



## Minutes

### NASHVILLE METROPOLITAN TRANSIT AUTHORITY

#### BOARD OF DIRECTORS MEETING

August 24, 2017

---

- I. CALL TO ORDER:** The regular meeting of the Nashville Metropolitan Transit Authority (Nashville MTA) Board of Directors was held in the Music City Central Meeting Room, 400 Charlotte Avenue, Nashville, Tennessee on August 24, 2017. Present were: Gail Carr Williams, Chair; Janet Miller, Vice Chair; Glenn Farner, Member; Hannah Paramore Breen, Member; Walter Searcy, Member; Secretary Margaret Behm; and Chief Executive Officer Stephen G. Bland. A quorum was established, and Chair Williams called the meeting to order at 2:45 p.m.

Chair Williams called for a moment of silence to recognize the passing of former Board Member Reverend Bill Barnes. Chair Williams noted that Reverend Barnes was a champion for Nashville MTA, and even more for the City of Nashville, and for goodness and all things sacred. (A moment of silence was observed.)

Continuing, Chair Williams welcomed our new Nashville MTA Board Member Glenn Farner. Mr. Farner commented that he is looking forward to serving on the Nashville MTA Board and that he is very passionate about transit and mobility in Nashville.

- II. APPROVAL OF MINUTES:** Proper motion was made to approve the minutes of the July 27, 2017 Board of Directors meeting. There were no additions or corrections, and the vote of approval was unanimous.
- III. PUBLIC COMMENTS:** Chair Williams opened the floor for public comments. The public was reminded that comments are limited to three minutes. The following members of the public had these comments:

Peter O'Connor, frequent rider, Nashville, TN:

- He questioned whether or not a bus pass should be required to get into the waiting rooms at MCC. He noted that when a person pays cash, they don't get a bus pass.
- Customer Service needs to be open until the last bus completes its run. Although you can get access to the radio room after hours through calling AccessRide, it is not as convenient.
- Some drivers inch along on the brakes when they are at a stop and that causes him to get motion sickness.

- Drivers need to be more courteous to riders who are frustrated when the bus leaves MCC behind schedule and that is caused by a driver getting off the bus to go inside at MCC.

James Thomas, frequent rider, Nashville, TN:

- The TV in the downstairs waiting room has not been working for several months.
- He would still like to see the Tampa Drive bus stop moved down to the corner on Harding Place where the old Route 52 used to stop. The sidewalk would be much safer for the pedestrians.
- At MCC, he has witnessed people who will push and force open the doors in the waiting room upstairs. He is concerned that this will break the doors.

Darius Knight, Madison, TN:

- He would like to know when these issues that he has complained about before are going to be corrected:
  - Buses needing repair
  - Dirty buses
  - Driver issues
- He complained that he was given incorrect information by a supervisor and when he followed through with Customer Care, he was treated rudely. The Customer Care supervisor attempted to make amends for this incident, but he refused the gesture.

Sheila Hansen, MTA rider since 1984:

- On occasion when she rides the Nolensville 52A bus and gets to the end of the line, the driver stops at the Dollar General Park & Ride. The driver does not stop at the actual bus stop that has a bench and sign that is 50 feet ahead of where they stop. It is on a curb with uneven ground which is difficult for people with vision and balance trouble. She has to get off of the bus and hang on to it as she maneuvers around to the road.
- Continuing, she noted that this is called the end of the line, but the bus goes further out to Nolensville Road where she would like to get off to go to the grocery and around the corner to where she lives. Some drivers ask her to pay again when she wants to go two stops further. She thinks there should not be any issues with this and that drivers should be trained to take this into consideration.

There were no other public comments, and the time for public comments closed.

- IV. **OPERATIONS & FINANCE COMMITTEE REPORT:** Committee Chair Searcy noted that the members were present at the committee meeting, and they have no action items to present to the Board today.
- V. **NEW INITIATIVES & COMMUNITY ENGAGEMENT COMMITTEE:** Committee Chair Miller reported that at the request of the Board, Procurement Manager Greta Beard presented a very informative report on the Disadvantaged Business Enterprise (DBE) programs. They discussed the process and barriers to outreach. It was very helpful, and the committee would like to continue their focus on this to be sure that we achieve the 6% goal and exceed it if possible.

