



**MINUTES**  
**EXECUTIVE COMMITTEE MEETING**  
**REGIONAL TRANSPORTATION AUTHORITY**  
**February 16, 2022**

- I. **Call to Order:** The regular meeting of the Regional Transportation Authority of Middle Tennessee (RTA) Executive Committee was held at the Tennessee State Archives & Library, located at 1001 Rep. John Lewis Way N., Nashville, TN 37219 on Wednesday, February 16, 2022. A quorum was established, and the RTA Executive Committee meeting was called to order at 9:33 a.m. by Vice-Chair, Mayor Paige Brown.

**Executive Committee Members in Attendance:**

Mayor Paige Brown – City of Gallatin  
Governor’s Appointee Ed Cole, Secretary – Davidson County  
Mayor Ken Moore – City of Franklin  
Mayor Bill Ketron – Rutherford County  
Mayor Billy Vogle – Robertson County  
Mayor Anthony Holt – Sumner County  
Kelly Dannenfelser – Williamson County (Gov. Appt)  
Ken Davis – Wilson County (Gov. Appt)

**Others Present:**

Mayor Jamie Clary – City of Hendersonville  
Jim Kerr– City of Murfreesboro (Alt.)  
Ray Render - Congressman John Rose Office -6th District, TN

- II. **Approval of the January 19, 2022, Minutes**  
Vice-Chair, Mayor Paige Brown entertained a motion to approve the January 19, 2022, Minutes. A proper motion was made and seconded, and the minutes were unanimously approved by the RTA Executive Committee.
- III. **Public Comments:** There were no public comments to come before this.at this time.
- IV. **Finance Committee Report:** Mayor Anthony Holt reported the following:
- a. **Monthly Financial Report Compared to Budget Report (R-D-22-007):** Mayor Anthony Holt presented the year-to-date data of the statement of operations for the month of December 31, 2021, compared to the FY2021 budget and the balance sheet as of December 31, 2021.
- Chief Financial Officer Ed Oliphant was present to answer questions from the floor and there was none at this time.
- V. **Operations Committee Report:** Chief Operating Officer Andy Burke reported the following:

- a. **Monthly Operating Statistics (R-D-22-008)**: Chief Operating Officer Andy Burke reviewed the RTA Monthly Dashboard Report through the month of December 31, 2021, with the Executive Committee.

Secretary Ed Cole asked if we were on track in ridership recovery in comparison to other agencies. Chief Operating Officer Andy Burke said we are in line with ridership recovery as it compares to other agencies in the states. That being said, for our commuter routes, it is a bit slower, which is what RTA is predominately made up of as it compares to our MTA routes. We are still seeing hesitancy from many organizations on their return to the office policies, which ultimately impacts folks utilizing the service for work-related travel. In short, I believe we need to keep a close eye on the overall feel of how commuters ultimately will utilize these types of services. We are working toward restoring service in the upcoming months to allow folks additional flexibility and have additional reliability to their transit needs.

There was no further discussion at this time.

- VI. **Safety Management System Plan Update (R-A-22-009)**: Director of System Safety and Risk Management, Nick Oldham provided an update on the Safety Management System (SMS).

In July 2018, the Federal Transit Administration 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 safety plans that include the processes and procedures to implement Safety Management Systems (SMS) by July 20, 2021. We complied with that date and have since begun implementing the SMS.

SMS is a top-down, data-driven, comprehensive, and collaborative management system which involves the continuous collection and analysis of information that helps a transit agency become proactive about how it addresses safety risks. It brings management and labor together to control risk better, detect and correct safety problems earlier, share and analyze safety data more effectively, and measure safety performance more precisely. SMS also supports management decisions to prioritize actions and allocate resources to resolve identified safety concerns or reduce safety risk to an acceptable level through:

- Increasing the focus of hazard identification across the organization
- Broadening the scope of safety data collection
- Emphasizing the importance of managing safety risks across all areas of operations
- Integrating data from other organizational processes into safety data analysis
- Promoting participation and contribution of frontline personnel in the management of safety; and
- Fostering an organizational culture that encourages proactive safety reporting and safety risk management

Director of System Safety & Risk Management Nick Oldham said, as the agency continues with its efforts to build and maintain an effective Safety Management System, we will provide periodic updates about our progress to ensure a continued push to proactively reduce identified safety risks to an acceptable level.

Director of System Safety & Risk Management Nick Oldham availed himself for questions from the floor and there was none at this time.

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

1. Last month, Ed Oliphant reported on the “truing up” of our Vanderbilt pass program. As they transitioned to the new pilot program for employer sponsorship, the reduction in ridership brought on by the pandemic has led to Vanderbilt significantly overpaying for rides. CEO Bland said we continue to meet with Vanderbilt on how we will address this issue moving forward, and one of the options we're examining is the creation of some targeted services on the RTA Commuter bus service to look at some targeted markets.
2. This month, we also started discussions with Montgomery County Economic Development (Buck Dellinger) to identify possible future options for reverse commute alternatives as they see significant employment growth in the industrial parks along I24.
3. Our Quick Ticket Account-Based Fare Collection system is fully functional on RTA commuter buses (both MTA operated and Gray Line operated service). We are working through a couple of technical issues for the Star, but anticipate rolling it out on the Star in the next 2 months.
4. The last locomotive scheduled for rebuilding has been returned to Nashville. This unit will be tested over the next month or so.
5. We completed our budget submissions to the Metro Nashville Budget process. Like all our County and City partners, we requested the same level of funding next year as in the current year.
6. Hopefully, you noticed with the distribution of Board materials that we would like to update our committee membership lists for this year. All RTA members in good standing can be members of the Executive Committee with the caveat that you must attend at least 50% of the meeting to remain on the committee. We are also looking to update the membership on the Finance, Audit, and Operations Committees. Mayor Bell of Lebanon has agreed to Chair the Operations Committee, and Mayor Holt will continue to Chair the Audit and Finance Committees. CEO Bland asked everyone to let him, or Ms. Monica Howse know if they are interested in committee memberships.

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

**VIII. Chair's Report:** Vice-Chair, Mayor Paige Brown thanked all of the Board members and staff for their commitment to RTA. In conclusion, she reminded everyone to submit their names for committee memberships and to send their Conflict of Interest forms to Ms. Monica Howse.

**IX. Adjournment:** With no further business, Mayor Paige Brown called for adjournment, a proper motion was made and seconded, and the meeting was adjourned at 10:05 a.m.

Respectfully submitted:

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Ed Cole, RTA Secretary &  
Davidson County Governor Appointee