 Service Changes & Title VI Analysis		

BACKGROUND:

At the May 24, 2021 MTA Board meeting, staff presented to the Board an overview of the proposed service changes for Fall 2021 with the dual goal of 1) restoring service to 100% pre-pandemic levels considering Metro's reinstatement of MTA's operating budget; and 2) advancing a first phase of the Better Bus plan by taking advantage of the apportionment of federal American Rescue Plan (ARP) Act funds. The service proposal included improved span, better frequency, and other route enhancements consistent with the Metro Nashville Transportation Plan. Planned service expansion as part of Better Bus represents approximately 35,500 additional service hours or a 7% increase in service.

This Committee Action Item outlines information provides information on the following areas:

- Public Outreach
- Operating Constraints Suggesting a Phased Approach to Service Enhancements
- Service Change Recommendations
- Service Change Equity Analysis
- Request for Authorization to Implement Service Changes

PUBLIC OUTREACH

Summary of Public Comment Process

A service changes proposal was developed outlining and presented to the public for review and comment applying the guiding principles discussed:

- Assuring social equity of service changes
- Providing high quality service on major routes carrying the most riders
- Balancing needs and resources to ensure service is deployed cost-effectively
- Continuing to advance service design principles from Better Bus where feasible
- Maintaining flexibility to respond to changing conditions and trends

Public engagement on proposed Fall 2021 service changes was conducted between Wednesday, May 26 and Wednesday, June 16, 2021. WeGo staff held virtual public hearings on June 8th and June 9th. Staff presented the proposed service changes to the public at these meetings, answered questions, and received comments for the official record. In addition to the virtual meetings, staff participated in five Metro Council District meetings, and eight meetings and events with community partners and impacted community groups. A total of 130 people participated in the meetings.

Information about service changes was posted onboard buses, at WeGo Central, at impacted bus stops, on social media, via public notice and on WeGoTransit.com. An interactive map of proposals, and online and paper surveys gave the public additional options for information and to provide feedback. Public notice, signage and

information on the website was provided in both English and Spanish. The public provided comments at meetings and via email, mail, phone, social media and surveys.

Over 100 participants attended meetings and events, and 271 surveys and 200 comments were received. Comments ranged from general to specific. Span and frequency were well received overall. The Route 5 Bellevue modification prompted feedback about stop placement and the Route 17 extension feedback included questions about connections to the Hillsboro Transit Center. The realignment of Route 22 Bordeaux had mixed responses regarding resident access to stops along Rosa Parks Blvd. The proposed new Route 79 Skyline was well received with routing and stop suggestions, and positive feedback for the connection to Route 34 Opry Mills.

Comment topics included: Access hours, fare capping, frequency and span, communication and outreach, Regional service, WeGo Link, capital projects, requests for amenities, feedback on connector routes, service in the Bordeaux and Antioch areas, as well as feedback on Routes 4 Shelby, 5 West End/Bellevue, 6 Lebanon Pike, 7 Hillsboro, 17 12th Ave South, 21 Wedgewood, 22 Bordeaux, 23 Dickerson Road, 77 Thompson, 79 Skyline (proposed), and service requests for eliminated routes 2 Belmont, 20 Scott, and 24 Bellevue Express. For Route 24 in particular, there were several requests to reinstate service primarily for school ridership.

A summary of the comments is provided below:

