



REGIONAL TRANSPORTATION AUTHORITY
Of Middle Tennessee

EXECUTIVE COMMITTEE MEETING

Wednesday, October 19, 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 September 21, 2022 Minutes**
 3. **Public Comments**
 4. **Finance Committee Report – Mayor Ken Moore, Chair**
 - **Monthly Financial Report Compared to Budget** – Ed Oliphant, CFO **R-D-22-029 Pg. 5**
 - **On-Call Capital Program Support Services** – Trey Walker, CDO **R-A-22-023 Pg. 8**
 - **Period of Exclusive Negotiations for Joint Development Of Donelson Station** –Trey Walker, CDO; Denise Richardson, Director of Procurement and Business Diversity; Celeste Patterson, President, HG Hill Realty Company, LLC; Wood Caldwell, Principal, Southeast Venture **R-A-22-024 Pg. 12**
 5. **Operations Committee Report – Mayor Rick Bell, Chair**
 - **Transit Asset Management Plan Update** – Trey Walker, CDO **R-D-22-030 Pg. 13**
 - **RTA Monthly Operating Statistics** – Dan Freudberg, Deputy COO **R-D-22-031 Pg. 14**
 - **RTA Agency Safety Plan Update** – Nick Oldham, Director of Safety & Risk Management **R-D-22-032 Pg. 22**
 6. **CEO's Report – Stephen G. Bland, CEO**
 7. **Chair's Report – Mayor Randall Hutto, Chair**
 8. **Other Business**
 9. **Adjournment**



MINUTES
EXECUTIVE COMMITTEE MEETING
REGIONAL TRANSPORTATION AUTHORITY
September 21, 2022

- I. **Call to Order:** The regular meeting of the Regional Transportation Authority of Middle Tennessee (RTA) Board of Directors was held at the Tennessee State Archives & Library, located at 1001 Rep. John Lewis Way N., Nashville, TN 37219 on Wednesday, September 21, 2022. A quorum of the full Board was not established so the RTA Executive meeting was called to order at 9:32 a.m. by Chair, Mayor Randall Hutto.

Executive Committee Members in Attendance:

Mayor Randall Hutto – Wilson County
Mayor Paige Brown – City of Gallatin
Mayor Ken Moore – City of Franklin
Mayor Rick Bell – City of Lebanon
Mayor Billy Vogle – Robertson County
Ed Cole – Davidson County (Gov. Appt.)
Kelly Dannenfelser – Williamson County (Gov. Appt.)
Ken Davis – Wilson County (Gov. Appt.)

Others Present:

Mayor Jamie Clary – City of Hendersonville
Jim Kerr – City of Murfreesboro (Alt.)
Gerald Herman – White House (Alt.)
Mayor Mike Callis – City of Portland
Diana Alarcon – Davidson County (Alt.)
Mayor Bob Rial – Dickson County
Lee Harrell – Montgomery County
Ray Render - Congressman John Rose Office - 6th District, TN

- II. **Approval of Minutes:**
Mayor Ken Moore made a motion to approve the August 17, 2022, RTA Board minutes; the motion was seconded by Mayor Paige Brown and unanimously approved by the Executive Committee.
- III. **Public Comments:**
There were no public comments given at this meeting.
- IV. **Finance Committee Report:** Committee Chair Mayor Ken Moore presented the following:
- a. **Monthly Financial Report Compared to Budget (R-D-22-027):** The Monthly Financial Report Compared to the Budget for the month of August 2022 was included in the board packet for review purposes but was not verbally discussed at the board meeting. If any board members had questions with respect to the statements, they were asked to reach out to Chief Financial Officer Ed Oliphant for clarification and additional information. No one raised any questions during the meeting.

- b. **Resolution of FY2023 Annual Grant Applications (R-A-22-020)**: Capital Grant Administrator Billy Higgins presented the following:

The Regional Transportation Authority of Middle Tennessee (RTA) has the authority to receive federal, state, and local financial assistance for transportation projects.

In order for the RTA to apply for and receive federal funds, RTA must comply with Federal Certifications and Assurances and annually submit compliance in accordance with these terms.

Reoccurring Federal Transit Administration (FTA), Federal Highway Administration, and State of Tennessee funding sources are as follows:

5307 Urbanized Area Formula Funds - When the apportionment is made available, RTA is eligible to use FTA 5307 Urbanized Area Formula Funds, along with the 10% State and 10% Local match.

5337 State of Good Repair Formula Funds - RTA is eligible to use FTA State of Good Repair Funds. State of Good Repair Formula funds is for the maintenance, rehabilitation, and replacement of existing fixed guideway systems to maintain a state of good repair. The FY2022 apportionment for the Nashville Urbanized Area combined with the State and Local match is \$5,157,034 (80% Federal/10% State/10% Local).

State Operating Assistance - RTA is eligible for operating assistance from the Tennessee Department of Transportation (TDOT). The amount for FY2023 is \$660,200 and an additional \$400,000 for commuter bus service.

