



AGENDA

NASHVILLE METROPOLITAN TRANSIT AUTHORITY BOARD MEETING

1:30 p.m. Thursday, August 28, 2014

400 Charlotte Avenue, Nashville, Tennessee 37219

1. Call to Order
2. Approval of Minutes for June 26, 2014 and July 16, 2014 Board Meetings
3. Public Comments
4. Transportation Committee Report – Marian Ott, Chair
5. Planning and Marketing Committee Report – Thomas F. O’Connell, Chair
 - a. Fall 2014 Service Improvements A-14-010
6. Finance Committee Report – Gail Carr Williams, Chair
 - a. FY 2015 Budget Adoption A-14-011
 - b. Resolution for FY 2015 Annual Grant Applications A-14-012
 - c. Health Insurance Reserve A-14-013
 - d. Banking Services A-14-014
 - e. Bus Shelters and Benches A-14-015
 - f. Design Services: System Maps, Pocket Schedules /
Timetables and Schematic Street Signs A-14-016
 - g. Additional Compensation for Interim CEO A-14-017
7. Chair’s Report – Jeff Yarbro
8. Chief Executive Officer’s Report – Stephen G. Bland
9. Other Business
10. Adjournment



Minutes

NASHVILLE METROPOLITAN TRANSIT AUTHORITY

BOARD OF DIRECTORS MEETING

June 26, 2014

- I. **Call to Order:** The regular meeting of the Nashville Metropolitan Transit Authority Board of Directors was held in the Music City Central Meeting Room, 400 Charlotte Avenue, on June 26, 2014. Present were: Jeff Yarbrow, Chair; Marian Ott, Vice-Chair; Lewis Lavine, member; Thomas F. O'Connell, member; Gail Carr Williams, member; Secretary Margaret Behm, and Interim CEO Edward W. Oliphant. A quorum was established and Chair Yarbrow called the meeting to order at 1:36 p.m.
- II. **Approval of Minutes:** Proper motion was made to approve the minutes of the May 22, 2014 Board of Directors meeting and the vote of approval was unanimous.
- III. **Public Comments:** Chair Yarbrow recognized Margo Chambers of Nashville who had the following comments:
 1. The Amp Citizens Advisory Committee (CAC) has not made a consensus on any part of the route as was reported last week in some committee update.
 2. The citizens would like the MTA to post the proposed layouts for the East Nashville Amp route on line in a way that the MTA could accept feedback, as the MTA told the committee in May.
 3. None of the CAC minutes are on line since April and we would like that brought up to date.
 4. None of the comments that are left on line through the MTA website regarding the Amp CAC have been addressed. She would like to know who would be doing that at the MTA.
 5. The public questions asked at the MTA Board meetings have not been addressed since Mr. McAteer left. and she asks who would be able to address these questions.
 6. As you go forward with Federal review, there are going to be a lot of oversight reviews with the Amp project in order to get approval of the funding. Please make sure you follow the rules very carefully - especially which officers are available to serve by and present the financials correctly.
 7. Regarding the items today on which the Board will be voting, please identify if the Odyssey bus fare box upgrade is due to a piggy-back contract that the MTA awarded to the Odyssey Company. If so, Ms. Chambers would like a copy of that contract and any assignment clauses and details if the MTA sold off any rights to other cities.

8. Requests that she be provided with a copy of the concurrence letter from the MTA for the MTA to give a portion of the Myatt Drive property over to the NES. Mr. Ballard had said that he had given updates to the FTA; but she wonders if the FTA had actually issued concurrence for that, and she would like a copy of that letter.
9. Please explain the change in the \$1.2 million dollar budget this fiscal year for the Myatt Drive maintenance or upgrade project. Last year there was \$1.2 million in the budget and there was supposed to be some kind of way to identify what those things are for if it was asked for again this year - and it wasn't. So, she would like to know what those costs are for and why they still keep occurring.
10. Is there some kind of an input that the public can give to the MTA regarding the route changes? She doesn't live on a route that is being impacted, so she was not aware of the public meetings for that route. She would like some way for MTA to announce these meetings in a "wider" way for people to hear about these public comments period. This completes Ms. Chamber's comments.

Chair Yarbrow then recognized Mr. Steve Riter of Nashville. Mr. Rider stated that he enjoyed attending the CEO Candidate interviews that were held by the Board at MCC. He thought that K&L did a pretty good job in bringing five finalists to the table. Mr. Riter found them all to be competent and capable. Concerning the Amp, he is glad Steve Goodreau came up with some changes for the project, but he is still not in favor of it because of dedicated lanes.

There were no other public comments.

- IV. **Amp Committee:** Chair Lavine reported that there was a discussion of the changes to the route that the engineers are continuing to make. They are looking at changing some of the thoroughfares through downtown which appear to be good changes. Next, he reported that the discussions between the Amp staff here at MTA and the state continue and are solid. Lastly, he noted that the Citizens Advisory Committee (CAC) took a bus ride just a few days ago to drive the route and look at the route. The CAC committee will continue to meet monthly for at least the next few months.
- V. **Transportation Committee:** Committee Chair Marian Ott noted that the report statistics were through the end of May 2014 and showed almost a 5% ridership increase for May. We are tracking an almost 1½% year to date increase in ridership which means we will have another 10 million passenger year.

Concerning the other reports, Ms. Ott noted that we are working hard to reduce the overflow of riders to the cabs for AccessRide. The safety record is turned around with fewer accidents and we met our goal with miles between accidents. The on-time performance remains a challenge although it is holding steady. She noted that this is a challenge for any transit system. We are continuing to do a good job in answering the phone in customer care, and also, in responding to comments and concerns - with some of them being suggestions for improvement. We take all of these seriously and follow up on them.

AccessRide still remains a challenge and this is one on which we spend a lot of time and attention. We saw some better results in this most recent report, but not results that were where we want them to be. The trend is in the right direction and we are glad for the staff focus and we expect it will continue.

The route that was surveyed this month was the #20 Scott and again, we have happy customers. The comments received are similar to almost all the other comments that we get when we do these route surveys and they fall into two categories. One is that the drivers are really nice and this month Driver #429, in particular, was complimented by passengers. The other is that there are always requests for more service. We don't have the resources to meet all of those requests; but, they are important and we do factor them in as we look at service updates.

VI. **Finance Committee Report:** Member Marian Ott reported that the financials look good and we expect to end the year with a balanced budget. Ms. Ott then presented the following items:

a. **RTA-MTA Contract Renewal for Regional Transit Services (A-14-010):**

Each year, the RTA contracts with Nashville MTA for regional transit services for Davidson/Rutherford County Relax & Ride services to Murfreesboro, TN and connecting bus services supporting the commuter train service for the Music City Star in Nashville, TN. The RTA desires to renew these contracts for the period of July 1, 2014 through June 30, 2015. Since there are different funding sources for the regional bus services and the connecting bus services, we need to create two separate contracts.

A fuel escalator clause will again be included in all the new contracts to protect Nashville MTA should fuel prices escalate above \$3.00 per gallon. The clause stipulates that for every \$0.25 increase in the monthly average per gallon cost of fuel, the hourly rate will increase \$1.50 per hour for that month going forward. This will cover Nashville MTA's increase in operating cost due to increased fuel costs.

The Finance Committee recommends to the Board the renewal of Contract #1 for regional bus services not to exceed amount of \$1,492,712; and, Contract #2 for connecting bus services supporting commuter rail for \$153,891. Both of these contracts are for a period of one year, beginning July 1, 2014 – June 30, 2015. There was no discussion and the vote of approval for both of these contracts was unanimous.

b. **FY 2015 State Easy Ride Contract Renewal (A-14-011):** In 2006, Nashville MTA and the State of Tennessee began a relationship in which the State would pay the work commute transportation cost for all their employees who utilize public transportation. The success of the Easy Ride program has been exceptional with consistent and increasing use by State employees over the past several years. The existing contract managed by the Tennessee Department of Transportation (TDOT) is scheduled to expire June 30, 2014.

We have successfully negotiated with the State to continue the contract for FY 2015 at a rate per ride of \$2.50 based upon all regional transportation services including both Nashville MTA and RTA. The contract will be between Nashville MTA and TDOT with the RTA receiving its proportional share for rides provided under the program as defined in a separate sub-agreement between Nashville MTA and RTA. The total contract amount will remain \$1.5 million with the understanding that should the total number of rides provided at \$2.50 per ride exceed the \$1.5 million, the contract could possibly be increased accordingly. The contract term is for 12 months beginning July 1, 2014 with an expiration of June 30, 2015.

The Finance Committee recommends to the Board the approval for Nashville MTA to enter into a contract with TDOT for the Easy Ride program at \$2.50 per ride with an initial contract amount of \$1.5 million and a contract term of July 1, 2014 through June 30, 2015. There was no discussion and the vote of approval was unanimous.