- **Span and frequency:** Overall support. Interest in expanding span to accommodate 3rd shift workers and late-night riders. Request for frequency increase on Route 50 Charlotte.
- **Route 5 Bellevue:** Request for stop adjustment at Colice Jeanne and Baugh Rd/Old Harding Pike, and serve and move end of the route to One Bellevue Place. Requests to keep school rider needs and capacity in mind. Requests to increase frequency during afternoon/evening peak.
- **Route 17 12th Avenue South Extension to Hillsboro Transit Center:** Positive responses. Requests to match Route 7 and 17 headways.
 - ***Note from staff – The Hillsboro Transit Center opening is scheduled after the implementation of service changes in October. Scheduling service there before the center is complete will create access challenges with ongoing construction at the site.***
- **Route 22 Bordeaux:** Concern about removing stops serving Cheatham Place and access to Kroger. Support that the new alignment will serve more people, be faster and simpler.
 - ***Note from staff – The bus will continue to serve the Kroger location on Monroe Street.***
- **Route 79 Skyline:** Routing suggestion to include W Old Hickory Blvd and N Graycroft Ave. Positive comments about connections to other routes. Comments about the route being indirect. Requests to match span of service to connector routes. Recommendations for stops along the route. Overall positive response.
- **WeGo Access:** Questions about the proposed Access hours and whether there will be fare capping for Access.
- **Fare Capping:** Questions about inclusion of all-day and monthly passes.
- **WeGo Link:** General excitement for the pilot program. Questions about success metrics, size of the pilot's zone, and availability of ride share drivers in the area to improve timing of connections.

OPERATING CONSTRAINTS

As the world has begun to emerge from the pandemic, it has become apparent that a more “measured” approach to service restoration and growth is required. Specifically, supply chain issues have led to critical shortages of components in the manufacturing sector. Of specific concern to WeGo, shortages of automotive components like the logic chips that are crucial to engine control systems and various electrical components have been in short supply. This has led to a delay in the delivery of 35 expected replacement buses (25 small buses and 10 over the road coaches). Of even more immediate concern has been the challenges that employers in all sectors are having in attracting and retaining employees. Specific to the Bus Operator position, as of today we have 6 operators more than needed to operate our current (reduced) service level, but are 24 short of what we need to restore full service, and 49 short of what we would need to expand pre-pandemic service hours by 7%. The shortage of employees who hold Commercial Drivers Licenses is beginning to reach a critical stage in various parts of the country, including many public transit systems.

Of lesser concern, but also relevant, are the fact that (although ridership increases every week), we are still far short of the demand we had prior to the pandemic on many routes; and in two cases, supporting capital projects would enhance the attractiveness of the service additions. Specifically, one of the proposed changes was to extend the 17 – 12th Avenue South Bus Route to the new Hillsboro Transit Center. The Transit Center is scheduled for completion by the end of 2021, so it makes sense to hold off this extension until the Center is complete. Second, the 79 – Skyline Connector will rely on a strong location for transfers to occur between this route and 23 – Dickerson Pike. As such, we believe the creation of a planned transfer location will be important for service attractiveness and safety reasons.

SERVICE CHANGES RECOMMENDATIONS

The proposed changes for Fall 2021 aimed at returning service to 100% pre-pandemic levels. The changes also proposed implementation of Better Bus expansion improvements designed to more effectively cater to riders’ needs and strengthen the system for the future.

All public comments were reviewed and fully considered in making final recommendations. Below is a summary of the proposed service change recommendations as presented to the public during the public comment period.

<p>Frequency Improvements More trips within the same service hours</p> <p>7 Hillsboro 8 8th Ave South 50 Charlotte</p>	<p>New Services New route, more connections</p> <p>79 Skyline</p>																						
<p>Routing Adjustments More connections and streamlined service</p> <p>5 West End/Bellevue 17 12th Ave South 22 Bordeaux</p>	<p>Expanded Service Hours Extended morning and evening service</p> <table> <tr> <td>3 West End/White Bridge</td><td>4 Shelby</td></tr> <tr> <td>5 West End/Bellevue</td><td>6 Lebanon Pike</td></tr> <tr> <td>7 Hillsboro</td><td>8 8th Avenue South</td></tr> <tr> <td>14 Whites Creek</td><td>17 12th Ave South</td></tr> <tr> <td>18 Airport</td><td>19 Herman</td></tr> <tr> <td>22 Bordeaux</td><td>23 Dickerson Road</td></tr> <tr> <td>28 Meridian</td><td>29 Jefferson</td></tr> <tr> <td>42 St.</td><td>50 Charlotte Pike</td></tr> <tr> <td>Cecilia/Cumberland</td><td>55 Murfreesboro Pike</td></tr> <tr> <td>52 Nolensville Pike</td><td>WeGo Access</td></tr> <tr> <td>56 Gallatin Pike</td><td></td></tr> </table>	3 West End/White Bridge	4 Shelby	5 West End/Bellevue	6 Lebanon Pike	7 Hillsboro	8 8 th Avenue South	14 Whites Creek	17 12 th Ave South	18 Airport	19 Herman	22 Bordeaux	23 Dickerson Road	28 Meridian	29 Jefferson	42 St.	50 Charlotte Pike	Cecilia/Cumberland	55 Murfreesboro Pike	52 Nolensville Pike	WeGo Access	56 Gallatin Pike	
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42 St.	50 Charlotte Pike																						
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52 Nolensville Pike	WeGo Access																						
56 Gallatin Pike																							