- a. **Capital Plan FY2018 Adoption (A-17-025):** The recommended FY2018 MTA Capital Budget (attached) categorizes projects into four areas as directed by the Nashville MTA New Initiatives and Community Engagement (NICE) Committee and the Nashville MTA Board in May 2017:
1. State of Good Repair;
  2. nMotion Service Improvements;
  3. nMotion System Expansion and High Capacity Transit Development; and,
  4. Preventative Maintenance and Americans with Disabilities Act (ADA) capitalization.

Sixty percent of the budget is proposed to be utilized to maintain existing assets and service in a State of Good Repair with 30% of the budget proposed to improve existing services. Ten percent is set aside to help the agency prepare for larger expansion efforts. Identified projects allow the Nashville MTA to meet safety and compliance requirements, to manage assets in a State of Good Repair, to provide meaningful customer service and amenities, to enhance service efficiencies and improvements, and to plan for service expansion to meet growing local and regional transit priorities.

The FY2018 budget was developed with consideration to fully funding all partially-funded projects and to add new projects over the next six years consistent with the current policy level direction. Based on a normal level of uncertainty associated with future operational funding needs associated with growth of the system, the six-year plan conservatively apportions a higher percentage of funds to be “flexed” to Preventative Maintenance and ADA needs. Actual needs will be re-evaluated each fiscal year.

The New Initiatives and Community Engagement Committee recommended adoption of the attached Policy Level FY2018 Capital Budget with the associated FY2018-FY2023 Six-Year Capital Plan.

Board Chair Williams asked that the supporting documents to this item be included within these minutes, and they are included herewith. There was no other discussion, and the vote of approval was unanimous. The motion carried.

---

For the record:

**FY2018 Nashville MTA Capital Budget**

(8/24/17)

The Nashville Metropolitan Transit Authority (Nashville MTA) Board recognizes the need to develop a broad funding policy for the annual Capital Budget and for a Fiscally Constrained Six-Year Strategic Capital Plan to reflect and advance the initiatives adopted under the nMotion Transit Strategy. This paper generally identifies sources and amounts of projected capital funding available to the Nashville MTA as well as a framework for funding decisions.

## **A. MTA Capital Funding Sources and Amounts**

The Nashville MTA receives capital funding from federal, state, and local sources as identified below.

### **1. Federal 5307 – Urbanized Area Formula Grant**

The 5307 federal formula funding is provided to the region based on reported and audited ridership data. Through annual agreements with regional partners, funding is split between the Nashville MTA, Regional Transportation Authority (RTA), and Franklin Transit. These funds can also be transferred over to the operational budget to be used for preventative maintenance. These are typically “80%” funds, meaning that 80% of the funding shown is federal money while 10% of the money comes from the state and 10% comes from local sources.

At this time, the Nashville MTA can reasonably predict that annually it will receive approximately \$20 million total for Capital needs in 5307 funds including state/local match annually. The Nashville MTA typically transfers approximately \$12 million to the operations budget for preventative maintenance and Americans with Disabilities Act (ADA) service costs.

The Federal Transit Administration (FTA) provides 5307 funding to public transit systems in Urbanized Areas (UZA) for public transportation capital, planning, job access and reverse commute projects, as well as operating expenses in certain circumstances.

Eligible activities include:

- planning, engineering, design and evaluation of transit projects and other technical transportation-related studies;
- capital investments in bus and bus-related equipment such as replacement of buses, overhaul of buses, rebuilding of buses, crime prevention and security equipment and construction of maintenance and passenger facilities, and computer hardware and software; and
- capital investments in new and existing fixed guideway systems including rolling stock, overhaul and rebuilding of vehicles, track, signals, and communications.

All preventive maintenance and a portion of the costs of ADA complementary paratransit service are considered capital costs.

### **2. Federal 5339 – Bus and Bus Facilities Grant**

The 5339 federal formula funding is provided to the region based on reported and audited ridership data. Through annual agreements with regional partners, funding is split between the Nashville MTA, RTA, and Franklin Transit and Williamson County vanpools. These are typically “80%” funds, meaning that 80% of the funding shown is federal money while 10% of the money comes from the state and 10% comes from local sources.

At this time, the Nashville MTA can reasonably predict that annually it will receive approximately \$1.5 million total for Capital needs in 5339 funds and state/local match annually.

FTA provides 5339 funding to states and transit agencies through a statutory formula for capital projects to replace, rehabilitate and purchase buses, vans, and related equipment, and to construct bus-related facilities, including technological changes or innovations.