- c. **MTA-RTA Contract for State Easy Ride Services (A-14-0120):** For several years, Nashville MTA along with the RTA have participated in the Easy Ride program with the State of Tennessee where both agencies provide transit rides to State employees and the State reimburses both Nashville MTA and RTA on a cost per ride basis. Nashville MTA has been, and will continue to be, the principle party in this contract with the State of Tennessee and, by agreement, will pass through RTA's portion of the of the contract revenue for the rides provided through RTA transit services.

In order to properly allocate the contract revenues between Nashville MTA and RTA, an analysis determined that Nashville MTA will pass through RTA's portion of its Easy Rides revenues at an effective rate of \$2.70 per ride since RTA's fares for regional bus and train services are proportionately higher than Nashville MTA. This rate is consistent with the prior year.

The Finance Committee recommends to the Board the approval for Nashville MTA to enter into a contract with RTA that calls for Nashville MTA to reimburse RTA for Easy Ride trips provided to State employees participating in the Easy Ride program at a rate of \$2.70 per ride for a period of one year, beginning July 1, 2014 through June 30, 2015. There was no discussion and the vote of approval was unanimous.

- d. **Liability Insurance Renewal (A-14-013):** Our insurance broker bid out for new liability insurance coverage and presented the vetted proposal to us. The quote for the 2014-2015 policy year (July 1, 2014 – June 30, 2015) compared to last year for our premium cost per vehicle on liability coverage is basically the same with less than a 1% increase in each category.

Based upon the number of vehicles that will be on hand as of July 1, 2014 and the rates per type of vehicle, the 2014-2015 premiums are \$763,229, compared to \$730,574 for last year, due to more vehicles being covered in the new year. The premium could vary slightly depending on the number of vehicles and vehicle types Nashville MTA may have in the fleet at any given time.

The Finance Committee recommends to the Board the renewal of Liability Coverage for FY 2015 with RLI for \$3 million in coverage with a \$100,000 self-insured retention for a premium of approximately \$763,229. There was no discussion and the vote of approval was unanimous.

- e. **Odyssey Plus Farebox Upgrade (A-14-014):** On August 25, 2011, Nashville MTA entered into a five year contract with GFI (SPX Genfare). Nashville MTA revenue vehicles use the SPX Genfare "Odyssey" farebox for revenue collection. Currently, fareboxes are installed on 265 vehicles used in bus and AccessRide services. Additionally two Fareboxes are used in our Training Department. Nashville MTA has been using the Odyssey Farebox System since 2002.

Currently, the Odyssey System can manage a bad list of 10,000 passes and all data transfers are through infrared proprietary probing technology. Nashville MTA would like to upgrade our fareboxes to the Odyssey Plus model, which can manage a bad list of 50,000 passes, provide Nashville MTA with an “eFaring” option in the future, and enable Wi-Fi data transfers. These features will prepare us for future fare technologies and management of our expanded ridership programs.

The upgrade will cost \$1.2 million and will include: logic board upgrade, top cover replacement, spare parts and badge encoders. Funding is available through pending Metro FY15 capital dollars.

The Finance Committee recommends that the Board approve this upgrade to the SPX Genfare Farebox be approved using FY 2015 Metro capital dollars for its funding source. There was no discussion and the vote of approval was unanimous.

In closing, Ms. Ott noted to the Board that being self-insured for health insurance, we have a major reserve that is required and we have been keeping it at Metro because they do a good job managing it. However, our new health insurance provider, that has given us better prices, may require that we may need to establish a different account that can be accessed quicker so that we can pay faster to take advantage of the discount. Ms. Ott wanted to make the Board aware of this because it has to do with bank accounts and will eventually come to the Finance Committee.

VII. Planning and Marketing Committee Report: Chair O’Connell deferred to committee member Lewis Lavine to give this report. Mr. Lavine noted that the committee met the previous week and reported that there was no news in particular on which to report concerning the performance indicators. Two highlights from the marketing report were noted. The Spirit Magazine of Southwest Airlines featured Nashville and featured Nashville MTA and the Nashville MTA service to the airport which was also posted for CMA week; and, the 4th of July train tickets to Riverfront Park for the fireworks celebration have once again been sold out.

VIII. Search Committee Update: Chair Marian Ott reported that the Search Committee met on Monday and interviewed five candidates who all had a lot of experience. The Board was interested in all of the credentials of the candidates. Of particular interest is that all of these candidates have been involved in projects that had energetic public conversation around them, as we are having with the Amp, and we would expect that to happen going forward.

Continuing, Ms. Ott reported that based on the interviews on Monday, she has been asked by the Board, as Search Committee Chair, to use her discretion going forward and vet one or two of these candidates further. She is in the process of doing that with the help of the Search Committee’s search firm and will be in touch when there is news to share.

IX. Chair’s Report: Chair Yarbrow welcomed Jordan Temple, who was visiting from Boy Scout Troup #3 in East Nashville. He is required to observe a public meeting for the Citizenship in the Community Merit Badge.

Chair Yarbrow expressed his appreciation and that of the Board's to the Senior Staff at Nashville MTA for the incredible work that they are doing during this trying time of transition. People throughout the organization continue to do their job and to maintain our high quality of service.

Concerning the search process, Mr. Yarbrow stated that a common question that came up during the interviews was what they were looking for in a CEO. Summarizing that, he noted that they are looking for someone to maintain the excellence that we have – the excellence of service that we have been providing, the excellence of our staff, the quality of our drivers – and to keep things running well and efficiently. We have made a great deal of progress in the last ten years and maintaining that is the prerequisite of consideration.

Additionally, we are in a city that is going to add a million people in the next decade. We are at a time when public discussion of transit is at a highpoint due to the Amp. We are at the opportunity to select new senior leadership and are about to start engaging in our next round of strategic planning. We are looking for someone who can help us reimagine what transit looks like for this city – not just build a transit system that works better tomorrow, but design the transit system that works for the city that we are going to live in fifteen years and more. That combination of an excellent manager and someone who is capable of working with our team, and with the broader community and region, to develop a vision that gets the buy-in of the community is what we must have at this juncture in time.

Chair Yarbrow then acknowledged legal counsel Margaret Behm for the election of officers.

X. Election of Officers: Ms. Behm opened the floor for nominations for next year's officers. Lewis Lavine nominated Jeff Yarbrow as Chair and Marian Ott as Vice-Chair. Freddie O'Connell seconded the nominations and moved that the nominations cease. Ms. Behm called for the vote and Mr. Yarbrow and Ms. Ott were elected unanimously.

XI. CEO's Report: Interim CEO Ed Oliphant reported that the electric buses will begin coming in this fall and on into the first of January. Charging station locations are being identified, with one at Riverfront Station. The ideal place for another charging station would be at the new ball park as we will be extending services there to the ball park once completed. The State has a data center on 5th, just across the street from the ball park, and we think we will be able to utilize part of their parking lot. To avoid damage by other trucks, we cannot have the stations on the street. Having another charging station available will work well for us when there are detours in place for events that close down Riverfront.

In closing, Mr. Oliphant noted that the four Gillig buses that have been ordered are on time and we expect to receive them in the first quarter of next year and they will be ready before the Charlotte BRT goes into service.

XII. Other Comments: There were no other comments.

XIII. Adjournment: The meeting was adjourned at 2:05 p.m.



Minutes

NASHVILLE METROPOLITAN TRANSIT AUTHORITY

BOARD OF DIRECTORS MEETING

July 16, 2014

- I. **Call to Order:** The regular meeting of the Nashville Metropolitan Transit Authority Board of Directors was held in the Music City Central Meeting Room, 400 Charlotte Avenue, on July 16, 2014. Present were: Jeff Yarbrow, Chair; Marian Ott, Vice-Chair; Lewis Lavine, member; Thomas F. O'Connell, member; Gail Carr Williams, member; Secretary Margaret Behm and Interim CEO Edward W. Oliphant. A quorum was established and Chair Yarbrow called the meeting to order at 1:04 p.m.
- II. **Public Comments:** Chair Yarbrow recognized Jay Everett, President of Transit Now Nashville. Mr. Everett explained that Transit Now is a local neighborhood friendly transit advocate group whose mission is to try and educate people to ride the bus and use the transit services that are available and to also advocate for smart, new investments in transit. They are excited to be present today for this announcement and to be there with Nashville MTA as they embark on this next exciting new chapter for the Nashville MTA. He offered that if there is anything they can do to support Nashville MTA; they are going to do that. In closing, he stated that Nashville MTA has been on the upswing for the last couple of years and the one thing that they know is that we can do even better, and they are excited that it looks like everyone here is working towards that and they are glad to be a part of the team.
- III. **Transition Committee Report:** On behalf of himself and committee member Freddie O'Connell, Committee Chair Lewis Lavine extended their thanks to the staff for making this period of transition effective, productive, and easy. We have had a number of things happening during this period including a new budget for the year and a committee at work on the Amp, amongst other things. He thanked Interim CEO Ed Oliphant, the rest of the Senior Staff, and throughout the organization to all employees, they just want to say thank you.