IMPROVE Act Assistance - RTA can request up to \$5 million in assistance (requires a 20% match) for capital projects that support public transportation services.

The resolution comprises the annual submittal of Certifications and Assurances for FTA funds and authorization to submit applications for grants with the FTA, the TDOT, and other grant funding entities.

Staff requested the Board:

- Adopt the attached resolution
- Authorize the applications for 5307 & 5337 funding and State/Local match
- Authorize the submittal of the applications for State Operating Assistance funding; and,
- Authorize the submittal of applications and execution of contracts for any other federal, state, or local grant funding that may become available during the fiscal year 2023 for the benefit of RTA.

Board Secretary Ed Cole made a motion to approve the Resolution of the FY2023 Annual Grant Applications action item; the motion was seconded by Mayor Billy Vogle and unanimously approved by the Executive Committee.

- c. **Adoption of FY2023-2027 Capital Investment Plan (R-A-22-021)**: Director of Planning & Grants Felix Castrodad presented the following:

Staff presented a recommended Capital Investment Plan for the period of FY2023-2027. Overall, investments totaling \$8,085,000 are recommended in Year One of the plan

(FY2023), with a total project investment recommendation of \$150,293,467 over the life of the plan. Projects identified in Year One have access to full funding.

The plan shows significant deficits in FYs 2026 and 2027. This is due to the fact that (1) with respect to revenue, we only show those sources that we are reasonably certain of receiving year after year (i.e.: formula funds, basic match, etc.), and (2) we are programming several significant enhancement projects, particularly with respect to the WeGo Star enhancements and park-and-ride expansion on the RTA bus network. To advance, these projects the RTA will need to secure supplemental funding sources not yet identified. If supplemental funding cannot be secured, these projects would need to be deferred in order to keep the capital investment plan in balance.

Staff recommended the RTA Executive Committee adopt the attached FY2023-2027 Capital Investment Plan.

Board Secretary Ed Cole asked Director of Planning & Grants Felix Castrodad if he could speak more on the ability to work with FTA on projecting long-term funding from these federal sources. How do we work with FTA to anticipate what we'll likely be receiving in the five years ahead?

Felix said that we look back at some of the sources and we look at what some of those apportionments have been. The assumptions are fairly conservative and stable. We look at the urban areas, but we won't know the impact of those areas until the census is released, and we don't expect it to have a huge impact. We also look at some of the discretionary programs, the new transportation reduction, and S.M.A.R.T. programs that may have an impact on transit as well. We have quarterly meetings with the FTA and these are the types of things that we discuss with them.

CEO Bland said when the Infrastructure Bill was first passed the FTA was pretty quick to come out with apportionment tables for major formula programs. There was a huge bump upfront and then from there, there are smaller incremental increases over the next four years of the bill, so those sources are pretty easy to project, other than what Felix talked about with the impact of the census. As with this census, CEO Bland said that Greater Nashville will go over the million in population market mark. The way it works is FTA is funded in population tiers, which means in the past, Nashville was broken down with cities like Birmingham and El Paso, but now we're going to be with cities like New York, Chicago, and Los Angeles. It will be interesting to see how congress might change the allocations to adjust to that. If things stay where they are and no additional money is moved up into that over the million-dollar tier, there may be a reduction. It's not a major concern at this time because we got a huge bump with the increased funds under the Infrastructure Bill. In all likelihood, we will not fall below what we were seeing before, but it might dampen the impact somewhat and slow our growth.

CEO Bland concluded by saying, we're in pretty good shape from the State of Good Repair, Safety, and Regulatory standpoint, but it's just how we're going to be able to execute some of the bigger projects that may be an issue in the future.

Mayor Ken Moore made a motion to approve the Adoption of the FY2023-2027 Capital Investment Plan action item; the motion was seconded by Mayor Billy Vogle and unanimously approved by the Executive Committee.

V. Operations Committee Report: Committee Chair Mayor Rick Bell reported the following for discussion:

- a. **Monthly Operating Statistics (R-D-22-028)**: Chair Bell asked Chief Operating Officer Andy Burke to review the RTA Monthly Dashboard Report through the month of August 2022 with the Executive Committee. Mr. Burke provided a brief overview and availed himself of questions and there were none at this time.