### 3. Federal Congestion Mitigation and Air Quality (CMAQ)

These are federal funds that are allocated by the Tennessee Department of Transportation (TDOT) through a competitive grant process. These funds typically are 80% federal and require a state or local match. The Nashville MTA can apply to TDOT for funding for bus replacements, park and rides, and other projects that would result in a reduction of vehicle congestion and an associated improvement of local or regional air quality. The Nashville MTA does not have a current strategy for requesting these funds and cannot reasonable include this as an ongoing and stable funding source.

### 4. Federal Surface Transportation Program (STP)

These are funds that are managed and allocated by the Nashville Metropolitan Planning Organization (MPO). The Nashville MTA can apply for these funds for use on bus replacements, major capital investment studies, and engineering. These funds typically are 80% federal and require a state or local match. The Nashville MTA does not have a current strategy for requesting these funds and cannot reasonable include this as an ongoing and stable funding source.

### 5. State Grant Match

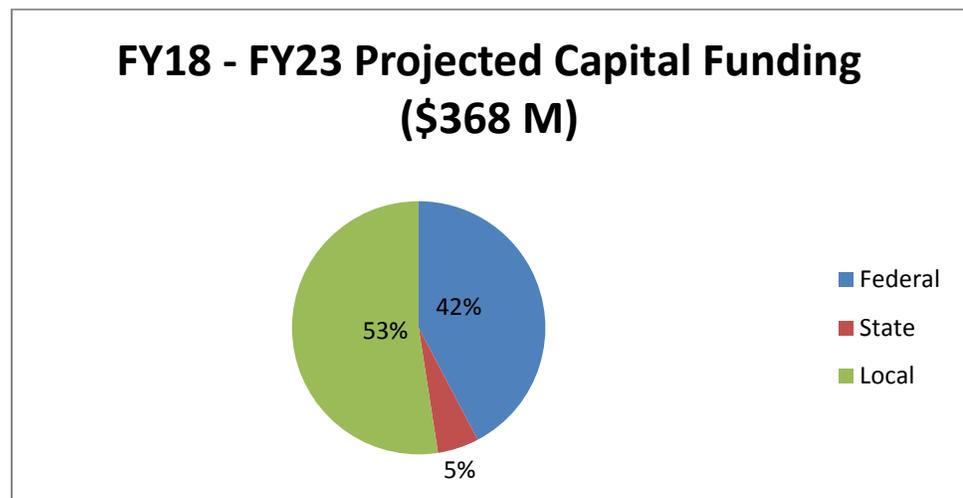
The Nashville MTA relies on state funding to provide matches to federal funds.

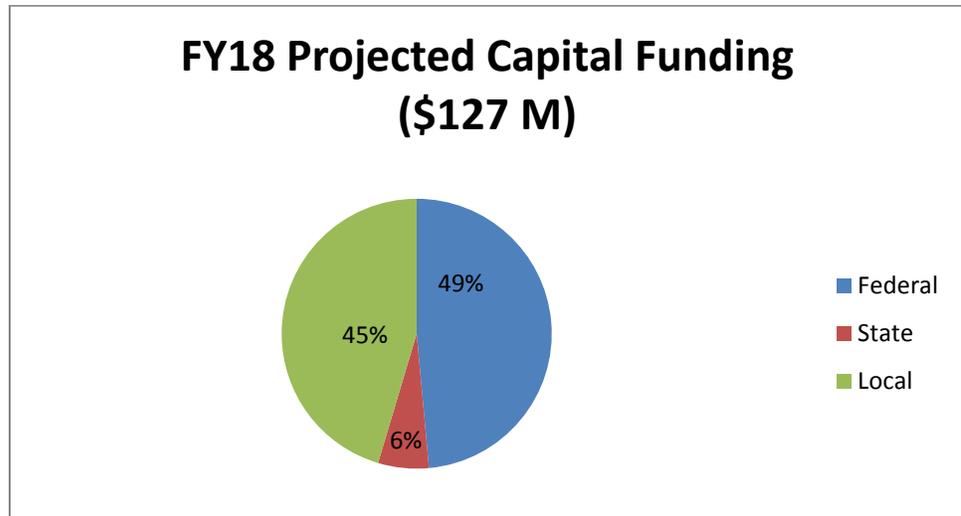
### 6. Local Capital Funding and Grant Match

The Nashville MTA relies on Metro Nashville funding to provide matches to federal funds. The Nashville MTA also makes annual requests of 100% capital funding for specific capital needs. Funding is based on Metro Council approval of annual budgets.

### 7. Other

Other sources include grants from other federal, state, or local entities. The Nashville MTA continuously reviews opportunities to apply for grants to support capital projects.





