



REGIONAL TRANSPORTATION AUTHORITY
Of Middle Tennessee

BOARD MEETING

Wednesday, November 16, 2022 | 9:30 a.m.

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

-
- 1. Call to Order**
 - 2. Approval of October 19, 2022 Minutes**
 - 3. Public Comments**
 - 4. Finance Committee Report – Mayor Ken Moore, Chair**
 - Monthly Financial Report Compared to Budget – Ed Oliphant, CFO **R-D-22-033 Pg. 1**
 - RTA Legal Services Contract Award – Ed Oliphant, CFO **R-A-22-025 Pg. 4**
 - 5. Operations Committee Report – Mayor Rick Bell, Chair**
 - RTA Monthly Operating Statistics – Andy Burke, COO **R-D-22-034 Pg. 5**
 - Title VI Program Update Adoption – Hannah Schaefer, Transit Business Intelligence Analyst **R-A-22-026 Pg. 13**
 - WeGo Star Future Direction Strategy – Felix Castrodad, Director of Planning & Grants **R-A-22-027 Pg. 14**
 - 6. Approval of the 2023 Committee & Board Meeting Schedule – Stephen G. Bland** **R-A-22-028 Pg. 16**
 - 7. CEO's Report – Stephen G. Bland, CEO**
 - 8. Chair's Report – Mayor Randall Hutto, Chair**
 - 9. Other Business**
 - 10. Adjournment**

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



REGIONAL TRANSPORTATION AUTHORITY
Of Middle Tennessee

EXECUTIVE COMMITTEE MEETING

Wednesday, November 16, 2022 | 9:30 a.m.

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

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1. **Call to Order**
 2. **Approval of October 19, 2022 Minutes**
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 4. **Finance Committee Report – Mayor Ken Moore, Chair**
 - Monthly Financial Report Compared to Budget – Ed Oliphant, CFO **R-D-22-033 Pg. 1**
 - RTA Legal Services Contract Award – Ed Oliphant, CFO **R-A-22-025 Pg. 4**
 5. **Operations Committee Report – Mayor Rick Bell, Chair**
 - RTA Monthly Operating Statistics – Andy Burke, COO **R-D-22-034 Pg. 5**
 - Title VI Program Update Adoption – Hannah Schaefer, Transit Business Intelligence Analyst **R-A-22-026 Pg. 13**
 - WeGo Star Future Direction Strategy – Felix Castrodad, Director of Planning & Grants **R-A-22-027 Pg. 14**
 6. **Approval of the 2023 Committee & Board Meeting Schedule – Stephen G. Bland** **R-A-22-028 Pg. 16**
 7. **CEO’s Report – Stephen G. Bland, CEO**
 8. **Chair’s Report – Mayor Randall Hutto, Chair**
 9. **Other Business**
 10. **Adjournment**

Regional Transportation Authority

of Middle Tennessee

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

Item Number:	R-D-22-033	Meeting Date:	11/16/2022
Item Title:	Monthly Financial Report Compared to Budget		

BACKGROUND:

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

We have now completed the first quarter of the fiscal year and there are no real trends to highlight. Regional bus and train revenues continue to show some progress compared to the prior year as we slowly see some ridership returning. I do want to highlight that while Actual YTD Regional Bus Revenues are up compared to prior year, the Commuter Train Revenues appear to be down compared to the prior year. This is primarily due to some bulk ticket purchases being made in the Prior YTD revenues that has not occurred this year. Taking the bulk purchases into account, train revenues are up 49% in an apples-to-apples comparison while ridership has increases approximately 47% compared to the prior year. As has been previously mentioned, Services Expense continues to be favorable compared to budget as the budget assumes full service for all regional bus services, but, as you are aware, some of the regional bus services operated by Gray Line are still at reduced services due to the ongoing labor shortage many businesses are dealing with as we continue to recover from the pandemic.


Also, fuel expense in September is showing unfavorable compared to budget which was due to a timing difference for one August fuel invoice being recorded in September. We are still on budget on a year-to-date basis.