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

1. In prior months, we've reported on a Request for Proposals we issued to examine possible future directions for the WeGo Star in light of the limitations posed by Positive Train Control requirements and the changing commuter market. We are pleased to say that the RFP got widespread attention, and we received 7 proposals from some very qualified consulting teams. Interviews are scheduled with 5 firms starting today and extending through October 3. While we would hope to bring you a recommendation to your October meeting, November seems more likely given the volume and depth of the proposals.
2. Our capital plan includes the installation of video surveillance cameras at our Star park-and-ride lots. We have conducted site work to identify camera locations and are currently soliciting bids for the installation of conduit to connect the cameras and central communications. The cameras have been ordered from our vendor.
3. In June, we received an unsolicited proposal in accordance with the RTA Board's adopted policy for such things. The proposal was from a joint venture comprised of HG Hill and Southeast Venture to undertake joint development of the Donelson Station with RTA. Following an internal review, we found the proposal to have significant merit. Last month, we published an intent to award a period of exclusive negotiation and invited other interested parties to submit their expressions of interest. As of the closing date yesterday, no expressions of interest were received. Staff anticipates that we will bring forward a recommendation to enter into a period of exclusive negotiation with the HG Hill/Southeast Venture development team at the Board's October meeting.
4. CEO Bland said, following the RTA meeting, the Transportation Policy Board of the GNRC will be meeting. At that meeting, Metro Nashville will be doing a presentation on the Vision Plan for the East Bank. This area encompasses the land between the Interstate and the River below Jefferson Street. Possible transportation and mobility enhancements included in the draft vision plan could have significant impacts on RTA operations in the long run, and these will be reviewed in the presentation. Many of you are members of the Transportation Policy Board, but we would encourage those RTA members who are not to stay for this portion of the meeting.

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

VII. Chair's Report: Chair Hutto thanked everyone for attending the meeting today.

VIII. Adjournment: With no further business, Mayor Hutto called for a motion to adjourn, Mayor Paige Brown made a motion, and the meeting was adjourned at 10:00 a.m.

Respectfully submitted:

Ed Cole, RTA Secretary &
Davidson County Governor Appointee

Regional Transportation Authority

of Middle Tennessee

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

Item Number:	R-D-22-029	Meeting Date:	10/19/2022
Item Title:	Monthly Financial Report Compared to Budget		

BACKGROUND:

Attached is a statement of operations for the month of August 2022 compared to the budget and a balance sheet as of August 31, 2022.

With this being the second month of the fiscal year, there are no real trends to highlight and just a few variances to highlight. Regional Bus Revenues showed some progress as we slowly see some ridership returning. As was mentioned in last month's narrative, Services Expense continues to be favorable compared to the 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.

As of August 31, 2022, RTA owed Nashville MTA approximately \$280,000 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 account receivable from Nashville MTA of approximately \$36,000 for fares collected as well as Easy Ride revenue sharing due.

CURRENT STATUS:

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

APPROVED:



Chief Financial Officer

October 14, 2022

Date

Regional Transportation Authority
Statement of Operations Compared to Budget
For the Period Ending August 31, 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	\$22,655	\$14,370	\$8,285	F	\$26,097	\$40,417	\$28,110	\$12,307	F	\$185,757
Commuter Train Revenues	18,083	17,600	483	F	36,616	33,985	37,610	(3,625)	U	200,155
Special Events	3,400	8,965	(5,565)	U	14,292	14,178	8,965	5,213	F	74,250
Advertising	0	750	(750)	U	0	0	1,490	(1,490)	U	9,900
Other Non-Trans Revenue	41,960	39,650	2,310	F	80,560	104,938	108,300	(3,362)	U	267,872
Total Operating Revenue	86,098	81,335	4,763	F	157,565	193,518	184,475	9,043	F	737,934
Federal/State/Local Income:										
Local Assistance	0	0	0	F	0	0	0	0	F	196,948
Regional Assistance	104,404	65,410	38,994	F	265,742	123,994	95,410	28,584	F	560,828
State Assistance	0	0	0	F	0	0	0	0	F	642,300
Federal Assistance - CMAQ	239,921	132,693	107,228	F	243,268	417,333	248,083	169,250	F	1,465,446
Federal Assistance - CARES Act	309,636	357,721	(48,085)	U	348,921	751,081	798,721	(47,640)	U	4,529,221
Total Assistance Income	653,961	555,824	98,137	F	857,931	1,292,408	1,142,214	150,194	F	7,394,743
Capital Revenue:										
Capital Operating Reimbursement	162,261	210,952	(48,691)	U	162,024	340,566	394,402	(53,836)	U	2,329,757
American Rescue Plan Operating	0	0	0	F	0	0	0	0	F	0
Total Capital Income	162,261	210,952	(48,691)	U	162,024	340,566	394,402	(53,836)	U	2,329,757
Total Revenue	\$902,320	\$848,111	\$54,209	F	\$1,177,520	\$1,826,492	\$1,721,091	\$105,401	F	\$10,462,434
Expenses from Operations:										
Management Contract - MTA	\$71,746	\$71,746	\$0	F	\$140,676	\$143,480	\$143,480	\$0	F	\$860,940
Services	645,316	706,195	60,879	F	966,200	1,232,981	1,356,612	123,631	F	8,142,114
Fuel	48,338	66,030	17,692	F	37,687	108,336	126,060	17,724	F	731,790
Materials and Supplies	283	6,310	6,027	F	2,608	283	7,090	6,807	F	22,975
Utilities	17,029	16,914	(115)	U	25,554	32,832	31,687	(1,145)	U	187,345
Casualty and Liability	38,661	40,294	1,633	F	72,260	77,327	84,638	7,311	F	487,170
Other	12,918	11,598	(1,320)	U	10,100	12,918	13,186	268	F	30,100
Total Operating Expenses	834,291	919,087	84,796	F	1,255,085	1,608,157	1,762,753	154,596	F	10,462,434
Surplus / (Deficit)	\$68,029	(\$70,976)	\$139,005	F	(\$77,565)	\$218,335	(\$41,662)	\$259,997	F	\$0
Capital Grant Revenue	2,784		2,784	F	153,618	5,764		5,764	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	(486,771)	(720,976)		(720,976)	U	0
								0	F	
Surplus / (Deficit)	(\$289,675)	(\$70,976)	(\$218,699)	U	(\$410,510)	(\$496,877)	(\$41,662)	(\$455,215)	U	\$0