Given the operational constraints identified above, staff is recommending a “two-phase” approach to the service hour increase.

A Phase 1 implementation will take place in Fall 2021, reflecting a service level that addresses top customer and agency priorities while remaining at a level that ensures the service can be reliably covered with the existing operator pool and fleet as hiring efforts continue. This includes extending span on frequent network routes and restoring frequency on major corridor routes (Frequent Network) based on ridership trends.

As the agency receives new vehicles, completes complementary capital projects and continues to ramp up efforts to fill operator vacancies and needs, a Phase 2 is proposed for Spring 2022 with remaining improvements including restoring frequencies on local routes, additional frequencies for late night and weekends on major corridors, and route extension/expansion.

Following is a breakdown of the proposed phases and changes:

Phase 1 – Fall 2021

- **Operator Needs**

- *This phase will require to increase the operator requirement to approximately 390 operators. This can be reliably supported through a mix of scheduled and unscheduled overtime with current operator pool of 372 operators while recruiting efforts continue. Allows for continued deployment of helper buses to maintain service reliability for customers.*

- **Routing Adjustments**

- **Re-route Route 5 Bellevue to use same routing inbound and outbound on all trips**
Simplifies service for customers on this portion of the route.
- **Make Route 22 Bordeaux long term detour using Rosa Parks Blvd/Garfield St. permanent**
Simplifies alignment for this section of the route.

- **Span of Service Improvements**

- **Add lifeline level of service to busiest corridors; Extend Access span to match fixed route**
Provide hourly service until 12:15 am on weekdays and Saturdays; hourly service beginning at 5:15am on Saturdays; hourly service until 11:15pm on Sundays.

This proposed change responds to public feedback to a survey conducted as part of the fall changes public engagement. Several requests for later service were included in the responses. This expands job access for essential workers and others while also expanding the hours for ADA service. The following routes would see these span improvements:

Hourly service until 12:15 am on weekdays and Saturdays:

3 – West End/White Bridge	4 – Shelby	7 – Hillsboro
22 – Bordeaux	23 – Dickerson Pike	50 – Charlotte
52 – Nolensville	55 – Murfreesboro	56 – Gallatin
Access		

Hourly service beginning at 5:15am Saturdays and operating until 11:15pm on Saturdays and Sundays:

3 – West End/White Bridge	4 – Shelby	5 – West End/Bellevue
7 – Hillsboro	8 – 8 th Avenue South	14 – Whites Creek
17 – 12 th Avenue South	18 – Airport	19 – Herman
22 – Bordeaux	23 – Dickerson Pike	28 – Meridian
29 – Jefferson	50 – Charlotte	52 – Nolensville

55 – Murfreesboro	56 - Gallatin	Access
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Other span improvements:

6 - Lebanon Pike – until 9:15pm weekdays	42 - St. Cecilia – until 9:15pm weekdays and 8:15pm Sundays	76 Madison – beginning at 7:15am and ending at 8:15pm Saturdays
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- **Frequency Improvements**

- **Restore frequency on some routes based on ridership**

This includes routes 3 West End/White Bridge, 5 West End/Bellevue, 7 Hillsboro, 8 8th Avenue South, 9 Metro Center, and 50 Charlotte Pike. Peak frequency improvements on other generally lower ridership routes will be postponed until Phase 2.