As of September 30, 2022, RTA owed Nashville MTA approximately \$242,000 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 \$39,000 for fares collected as well as Easy Ride revenue sharing due.

CURRENT STATUS:

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

APPROVED:



Chief Financial Officer

November 11, 2022

Date

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

	Actual Month	Budget Month	Month End Variance	F / U	Prior Year Y-T-D	Actual Y-T-D	Budget Y-T-D	Y-T-D Variance	F / U	Budget
Revenue from Operations:										
Regional Bus Revenues	\$18,420	\$14,260	\$4,160	F	\$42,229	\$58,837	\$42,370	\$16,467	F	\$185,757
Commuter Train Revenues	17,773	19,780	(2,007)	U	58,399	51,758	57,390	(5,632)	U	200,155
Special Events	16,575	3,030	13,545	F	20,232	30,753	11,995	18,758	F	74,250
Advertising	0	740	(740)	U	0	0	2,230	(2,230)	U	9,900
Other Non-Trans Revenue	51,252	20,400	30,852	F	91,807	156,190	128,700	27,490	F	267,872
Total Operating Revenue	104,020	58,210	45,810	F	212,667	297,538	242,685	54,853	F	737,934
Federal/State/Local Income:										
Local Assistance	0	49,230	(49,230)	U	0	0	49,230	(49,230)	U	196,948
Regional Assistance	376,405	124,160	252,245	F	267,625	500,399	219,570	280,829	F	560,828
State Assistance	0	0	0	F	0	0	0	0	F	642,300
Federal Assistance - CMAQ	173,095	121,160	51,935	F	409,987	590,428	369,243	221,185	F	1,465,446
Federal Assistance - CARES Act	364,020	365,000	(980)	U	474,968	1,115,101	1,163,721	(48,620)	U	4,529,221
Total Assistance Income	913,520	659,550	253,970	F	1,152,580	2,205,928	1,801,764	404,164	F	7,394,743
Capital Revenue:										
Capital Operating Reimbursement	218,976	192,620	26,356	F	172,753	559,542	587,022	(27,480)	U	2,329,757
American Rescue Plan Operating	0	0	0	F	326,233	0	0	0	F	0
Total Capital Income	218,976	192,620	26,356	F	498,986	559,542	587,022	(27,480)	U	2,329,757
Total Revenue	\$1,236,516	\$910,380	\$326,136	F	\$1,864,233	\$3,063,008	\$2,631,471	\$431,537	F	\$10,462,434
Expenses from Operations:										
Management Contract - MTA	\$71,746	\$71,746	\$0	F	\$211,014	\$215,226	\$215,226	\$0	F	\$860,940
Services	639,824	668,727	28,903	F	1,482,334	1,872,805	2,025,339	152,534	F	8,142,114
Fuel	77,107	61,110	(15,997)	U	56,278	185,444	187,170	1,726	F	731,790
Materials and Supplies	4,626	784	(3,842)	U	5,880	4,909	7,874	2,965	F	22,975
Utilities	15,476	15,483	7	F	40,165	48,307	47,170	(1,137)	U	187,345
Casualty and Liability	30,498	40,254	9,756	F	106,458	107,825	124,892	17,067	F	487,170
Other	0	1,768	1,768	F	10,100	12,918	14,954	2,036	F	30,100
Total Operating Expenses	839,277	859,872	20,595	F	1,912,229	2,447,434	2,622,625	175,191	F	10,462,434
Surplus / (Deficit)	\$397,239	\$50,508	\$346,731	F	(\$47,996)	\$615,574	\$8,846	\$606,728	F	\$0
Capital Grant Revenue	36,709		36,709	F	444,706	42,473		42,473	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	(360,488)		(360,488)	U	(731,445)	(1,081,463)		(1,081,463)	U	0
Surplus / (Deficit)	\$73,460	\$50,508	\$22,952	F	(\$334,527)	(\$423,416)	\$8,846	(\$432,262)	U	\$0