Member O'Connell added that watching any kind of significant leadership change definitely leaves some question about the path forward; but, this senior management team, even with some turnover, left no question in the Board's mind or the community's mind that our buses are going to run on time and provide safe and reliable service.

Chair Yarbrow agreed and also commended Marian Ott for her leadership and the seriousness with which she took on the task of chairing the Search Committee.

IV. **Search Committee Update:** Chair Marian Ott thanked committee member Gail Carr Williams for her help and support throughout this process.

For the sake of those present who have not been at the earlier meetings, Chair Ott reviewed the process that got them to the recommendation today. Their first step, through the procurement process, was to hire a search firm and they hired one that is well known in the transit industry, K&L Associates. The Board and the Search Committee met and spent quite a lot of time reaffirming the direction in which Nashville MTA was headed and what qualities they wanted to find in the CEO and those were included in the recruitment brochure.

The search firm then accepted over 60 applications and interviewed and vetted people and narrowed down the list to about 15 and presented that to Ms. Ott. She then narrowed that list down to five. Those five were interviewed by the full Board. Following that, with the Board's full leave, Ms. Ott vetted a candidate. This candidate was brought back for one-on-one interviews with the Board and other stakeholders in the community. There were deep background checks, references were checked, and Ms. Ott did some checking on her own as well.

With all that being said, Committee Chair Ott's recommendation to the Board is that they hire Stephen G. Bland as the next CEO of the Nashville Metropolitan Transit Authority. She noted that he is collaborative; he is inclusive. That style is just the right fit for Nashville MTA, for our staff, for the Board, for our stakeholders, and for the community at large.

Continuing, Ms. Ott stated that Mr. Bland has quite an extensive background in public transportation. He has vast multi-modal experience. Currently, he is the project manager in Connecticut for a bus rapid transit system and that is expertise that will be put to use immediately. Mr. Bland has been CEO of three different transit systems, most recently Pittsburg. In Pittsburg, he had a rather difficult job of restructuring the system. He is a veteran of public and community debates about which way transit ought to go and, the Board views that as a big plus here.

With that, Ms. Ott noted to the Board that they had all seen the contract which the Board's counsel, Margaret Behm, had negotiated and drafted; and, that this contract is essentially what they were paying the previous CEO. She put a motion on the table that the Board approves this contract. The motion was seconded. Freddie O'Connell asked Margaret Behm, with her having worked on the negotiating process and the employment agreement and contract, if she had any comments on anything of which she felt the Board should be aware. Ms. Behm answered no and stated that this was a straight forward agreement, a standard agreement that she has seen used before in these types of situations. Everything is laid out in a simple way and Mr. Bland has indicated that he will sign the contract if the Board approves it.

Lewis Lavine stated that it was important for the record to note that the Board has looked at the scope of the record for Mr. Bland in Pittsburg and what happened at the end. The Board does not take that lightly, but they don't consider that for a second a problem in terms of what they are about to do. Therefore, he said in closing, we are putting it on the record for now and moving on from that.

Chair Yarbrow stated that numerous times as they had walked through this with potential candidates, the Board had been asked what their priorities in this search were and stated that they envisioned two big tasks. One is continuing and building upon the quality of service that we have in the community right now – increasing the riders, making transit more convenient, improving the rider experience, implementing new technologies, keeping people safe, doing the things that we do, and doing it better.

The second, Chair Yarbrow continued, is truly that sort of intangible thing of working to create a vision of where transit is going next in this city and in this region; and, having the ability to work with partners, to build a community consensus, to gain a genuine understanding of the community, and to actually build a vision for mass transit that is integrated with that understanding. There are a number of people who came before us who would be remarkable CEO's for this authority; but, what we found in Mr. Bland is a perfect fit for what we need. He is someone who truly does understand mass transit and someone who has experience running a system this size. He also has the capacity to build those relationships, to listen, and to communicate about mass transit in a way that is new and different for this community at a time that we are listening and trying to search for that answer together more than we already have. This is what we have found in Steve Bland.

Gail Carr Williams acknowledged the number of community partners that were in the audience and thanked them for their support before and during our transition. She recognized that they were present today because they are making a commitment to support us in the future.

Freddie O'Connell noted that we started the year anticipating a quick kick-off to a refresh of our strategic planning process. Then, when the Board had an indication, first with Paul and then with Jim, our former director of planning, that we were going to see some turnover in senior staff, the Board intentionally and deliberately stepped back from that. They wanted to be able to collaborate thoroughly through that planning process with whoever emerged as the CEO.

Continuing, Mr. O'Connell stated that the Board will look forward to cooperating with Stephen in ensuring that the planning process does kick off so that we do accomplish one of our goals, and that is ensuring that with the higher level of engagement for planning, for transit, that we do involve the community in new and different and incredibly important ways, but that we also involve our new CEO in that process. After today, there will be more conversations out of our planning and marketing committee around that; and, the community, of course, will be deeply involved in that.

Chair Yarbrow stated that the Board had a motion and a second to approve a contract for Steve Bland to become the CEO of Nashville MTA and called for a vote. The motion carried unanimously. Chair Yarbrow welcomed Steve Bland and his wife, Yvonne. He then turned the floor over to Steve Bland.

- V. **Steve Bland:** Mr. Bland stated that everything he learned about Nashville, everything he learned about MTA, everything he learned about the community, everything he learned about this Board, made him more and more excited at the perspective opportunity to come here. There is only one thing that terrifies him about

coming to Nashville, he added, and that is following Paul Ballard. Paul has been a close friend in the industry for about fifteen years. He was someone that Mr. Bland connected with fairly early on in his career and as a result, he has followed Nashville and the MTA more closely than he has a lot of the other transit systems. To watch how this system has emerged, and grown, and become more relevant, and become more engaging with the community, is so impressive and so important. He pledges that he will do his utmost to keep up the momentum.

Mr. Bland also spoke of going out and meeting the community as much as possible in his first ninety days. There are certain aspects of public transportation that are fairly universal, but the best transit systems are the ones that blend into their communities. The people who are involved in designing those systems and delivering those products have to fully understand the fabric of that community – what makes it tick, what makes it work. He has requested the assistance of the Board, staff, and others to give him names of people he needs to meet. He believes by building those networks and understanding that dynamic is the best way to work towards consensus.

In the course of his now three trips to Nashville, Mr. Bland has had the opportunity to take a dozen or more trips on the system and states that, mathematically, he should have had one bad trip by now. It is a credit to both staff and union leadership that operators were phenomenal – the professionalism, the cleanliness, the comfort of the vehicles.

Continuing, Mr. Bland stated that the ongoing controversy over a couple of projects does not scare him – he would be concerned if there were conversations about investing hundreds of millions of dollars in public money, in hopefully a way that will fundamentally alter the nature of the community for the better and for the long term, and nobody cared. Debate is helpful and can be productive and will make a stronger product long term.

In the success Nashville MTA has had over the last ten to fifteen years, the bar has continued to be set higher and higher; and, the challenge when you set the bar higher is that it keeps becoming harder to jump over. That is the challenge, but that is also the opportunity. The great transit agencies, the great transit systems, the great cities around the world took advantage of those efforts – like Denver and Phoenix and Dallas. In the 1980's, before they started the light rail in Dallas, nobody thought you would ever get Texans out of their pick-up trucks; and now, they have more miles of light rail than any system in the country.

All of those successes began with that kind of debate. He encourages the Board not to be shy of debate but to actually enter the fray. The more people who are against what you are trying to do the more you need to engage in the final question: What is the real issue here? He has talked with people from all facets of the community and on a big picture level, he has never been in a place that is so unified around making it better and optimistic about the future of this city and this region. If you have that, he concluded, everything else is just details that we have to work out.

Mr. Bland thanked everyone for this opportunity to serve and stated that he intends to give it his very best effort. He noted his thanks to Interim CEO Ed Oliphant and the rest of the staff, knowing that when one has had that level of management stability

with Paul for that long, these can be very challenging transitions. He is looking forward to everyone on the staff because they have really set a very high standard.

Chair Yarbrow concluded stating that this is a city that is optimistic about its future and today has something for which to be even more optimistic. On behalf of the Board, he welcomed Steve and Yvonne to Nashville, welcomed them to our family, welcomed them to Nashville MTA. He thanked everyone who has been a part of this process – both the transition and the search; and, he thanked everyone who is going to make the next ten years of transit in this city a success.