Regional Transportation Authority

Comparative Balance Sheets

	Month Ended August 31, 2022 (unaudited)	Month Ended June 30, 2022 (unaudited)
CURRENT ASSETS		
Cash and cash equivalents	\$1,231,630	\$1,412,126
Receivables from federal, state and local government	512,126	1,113,541
Accounts receivable	132,432	164,648
Materials and supplies	300,436	299,173
Prepaid expense and other	332,949	26,244
Total Current Assets	2,509,573	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	11,113	0
	63,536,397	63,525,284
Less: Accumulated Depreciation	(20,539,294)	(19,818,319)
Total Property and equipment, net	42,997,103	43,706,965
OTHER ASSETS		
Cash and investments restricted	5,966,354	5,602,485
TOTAL ASSETS	\$51,473,030	\$52,325,182
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable	\$779,719	\$1,489,885
Accrued expenses	12,826	25,300
Deferred Revenue	3,519,320	3,146,385
Note Payable	0	0
Total Current Liabilities	4,311,865	4,661,570
NET ASSETS		
Invested in capital assets	42,997,103	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	3,510,254	3,146,385
Unrestricted	(1,305,415)	(6,017,680)
Current Year Surplus / (deficit)	(496,877)	4,371,842
Total Net Assets	47,161,165	47,663,612
TOTAL LIABILITIES AND NET ASSETS	\$51,473,030	\$52,325,182

	Current	> 30 days	> 60 Days	> 90 days	Total
Accounts Receivable	\$132,432	\$0	\$0	\$0	\$132,432
	100.0%	0.0%	0.0%	0.0%	100.0%
Accounts Payable	\$764,161	\$12,535	\$0	\$3,023	\$779,719
	98.0%	1.6%	0.0%	0.4%	100.0%

Regional Transportation Authority

of Middle Tennessee

Board Action Item

Item Number:	R-A-22-023	Meeting Date:	10/19/2022
Item Title:	On-Call Capital Program Support Services		

BACKGROUND:

Implementing the agency's capital program, maintaining the facilities in a state of good repair, developing future service expansion, and managing asset investments requires specialized resources in design, engineering, construction inspection, and planning to supplement the WeGo staff's expertise. As the need for additional resources fluctuates with priorities and funding, the Agency has used task order-based "on call" design, engineering, construction materials testing, and planning services contracts to provide professional services for a limited scope, short-duration assignments. The contracts for these services expired in June 2022.

Federally funded contracts for architectural, engineering, planning and construction-related professional services require a qualifications-based selection. A Request for Qualifications (RFQ) was issued on May 2, 2022 in partnership with the Nashville MTA in order for both agencies to take advantage of the service contracts procured. Firms were asked to submit qualifications for five disciplines of work: facilities design; infrastructure design; construction administration; construction engineering inspection; and transportation planning. The RFQ included a DBE participation goal of 14% for the overall contract, as well as provisions for the agency to set task-specific DBE goals to increase participation in individual projects. The solicitation was advertised on the agency website, in *Transit Talent*, and on the B2G website, and notice of the solicitation's availability was sent to Nashville-based minority-owned professional services firms. Twelve firms (12) participated in the May 17th pre-proposal conference. Six (6) qualifications statements were submitted on the solicitation's June 23rd due date.

Following reviews of the qualifications statements, DBE participation plans, and proposer interviews, the Evaluation Committee rated the proposers in the disciplines in which they proposed. Five firms were requested to submit cost proposals which were received on August 16th. After negotiations, the Evaluation Committee determined to award contracts to CDM Smith, Fairpointe Planning, HDR, Kingdom Development Group, and Wendel.

CDM Smith and HDR previously were awarded the agency's program management contracts and have performed well on a variety of assignments including the WeGo Star track maintenance program and the expansion of the Mt. Juliet Station parking lot. Wendel participated in the design of MTA's North Nashville Transit Center and played a key role in determining the site layout to maximize bus access. Fairpointe Planning has participated in numerous transportation planning studies, including the Connect Downtown transportation plan. Kingdom Development Group is participating on the team that will be providing construction administration services at the North Nashville Transit Center and is also participating in the design of Murfreesboro's Transit Center. The entire proposing team for each prime proposing firm is listed on the attached page.