Regional Transportation Authority

Comparative Balance Sheets

	Month Ended September 30, 2022 (unaudited)	Month Ended June 30, 2022 (audited)
CURRENT ASSETS		
Cash and cash equivalents	\$1,382,240	\$1,412,126
Receivables from federal, state and local government	496,852	1,113,541
Accounts receivable	124,413	164,648
Materials and supplies	300,332	299,173
Prepaid expense and other	302,451	26,244
Total Current Assets	2,606,288	3,015,732
PROPERTY AND EQUIPMENT		
Land	3,382,052	3,382,052
Building, shelter and benches	19,407,307	19,407,307
Guideway Improvements	8,586,547	8,586,547
Revenue equipment and parts	31,593,228	31,593,228
Office equipment	556,150	556,150
Work-in-Progress	50,472	0
	63,575,756	63,525,284
Less: Accumulated Depreciation	(20,899,782)	(19,818,319)
Total Property and equipment, net	42,675,974	43,706,965
OTHER ASSETS		
Cash and investments restricted	6,197,074	5,602,485
TOTAL ASSETS	\$51,479,336	\$52,325,182
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable	\$722,662	\$1,495,115
Accrued expenses	14,993	25,300
Deferred Revenue	3,740,974	3,146,385
Note Payable	0	0
Total Current Liabilities	4,478,629	4,666,800
NET ASSETS		
Invested in capital assets	42,675,974	43,706,965
Restricted - Self Insurance Reserve	1,000,000	1,000,000
Restricted - Administrative Reserve	1,000,000	1,000,000
Restricted - Reserve for van pool replacement	456,100	456,100
Restricted - Regional Bus Reserve	3,740,974	3,146,385
Unrestricted	(1,448,925)	(6,022,910)
Current Year Surplus / (deficit)	(423,416)	4,371,842
Total Net Assets	47,000,707	47,658,382
TOTAL LIABILITIES AND NET ASSETS	\$51,479,336	\$52,325,182

	Current	> 30 days	> 60 Days	> 90 days	Total
Accounts Receivable	\$118,443 95.2%	\$5,970 4.8%	\$0 0.0%	\$0 0.0%	\$124,413 100.0%
Accounts Payable	\$667,685 92.4%	\$15,222 2.1%	\$39,755 5.5%	\$0 0.0%	\$722,662 100.0%

Regional Transportation Authority of Middle Tennessee

Board Action Item

Item Number:	R-A-22-025	Meeting Date:	11/16/2022
Item Title:	RTA Legal Services Contract Award		

BACKGROUND:

The Regional Transportation Authority of Middle Tennessee (RTA) uses outside counsel to provide complex legal advice in areas such as real property, public procurement, construction, environmental and land use laws, railroad right-of-way acquisition, and other general legal practice areas.

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

Proposal evaluation criteria included firm and key individual experience in knowledge of representing government agencies as counsel, knowledge of the local, state, and federal laws that regulate RTA's operation, US Department of Transportation and federal procurement regulations, ability to represent RTA in local, state and federal matters, deadline compliance, and cost.

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

Bradley's cost proposal holds the firm's current rates throughout the first year of the contract. In negotiations, Bradley agreed to reduce its option year rates for senior positions and reduce its escalation rate from 4.1% to 3.9%, with a 2% option year escalation rate for senior positions. Bradley's hourly rates and escalation factors were in the middle of the three proposals and were within 5% of the agency's estimated rates. The cost proposal was deemed by the evaluation committee to be fair and reasonable.

RECOMMENDATION:

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

APPROVED:

Board Secretary

November 16, 2022

Date

Regional Transportation Authority

of Middle Tennessee

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

Item Number:	R-D-22-034	Meeting Date:	11/16/2022
Item Title:	Monthly Operating Statistics		

BACKGROUND:

Attached are monthly operating statistics for September 2022.

