



MINUTES
REGIONAL TRANSPORTATION AUTHORITY
DECEMBER 16, 2015

- I. **CALL TO ORDER:** The regular meeting of the Regional Transportation Authority Board of Directors was held in the meeting room at Music City Central, 400 Charlotte Avenue, Nashville, TN on Wednesday, December 16, 2015. A quorum was established, and the meeting was called to order at 10:12 a.m. by Chair Kim McMillan, Clarksville Mayor.
- II. **APPROVAL OF MINUTES:** Chair McMillan entertained a motion to approve the minutes of the November 18, 2015 meeting. Proper motion was made and seconded, and the minutes were approved unanimously.
- III. **PUBLIC COMMENTS:** Chair McMillan opened the floor for public comments and recognized the following member of the public:

Jo Ann Graves with Transit Alliance of Middle Tennessee (TAMT)

Ms. Graves reported that the Transit Leadership Academy completed their sixth class in November. The next class will begin February 3rd in the meeting room at Music City Central.

- IV. **MARKETING REPORT:** Chair City of White House Alternate Gerald Herman reported that the marketing committee met last week, and Ms. Patricia Harris-Morehead, Communications and Marketing Director, reported on these marketing initiatives:
- **Music City Star New Year's Eve Train:** We are partnering with MillerCoors to provide free rides on the Music City Star for the New Year's Eve Bash on Broadway in downtown Nashville. When the approximately 650 train tickets were offered online, they were all reserved within the first 36 hours. We did give our Star weekday riders advance notification of this offer. Additionally, MillerCoors is also underwriting the cost to provide free Nashville MTA bus services to the public on New Year's Eve.
 - **Game-Day Express:** All tickets for every Titans game have been reserved, but actual ridership has been declining due to the team's performance. Nevertheless, MillerCoors is still very pleased with the popularity of the service.
 - **Intercept Survey with Potential Riders in the RTA Service Area:** Later today, members will receive an email from the RTA/MTA Communications and Marketing team requesting that you add a link to a special survey on your government, agency, or business' website. This survey will assist us in conducting research with potential riders via online bulletin boards.

These bulletin boards are similar to mini-focus groups. The overall purpose is to gain a better understanding of why people are not using the RTA's services and what might motivate them to do so. The results will help the staff with future marketing efforts and will be shared with our nMotion strategic planning team as well.

- V. **OPERATIONS REPORT:** The RTA Chief Operations Officer India Birdsong reported on behalf of Chair Mayor Wilber, who was unable to attend today. Concerning the operations of the train, Ms. Birdsong noted that during the holiday season they would like to work with the outlying communities to increase the security and safety initiatives with the train, and at the park & ride locations. They are also looking into future endeavors for security cameras at the park & ride locations.

Continuing, Ms. Birdsong reported that staff is working on an RTA budget for the train that would cover maintenance of the train and the cars, including rust. These former Chicago Metro trains are more than 50 years old, and we want to have them for the next 20-30 years. She added that they are working with Nashville & Eastern Railroad to see what they can put together to create a maintenance prevention plan for those cars.

Davidson County Governor Appointee Ed Cole questioned the decline in ridership and asked what might be the causative factors. Ms. Birdsong and CEO Steve Bland responded that there were several factors, including Uber and Lyft's presence in the market; the loss of some park & ride lots; the dropping gas prices; and the reliability issues they have been having with Gray Line. It was added that staff is working with Gray Line to resolve those issues.

- VI. **FINANCE & AUDIT REPORT:** Chair Sumner County Executive Anthony Holt presented the following items:

- a. **Procurement Policy Updates (A-15-019):** Federal Transit Administration (FTA) regulations require that procurement policies be adopted, updated, and kept current by their governing board. The RTA procurement policy was first adopted on April 26, 2000, and amended most recently on September 19, 2012.

We completed our second Procurement System Review (PSR) Audit with the FTA in July 2015. The PSR focused on 57 procurement elements. The auditor's recommended additional language for the current procurement policy for one of the six system-wide elements:

1. Element number 6 Procurement Policy and Procedures
 - a. Clarifying the requirements for sealed bids to always be opened publicly. Our current policy contains conflicting language.