As a task order-based contract, firms will submit a planned approach, deliverables, schedule, and DBE participation in response to a request from the agency. The total cost of a task order will be determined by the established contract rates for the personnel assigned to the task. Depending on the nature of

the work, task order proposals may be requested from one or more of the firms within a discipline to assure that the agency is benefiting from the best project approach, team expertise, availability, and project schedule. Task orders exceeding \$300,000 will be presented to the Board for approval prior to authorization. All expenses will be assigned to capital projects with funding sources identified in the Capital Investment Plan adopted by the RTA Board in September 2022.

RECOMMENDATION:

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

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

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

APPROVED:

Board Secretary

October 19, 2022

Date

Prime Contractor	CDM Smith	Fairpointe Planning (DBE Prime)*	HDR	Kingdom Development Group (KDGI)(DBE Prime)*	Wendel
Disciplines	Facilities and Infrastructure Design, Construction Administration and Engineering Inspection, Transportation Planning	Transportation Planning	Facilities Design, Construction Engineering Inspection, Transportation Planning	Construction Administration	Facilities Design
DBE Participation *(Nashville-region-based)	<ul style="list-style-type: none"> • Abbie Jones Consulting (woman-owned) – civil engineering • Artifice (woman-owned) – facilities design * • Booker Engineering (minority woman-owned) - site lighting design* • Design Consultants, Inc. (minority woman owned) pedestrian improvements design* • Fairpointe Planning (minority woman owned) – NEPA & public engagement* • Foursquare ITP (woman-owned) – transit modeling • Hedstrom Design (woman-owned) – landscape architecture • KFH Group (woman-owned) – paratransit & microtransit planning • KS Ware (woman-owned) - geotechnical engineering* • MPI Business Solutions (minority woman owned) – data collection and analysis • THY (minority male owned) - surveying • Trekk Design (woman-owned) water & sewer and traffic engineering 	<ul style="list-style-type: none"> • Economic Decisions Group (minority male-owned) – economic analysis • Lumenor Consulting (woman-owned) – planning and data analysis 	<ul style="list-style-type: none"> • Artifice (woman-owned) – architecture * • Asa Engineering (woman owned) – landscape architecture and construction inspection • Civil Infrastructure Associates (woman-owned) – surveying, geotech, civil engineering • Fairpointe Planning (minority woman owned) – transportation planning* • Logan Patri Engineering (minority male owned) – structural engineering* • Morgan & Morgan (minority male owned) – construction administration* • Richard Grubb & Associates (woman owned) – cultural resources • Win Engineering (woman-owned) – MEP design and engineering* 	<ul style="list-style-type: none"> • BC Mason Group (minority male owned) - construction administration and construction engineering services* • Burch Transportation (woman owned) – transportation planning* • Community Solutions by Design (minority male owned) – architecture & design* 	<ul style="list-style-type: none"> • Booker Engineering (minority woman-owned) - site lighting design* • Don Hardin Group (minority male owned) – construction administration and inspection* • duGard Communications (minority woman owned) – public engagement* • KS Ware (woman-owned) -geotechnical engineering* • New South Associates (woman owned) – geotech services

	<ul style="list-style-type: none"> • Virginkar Associates (minority male owned) -project management • Win Engineering (woman-owned) – MEP design and engineering* 				
Other Subconsultants	<ul style="list-style-type: none"> • GeoServices – materials testing • Hatch LTK – rail engineering and rail transit modeling • Lamar Dunn – construction inspection • Smith Seckman Reid – HVAC, MEP design* • STV – TSP engineering • VDA – vertical circulation 	<ul style="list-style-type: none"> • Alta – Vision Zero, transportation planning • Stantec – traffic modeling 	<ul style="list-style-type: none"> • Bowlby & Associates – environmental engineering* • Gresham Smith – transit architecture & TSP* • Infrastrategies - finance • Nelson/Nygaard – transportation planning 	<ul style="list-style-type: none"> • ECS Southeast – materials testing* • Energy Land & Infrastructure – civil engineering* 	<ul style="list-style-type: none"> • Accura Engineering – site surveys • Hatch LTK- specialty operations design • Kimley-Horn – engineering and design • Pallacio Collaborative – cost estimating • Smith Gee – architecture*

Regional Transportation Authority

of Middle Tennessee

Board Action Item

Item Number:	R-A-22-024	Meeting Date:	10/19/2022
Item Title:	Period of Exclusive Negotiations for Joint Development of Donelson Station		

BACKGROUND:

On June 13, 2022, RTA received an unsolicited proposal from H.G. Hill and Southeast Venture (HGH/SV) to lease a portion of the existing RTA property adjacent to the Donelson Station to facilitate the development of a mixed-use complex of housing, commercial and retail space to complement the rail station and to generate long-term revenue for the Authority. As part of the overall project, parking for rail patrons would be sustained and the overall functionality of the station improved. The proposal also includes an area for a transit center that would facilitate bus service to the airport and connections to other routes. The unsolicited proposal expresses the intent to comply with the requirements of RTA's regulatory bodies (USDOT, TDOT) in negotiating a development agreement for this property that would provide RTA with long-term revenue as well as improved facilities.

