



**MINUTES**  
**EXECUTIVE COMMITTEE MEETING**  
**REGIONAL TRANSPORTATION AUTHORITY**  
FEBRUARY 19, 2019

- I. **Call to Order:** The Regional Transportation Authority of Middle Tennessee (RTA) Executive Committee meeting was held at the Bradley L. Barrett Training Center, Tennessee Bankers Association Office, 211 Athens Way, Nashville TN 37228 on Wednesday, February 19, 2020. A quorum was established, and the meeting was called to order at 9:30 a.m. by Chair Mayor Randall Hutto.

**Executive Committee Members in Attendance:**

Mayor Randall Hutto, Chair – Wilson County  
Mayor Paige Brown, Vice Chair – City of Gallatin  
Governor’s Appointee Ed Cole, Secretary – Davidson County  
Mayor Bob Rial – Dickson County  
Mayor Bill Ketron – Rutherford County  
Mayor Anthony Holt – Sumner County  
Mayor Ken Moore – City of Franklin  
Mayor Rick Graham – City of Spring Hill  
Mayor Jerry Kirkman – City of Westmoreland  
Governor’s Appointee Kelly Dannenfelser – Williamson County  
Governor’s Appointee Ken Davis – Wilson County

**Others in Attendance:**

Mayor Jeff Duncan – City of Goodlettsville  
Mayor Jamie Clary – City of Hendersonville  
Mayor Bernie Ash – City of Lebanon  
Mayor Mike Callis – City of Portland  
Mayor Jim Durrett – Montgomery County  
Mayor Billy Vogle – Robertson County  
Mayor Rogers Anderson – Williamson County  
Faye DiMassimo – Davidson County (Alternate)  
Jim Kerr, Jr. – City of Murfreesboro (Alternate)  
Gerald Herman – City of White House (Alternate)  
Ray Render – Congressman John Rose’s Office  
Patti Carroll – Congressman Mark Green’s Office

- II. **Approval of the February 19, 2020 Minutes**  
Proper motion was made and seconded, and the minutes were approved unanimously.
- III. **Public Comments:**  
There were no public comments at this time.

**IV. Finance Committee Report:** Mayor Anthony Holt reported the following:

a. **Monthly Financial Report Compared to Budget (EXC-D-20-001):** Mayor Holt reviewed the year-to-date data of the statement of operations for the month of December 2019 compared to the FY2019 budget and the balance sheet as of December 31, 2019. Chief Financial Officer Ed Oliphant was present to answer any questions. There were none at this time.

b. **Adoption of FY2020-2024 RTA Capital Investment Plan (EXC-A-20-001):** Annually, the RTA Board of Directors adopts a rolling multi-year capital investment plan to guide the Authority's future project development activity, and to allow staff to seek funding opportunities for various projects. Generally, projects identified in the first year of the Capital Investment Plan are relatively firm in scope and budget and have identified funding sources. Projects in out-years are likely more conceptual.

The staff presented a recommended Capital Investment Plan for the period of FY2020-2024. Overall, investments totaling \$17,285,000 are recommended in Year 1 of the plan, with a total project investment recommendation of \$112,377,933 over the life of the plan. Projects identified in Year 1 (FY2020) have access to full funding.

You will note that the plan shows significant deficits in FY2022 and beyond. This is due to the fact that (1) with respect to revenue, we only show those sources that we are reasonably certain of receiving year after year (i.e.: formula funds, basic match, etc.), and (2) we are programming several significant enhancement projects, particularly with respect to the WeGo Star enhancements that were discussed at the January RTA Board meeting and park-and-ride expansion on the RTA bus network. In order to advance, these projects will need to secure supplemental funding sources not yet identified. We are programming these projects through the MPO Long-Range Regional Transportation Plan.

Staff recommended that the RTA Executive Committee adopt the FY2020-2024 Capital Investment Plan to guide future project development and funding identification.

There was no discussion, and the vote of approval was unanimous.

c. **Mt Juliet Park & Ride Expansion CEI Services (EXC-A-20-002):** In January 2020, the Regional Transportation Authority of Middle Tennessee (RTA) Board approved the construction contract for expansion of the Park & Ride at the WeGo Star Mt. Juliet Station. This project will expand parking capacity at the station by 99 spaces, increasing the total to 262 parking spaces once the project is complete. Service will be maintained during the one-year construction timeframe. The construction will take place in three phases: platform improvements, expansion of southeast parking lot, and expansion of northwest parking lot.

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

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

As part of this scope, HDR will provide full-time on-site personnel for the anticipated construction duration of twelve months and an additional one-month of services to monitor project closeout. The cost associated for this task order is \$576,400.

The staff requested that the Executive Committee recommend to the board to provide the Chief Executive Officer of the authority to enter into a Construction Engineering & Inspection task order under the contract with HDR Engineering for a not-to-exceed total of \$692,000. The total project budget for the Mt. Juliet Park & Ride Parking Lot Expansion Project is \$3,300,000.

There was no discussion, and the vote of approval was unanimous.