Overall ridership levels have stabilized for the last couple of months, though they are still up significantly on a year-over-year basis. On-time performance has also stabilized as traffic congestion also appears to have reached a plateau. Driver availabilities are affecting RTA Bus trip completion numbers somewhat, but we are still performing better in this area than for the same period in 2021.

There was one accident on RTA services this month on the WeGo Star involving a pedestrian on the tracks. The individual was transported to the hospital for treatment but fortunately survived. No one onboard was injured.

CURRENT STATUS:

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

APPROVED:



Chief Operating Officer

November 11, 2022
Date

RTA Monthly Dashboard Report *

Metric	September 2022	September 2021	Pct. Change
Ridership			
Total RTA Bus Passengers	10,970	6,624	65.6%
WeGo Star Passengers	7,947	5,423	46.5%
Total RTA Passengers	18,917	12,047	57.0%
Percentage of Pre-Pandemic Ridership	36.6%	23.3%	13.3%
Safety			
RTA Bus Total Accidents	0	0	N/A
WeGo Star Total Accidents	1	0	N/A
RTA Bus Total Miles btwn Accidents	N/A	N/A	N/A
WGS Total Miles btwn Accidents	6,652	N/A	N/A
Service Quality			
RTA Bus Total Trip Completion %	99.09%	98.91%	0.18%
WeGo Star Total Trip Completion %	100.00%	100.00%	0.00%
RTA Bus Total Miles btwn Service Interruption	3,097.6	3,008.8	3.0%
WGS Total Miles btwn Service Interruption	N/A	N/A	N/A
On-Time Performance ^			
RTA Bus	86.1%	85.6%	0.6%
WeGo Star	97.2%	97.0%	0.2%
Customer Care			
RTA Bus Total Passengers per Complaint	1,219	946	28.8%
WeGo Star Passengers per Complaint	1,589	5,423	-70.7%

* 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 September	FY 2022 September	Pct. Change
Ridership			
Total RTA Bus Passengers	31,396	20,174	55.6%
WeGo Star Passengers	23,621	16,092	46.8%
Total RTA Passengers	55,017	36,266	51.7%
Percentage of Pre-Pandemic Ridership	33.7%	22.2%	11.5%
Safety			
RTA Bus Total Accidents	0	0	N/A
WeGo Star Total Accidents	1	0	N/A
RTA Bus Total Miles btwn Accidents	N/A	N/A	N/A
WGS Total Miles btwn Accidents	20,271	N/A	N/A
Service Quality			
RTA Bus Total Trip Completion %	99.66%	99.64%	0.01%
WeGo Star Total Trip Completion %	100.00%	100.00%	0.00%
RTA Bus Total Miles btwn Service Interruption	8,163.0	9,169.6	-11.0%
WGS Total Miles btwn Service Interruption	N/A	N/A	N/A
On-Time Performance ^			
RTA Bus	85.9%	81.3%	5.7%
WeGo Star	96.9%	97.7%	-0.8%
Customer Care			
RTA Bus Total Passengers per Complaint	1,570	1,552	1.2%
WeGo Star Passengers per Complaint	1,968	16,092	-87.8%

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

^ On Time Performance reporting began September 2017.