Beginning August 19, 2022, a notice of receipt of the proposal was advertised in the *Tennessean* and on the agency's website. Interested parties were provided access to the HGH/SV proposal, the Federal Transit Administration's (FTA) guidelines for joint development proposals, and the agency's unsolicited proposal policy. Submissions of competing proposals were due by September 20, 2022. The notice advised that in the absence of receipt of competing proposals offering similar benefits for the station, RTA reserved the right to proceed with the unsolicited proposal. No proposals or inquiries were received.

RTA staff seeks the Board's approval to proceed with the next step in the process by authorizing a period of exclusive negotiation for RTA and HGH/SV to develop a formal joint development agreement that encompasses a design plan for the transit-related improvements, a long-term ground lease, and other long-term financial arrangements as the developer refines the plans for the rest of the project to present a final project plan for FTA and RTA Board approval. If terms cannot be reached that is acceptable to the RTA Board and FTA, the project will not proceed as a joint development.

RTA Staff and representatives of HGH/SV will provide additional information and will be available to answer questions at the RTA Board meeting on October 19.

RECOMMENDATION:

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

APPROVED:

Board Secretary

October 19, 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-22-030	Meeting Date:	10/19/2022
Item Title:	Transit Asset Management Plan Update		

BACKGROUND:

The Moving Ahead for Progress in the 21st Century Act (MAP-21) and Fixing America's Surface Transportation Act (FAST Act) required the Federal Transit Administration (FTA) to develop a rule to establish a strategic and systematic process of operating, maintaining, and improving public transportation assets effectively through their life cycle. In July 2016, the FTA issued a final rule requiring transit agencies to maintain and document minimum Transit Asset Management (TAM) standards. WeGo followed this guidance and certified the agency's first Transit Asset Management plan in October 2018. The agency TAM Plan is required to be updated every four years; corresponding to a plan update in October 2022.

A TAM Plan is a strategic and systematic planning tool to manage transit capital assets based on careful planning and improved decision-making. It uses transit asset conditions to guide how to manage capital assets and prioritize funding to improve or maintain the overall transit fleet and facilities to a target level of State of Good Repair (SGR) defined as "the condition in which an asset can operate at a full level of performance."

WeGo staff has been working with a team of consultants from CDM Smith on asset condition assessments and the TAM Plan update for the agency. The plan update process spanned several months, and the final document incorporates the following elements:

- Inventory of capital assets
- Condition assessment of the assets
- TAM & SGR Policy
- Decision Support Tool
- Investment Prioritization & Implementation Strategy
- List of Key Activities & Resources
- Evaluation & Monitoring Plan

CURRENT STATUS:

The Transit Asset Management Plan for WeGo was completed and certified by the Accountable Executive (CEO) in time to meet the October federal deadline. Staff will make a brief presentation about the TAM Plan process and the development of performance targets at the meeting.

APPROVED:



Chief Development Officer

October 14, 2022

Date

Regional Transportation Authority

of Middle Tennessee

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

Item Number:	R-D-22-031	Meeting Date:	10/19/2022
Item Title:	Monthly Operating Statistics		

BACKGROUND:

Attached are the monthly operating statistics for August 2022.

This month saw a significant jump in ridership compared to July, with a more than 25% month-to-month increase. August was also exceptional in terms of safety and service reliability, with no accidents or incidents of missed service recorded for either the RTA bus service or the WeGo Star. The reliability of the service was also reflected in the complaint statistics, with no bus or train complaints received for the entire month.

CURRENT STATUS:

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

APPROVED:



Chief Operating Officer

October 14, 2022

Date

RTA Monthly Dashboard Report *

Metric	August 2022	August 2021	Pct. Change
Ridership			
Total RTA Bus Passengers	11,475	7,197	59.4%
WeGo Star Passengers	8,782	5,631	56.0%
Total RTA Passengers	20,257	12,828	57.9%
Percentage of Pre-Pandemic Ridership	34.0%	21.5%	12.5%
Safety			
RTA Bus Total Accidents	0	0	N/A
WeGo Star Total Accidents	0	0	N/A
RTA Bus Total Miles btwn Accidents	N/A	N/A	N/A
WGS Total Miles btwn Accidents	N/A	N/A	N/A
Service Quality			
RTA Bus Total Trip Completion %	100.00%	100.00%	0.00%
WeGo Star Total Trip Completion %	100.00%	100.00%	0.00%
RTA Bus Total Miles btwn Service Interruption	N/A	N/A	0.0%
WGS Total Miles btwn Service Interruption	N/A	N/A	N/A
On-Time Performance ^			
RTA Bus	87.2%	85.8%	1.6%
WeGo Star	96.4%	98.3%	-2.0%
Customer Care			
RTA Bus Total Passengers per Complaint	N/A	2,399	0.0%
WeGo Star Passengers per Complaint	N/A	N/A	N/A

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

^ On Time Performance reporting began September 2017.