**B. Nashville MTA nMotion Capital Funding Strategy**

The Nashville MTA capital funding strategy is aligned with the adopted nMotion Transit Strategy to balance the needs of system maintenance, improvements, and growth.

**1. State of Good Repair**

Maintaining the existing transit system in a State of Good Repair (SGR) is one of the Nashville MTA’s highest priorities. Having well maintained, reliable transit infrastructure will help ensure safe, dependable, efficient, and accessible services.

Capital SGR projects include safety, routine vehicle repair and replacement, infrastructure rehabilitation, replacement, and repair, and information technology.

**2. nMotion Service Improvements**

In order to provide increasingly meaningful service to Davidson County residents, the Nashville MTA will improve its existing service making it easier to use, more convenient, more comfortable, and more efficient, and more accessible. nMotion recommendations for service improvements include:

- Make service easier to use;
- Improve existing services;
- Improve access to transit;
- Make service more comfortable; and,
- Develop a network of regional transit centers.

Capital nMotion service improvement projects include neighborhood transfer centers, new shelters, system wayfinding and signage, fare system modernization, and bus service improvements (system restructure, Mobility on Demand).

**3. nMotion System Expansion and High Capacity Transit Development**

As the population in Davidson County continues at its high rate of population and job growth, the Nashville MTA will begin laying the foundation for large infrastructure and network expansion and improvements. These projects are multi-year, multi-disciplinary exercises that can require inter-agency planning,

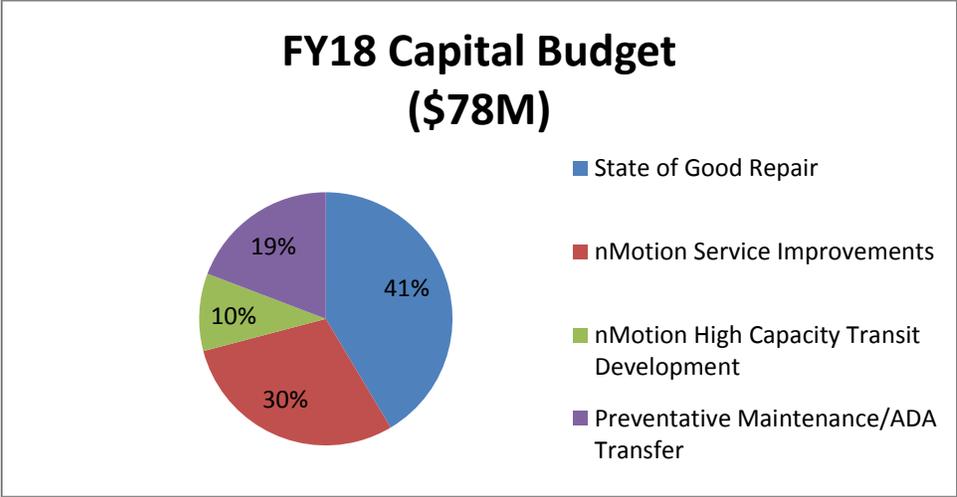
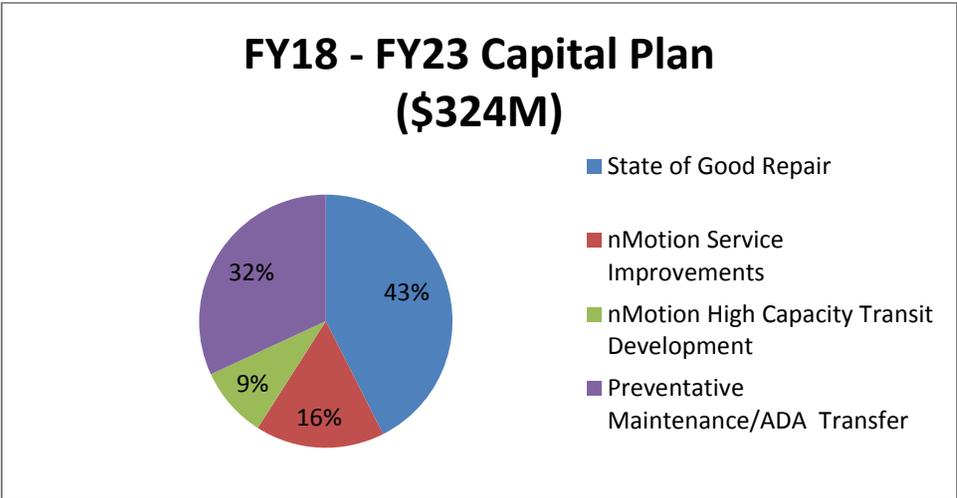
engineering, construction, and financing. nMotion recommendations for service expansion include:

- Expand service to new areas;
- Build frequent transit network; and,
- Build high capacity network.