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

RTA Operations Dashboard Glossary

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

RTA Operations Dashboard Glossary

Metric

Definitions

On-Time Performance

RTA Bus OTP

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

WeGo Star OTP

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

Customer Care

Passengers Carried Per Complaint

RTA Bus

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

WeGo Star

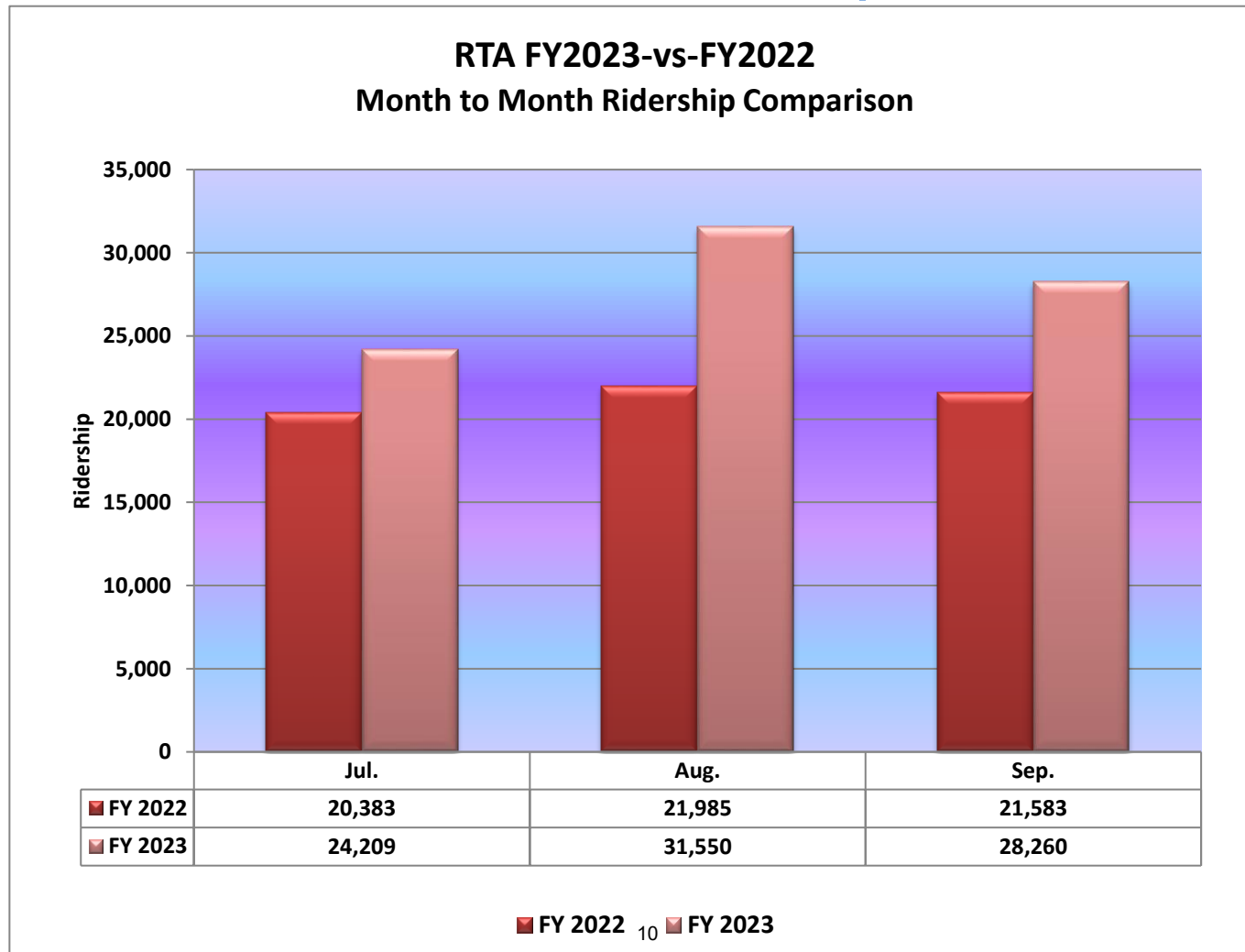
Total WeGo Star passengers divided by total WeGo Star customer complaints.



REGIONAL TRANSPORTATION AUTHORITY

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

	Month to Month Comparison			Fiscal Year Comparison		
	Sep-21	Sep-22	Percentage Change	FY 2022	FY 2023	Percentage Change
WeGo Star	5,423	7,947	46.5%	16,092	23,621	46.8%
Express Bus & Shuttle Services	6,624	10,970	65.6%	20,174	31,396	55.6%
RTA VanStar Vanpool Service	1,876	1,248	-33.5%	5,322	4,084	-23.3%
Total RTA Ridership	13,923	20,165	44.8%	41,588	59,101	42.1%