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

RTA Monthly Dashboard Report *

Metric	FY 2023 August	FY 2022 August	Pct. Change
Ridership			
Total RTA Bus Passengers	20,426	13,550	50.7%
WeGo Star Passengers	15,674	10,669	46.9%
Total RTA Passengers	36,100	24,219	49.1%
Percentage of Pre-Pandemic Ridership	32.4%	21.7%	10.7%
Safety			
RTA Bus Total Accidents	0	0	N/A
WeGo Star Total Accidents	0	0	N/A
RTA Bus Total Miles btwn Accidents	N/A	N/A	N/A
WGS Total Miles btwn Accidents	N/A	N/A	N/A
Service Quality			
RTA Bus Total Trip Completion %	99.93%	100.00%	-0.07%
WeGo Star Total Trip Completion %	100.00%	100.00%	0.00%
RTA Bus Total Miles btwn Service Interruption	40,530.9	#DIV/0!	0.0%
WGS Total Miles btwn Service Interruption	N/A	N/A	N/A
On-Time Performance ^			
RTA Bus	85.7%	79.3%	8.1%
WeGo Star	96.7%	98.0%	-1.3%
Customer Care			
RTA Bus Total Passengers per Complaint	2,553	2,258	13.1%
WeGo Star Passengers per Complaint	7,837	N/A	N/A

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

^ On Time Performance reporting began September 2017.

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

RTA 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

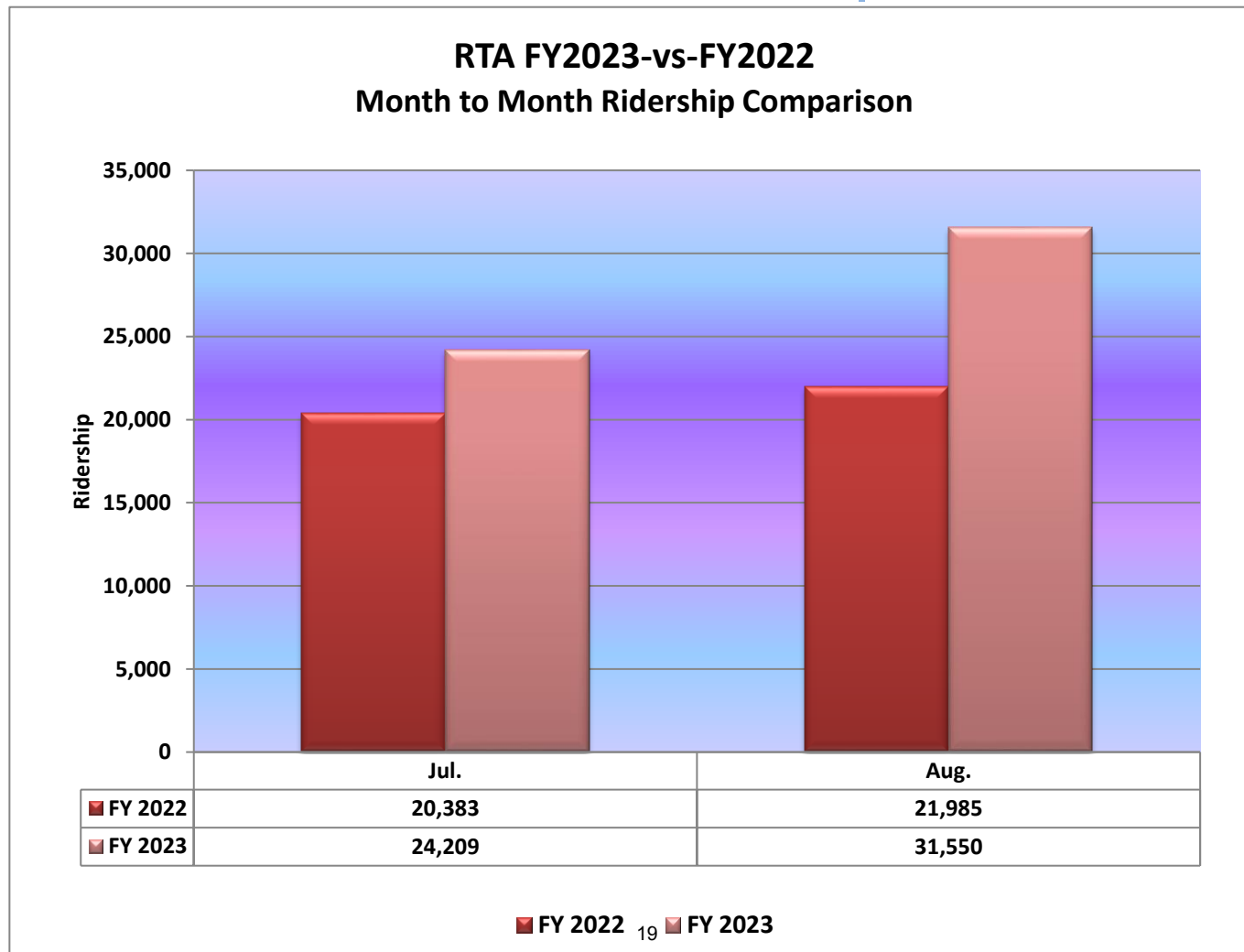
Total WeGo Star passengers divided by total WeGo Star customer complaints.