Additionally, we are proposing two housekeeping changes be made as follows:

1. We recommend removing the verbiage Senior Director and General Managers and modify the titles to read senior staff members.
2. Adding the required three-year time frame for record retention of procurement documents. Currently, our policy addresses that records are retained, but does not include the three-year time frame.

It is the Finance Committee's recommendation that the Board adopt the procurement policy updates in accordance with the PSR auditor's recommendation, and additional updates as outlined above. Proper motion was made and seconded. There was no further discussion, and the vote of approval was unanimous.

b. Architectural, Engineering Design, & Construction Project Support

Services Contract (A-15-021): The RTA and the Nashville MTA participated in a joint procurement for professional architectural and engineering (A&E) services. The RTA would like to retain a qualified professional A&E firm to perform services associated with any projects. The current five-year A&E contract is set to expire in December 2015.

On October 5, 2015, a Request for Qualifications (RFQ) was issued and published. As indicated in the original solicitation, the professional firm will be responsible for task-based projects dictated by the RTA. The Disadvantaged Business Enterprise (DBE) participation goal for this contract was set at 15 percent. A total of five statements of qualifications were received.

An evaluation committee composed of project owners and stakeholders from the RTA and Nashville MTA reviewed and scored the responses. Based upon the results of this initial evaluation, three proposers were selected to participate in a second round for presentations and interviews. The candidates selected for this phase were:

- AECOM
- WSP Parsons Brinckerhoff
- Gresham, Smith & Partners

The evaluation committee met with the candidates and completed a final evaluation based upon the criteria established in the RFQ. The results of this evaluation resulted in the selection of Gresham, Smith & Partners.

Based upon results of the statements of qualification and evaluation processes, the Finance Committee recommends that the Board give the Chief Executive Officer authority to enter into an Indefinite Delivery, Indefinite Quantity Contract with Gresham, Smith and Partners subject to mutual agreement on reasonable and competitive hourly rates for any work performed. The consultant will be required to enter into a written agreement for three years for an amount not to exceed \$500,000 with two additional one-year renewal options.

Proper motion was made and seconded. There was no further discussion, and the vote of approval was unanimous.

c. Mt. Juliet Station Development (A-15-021): The City of Mt. Juliet (the "City") approached the RTA in 2013 and expressed interest in working with the RTA to develop our property at the Mt. Juliet train station (located at the northeast corner of Mt. Juliet Road and E. Division Street). In August 2013, the

RTA Board discussed the use of the property and decided to defer any action on the development of the property until the RTA staff and the City did more research to look for the best way to utilize the train station property while preserving commuter parking and generating a revenue stream to support commuter rail operations.

Discussions with the City have continued the last several years. We concluded that the best approach was to reach out to developers that might be interested in a long-term land lease with the RTA to generate revenues to support commuter train operations. We worked with the City and developed a scope for a request for qualifications (RFQ) solicitation to identify a qualified company to develop our property as a mixed-use project including multi-family residential units, retail space, and joint-use parking. The property is currently zoned as Commercial Town Center (CTC).

On August 13, 2015, the RTA issued RFQ Solicitation seeking a team experienced in developing mixed-use projects. The following two firms submitted responses prior to the deadline:

1. Station Lofts Partnership
2. Centric Joint Partnership

The Evaluation Committee was made up of our Chief Executive Officer, Chief Financial Officer, our Development Department staff, as well as Mt. Juliet's Deputy Public Works Director and their City Planner. After presentations, interviews, and scoring both companies, the Evaluation Committee selected Centric Joint Partnership. The next step will be for the RTA to enter into a period of exclusive negotiation with the Centric Joint Partnership. It is anticipated that the RTA and the Centric Joint Partnership will, at a minimum, establish a conceptual development plan. The plan and revenue stream would require the Federal Transit Association's approval since federal funds were used in the original purchase of the property. The recommended development plan and revenue stream would then return to the RTA Board for final approval.

It is the recommendation of the Finance Committee that the RTA Board authorize the Chief Executive Officer to enter into a period of exclusive negotiation with the Centric Joint Partnership for a term not to exceed 24 months.

Proper motion was made and seconded. There was no further discussion, and the vote of approval was unanimous.