Capital nMotion service expansion projects include Fleet Expansion (for new service locations and greater service frequency); Light Rail, Bus Rapid Transit, and Downtown Corridor development; and Facility Expansion to accommodate expanded fleet needs.

**4. Transfer of Federal Capital Funds to Operational Preventative Maintenance and ADA**

The Nashville MTA transfers Federal 5307 capital dollars for operational preventative maintenance and ADA needs. The amount transferred annually is reviewed to balance the needs of system maintenance and system capital projects.



**NASHVILLE MTA FY2018 Capital Spend Plan for Board Adoption**  
(August 24, 2017)

| <b>CAPITAL STRATEGY / PROJECT LIST</b>  | <b>Capital Budget<br/>FY2018</b> | <b>Capital Plan<br/>FY2018 - FY2023</b> |
|---|----------------------------------|---|
| <b>TOTAL AVAILABLE FUNDING</b>  | <b>\$ 126,762,111</b>            | <b>\$ 367,919,219</b>                   |
| <b>TOTAL SPEND PLAN</b>   | <b>\$ 95,951,558</b>             | <b>\$ 342,189,511</b>                   |
| <b>CARRYOVER/REMAINING FUNDS (Year-over-year rollover)</b>  | <b>\$ 30,810,553</b>             | <b>\$ 25,729,708</b>                    |
| <b>State of Good Repair</b>   | <b>\$ 32,224,181</b>             | <b>\$ 137,755,702</b>                   |
| <b>Safety</b>   | <b>\$ 785,000</b>                | <b>\$ 885,000</b>                       |
| Replacement On-Board Video Surveillance on Buses<br>CCTV Camera Additions<br>P25 Upgrade of Motorola 800 MHz Radio Communications<br>Training and Safety System Software            |                                  |   |
| <b>Revenue Vehicles</b>   | <b>\$ 15,900,000</b>             | <b>\$ 106,605,600</b>                   |
| Bus Replacement<br>Van Replacement  |                                  |   |
| <b>Nonrevenue Vehicles</b>  | <b>\$ 327,330</b>                | <b>\$ 1,022,330</b>                     |
| Support Vehicles (Non-Revenue)<br>GPS Tracking System for Non-Revenue Vehicles  |                                  |   |
| <b>Infrastructure</b>   | <b>\$ 14,076,851</b>             | <b>\$ 25,957,772</b>                    |
| Facility Repair and Rehabilitation (Myatt, Nestor, MCC)<br>Existing Shelter Replacements<br>Annual Shop Equipment Needs<br>Annual Facility State of Good Repair Needs               |                                  |   |
| <b>IT Hardware and Software</b>   | <b>\$ 1,135,000</b>              | <b>\$ 3,285,000</b>                     |
| Annual Network Equipment and Software<br>Laptops for Training<br>SharePoint - Intranet<br>Video Conferencing<br>Motorola Radio Signal Repeaters<br>Telephone Radio Recording System |                                  |   |
| <b>nMotion Service Improvements</b>   | <b>\$ 22,902,310</b>             | <b>\$ 53,492,310</b>                    |
| <b>Neighborhood Transfer Centers</b>  | <b>\$ 2,500,000</b>              | <b>\$ 12,500,000</b>                    |
| North Nashville/TSU Transit Center<br>Neighborhood Transit Center (Hillsboro High School)   |                                  |   |
| <b>Shelter Additions</b>  | <b>\$ 5,509,625</b>              | <b>\$ 13,309,625</b>                    |
| Expansion of Nolensville Shelters<br>Charlotte Shelters (3)<br>Design, Site Prep, and Construction for New Shelters   |                                  |   |
| <b>System Wayfinding and Signage</b>  | <b>\$ 90,000</b>                 | <b>\$ 90,000</b>                        |
| Multi-Agency Branding Study   |                                  |   |
| <b>Fare System</b>  | <b>\$ 13,902,685</b>             | <b>\$ 19,402,685</b>                    |
| Fare Collection Study/System<br>Wi-Fi on Vehicles (Revenue and Non-Revenue)<br>Paratransit Trip Broker and EZ Wallet  |                                  |   |

