



MINUTES
REGIONAL TRANSPORTATION AUTHORITY
JANUARY 18, 2017

- I. **CALL TO ORDER:** The regular meeting of the Regional Transportation Authority of Middle Tennessee (RTA) Board of Directors was held in the meeting room at Music City Central, 400 Charlotte Avenue, Nashville, TN on Wednesday, January 18, 2017. A quorum was established, and the meeting was called to order at 10:00 a.m. by Board Secretary Paula Mansfield, Rutherford County Governor Appointee and Acting Chair.

Acting Chair Mansfield noted that Chair McMillan and Vice Chair Hutto had schedule conflicts today and asked that she preside over the meeting in their absence.

Continuing, Acting Chair Mansfield stated that a number of the members needed to leave early for a meeting with the Governor. Due to that time sensitivity, the order of business was amended so that the Board could complete several time sensitive action items.

Before the approval of the minutes and the public comments, Acting Chair Mansfield asked that the Finance and Audit Committee Chair Anthony Holt report on the RTA Annual Audit Report and the proposed construction contract for the Hamilton Springs project; and, that as Chief Administrative Officer, Rita Roberts-Turner walk the Board through the election of officers. After those items are completed, the Board would return to the normal agenda.

- II. **FINANCE AND AUDIT REPORT:** Committee Chair Sumner County Executive Anthony Holt reported on the following items:
- a. **Monthly Financial Report Compared to Budget (I-17-001):** Chair Holt noted that this report was included for informational purposes and asked if there were any questions for Chief Financial Officer Ed Oliphant. Seeing none, Chair Holt moved on to the following action item.
 - b. **FY 2016 Year Annual Audit Report (A-17-001):** Chair Holt reported that the RTA once again received a clean opinion on the annual audit report from our auditors. The Finance and Audit Committee recommended the acceptance of the comprehensive annual financial report for fiscal year ending June 30, 2016. Chair Holt stated that CFO Oliphant will send an electronic copy to all the members on this committee and that hard copies are available for the public today. Proper motion was made and seconded. There was no discussion, and the vote of approval was unanimous.

- c. **Hamilton Springs Station Construction (A-17-002):** In January 2015, the RTA Board gave the Chief Executive Officer the 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 development, Hamilton Springs, in Lebanon, Tennessee. The agreement allows RTA to spend up to \$1.84 million, which includes 80 percent federal grant funding with HSG contributing the 20 percent grant match (\$368,000) for the construction of the project.

An Invitation to Bid (ITB) was released July 28, 2016 for construction of the Hamilton Springs Station.

Four Invitations to Bid proposals were received as being responsive and responsible according to the ITB criteria set forth in the solicitation documentation. Below are the firms that submitted responses to the ITB and their bid totals:

1.	Baron Construction	\$3.647 million
2.	Jarret Builders, Inc.	\$3.95 million
3.	Palmertree Construction	\$3.575 million
4.	Division 2 Constructors	\$3.39 million

The increase from estimated to actual project construction costs are attributed to the advances between conceptual layout versus final engineering cost estimation, as well as increased local costs associated with the strong construction economy in the Middle Tennessee region.

Staff worked with the City of Lebanon, the Nashville Area Metropolitan Planning Organization (MPO), and the Tennessee Department of Transportation (TDOT) to secure an additional \$1.75 million to complete the funding gap for construction. The City of Lebanon agreed to provide \$750,000; TDOT has awarded \$800,000 of Congestion Mitigation Air Quality (CMAQ) funding; and HSG has agreed to pay an additional \$200,000 to match the CMAQ funding. The CMAQ award is contingent on approval of a Transportation Improvements Program (TIP) amendment through the MPO Board. This provides a total funding budget for construction of \$3.59 million.

A project contingency is required for all construction projects to account for potential unknown conditions that may be encountered after mobilization that could otherwise delay the project and further impact costs through de-mobilization. For the Hamilton Springs project, unknown soil conditions created assumptions for cut and fill requirements by the contractor. Staff identified a reasonable contingency of \$400,000, which is less than 12 percent of the proposed construction costs. Current budget allows for a \$200,000 contingency. An agreement with HSG is pending to provide the funding for any additional reasonable contingency and associated design costs over the available \$200,000, if necessary.

