

NASHVILLE METROPOLITAN TRANSIT AUTHORITY
Board of Directors Meeting

April 23, 2020

- I. **Call to Order:** Due to the outbreak of COVID-19 and the declaration of a state of emergency by Governor Bill Lee, the Nashville Metropolitan Transit Authority (Nashville MTA) held a special, one-item meeting via teleconference on Thursday, April 23, 2020 to conduct essential business to protect the health, safety and welfare of Tennesseans in light of the COVID-19 outbreak. This meeting was held in accordance with Executive Order No. 16 in order to vote on the Nolensville Project CEI and the Safety Management Policy Statement items.

This meeting was a telephone conference meeting and did not include a physical meeting location in order to protect public health, safety, and welfare. The telephone conference meeting was necessary to vote on this item and did not include committee meetings, approval of minutes, public comments, Chair or CEO reports.

Roll Call of Persons Present: Gail Carr Williams, Chair; Janet Miller, Vice Chair; Hannah Paramore Breen, Member; Secretary Margaret Behm; Chief Executive Officer Stephen G. Bland, Chief Administrative Officer Rita Roberts-Turner, Chief Financial Officer Ed Oliphant, Chief Engineer Trey Walker, Sr. Safety Program Manager Nick Oldham and Board Liaison Monica Howse.

A quorum was established, and Chair Williams called the meeting to order at 2:38 p.m.

- II. **Approval of Minutes:** The Board unanimously approved the February 27, 2020 and the March 26, 2020 minutes of the Board meetings by roll call vote.
- III. **Debt Obligation Notification (OF-D-20-008):** The Tennessee Comptroller's Office requires any public entity to submit a report of its debt obligations to the Comptroller Office within 45 days of entering into any debt agreement. This submission must also be presented to the governing body of the public entity. Ed Oliphant presented and discussed the Report on Debt Obligation attached to these minutes. No Board action is required.
- IV. **Nolensville Project CEI (M-A-20-007):** In January 2020, the Nashville Metropolitan Transit Authority (MTA) Board approved the construction contract for the construction of eighteen upgraded transit stops on Nolensville Pike from Harding Place to Downtown Nashville. Nolensville Pike is WeGo Public Transit's third busiest corridor with an average monthly ridership of 58,000 riders. This heavily-used transportation corridor accommodates multi-modal amenities for vehicles, transit buses, bicycles, and pedestrians. The goal of our project is to improve transit service amenities and safety on this important corridor.

In June 2017, the RTA Board awarded HDR Engineering with an Indefinite Delivery, Indefinite Quantity contract for program management services. To assist with project management and project administration, WeGo staff has engaged with HDR Engineering to prepare a scope for Construction Engineering and Inspection (CEI) efforts related to the Nolensville Transit Stop Improvement project. As part of this scope, HDR will work with WeGo staff to provide the following services throughout construction:

- Coordination of project meetings;
- Project administration including on-site review of construction activities;
- Review of on-site testing, construction inspection, shop drawings, pay applications, and potential change orders; and,
- Oversee project reporting, closeout, schedule review, and permit facilitation.

As part of this scope, HDR will provide full-time on-site personnel for the anticipated construction duration of eight months and an additional one-month of services to monitor project closeout. The costs associated for this task order is \$485,400. Consistent with the authorization of the construction contract, staff recommends a contingency of 25% for this task order, corresponding to a total not-to-exceed value of \$606,800. This task order will be invoiced on a time and materials basis. Should the anticipated construction duration reduce, the costs associated with this task order would reduce proportional to the project duration. Funding for this effort is allocated within the project budget and comprised of federal, state, and local funding sources.

Staff requested the Board to provide the Chief Executive Officer of the authority to enter into a Construction Engineering & Inspection task order under the contract with HDR Engineering for a not-to-exceed total of \$606,800. The total project budget for the Nolensville Transit Stop Improvement Project is \$6,800,000.

There was no further discussion. The request was unanimously approved by the Board in a roll call vote.

- V. **Safety Management Policy Statement (M-A-20-008)**: Moving Ahead for Progress in the 21st Century (MAP-21) granted authority to the Federal Transit Administration (FTA) to create and enforce a comprehensive framework that will oversee the safety of public transportation throughout the United States. This new authority provided FTA the opportunity to assist transit agencies in moving towards a more holistic, performance-based approach in Safety Management Systems (SMS).

On July 19, 2018, the 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 local 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 deadline for submitting a Safety Management System Plan.

The first step in becoming compliant is the creation of a safety management policy statement. Nashville Metropolitan Transit Authority's Safety Management Policy Statement, as herein attached, will establish the safety of our customers, employees, and the public as a core value by ensuring the following:

- Executive Promotion of Safety
- Communication and Training
- Responsibility and Accountability
- Responsibility of Employees and Contractors
- Employee Reporting
- Review and Evaluation

Once the policy has been adopted, MTA, through the coordinated work of its safety consultant, newly hired Senior Safety Program manager, and appointment of the Chief Administrative Officer as Chief Safety Officer, will move towards finalizing the entire Safety Management System Plan. The plan will serve as a systematic and comprehensive approach to identifying and mitigating safety hazards and risks associated with transit system operations and related maintenance activities.

Staff requested the Board to approve and adopt the Safety Management Policy Statement in furtherance of the FTA mandated Safety Management System Plan.

There was no further discussion. The request was unanimously approved by the Board in a roll call vote.

- VI. Closing Remarks:** In closing, Chair Williams expressed her appreciation to Jessica Dauphin, President and CEO of the Transit Alliance of Middle Tennessee for recently providing lunch for our bus operators during this COVID-19 pandemic.

Additionally, Chair Williams stated that she had received a letter of resignation from board member Glenn Farner, dated April 23, 2020. She read the letter in its entirety and asked that the letter be attached and included in the minutes. Glenn asked the board to accept his letter of resignation and that it be effective at the conclusion of the board meeting. The Board accepted his letter of resignation.

Chair Williams said that she was appreciative of the work that Glenn provided to this Board and to WeGo Public Transit. She said, we are truly going to miss him, and we wish him well in all of his endeavors.

- VII. Adjournment:** The meeting was adjourned at 2:55 p.m.

Attested:

Gail Carr Williams
Chair

Margaret L. Behm
Secretary