**NASHVILLE MTA FY2018 Capita Spend Plan for Board Adoption**  
(August 24, 2017)

| CAPITAL STRATEGY / PROJECT LIST  | Capital Budget<br>FY 2018 | Capital Plan<br>FY2018 - FY2023 |
|--|---------------------------|---------------------------------|
| <b>TOTAL AVAILABLE FUNDING</b>   | \$ 126,762,111            | \$ 367,919,219                  |
| <b>TOTAL SPEND PLAN</b>  | \$ 95,951,558             | \$ 342,189,511                  |
| <b>CARRYOVER/REMAINING FUNDS (Year-over-year rollover)</b>   | \$ 30,810,553             | \$ 25,729,708                   |
| <b>Service Improvements</b>  |                           |                                 |
|  | \$ 750,000                | \$ 6,750,000                    |
| Mobility on Demand Software and Systems Pilot<br>Paratransit Dispatching/Scheduling Software<br>Fixed Route Scheduling Software Upgrade                      |                           |                                 |
| <b>Plan Development and Implementation</b>   |                           |                                 |
|  | \$ 150,000                | \$ 1,440,000                    |
| Comprehensive Operations Analysis  |                           |                                 |
| <b>nMotion High Capacity Transit Development</b>   | \$ 7,700,000              | \$ 29,445,000                   |
| <b>Corridors</b>   |                           |                                 |
|  | \$ 2,000,000              | \$ 22,745,000                   |
| Program Management Consultant and HCT Design   |                           |                                 |
| <b>Fleet Expansion</b>   |                           |                                 |
|  | \$ 5,100,000              | \$ 6,100,000                    |
| Electric Buses (2)<br>Bus Expansion (2)<br>Vans for Flexible Service - Fleet Expansion   |                           |                                 |
| <b>Facility Expansion</b>  |                           |                                 |
|  | \$ 600,000                | \$ 600,000                      |
| New Operating Facility Siting Study  |                           |                                 |
| <b>PM Transfer</b>   | \$ 14,929,647             | \$ 103,301,079                  |
| Annual Preventative Maintenance and ADA Transfer<br>Additional Preventative Maintenance and ADA Transfer<br>Remainder of Metro Grant Match for Nashville MTA |                           |                                 |

**VI. CHAIR’S REPORT:** Chair Williams reflected on today’s discussions during the meeting. The capital budget topic helps to solidify planning and to remain strategic. The DBE discussion helps to think about the philosophy and the culture of Nashville MTA in terms of how we engage with our entire community as it relates to work being done. The discussion on route performances – what they are doing and what they are not doing – helps to think about how we want to address those issues. Finance has their work cut out for them with the annual audit and the Board looks forward to a good audit report.

- VII. CEO’S REPORT:** CEO Bland reported the following:
- New Fare Structure – The new fare structure kicked off on August 1 and that has been very well received. With this change in fare structure, our Director of Community and Legislative Relations Eric Beyer along with Chief Financial Officer Ed Oliphant and their staff are reworking our EasyRide agreements.
  - MTA Leadership Academy – Chief Administrative Officer Rita Roberts-Turner has led the efforts in getting this project off the ground. This program will take our rising stars in the middle and supervisory levels to get them ready for leadership challenges.
  - Murfreesboro Road Project – The contract has been awarded and we are working through some of the licensing agreements and utility challenges. We

are very thankful for our relationship with Metro IT and the assistance they are giving to this project.

- Donelson Transit-Oriented Development (TOD) Project – There has been a lot of conversation with Metro and Metro Department and Housing Agency (MDHA) and developers on this project. There is another significant TOD development in progress at an adjacent site to the Music City Star Station at Donelson.
- Major Renovations to Music City Central (MCC) – Our Project Engineer Mike White has been working on the scope of services for major renovations to MCC and we expect to get that bid out by end of this calendar year.
- The Tennessee Public Transportation Association's (TPTA) Annual Conference and Roadeo – As host, we have a lot of staff who are actively planning for this event in October. We would love to have the Board attend both formal and informal events associated with the program. Nashville and Davidson County Mayor Megan Barry will be addressing the opening session.
- Neighborhood Transit Centers/Hubs – We are actively working with Tennessee State University on a site in north Nashville. We are also actively working with Metro Nashville Public Schools on the reconstruction of Hillsboro High School to work a similar type of facility into that site.

This concluded his report.

**VIII. OTHER BUSINESS:** There was no other business to come before the Board.

**IX. ADJOURNMENT:** The meeting was adjourned at 3:11 p.m.