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

	Month to Month Comparison			Fiscal Year		
	Sep-21	Sep-22	Change	FY 2022	FY 2023	Change
MTA Local Bus Service	482,804	678,063	40.4%	1,384,241	1,932,581	39.6%
MTA Local Paratransit Service	25,462	30,246	18.8%	75,551	89,171	18.0%
RTA Regional Bus Service	6,624	10,970	65.6%	20,174	31,396	55.6%
RTA VanStar Vanpool Service	1,876	1,248	-33.5%	5,322	4,084	-23.3%
RTA Regional Rail Service	5,423	7,947	46.5%	16,092	23,621	46.8%
* RTA Special Events Rail Service	1,262	1,396	10.6%	2,917	3,982	36.5%
Subtotal RTA Rail Service	6,685	9,343	39.8%	19,009	27,603	45.2%
Subtotal MTA & RTA Bus & Rail Service	523,451	729,870	39.4%	1,504,297	2,084,835	38.6%
Williamson County VanStar Vanpool Service	6,398	6,699	4.7%	19,446	20,936	7.7%
Murfreesboro ROVER Local Bus Service	8,929	9,691	8.5%	26,807	28,210	5.2%
Franklin Transit Local Bus Service	8,284	9,199	11.0%	18,570	18,376	-1.0%
Clarksville Transit Local Bus Service	40,126	47,314	17.9%	119,304	134,820	13.0%
Total Area Ridership	587,188	802,773	36.7%	1,688,424	2,287,177	35.5%



REGIONAL TRANSPORTATION AUTHORITY ROUTE PERFORMANCE INDICATOR REPORT

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

Rte. No.	Route Name	Monthly Ridership	Ridership Change vs Last Year	Revenue Hours Of Service	Average Passengers Per Trip	Per Hour
CORRIDOR SERVICE COMPARISONS - COMMUTER BUS SERVICE						
	North Corridor (Route 87)	1,721	78.2%	147	14	11.7
	Northwest Corridor (Routes 89 & 94)	2,263	76.2%	233	11	9.7
	South Corridor (Route 95)	830	14.2%	170	7	4.9
	Southeast Corridor (Routes 84 & 86)	2,672	64.6%	856	4	3.1
EXPRESS BUS ROUTE SERVICE						
84	Murfreesboro Express	2,115	71.4%	691	5	3.1
86	Smyrna - LaVergne Express	557	43.2%	165	4	3.4
87	Gallatin Express	1,721	78.2%	147	14	11.7
88	Dickson Express	341	114.5%	44	8	7.8
89	Springfield - Joelton Express	469	15.0%	57	11	8.2
94	Clarksville Express	1,794	104.8%	176	11	10.2
95	Spring Hill Express	830	14.2%	170	7	4.9
	Express Bus Route Totals	7,827	64.5%	1,450	6	5.4
OTHER ROUTES						
64	Star Downtown Shuttle	244	N/A	67	1	3.7
93	WeGo Star West End Shuttle	2,899	55.4%	83	23	34.8
	RTA Bus Route Monthly Totals	10,970	65.6%	1,516	8	7.2
COMMUTER RAIL SERVICE						
90	WeGo Star Commuter Rail	7,947	46.5%	240	32	33.1
	RTA Commuter Rail and Bus Totals	18,917	57.0%	1,756	11	11

Regional Transportation Authority

of Middle Tennessee

Board Action Item

Item Number:	R-A-20-026	Meeting Date:	11/16/2022
Item Title:	Title VI Program Update Adoption		

BACKGROUND:

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

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

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

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

RECOMMENDATION:

Upon review and revision of the Title VI Program, staff recommends that the RTA Board approve the 2022 update to the RTA Title VI Program to be submitted to the FTA in January 2023.