- d. **WeGo Star Fare System Upgrade Rail Station Preparation-Construction (EXC-A-20-003)**: In October of 2018, the Regional Transportation Authority of Middle Tennessee (RTA) approved the award of the design and implementation of a Next Generation Fare System (NGFS) to INIT Innovations in Transportation, Inc. The new fare system includes smart media validators on Nashville MTA and RTA vehicles, new ticket vending machines (TVMs), platform validators for the WeGo Star, handheld validators for conductors, smart cards, and the software solutions to power the new system. This system will allow for customers to pay via reloadable smart cards as well as smartphones. Customers will be able to purchase and reload smart cards at a variety of locations through a third-party retail distribution network, new TVMs, the WeGo Central ticket window, and Riverfront Station. The system will be account-based, allowing customers to go online and register their cards, reload value, and view transaction history.

The new TVMs and platform validators being installed at all WeGo Star stations require infrastructure improvements to supply power and data communications to the devices. WeGo staff, with the support of Gresham Smith engineering and planning consultants, completed the design, construction plans, and bid documents for the fare system make-ready construction.

Solicitation of the bid package occurred from December 2019 to January 2020 and yielded three qualified bidders. They were Dowdle Construction Group, LLC, M & P Services, Inc, and Stansell Electric Company, Inc. Following the bid opening, RTA identified Stansell Electric Company, Inc. (Stansell) as the apparent lowest responsive and responsible bidder. Stansell's base bid for the platform electrical work and associated construction was \$377,011.85. Four additional alternates were included beyond the base bid: \$3,300.00 to remove existing TVMs, \$17,160.00 to install new TVMs and platform validators, \$23,080.00 for electrical capacity expansion at Martha Station, and \$8,700.00 to extend conduit at Lebanon Station, for a total bid of \$429,251.55. The anticipated project duration is 120 days from notice-to-proceed. Funding for this effort was identified as part of the FY 2019.

The staff requested the Board provide the Chief Executive Officer the authority to enter into a construction contract with Stansell Electric Company, Inc. for an amount of \$429,251.55 for the base bid and the four additional alternates. Due to the nature of the project, specifically the unknowns associated with underground utilities, we also recommend the Board authorize a project contingency of 25%, resulting in an authorized not-to-exceed project total of \$536,564.44.

There was no discussion, and the vote of approval was unanimous.

V. **Operations Committee Report**: Mayor Jerry Kirkman reported the following:

- b. **RTA Monthly Operational Statistics (EXC-D-20-002)**: Mayor Kirkman reviewed the RTA Monthly Dashboard Report through the month of December 2019 with the Executive

Committee. Director of Quality Service Dan Freudberg was present to answer any questions. There were none at this time.

**VI. Other Business:**

a. **RTA Bylaws Revisions (EXC-D-20-003)**: As discussed at the October 2019 Executive Committee meeting, the implementation of the Executive Committee has been instrumental in advancing city and county participation in the Regional Transportation Authority of Middle Tennessee (RTA) meetings. However, some provisions in the current bylaws that did not contemplate the regular meeting of the Executive Committee in lieu of monthly Board meetings, potentially impact the ability of the RTA to consistently and timely conduct necessary RTA business including but not limited to the following:

- Timely adoption of Executive Committee recommendations
- Timely adoption of a fiscal budget
- Timely election of Board officers and appointment of committees

In order to ensure a continued high level of participation and effectiveness, the Executive Committee directed staff and RTA legal counsel to review and recommend any beneficial amendments to the RTA bylaws, particularly as it relates to:

- 1) Board Officers
- 2) Executive Committee Power and Authority

Per the Executive Committee's directive, RTA Counsel, Junaid Odubeko and Chief Administrative Officer, Rita Roberts-Turner, discussed potential amendment options with the Committee.

**VII. CEO's Report:** Time did not permit for the CEO report, but CEO Bland's written report was submitted and noted below:

1. 8 new used passenger cars for the Star that we purchased to replace our aging equipment are in Middle Tennessee and are being prepared to enter service. This entails some minor modifications to make them compatible with our operations and FRA mandated safety inspections. We are optimistic that these cars will enter service this spring.
2. CEO Bland had the opportunity to conduct new board member orientations with Ed Elam of Rutherford County and Arthur Bing of Montgomery County. CEO Bland appreciated their time in reviewing current issues associated with the RTA.
3. We are working on the FY2020-21 RTA Operating budget. The Southeast Corridor Committee and East Committee corridors are meeting to address budget challenges for their respective services. We expect all other corridors to remain at current funding, fare and service levels.
4. Most of the last month's activities are reflected in other discussion items reported previously.

**VIII. Chair's Report:** Mayor Hutto thanked everyone for attending the meeting and called for a motion to adjourn.

**IX. Adjournment:** Proper motion was made and seconded to adjourn, and the meeting was adjourned at 10:17 a.m.

Respectfully submitted:

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Ed Cole, RTA Secretary &  
Davidson County Governor Appointee