



**MINUTES**  
**REGIONAL TRANSPORTATION AUTHORITY**  
**AUGUST 21, 2019**

- I. **CALL TO ORDER:** The regular meeting of the Regional Transportation Authority of Middle Tennessee (RTA) Board of Directors was held at the Nashville Downtown Public Library, 615 Church Street, Nashville, Tennessee 37219 on Wednesday, August 21, 2019. A quorum was established, and the meeting was called to order at 9:37 a.m. by Mayor Randall Hutto

**IN ATTENDANCE WERE:**

City of Brentwood	Mayor Rhea Little
City of Columbia	Assistant City Manager Thad Jablonski, Alternate
City of Gallatin	Mayor Paige Brown
City of Hendersonville	Mayor Jamie Clary
City of Lebanon	Mayor Bernie Ash
City of Murfreesboro	Jim Kerr, Alternate
City of Mt. Juliet	Mayor Ed Hagerty
City of Portland	Mayor Mike Callis
City of Westmoreland	Mayor Jerry Kirkman
Dickson County	Mayor Bob Rial
Robertson County	Mayor Billy Vogle
Rutherford County	Mayor Bill Ketron
Sumner County	Mayor Anthony Holt
White House	City Administrator Gerald Herman, Alternate
Williamson County	Mayor Rogers Anderson
Wilson County	Mayor Randall Hutto
Governor Appointees	Ed Cole, Davidson County
	Darrell James, Dickson County
	Kelly Dannenfelser, Williamson County
	Ken Davis, Wilson County

- II. **APPROVAL OF MINUTES:** Correction to the minutes to reflect Jim Kerr as the alternate for the City of Murfreesboro and not Rutherford County. Proper motion was made and seconded, and the June 19, 2019 minutes were approved unanimously.
- III. **PUBLIC COMMENTS:** Board Chair Hutto opened the floor for public comments:

**Jessica Daupin, President and CEO of The Transit Alliance of Middle Tennessee**

- Ms Daupin stated that she is the new President and CEO of Transit Alliance of Middle Tennessee, and it is her passion and commitment to continue the

leadership for transportation options in this region. Transit Alliance is a 501c3 on a mission to build support for connected regions via a robust transit system with its' own dedicated funding. She appreciates that many of the cities and counties are supporters in this effort.

- She reminded everyone of fall Leadership Academy Classes that will begin October 16 through November 20, 2019. She asked for the cities and counties to please encourage people to apply for these classes.

There were no other public comments to come before the Board.

**IV. FINANCE & AUDIT REPORT:** On behalf of the Finance Committee, Mayor Moore reported on the following items:

**a. Monthly Financial Report Compared to Budget (R-D-19-006):** Chief Financial Officer Ed Oliphant reported and reflected on the statement of operations for the month of June 2019 compared to the budget and balance sheet as of June 30, 2019. The floor was open for questions. There were no questions at this time.

**b. WeGo Star Train Shuttle Contract (R-A-19-005):** In June 2019, the RTA Board approved the renewal of a contract with the Nashville Metropolitan Transit Authority (Nashville MTA) for connecting Davidson County bus services operating from Riverfront Station and going down West End Avenue. At the same time, the Nashville MTA Board also approved service cuts that will go into effect September 30, 2019 that included the cancellation of the Music City Circuit. The Circuit served Riverfront Station and was heavily utilized by train riders as a way to get from the train station to WeGo Central to catch other Nashville MTA services.

Consequently, there was a need for RTA to enter into a contract with the Nashville MTA to continue the portion of the Circuit between Riverfront and Central to help get riders on the train to their final destination. The continuation of this segment would require approximately five hours of shuttle service per weekday. In the contract's initial year, service would begin on September 30, 2019 in conjunction with the Nashville MTA's implementation of the service cuts, and the contract would expire on June 30, 2020, consistent with other train shuttle services already approved.

The Finance Committee requested the Board approve a new contract beginning September 30, 2019 through June 30, 2020 for Nashville MTA to continue the portion of the Music City Circuit between Riverfront Station and Central for a not-to-exceed amount of \$105,100.

A proper motion was made and seconded. The vote of approval was unanimous.

**c. Conflict of Interest Procurement Policy (R-A-19-006):** Mayor Moore reported the following:

As a recipient of federal funding through the Federal Transit Administration (FTA), the RTA policies and practices are subject to Triennial Review Audit every three years to encourage and facilitate improved agency operations, promote the use of best practices, and assess the agency's compliance with all federal requirements. In preparation for the 2019 Triennial Review Audit, the RTA hired The Coleman Group, Inc. of Greenbelt, Maryland to provide a preliminary review of the current procurement policies and procedures.