Based on the results of the comprehensive solicitation process, the Finance and Audit Committee recommended that the Board provide the Chief Executive Officer authority to contract with Division 2 Constructors for the construction of the Hamilton Springs Station with the initial contract value of \$3.39 million and a not-to-exceed amount of \$3.79 million which includes a maximum contingency funding from RTA of \$200,000 and a maximum contingency funding from HSG of \$200,000. This approval would be contingent upon the approval of the MPO TIP amendment and the contingency funding agreement with HSG.

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

- III. ELECTION OF OFFICERS (A-17-003):** CAO Roberts-Turner referred the Board to their packet and the action item with the following slate of candidates presented by the nominating committee in December to bring to the Board in January for consideration as 2017 officers:

Chair – Kim McMillan, City of Clarksville Mayor
Vice Chair – Randall Hutto, Wilson County Mayor
Secretary – Paula Mansfield, Rutherford County Governor Appointee

Additionally, CAO Roberts-Turner asked if there were any additional nominations from the floor pursuant to the RTA by-laws. There were none.

Proper motion was made and seconded and the slate of officers for 2017 as presented was approved unanimously.

- IV. APPROVAL OF MINUTES:** Acting Chair Mansfield entertained a motion to approve the minutes of the December 14, 2016 meeting. Proper motion was made and seconded, and the minutes were adopted unanimously.
- V. PUBLIC COMMENTS:** Acting Chair Mansfield opened the period for public comments and recognized the following members of the public:

Margo Chambers of Nashville was recognized and had these comments:

- She asked that if there was any reference to working with the Mayors' Caucus to please defer working with them only if they comply with the Sunshine Law.
- She stated that Clarksville is a member of the RTA but not a member of this MPO and instead belongs to an area MPO that shares jurisdiction with Kentucky. She asked that this RTA consider either removing Clarksville from this RTA; or, consider adding Clarksville to the Nashville-area MPO board arrangement.

Cheryl Lewis, a frequent rider of the Music City Star, was recognized and had this comment:

- She stated that she is submitting to the Board today a petition with signatures and comments of passengers who want to retain the services of Transit Solutions Group (TSG) in operation of the Music City Star. (This contract is up for renewal.)

Erin Johnson, a Music City Star rider and Vanderbilt employee, was recognized and had these comments:

- Timeliness is important to her and her fellow co-workers who ride the Music City Star and TSG has a good record.
- TSG staff invests in the riders and do all they can to protect them.

Steve Reiter of Nashville had the following comment:

- He disagrees with the action taken today to amend the order of business.

Jennifer Crane, a 95X Spring Hill rider, had the following comments:

- She asked that the drop-off at the Andrew Johnson Tower building for this route be reinstated. There are about 20 state employees who ride this route and use this drop-off.
- Losing this drop-off point increases the time it takes them to get to work by about 15 minutes. Some of the riders had to stop riding the bus as a result of this change.

VI. MONTHLY OPERATING STATISTICS (I-16-015): Chief Operating Officer India Birdsong referred to the ridership and operational statistics included in the board book that reflect the numbers and data for November 2016. She noted that this is the day to day operations report as well as the special events which reflect the Titans train ridership. There were no questions or discussion.

VII. CEO'S REPORT: CEO Steve Bland reported the following:

- New Year's Eve Music City Star – There was a downturn in ridership compared to previous years and that is contributed, in part, to the fact that the majority of the event was at the Bicentennial Mall instead of Downtown. Additionally, the rain on New Year's Eve most likely contributed to that downturn.
- Hamilton Springs Station – He thanked TDOT for their decision-making in awarding CMAQ funds that allow the project to get off the ground. Hamilton Springs, with the cooperation through a public-private partnership, promises to be a model for transit-oriented development and joint development in Middle Tennessee.

VIII. CHAIR'S REPORT: Acting Chair Mansfield deferred this report until the return of Chair Kim McMillan.

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

X. ADJOURNMENT: Motion was made to adjourn, and the meeting was adjourned at 10:16 a.m.

Respectfully,

Paula Mansfield

Governor's Appointee
RTA Secretary