VI. Adjournment: The meeting was adjourned at 1:28 p.m.

NASHVILLE METROPOLITAN TRANSIT AUTHORITY

OF NASHVILLE AND DAVIDSON COUNTY, TENNESSEE

BOARD ACTION ITEM

Item Number: A-14-010

Meeting Date: 08/28/14

Item Title: FALL 2014 SERVICE IMPROVEMENTS

BACKGROUND

As part of our ongoing effort to provide efficient and effective service to travelers within Nashville-Davidson County, we review the performance of existing service for potential improvements or changes for implementation each Spring and Fall. In cases where the recommendations require a public hearing, such as significant improvements or changes to service, staff brings the recommendations through the Committee and Board process for review and approval. There are two proposals that meet the Major Service Change threshold and these are described on the following pages.

With the adoption of the Nashville MTA Strategic Master Plan, several key priorities were identified, as well as some projects, where MTA should focus our service improvement and expansion efforts. These priority areas are listed below.

Five Priority Areas for Transit Investment

- More buses, more often (increase frequency of buses)
- Faster transit trips (fewer bus stops, traffic signal priority, avoid going downtown to transfer)
- Serve new or under-served areas (connect to areas that do not have service today)
- Make service easier to use (signage, better access to information, "How to Ride" training, simpler schedules, simple fare payment methods)
- Improve the image of transit (marketing, shelters and benches at stops)

When funding is available during the bi-annual service change process, the objective is to ensure that proposed modifications attempt to make progress in all of the key areas where practical. During times of budget constraints, we utilize performance measures to determine where potential inefficiencies of service exist.

This Fall due to budget limitations we are not proposing to add any significant new service. Instead we are proposing route modifications to the Music City Circuit Blue and Green routes to improve service and prepare for the future electric buses and charging stations on the routes. The proposed re-route of the Blue and Green Circuit will increase frequency and make the service easier to use. There are a few minor adjustments we are proposing to address on-time performance and safety. We are also proposing to eliminate the Route 39X Cane Ridge Express due to continued low performance on ridership.

Major Service Change Proposals

Music City Circuit – Blue Circuit and Green Circuit Routes

We were awarded funding through the federal Clean Fuels Grant program to purchase seven electric buses and a charging station for the Circuit. In addition, a portion of funds from the TIGER V grant program will be used for the purchase of permanent markers for circuit route stops. To achieve peak route performance while serving the planned charging station locations at Riverfront Station and the Sulphur Dell area, we are proposing to modify the Blue and Green Circuit routes. In addition to taking these changes out to the public

for comment, we also met with various stakeholder groups for feedback on optimizing the Blue and Green Circuit. These groups included the Convention Center Authority, Transit Now Nashville, Nashville Civic Design Center, Downtown Partnership, Metro Public Works, Metro Planning, and the Nashville Area Chamber of Commerce.

Figure 1: Current Music City Circuit Routing

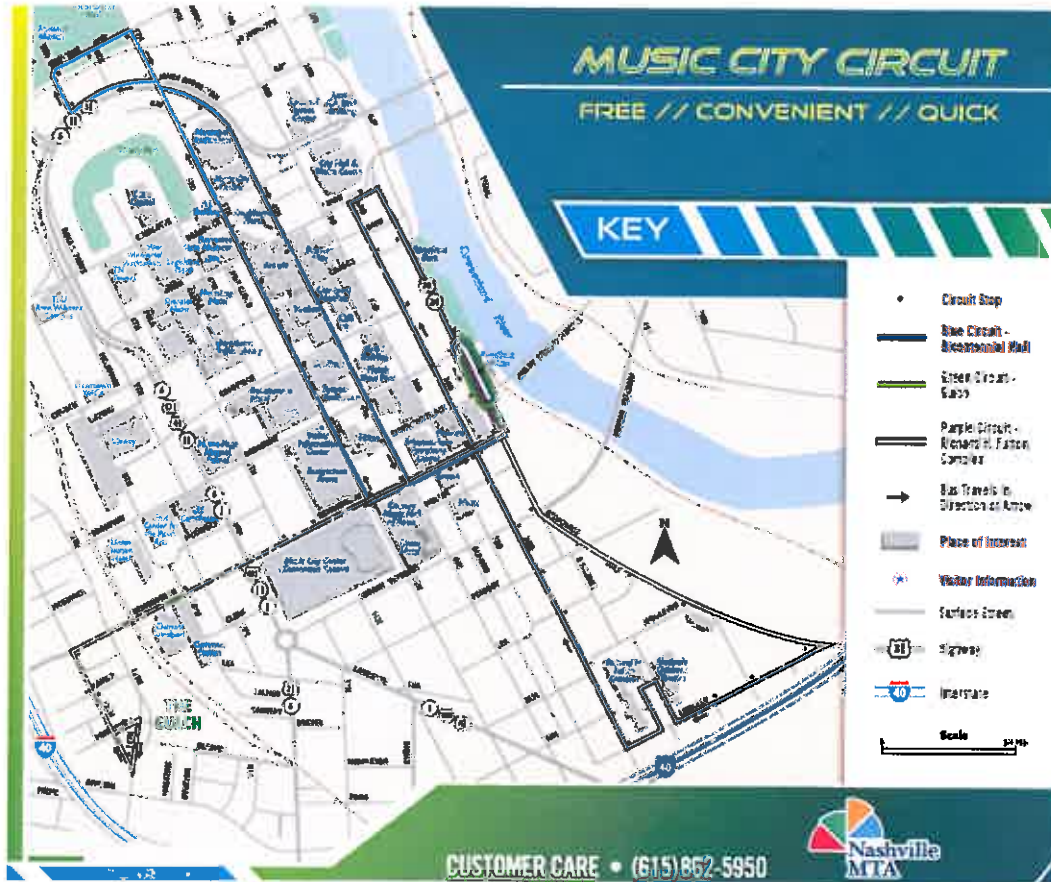


Figure 1 shows the existing Circuit routes. We are proposing to extend the operating hours on the Blue Circuit until 11:00 pm to match the Green Circuit. We are also proposing to improve the frequency on both the Blue and Green Circuit by implementing the following adjustments (shown in Figure 2):

- Re-route the Blue Circuit to run both directions on 5th Avenue
- Re-route the Green Circuit to provide service along 5th Avenue to and from the Sulphur Dell area. The Green Circuit would no longer directly serve Riverfront Station
- Extend both Circuit routes to charging station in Sulphur Dell area
- No change to Purple Circuit

These changes would allow 7-8 minute service during the day for service along 5th Avenue to and from Demonbreun and the Farmer's Market/Bicentennial Mall/Sulphur Dell area. On the separate Blue and Green Circuit legs, to and from 5th and Demonbreun to Riverfront Station or the Gulch respectively, the frequency will be every 15 minutes during the day. In the morning, the Blue Circuit would still be timed to meet the Music City Star at Riverfront Station. During non-peak times at night, the frequency would be every 15 minutes along 5th Avenue and 30 minutes on the separate Blue and Green Circuit legs.

Route 39X Cane Ridge Express

Due to budget constraints, we are always looking to maintain efficient and effective routes. The Route 39X Cane Ridge Express has been under-performing for the last year. The MTA Strategic Master Plan set a goal of 10 Passengers per Hour (PPH) for Commuter Routes. This route has not reached that goal in the last 13 months. The average passengers per trip for January 2013 through June 2014 were six. Monthly ridership for June 2014 was 497, and our other Commuter Routes range from about 1,100 to 5,000 rides. Other options for riders include the bus stop at Global Mall at the Crossings, served by Route 33X Hickory Hollow/Lenox Express. MTA is working closely with Metro Public Schools to ensure students who commute to Cane Ridge High School will have adequate transportation if the route is discontinued. At this point, due to low ridership performance and the cost involved to run the service, we are proposing to eliminate this route.

Figure 2: Proposed Music City Circuit Blue and Green Routing



Other Service Improvements

We are also proposing to implement several minor adjustments to routes. To assist in keeping the route 25 Midtown on time during the PM peak, we are proposing to end service to the MTA Nestor Facility after 4:00 pm. On the route 56 Gallatin Pike BRT-Lite, we will be adding a bus on Saturdays to improve on-time performance. We are also proposing to shift some timepoints on the route 28 Meridian and the route 38X Antioch Express to address some safety concerns. Other routes that will have some schedule adjustments include the route 35X Rivergate Express, 84X Mufreesboro Express, and 86X Smyrna/La Vergne Express. All of these changes were discussed at our public meetings and posted on the website for comment.

Public Involvement

The Planning Department held three public meetings to discuss the proposed service changes and adjustments. Two meetings were held at Music City Central, one during the lunch hour and one in the early evening. One meeting was held at the Global Mall at the Crossings, which has a high level of service and is near the Cane Ridge High School Park & Ride location. There were a total of 17 attendees and we received 14 comment forms and 20 emails. We did receive four requests to continue the 39X Cane Ridge Express route. Staff provided information on alternate bus routes if the proposal is approved. We also received several concerns about the Green Circuit no longer serving Riverfront Station. MTA staff along with the RTA Operations Supervisor will monitor that situation should the changes be implemented. Overall, people were in support of the changes. The other comments received were regarding minor changes that will be implemented.