Subsequent to the preliminary review, The Coleman Group recommended revisions to our current Written Standards of Conduct. Specific recommendations included adding provisions to address limitations on contact by a potential vendor during an active solicitation; rules around vendor gifts or contingent fees; negotiations for future employment with a vendor; and organizational conflicts of interest. Additionally, staff proposed revisions to Appendix P-Affidavit to reflect acknowledgement and confirmation that neither the solicitation evaluator nor a member of the evaluator's family has any financial gain including employment with the companies submitting proposals.

A proper motion was made and seconded. The majority of this board approved this action. It is noted that Mayor Holt and Mayor Anderson voted against this action.

**V. OPERATIONS COMMITTEE REPORT:** Committee Chair Kirkman reported on the following items:

- a. **Monthly Operating Statistics (R-D-19-007):** Chair Kirkman reported on the monthly operating statistics report through June 2019. Director of Service Quality Dan Freudberg, was present to answer any questions. There were no questions at this time.
- b. **Presentation from Imagine 1 on TOD in Mount Juliet (R-D-19-008):** Brian Heuser and Matt Gardner of Imagine1 Company partners offered an overview of and progress update for their transit-oriented development in Mt. Juliet.

There was general discussion regarding the process for their transit-oriented development in Mt. Juliet and Vintage Station North.

**VI. OTHER BUSINESS:**

**VII. CEO'S REPORT:** Chief Executive Officer Steve Bland gave the following report:

- He asked everyone to please make sure to sign in and check the attendance sheet in the minutes so we can make sure we have an accurate recording of attendance. Next month, we would be reviewing a summary of member attendance with the Executive Committee as part of our requirements under the Office of State Comptroller Performance Audit.
- As it relates to the Office of State Comptroller, Mayor Holt and CEO Bland just returned from the General Assembly where they appeared before the Government Operations Joint Subcommittee on Commerce, Labor, Transportation, and Agriculture to report on the performance audit.
- CEO Bland stated that we are continuing to work through documentation supporting the acquisition of new (used) railcars for the WeGo Star. He wouldn't predict when this item would come before the Board, but stated they haven't seen any fatal flaws, just a lot of paperwork.
- In better fleet news, the first locomotive rehabilitation has been completed, and this vehicle is making its way back to Nashville. He anticipated its return to service in the next month, with the second locomotive entering the rehab program shortly thereafter.
- Also, six of our 10 new commuter buses have entered Gray Line service on various routes in the RTA system. Gray Line should be placing the remaining four coaches in service over the next two weeks.

- HDR continues to advance its feasibility assessment with respect to potential improvements on the Star, including the addition of more trips, potential extension to the Wilson County Expo Center, and various operational improvements. HDR has developed an initial draft that is now being reviewed by RJ Corman and Transit Solutions Group (TSG) staff for accuracy. We anticipate a presentation to the Board this fall.
- We have begun development of the Federally mandated Safety Management Systems Plan for RTA Bus and Rail Operations. Similar to last year's Transit Asset Management Plan, this regulation dictates a number of requirements that must be encompassed into revised agency safety plans and will need to be coordinated with the Nashville Area Metropolitan Planning Organization (MPO) for inclusion in regional transportation plans.
- Last month, we reported that Chief Operating Officer India Birdsong left the RTA to become CEO for the transit agency in Cleveland, Ohio. We anticipate India's replacement to begin in early September, but also learned that Chief Development Officer Julie Timm was leaving Nashville to assume the CEO role for the transit agency in Richmond, Virginia. He hoped the Board would join him in wishing them both well in their future endeavors.
- The South Corridor Study continued under the leadership of the MPO. Second round public outreach sessions are now ongoing, and an update meeting was held with the Advisory Committee last week.
- At the request of Clarksville Mayor Pitts, he is serving on the Search Committee to replace the Director of the Clarksville Transit System. Their prior Director, Arthur Bing, recently retired after many years of service to the City, including service as Chair of our state transit association.
- Consultants for the FTA completed their field work for the triennial review of Federal compliance this past month. We are currently addressing several open items, after which they will issue a draft report for us to respond to. We anticipate no major findings.
- We are in the process of updating the Federal Title VI program for the RTA. Information is available on our website, and comments from the public are being accepted through September 1.

**VIII. CHAIR'S REPORT:** Chair Hutto stated that the Governor's office is currently working on the appointees for Montgomery and Rutherford Counties, and he will notify this board when those appointments are made.

**IX. ADJOURNMENT:** Proper motion was made and seconded to adjourn. The meeting was adjourned at 10:23 a.m.

Respectfully submitted:

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Ed Cole, RTA Secretary &  
Davidson County Governor Appointee