APPROVED:

Board Secretary

November 16, 2022

Date

Regional Transportation Authority

of Middle Tennessee

Board Action Item

Item Number:	R-A-22-027	Meeting Date:	11/16/2022
Item Title:	WeGo Star Future Direction Strategy		

BACKGROUND:

The nMotion strategic plan, adopted in 2016, envisioned increasing the frequency of Star service along with a series of capital investments to support increased ridership. Star ridership has not returned to pre-pandemic levels at the same rate as local bus service and changes in commuting patterns necessitate an assessment of how Star fits into the region's transportation, economic, commercial, and residential development strategies. Some of the issues identified include long-term changing commute patterns including hybrid and remote office environments and reverse commuting, station area development as seen around Mt. Juliet, Hamilton Springs, and Donelson stations, and changing trends in local development and policies reflected in initiatives such as Lebanon's 2040 Comprehensive Plan, Mt. Juliet's Comprehensive Transportation Plan, and Nashville's ongoing Connect Downtown mobility plan.

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

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

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

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

Proposal evaluation criteria included project approach, especially passenger and freight market assessments, and financial analysis, proposing team and key personnel qualifications and experience, schedule, and cost. The solicitation included a DBE participation goal of 11%, which was met or exceeded by all proposers. The cost proposals received ranged from \$951,398 to \$1,164,428, comparable to the project budget of \$1,100,000.

Following the initial review of the proposal submissions, the evaluation committee selected Cambridge Systematics, Deloitte, Hatch/LTK, HDR, and STV for interviews. The Hatch/LTK proposal received the highest technical ranking at the conclusion of the evaluation and was selected for contract negotiation. Hatch LTK has performed similar studies for Dallas Area Rapid Transit, Austin's Capital Metro, Denver's RTD, and Philadelphia's SEPTA system and has extensive knowledge of national and regional passenger and freight rail operations. Prior to the merger with Hatch, LTK had provided technical assistance to RTA in the locomotive overhaul project.

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

RECOMMENDATION:

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

APPROVED:

Board Secretary

November 16, 2022

Date

Regional Transportation Authority

of Middle Tennessee

Board Action Item

Item Number:	R-A-22-028	Meeting Date:	11/16/2022
Item Title:	2023 RTA Committee & Board Meeting Schedule		

BACKGROUND:

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 meetings dates for both the RTA Board and Executive Committee is herein attached.

RECOMMENDATION:

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

APPROVED:

Board Secretary

November 16, 2022

Date



2023 RTA Board Meetings Schedule

Board Meeting Time: 9:30 a.m.

Quarterly Committee Meetings

(Will only meet as necessary)

Audit Committee 11:00 a.m.			Finance Committee 11:15 a.m.	
Month	Board Meeting (Quarterly)	Executive Committee Meetings	Committee Meetings (Quarterly)	Meeting Location
January	18	18 (If necessary)	* 11	TN Library & Archives 1001 Rep. John Lewis Way N. Nashville, TN 37219
February		15		TN Library & Archives 1001 Rep. John Lewis Way N. Nashville, TN 37219
March		15	* 8	TN Library & Archives 1001 Rep. John Lewis Way N. Nashville, TN 37219
April		19		TN Library & Archives 1001 Rep. John Lewis Way N. Nashville, TN 37219
May		17		TN Library & Archives 1001 Rep. John Lewis Way N. Nashville, TN 37219
June	21	21 (If necessary)	* 14	Tennessee Bankers Assoc. 211 Athens Way Nashville, TN 37228
July		19		N/A
August	16	16 (If necessary)		TN Library & Archives 1001 Rep. John Lewis Way N. Nashville, TN 37219
September		20	* 13	TN Library & Archives 1001 Rep. John Lewis Way N. Nashville, TN 37219
October		18		TN Library & Archives 1001 Rep. John Lewis Way N. Nashville, TN 37219
November	15	15 (If necessary)		TN Library & Archives 1001 Rep. John Lewis Way N. Nashville, TN 37219
December		20		TN Library & Archives 1001 Rep. John Lewis Way N. Nashville, TN 37219

The EXECUTIVE COMMITTEE DID NOT MEET IN JULY

* This is the SECOND Wednesday of the month.