TITLE VI REVIEW

We will first review some definitions of the terms used through the analysis to ensure consistency:

Minority: The Federal Transit Administration (FTA) defines a minority as one who self-identifies as American Indian/Alaska Native, Asian, Black or African-American, Hispanic or Latino, and/or Native Hawaiian/Pacific Islander. A census block is considered a minority block if the percent of minorities within that block is greater than the average minority percent for the entire county. For Nashville-Davidson County, the 2010 Census data puts the minority percentage at 42.5%.

Low Income: The FTA encourages development of a locally-specified threshold to determine what qualifies as low income. These local thresholds must be at least as inclusive as those defined by the Department of Health and Human Services. Working with the Nashville Area Metropolitan Planning Organization (MPO), we have utilized their threshold based on the U.S. Housing and Urban Development approach, defined as 80% of the area's median family income. Using data from the 2011 U.S. Census and American Community Survey (ACS), for Nashville-Davidson County this means households with a median family income of \$41,919 or below are considered low income. County-wide, the low income percentage of the population is 32%.

Adverse Effect: An adverse effect is a geographical or temporal reduction in service which includes but is not limited to: elimination of a route; shortening a route; re-routing an existing line; and an increase in headways. MTA recognizes that additions to service may also result in disparate impacts and disproportionate burdens, particularly if the additions come at the expense of reductions in service on other lines. As part of our Title VI analysis we shall consider the degree of adverse effects and analyze those effects when planning major service changes.

Analysis

A Geographic Information Systems- (GIS) based approach was employed to measure the change in populations served by the proposed routing changes. We utilized the following approach to perform the analysis:

- Created maps identifying the existing service and the impacted blocks and block groups.
- Created tables that represent the demographic information for the entire route system and affected blocks and block groups.
- Created maps identifying the proposed service and the impacted blocks and block groups.
- Compared the existing and proposed conditions and determined the percent difference for all populations.
- Determined if minority and low-income populations were being impacted more than 5%

We used the Master Plan as a guide, which specifies a half-mile buffer to determine route access based on the low-density nature of Nashville-Davidson County. For the Circuit Routes we used the standard ¼ mile buffer, due to the higher-density nature of Nashville-Davidson County as well as the nature of the service as a free downtown circulator. To identify those blocks that are served by transit, we placed a half-mile or ¼ mile buffer around bus stops and routes, excluding those portions of routes that travel on interstates or are otherwise not accessible to be boarded. If the block (in the minority population analysis) or the centroid of the block group (in the income analysis) falls into the buffer, we determined that the entire block or block group was accessible to the transit service.

Route 39X Cane Ridge Express

Figure 3 is a map depicting the minority blocks accessible by the Route 39X Cane Ridge Express, while Figure 4 is a map depicting the low-income blocks served by the route.

Table 1: Route 39X Cane Ridge Express Population vs System-Wide Population

Route	% Minority Population		% Low-Income Population	
	Impacted Census Blocks	Davidson County	Impacted Census Block Groups	Davidson County
39X Cane Ridge Express	19%	43%	0%	32%

As shown in Table 1 above, the minority and low-income population served by the route 39X Cane Ridge Express does not exceed the proportions in our service area. In fact, there are 0% impacted low income Census block groups. The data shows that 19% of the affected Census blocks are predominately minority populations, which means 81% of the affected Census blocks are not minority. Therefore we can conclude that discontinuing the route is not indicative of a disparate impact or disproportionate burden on the minority and low-income community.

Figure 3: Minority Blocks within 1/2 Mile of Rt 39X Cane Ridge Express

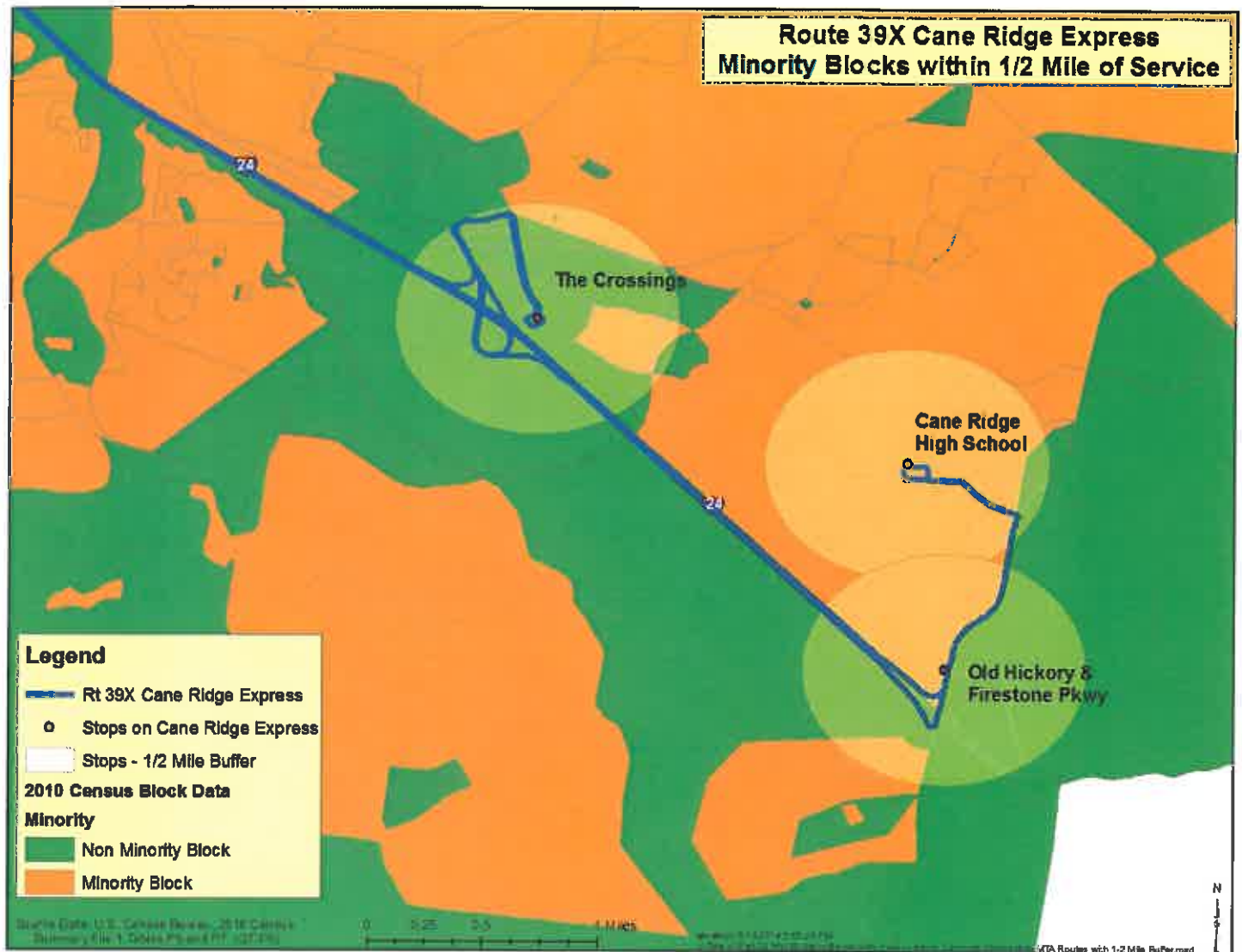
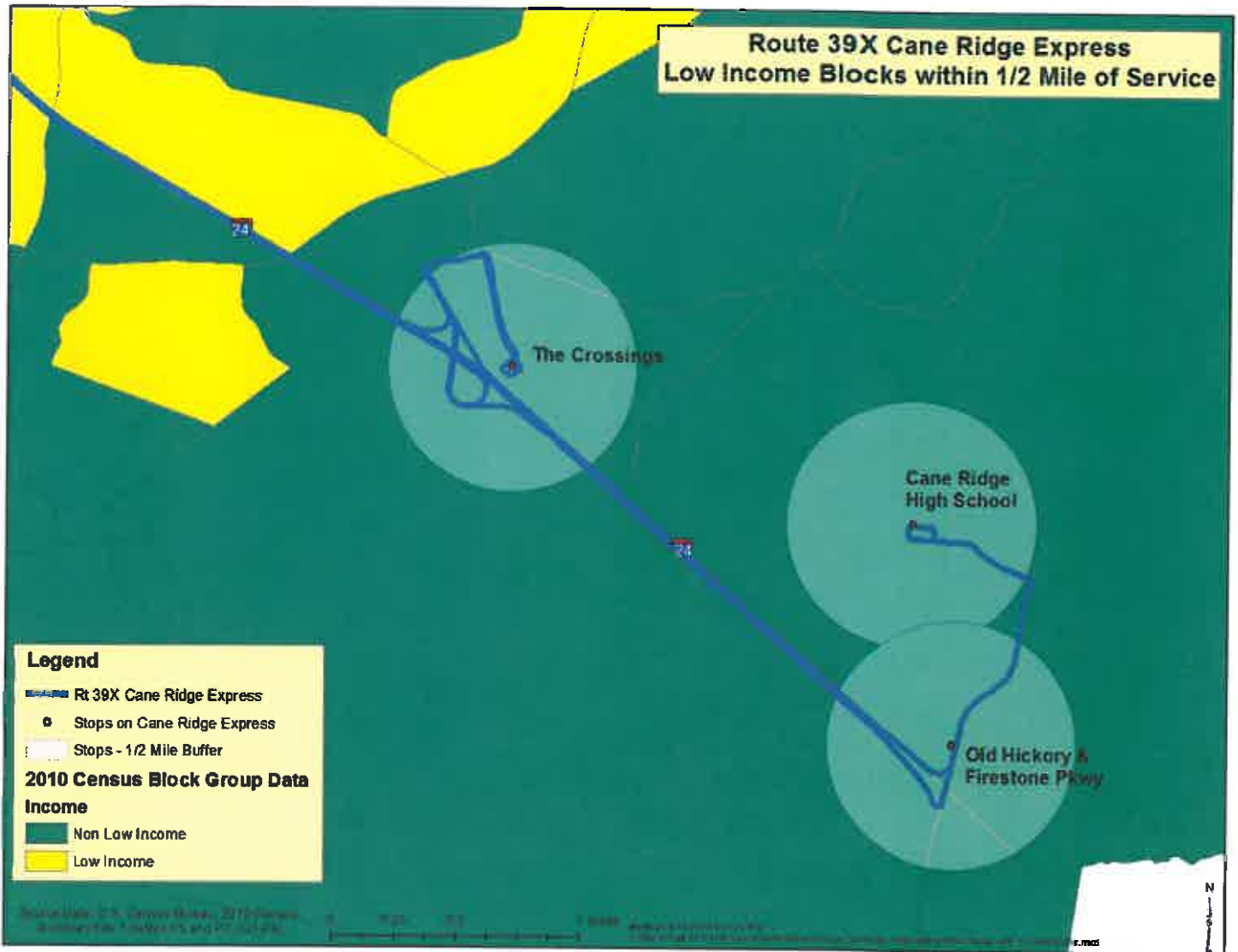