Data comparing ridership throughout the day before and after the pandemic continues to illustrate a more even distribution of ridership during the day. This emphasizes less of a need for an immediate increase on frequency during commuting peak times.

Phase 2 – Spring 2022

- **Operator Needs**

- *This phase will require an increase in operators to approximately 422 operators. It represents full plan implementation as presented to the public (restoration of full service plus implementation of several Better Bus elements). Delaying this full implementation to Spring 2022 (April) allows time to increase number of available operators. Attempting to operate this level of service without first increasing staffing would result in missed service, reduced service reliability, and increased operator fatigue.*

- **Span of Service Improvement**

- **Add additional frequency in the late evening/night on busiest corridors**

Provide 30-minute service until 12:15am on weekdays and Saturdays; 30-minute service until 11:15pm on Sundays. This will provide additional trip options for essential trips and create more appealing night service for current and new riders.

22 – Bordeaux	23 – Dickerson Pike	50 – Charlotte
52 – Nolensville	55 – Murfreesboro	56 - Gallatin

- **Extend Access on Demand (AOD) service to 8 P.M.**

Postponing extension of AOD service to Spring 2022 is recommended.

- **Routing Extension/Expansion**

- **Extend Route 17 12th Ave South**

Align route extension with anticipated opening of new transit center. The construction of the Hillsboro Transit Center is scheduled for completion in late 2021. Scheduling this service before completion will create access and operational challenges with ongoing construction. As such, staff recommends delaying the proposed extension of Route 17 until Spring 2022.

- **Add New Route 79 Skyline**

The proposed new route will extend geographic coverage to growing area. However, without the needed number of operators available, it will become challenging to cover proposed new service.

Given this immediate constraint, we are proposing to move the start date of Route 79 Skyline to the Spring 2022 changes. This will also allow time to develop a proper transfer location between the 79 Skyline and 23 Dickerson Pike routes.

- **Frequency Improvements**

- **Restore frequency on remaining local routes**

This includes routes 6 Lebanon Pike, 14 Whites Creek, 17 12th Avenue South, 19 Herman, 28 Meridian, and 42 St. Cecilia/Cumberland.

SERVICE CHANGES EQUITY ANALYSIS

Title VI in Federal Law is intended to assure that minority and low-income neighborhoods are treated fairly in the distribution of funding, services and projects developed using Federal funds. The Federal Transit Administration (FTA) requires transit agencies to demonstrate consideration, awareness, and approval of Title VI equity analysis for any major service or fare changes. The Major Service Changes thresholds that require Title VI review are:

1. Any change in service of 25 percent or more of the number of a transit route's revenue service miles computed on a daily basis of the day of the week for which the change is made.
2. A new transit route is established or eliminated.
3. Emergency service changes that meet either of these definitions and have been in effect for over one year.

Proposed service changes are evaluated based on current service levels in order to evaluate any potential adverse effects of changes to service.

The majority of the proposed changes meet the definition of a major change as explained above and therefore WeGo staff completed a full equity analysis of impacts to people based on race and income for the proposed system and service changes. The full content of this analysis is available for review upon request.

Given that the proposed service changes reflect increases – and not reductions – in service, no one is harmed by these proposals and, in fact, all populations will see benefit (including low income and minority neighborhoods). With respect to the distribution of relative benefit, low-income and minority communities receive a greater proportion of benefit than non-low-income and non-minority communities in phase 2, but a lower proportion of benefit in phase 1. However, this is mitigated (and, to some extent caused) by the fact that the service recommendations in phase 1 are intended to address the demand for work trips in areas such as Downtown Nashville and the West End/Midtown area in service sectors that are heavily used by low income and minority wage earners to access jobs and other services not readily available in their own neighborhoods.

RECOMMENDATION:

Staff requests that the New Initiatives & Community Engagement Committee recommend to the Board the approval of a phased approach for implementation of service changes in Fall 2021 and Spring 2022 as documented in this item with Phase 1 starting on October 3, 2021.

APPROVED:

Board Secretary

July 22 2021

Date