- d. **Hamilton Springs Development Agreement (I-15-017):** In January 2015, the RTA Board gave the CEO authority to enter into a development agreement with Jack Bell of the Horn Springs Group (HSG) for the design and construction of a train station and parking lot in Mr. Bell's Hamilton Springs development in Lebanon, TN. The agreement would allow the RTA to spend up to \$1.6 million in federal grant funding for the project with HSG contributing the \$400,000 grant match and donating the necessary land to the RTA for the project. HSG

would also be responsible for any costs for the project that exceed the \$1.6 million grant.

We know we have cost estimates of approximately \$2.6 million for the train station and parking lot which have been incorporated into the agreement which stipulates that HSG will be responsible for the overages that exceed \$1.6 million. We are working with the Federal Transit Administration to follow all requirements and approval needed to move forward with the project and anticipate going out to bid in early 2016 to identify a qualified contractor to complete construction.

The Finance and Audit Committee requested that a rendering of the final design be included as an update to the full Board.

VII. EXECUTIVE COMMITTEE REPORT: Mayor Hutto reported that the Executive Committee met earlier today and has a slate of officers that they would like to present to the Board for consideration. They are City of Clarksville Mayor Kim McMillan, Chair; Wilson County Mayor Randall Hutto, Vice Chair; and Rutherford County Governor's Appointee Paula Mansfield, Secretary. Proper motion was made and seconded. There was no further discussion, and the vote of approval was unanimous.

VIII. CEO'S REPORT: CEO Steve Bland reported on the following projects:

- **Regional Activities:** The regional summits have all been completed except for Dickson County, which is coming up in January.
 - **FTA Quarterly Meeting:** Positive Train Control was discussed which, as reported last month, continues to move forward, and Congress passed a bill extending the deadline for three years.
 - **Nashville Area MPO 25 Long Range Plan:** This includes \$1.2 billion in the plan programed toward public transit enhancements for the most part in the RTA service areas. We are very pleased with that and will be moving forward accordingly, and you will see complimentary activity in the nMotion process.
 - **TDOT:** We have had several good and productive meetings with TDOT on various aspects of our plan and how it interacts with the TDOT plan and the MPO plan and, in particular, from the regional corridor standpoint talking about options like bus-on-shoulder on the interstate corridors to give us some transit priority, particularly in the short term until some of our bigger ideas are able to come to fruition.
- a. **2016 RTA Committee & Board Meeting Schedule (A-15-022):** The proposed 2016 Meeting Schedule was presented (included). Proper motion was made and seconded. There was no discussion, and the vote of approval was unanimous.

RTA BOARD AND COMMITTEE MEETINGS SCHEDULE 2016
 400 CHARLOTTE AVENUE
 NASHVILLE, TENNESSEE 37219

RTA BOARD MEETS AT 10:00 A.M.				
UNLESS OTHERWISE NOTIFIED				
(SEE BOX BELOW FOR RTA COMMITTEE MEETING TIMES)				
Month	Finance Committee	Operations Committee	Marketing Committee	Board Meeting
January	12	x	x	20
February	9	9	9	17
March	8	x	x	16
April	12	12	12	20
May	10	x	x	18
June	7	7	7	15
July	The RTA does not usually meet in July.			
August	9	9	9	17
September	13	x	x	21
October	11	11	11	19
November	8	x	x	16
December	6	6	6	14

RTA COMMITTEE MEETING SCHEDULE FOR 2016
 Planning and Corridor Committees will be scheduled on an as-needed basis.
 Marketing Committee will meet at 10:45 a.m.
 Operations Committee will meet at 11:00 a.m.
 Finance and Audit Committee will meet at 11:15 a.m.

- IX. CHAIR'S REPORT:** Chair McMillan stated that she was excited to serve another year as Chair and is very appreciative of all of the support given from all of the mayors and all of the staff within the RTA. She underscored how important each one is in the whole transportation conversation. We realize that the transit opportunities and solutions that we can do to improve the transportation alternatives for all of our districts has to be done on a regional basis. That is the only way we are going to make things happen.
- X. OTHER BUSINESS:** There was no other business to come before the RTA.
- XI. ADJOURNMENT:** The meeting was adjourned at 10:28 a.m.

Respectfully,

Paula Mansfield
Governor's Appointee
RTA Secretary