Figure 4: Low Income Blocks within 1/2 Mile of Rt 39X Cane Ridge Express



Music City Circuit Blue and Green Routes

Maps showing the minority blocks accessible to the Blue and Green Circuits both before and after the proposal are represented in Figures 5 and 6 respectively. Maps showing the low income block groups served both before and after the proposal are represented in Figures 7 and 8.

Table 2: Blue & Green Circuit (Existing & Proposed) Population vs System-Wide Population

Route	% Minority Population		% Low-Income Population	
	Impacted Census Blocks	Davidson County	Impacted Census Block Groups	Davidson County
Existing Blue & Green Circuit Routes	6%	43%	25%	32%
Proposed Blue & Green Circuit Routes	8%	43%	30%	32%

As shown in Table 2 above, the minority and low-income population served by the proposed Music City Circuit Blue and Green Routes will actually increase service for both the minority and low-income

populations.

Figure 5: Minority Blocks within 1/4 Mile of Existing Blue & Green Circuits

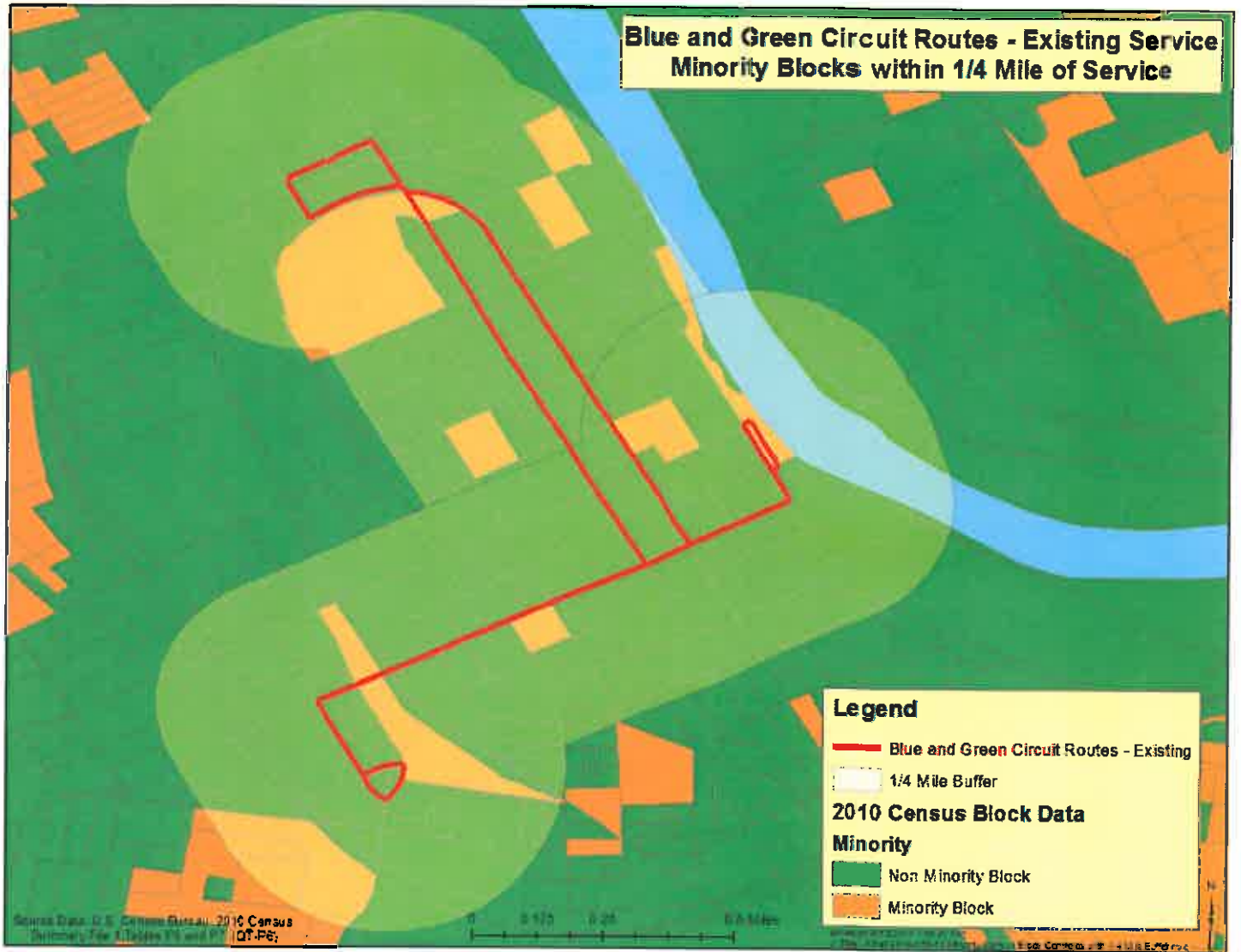


Figure 6: Minority Blocks within 1/4 Mile of Proposed Blue & Green Circuits



Figure 7: Low Income Blocks within 1/4 Mile of Existing Blue & Green Circuits



Figure 8: Low Income Blocks within 1/4 Mile of Proposed Blue & Green Circuits



In summary, in following FTA requirements and using a GIS-based analysis of our proposed service changes we do not find any disparate impact or disproportionate burdens to the minority or low-income communities.

COMMITTEE RECOMMENDATION

The estimated cost to provide the proposed Music City Circuit changes and other minor route adjustments is \$292,863 through FY 2015, and we will save an estimated \$91,119 by discontinuing the Route 39X Cane Ridge Express. This leaves a net cost of \$201,744 which is available through our Metro operating subsidy. Based on the responses heard at the public meetings and received through the public hearing process, as well as our in-depth Title VI analysis, the Planning and Marketing Committee recommends to the Board that they approve the changes as outlined above to be effective on September 28, 2014.

Approved:

Secretary

August 28, 2014
Date

NASHVILLE METROPOLITAN TRANSIT AUTHORITY

OF NASHVILLE AND DAVIDSON COUNTY, TENNESSEE

BOARD ACTION ITEM

Item Number: A-14-011

Meeting Date: 08/28/14

Item Title: FY 2015 BUDGET ADOPTION

BACKGROUND

Metro Council adopted a FY 2015 budget (July 1, 2014 – June 30, 2015) which included a \$36.4 million subsidy for Nashville MTA. This represents an increase of \$3 million, or 9%, over last year's subsidy of \$33.4 million. The subsidy increase primarily represents dollars to implement new Bus Rapid Transit Lite (BRT-Lite) along Charlotte Pike in the Spring of 2015 and allowing us to hire additional drivers, both full time and part time, to help our ever expanding Access Ride services and give mobility choices to our citizens with disabilities. The overall operating budget as compared to last year is projected to increase approximately \$4.5 million, or 6.8%, to \$70.4 million in FY 2015 from \$65.9 million in the FY 2014 budget.