REGIONAL TRANSPORTATION AUTHORITY

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

	Month to Month Comparison			Fiscal Year Comparison		
	Aug-21	Aug-22	Percentage Change	FY 2022	FY 2023	Percentage Change
WeGo Star	5,631	8,782	56.0%	45,528	87,132	91.4%
Express Bus & Shuttle Services	7,197	11,475	59.4%	69,652	115,281	65.5%
RTA VanStar Vanpool Service	1,902	1,792	-5.8%	22,370	20,192	-9.7%
Total RTA Ridership	14,730	22,049	49.7%	137,550	222,605	61.8%





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

	Month to Month Comparison			Fiscal Year		
	Aug-21	Aug-22	Change	FY 2022	FY 2023	Change
MTA Local Bus Service	474,183	679,737	43.3%	5,023,677	7,265,058	44.6%
MTA Local Paratransit Service	25,579	31,852	24.5%	302,988	364,934	20.4%
RTA Regional Bus Service	7,197	11,475	59.4%	69,652	115,281	65.5%
RTA VanStar Vanpool Service	1,902	1,792	-5.8%	22,370	20,192	-9.7%
RTA Regional Rail Service	5,631	8,782	56.0%	45,528	87,132	91.4%
* RTA Special Events Rail Service	355	1,576	343.9%	1,655	9,441	470.5%
Subtotal RTA Rail Service	5,986	10,358	73.0%	47,183	96,573	104.7%
Subtotal MTA & RTA Bus & Rail Service	514,847	735,214	42.8%	5,465,870	7,862,038	43.8%
Williamson County VanStar Vanpool Service	6,900	7,925	14.9%	94,006	91,863	-2.3%
Murfreesboro ROVER Local Bus Service	9,164	10,207	11.4%	118,669	126,068	6.2%
Franklin Transit Local Bus Service	4,238	4,871	14.9%	52,246	78,801	50.8%
Clarksville Transit Local Bus Service	39,690	46,776	17.9%	515,912	552,673	7.1%
Total Area Ridership	574,839	804,993	40.0%	6,246,703	8,711,443	39.5%



REGIONAL TRANSPORTATION AUTHORITY ROUTE PERFORMANCE INDICATOR REPORT

For the Month of: **August-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)	1,899	68.7%	161	14	11.8
	Northwest Corridor (Routes 89 & 94)	2,353	52.7%	255	10	9.2
	South Corridor (Route 95)	958	39.4%	186	7	5.1
	Southeast Corridor (Routes 84 & 86)	2,689	68.7%	937	4	2.9
EXPRESS BUS ROUTE SERVICE						
84	Murfreesboro Express	2,037	86.2%	757	4	2.7
86	Smyrna - LaVergne Express	652	30.4%	181	4	3.6
87	Gallatin Express	1,899	68.7%	161	14	11.8
88	Dickson Express	371	83.7%	48	8	7.8
89	Springfield - Joelton Express	465	14.0%	63	10	7.4
94	Clarksville Express	1,888	66.6%	193	10	9.8
95	Spring Hill Express	958	39.4%	186	7	5.1
	Express Bus Route Totals	8,270	60.6%	1,588	6	5.2
OTHER ROUTES						
64	Star Downtown Shuttle	270	N/A	73	1	3.7
93	WeGo Star West End Shuttle	2,935	43.4%	91	21	32.1
	RTA Bus Route Monthly Totals	11,475	59.4%	1,661	7	6.9
COMMUTER RAIL SERVICE						
90	WeGo Star Commuter Rail	8,782	56.0%	263	32	33.4
	RTA Commuter Rail and Bus Totals	20,257	57.9%	1,923	11	11

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-22-032	Meeting Date:	10/19/2022
Item Title:	RTA Agency Safety Plan Update		

BACKGROUND:

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

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

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

CURRENT STATUS:

A brief high-level overview of the expected updates to our Agency Safety Plan will be provided by Nick Oldham, Director of System Safety & Risk Management, and copies of the plan will be made available for Board review.

APPROVED:



Director of System Safety & Risk Management

October 14, 2022

Date