The following summary highlights the increases and decreases in revenues for this proposed budget compared to FY 2014:

Increase in Fare Revenue	\$ 633,000
Increase in Contract Revenues	\$ 72,000
Increase in Non-Transportation Revenue	\$ 199,000
Increase in JARC and New Freedoms	\$ 21,000
Decrease in CMAQ funding	(\$ 347,000)
Additional Federal Reimbursements	\$ 880,000
Increased Metro Subsidy	<u>\$3,000,000</u>
Total Revenue Increase	<u>\$4,458,000</u>

- The increase in passenger fares for bus and Access Ride to \$11.8 million represents a 4.5% increase over actual final FY 2014 fare revenues of \$11.3 million. The increase is primarily due to an assumed 3% to 5% ridership increase for FY 2015 related to the addition of new BRT-Lite services and the new youth mobility program allowing high school students to ride at no cost to the student.
- The increase in Contract revenues is primarily due a 3% increase in the contractual rates for services provided to and management fees for the Regional Transportation Authority.
- The increase in Other Non-transportation revenue is primarily from increased contractual parking operations in place with Premier Parking.
- The increase in Job Access and Reverse Commute (JARC) and New Freedom grant funding is primarily the result of increases in grant dollars that will be awarded and eligible for use on specific MTA bus services during FY 2015.

- Congestion Mitigation and Air Quality (CMAQ) funding is eligible to be used on projects up to three years. The decrease in CMAQ revenues for FY 2015 is due to some of MTA's eligible services passing the three year mark.
- The anticipated increase in Federal Operating Reimbursements is based upon an estimate of preventive maintenance and paratransit operating expenses eligible for reimbursement. The balance of the remaining federal 5307 capital formula funds after the operating reimbursement will be utilized for capital purposes.
- The Local Metro operating assistance has been approved by the Metro Council.

The summary below details where the approximately \$4.5 million of increases impact expenses:

Wages & Fringes	\$ 1,773,300
Access Ride Paratransit operations	\$ 1,185,600
New Charlotte BRT-Lite	\$ 499,600
Health Insurance	\$ 578,800
Pension Expense	\$ 245,300
Workers' Comp	\$ (200,000)
Fuel	\$ 223,100
Other Services	\$ (80,100)
Parts, Materials and Supplies	\$ 408,900
Utilities	\$ (373,800)
Liability Insurance	\$ 120,000
Other Services	\$ 77,300
Total Expense Increase	<u>\$ 4,458,000</u>

- Labor and fringe related costs are increasing partially as a result of contractually scheduled step wage increases and a 2% wage increase contained in our labor union contract as well as a 2% increase in administrative wages. There are 13 additional administrative support positions included in this budget proposal. These positions are needed in Procurement, Human Resources, Finance and Marketing in order to maintain both existing and new services.
- The operational expenses for Access Ride are increasing as a result of new full time and part time drivers being added as well as supervisory and maintenance positions to expand our in-house paratransit operations to accommodate the increased ridership and better manage the paratransit services and reduce dependence upon third party taxi overflow services.
- The new BRT-Lite along Charlotte Pike is scheduled to be implemented with our Spring service changes in March 2015 which requires additional drivers as well as supervisory and maintenance positions being added to operate and support the new services.
- The 6% increase in Health Insurance represents anticipated increases in required health reserves based upon actuarial analysis and recent historical trends.

- The increase in Pension expense represents an increase due to higher overall budgeted wages and anticipated actuarial increases.
- The decrease in workers' compensation expenses reflects improved experience ratings we have seen over the last two years which has resulted in decreased reserve requirements.
- The increase in Fuel expense is mainly due to increased fuel needs arising from the new BRT-Lite services and expanded Access Ride services. Our fuel hedging contract prices effective July 1, 2014 are consistent with last year.
- The decrease in Other Services is primarily due to the expansion of our in-house paratransit services which resulted in a decrease in the taxi overflow service expense.
- The increase in Parts, Material and Supplies is primarily the result of a growing overall fleet size as well as the overall fleet being another year older.
- The increase in liability insurance relates to overall increase in the number of vehicles being covered under the policy.
- The Other Expense line item is the netting of all other budget line items.

COMMITTEE RECOMMENDATION

The Finance Committee recommends that the Board adopt the FY 2015 budget as presented here.

Approved:

Secretary

August 28, 2014

Date

NASHVILLE METROPOLITAN TRANSIT AUTHORITY

OF NASHVILLE AND DAVIDSON COUNTY, TENNESSEE

BOARD ACTION ITEM

Item Number: A-14-012

Meeting Date: 08/28/14

Item Title: RESOLUTION FOR FY 2015 ANNUAL GRANT APPLICATIONS

BACKGROUND

The Metropolitan Transit Authority (MTA) has the authority to receive federal, state and local financial assistance for transportation projects.

In order for MTA to apply and receive federal funds, MTA must comply with Federal Certifications and Assurances and annually submit compliance with these terms.

Funding sources for FY 2015 are as follows-

5307 Urbanized Area Formula Funds

MTA is eligible to use 5307 Urbanized Area Formula Funds, when the apportionment is made available, along with the 20% State/Local match.

State Operating Assistance

MTA is eligible for State operating assistance for FY 2015 in the amount of \$4,585,000.

5339 Bus and Bus Facilities Formula Funds

MTA is eligible to use Bus and Bus Facilities Formula Funds. Bus and Bus Facilities funds are for the replacement, maintenance, rehabilitation, and purchase of buses and related equipment, as well as bus related facilities. MTA is eligible to use these funds when the apportionment is made available, along with the 20% State/Local match.

5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program (EMSID) Funds

MTA is eligible to receive EMSID funds for projects that will enhance mobility for seniors and persons with disabilities beyond traditional services that are part of a locally developed coordinated public transit –human services transportation plan. At least 55% of the program funds must be used on capital projects and requires a 20% State/Local match; operating assistance requires a 50% State/Local match.

COMMITTEE RECOMMENDATION

The attached resolution comprises the annual submittal of certifications and assurances for Federal Transit Administration funds and authorization to submit applications for grants with the Federal Transit Administration and the Tennessee Department of Transportation.

The Finance Committee recommends to the Board that they:

- Adopt the attached resolution;

- **Authorize the application for 5307 funding and State/local match, when it becomes available;**
- **Authorize the applications for 5339 and 5310 funding and State/local match when it becomes available;**
- **Authorize the submittal of the application for State Operating Assistance when it becomes available; and,**
- **Authorize the submittal of applications for any other federal, state, or local grant funding that may become available during the fiscal year 2015 for the benefit of MTA.**



Approved:

Secretary

August 28, 2014

Date

RESOLUTION NO. 15-01

**A RESOLUTION AUTHORIZING THE FILING OF APPLICATIONS
WITH THE FEDERAL TRANSIT ADMINISTRATION AND THE TENNESSEE DEPARTMENT OF
TRANSPORTATION FOR FINANCIAL ASSISTANCE**

WHEREAS, the Metropolitan Transit Authority of Nashville and Davidson County is filing applications for funds with the Federal Transit Administration and the Tennessee Department of Transportation;

WHEREAS, the Federal Transit Administration is authorized to make grants for mass transportation projects under the Urban Mass Transportation Act of 1964, as amended; and,

WHEREAS, it is required by the United States Department Transportation that in conjunction with the filing of these applications that the applicant agree to comply with all Federal legislation, regulations, and guidance pertaining to the requested financial assistance; and,

WHEREAS, that since 1995, the Federal Transit Administration has consolidated Annual Certifications and Assurances and requires applicants to annually submit to compliance with said Certifications and Assurances;

**NOW, THEREFORE, BE IT RESOLVED BY THE METROPLITAN TRANSIT AUTHORITY
OF NASHVILLE AND DAVIDSON COUNTY**

SECTION 1: That the Chief Executive Officer of the Metropolitan Transit Authority is authorized to execute and file applications on behalf of the Metropolitan Transit Authority of the Metropolitan Government of Nashville and

Davidson County with the Federal Transit Administration and the Tennessee Department of Transportation to aid in the financial assistance of capital projects and operations.

SECTION 2: That the Chief Executive Officer of the Metropolitan Transit Authority is authorized to execute and file with such applications an assurance or any other document required by the Federal Transit Administration and Tennessee Department of Transportation effectuating the purposes of this grant.

SECTION 3: That the Chief Executive Officer of the Metropolitan Transit Authority is authorized to furnish such additional information as the Federal Transit Administration and Tennessee Department of Transportation may require in connection with the applications or the projects.

SECTION 4: That the Chief Executive Officer of the Metropolitan Transit Authority is authorized to execute an agreement on behalf of the Metropolitan Transit Authority of Nashville and Davidson County with the Federal Transit Administration and the Tennessee Department of Transportation to aid in capital assistance projects.

ATTEST:

Margaret Behm
Secretary

Stephen G. Bland
Chief Executive Officer

Date

Date

NASHVILLE METROPOLITAN TRANSIT AUTHORITY

OF NASHVILLE AND DAVIDSON COUNTY, TENNESSEE

BOARD ACTION ITEM

Item Number: A-14-013

Meeting Date: 08/28/14

Item Title: HEATH INSURANCE RESERVE

BACKGROUND

Per Nashville MTA's agreement with Davidson Transit Organization (DTO), the employment arm for MTA, we reimburse DTO for all health insurance coverage and claims for its employees. DTO is self-insured for health coverage and utilizes a third party administrator (TPA) to manage all health related issues and claims. They also carry an excess insurance policy to minimize exposure for any catastrophic health claims. DTO went through a formal request for proposal earlier this year with assistance from consultants with expertise in the healthcare industry. DTO's contract with its current health insurance provider and third party administrator expired May 31, 2014. Blue Cross Blue Shield of Tennessee (BCBST) was selected to be the third party administrator and DTO joined the BCBST Blue Network effective June 1, 2014. By joining this network, which has much deeper discounts, there is a greater potential for significant savings in overall health insurance expense in the future.

In 1992, the Board approved setting up an insurance reserve for \$1 million as an emergency relief fund to be used for cash flow purposes to cover any major health claims. The reserve has been used occasionally over the years and replenished over time to maintain the required balance. The reserve is maintained with Metro Government's Finance Department in a trustee relationship, but managed by DTO. Metro Finance has no authority over the reserve, but merely acts as a keeper of the funds invested in Metro's Investment Pool in order to earn interest.

The contract with BCBST requires DTO to set up a bank account to hold a reserve for BCBST to draw from in order to process claims. The previous TPA had a similar requirement, but were more flexible on the timing to process health claims giving DTO and ultimately MTA full discretion as to when to release claims for payment. BCBST has a much stricter process for claims payments creating challenges for cash management as it relates to the timing of claims payment. This creates a need for DTO to have a larger standing balance in the bank account to cover claims payments.

COMMITTEE RECOMMENDATION

Based upon the explanation above, the Finance Committee recommends that the Board authorize the transfer of the \$1 million health reserve from Metro Government's Finance Department trust account into the new bank account that was established under the new contract with BCBST.

Approved:

Secretary

August 28, 2014

Date

NASHVILLE METROPOLITAN TRANSIT AUTHORITY

OF NASHVILLE AND DAVIDSON COUNTY, TENNESSEE

BOARD ACTION ITEM

Item Number: A-14-014

Meeting Date: 08/28/14

Item Title: BANKING SERVICES

BACKGROUND

On May 7, 2014 Request for Proposal (RFP) 2014479 was issued to solicit responses from firms qualified to provide banking services. Interested firms were instructed to provide statements of qualifications, as well as *Form 1: Cost Proposal*.

The RFP was sent to six (6) bank institutions, and notice was published in *Transit Intelligence online publication* and on Nashville MTA's website.

The following bank institutions submitted proposals on or before the June 25, 2014 due date:

1. Bank of America
2. US Bank
3. Fifth Third
4. Avenue Bank
5. Wells Fargo
6. First Tennessee

An evaluation committee made up of MTA representatives reviewed and rated the proposals. US Bank, the incumbent contractor, received the highest ranked score.

COMMITTEE RECOMMENDATION

Based upon results of the comprehensive solicitation and evaluation processes the Finance Committee recommends that the Board authorize the Chief Executive Officer to enter into contract with US Bank for an initial five (5) year term and not to exceed amount of \$500,000.

Approved:

Secretary

August 28, 2014

Date

NASHVILLE METROPOLITAN TRANSIT AUTHORITY

OF NASHVILLE AND DAVIDSON COUNTY, TENNESSEE

BOARD ACTION ITEM

Item Number: A-14-015

Meeting Date: 08/28/14

Item Title: BUS SHELTERS AND BENCHES

BACKGROUND

On January 23, 2014 the Nashville MTA Board of Directors authorized the Chief Executive Officer to enter into contract with Decamil for transit amenities, bus shelters, and benches for an initial five (5) year term not to exceed \$2,500,000.00.

This is the first procurement request against the Decamil contract for thirty (30) new 5' x 12' Bus Rapid Transit (BRT) Lite shelters and transit amenities. Twenty six (26) of the shelters will be used for the Charlotte BRT project with four (4) spare shelters retained as spare parts inventory. The shelter and transit amenity design will resemble other shelters placed on the Gallatin BRT route and the Murfreesboro BRT route.

Our past experience has proven that the shelter production lead times should be resolved early in the project in order to have them readily available for installation once the site has been prepared. This preparation of site and installation of shelters includes, among other things, the installation of utilities and ADA compliant concrete pads. Staff is currently preparing the technical specifications for the Request for Bid for site preparation and installation of these BRT shelters. Having the shelters put into production now will streamline this entire installation process.

COMMITTEE RECOMMENDATION

The Finance Committee recommends that the Board authorize the Chief Executive Officer to purchase thirty (30) BRT Lite shelters and transit amenities from the Decamil contract for a not to exceed amount of \$606,000. Funding is provided through Metro FY15 capital budget funds.

Approved:

Secretary

August 28, 2014

Date

NASHVILLE METROPOLITAN TRANSIT AUTHORITY

OF NASHVILLE AND DAVIDSON COUNTY, TENNESSEE

BOARD ACTION ITEM

Item Number: A-14-016

Meeting Date: 08/28/14

Item Title: DESIGN SERVICES: SYSTEM MAPS, POCKET SCHEDULES / TIMETABLES AND SCHEMATIC STREET SIGN

BACKGROUND

On June 27, 2014, Request for Proposal (RFP) 2014485 was issued to solicit responses from firms qualified to provide design and print services for system maps, pocket schedules/timetables and schematic street signs on behalf of the Nashville MTA and the Regional Transportation Authority of Middle Tennessee (RTA). Interested firms were instructed to provide statements of qualification and design samples, as well as *Form 1: Cost Form* which included fixed-cost by product type and billable hourly rates for other as-needed design services.

The RFP was sent to 16 design and print firms, and notice was published on Nashville MTA's website and in the *Transit Intelligence* online publication.

The following firms submitted proposals on or before the August 1, 2014 deadline:

1. Brand Imaging Group
2. Cardinal Maps
3. Cenveo
4. CHK America, Inc.
5. Ilium
6. Smart Maps

An evaluation committee made up of communications, customer care, planning, and scheduling staff reviewed and rated the proposals. CHK America received the highest score.

COMMITTEE RECOMMENDATION

Based upon results of the comprehensive solicitation and evaluation process, the Finance Committee recommends that the Board authorize the Chief Executive Officer to enter into a professional services contract with CHK America for an initial three (3) year term with a not to exceed amount of \$450,000. Should Nashville MTA choose to exercise its two (2) additional one-year options at the end of the initial contract term, then the amount for each additional term shall not exceed \$175,000.

Approved:

Secretary

August 28, 2014

Date

NASHVILLE METROPOLITAN TRANSIT AUTHORITY

OF NASHVILLE AND DAVIDSON COUNTY, TENNESSEE

BOARD ACTION ITEM

Item Number: A-14-017

Meeting Date: 08/28/14

Item Title: ADDITIONAL COMPENSATION FOR INTERIM CEO

BACKGROUND

Effective April 1, 2014, the Board approved a contract with Ed Oliphant that would compensate the Interim CEO an incremental increase of \$25,000 over his current salary that was to be paid on an annualized basis until the contract was terminated with the hiring of a new CEO. The contract will terminate August 24, 2014 with a new CEO starting on August 25, 2014.

Recognizing the excellence with which Mr. Oliphant executed the duties of Interim CEO during this five month period of transition and; added to that, recognizing the significance of his steady hand of leadership with the unexpected attrition of several senior staff members, the Committee discussed how they might recognize his outstanding work and commitment. It was felt that paying the unpaid portion of the incremental increase in salary would be the best way to reward him and show him the Board's appreciation. The balance of the incremental increase yet to be paid is \$15,385 with \$9,615 having already being paid for the five months he has served as Interim CEO.

COMMITTEE RECOMMENDATION

The Finance Committee recommends that the Board approve awarding Ed Oliphant additional compensation in the amount of \$15,385 for his outstanding service as the Interim CEO for Nashville MTA.

Approved:

Secretary

August 28, 2014

Date