



AGENDA

REGIONAL TRANSPORTATION AUTHORITY OF MIDDLE TENNESSEE

BOARD MEETING

10:00 a.m. Wednesday, November 16, 2016

**Music City Central Meeting Room
400 Charlotte Avenue, Nashville, Tennessee 37219**

Chair – City of Clarksville Mayor Kim McMillan
Vice Chair – Wilson County Mayor Randall Hutto

1. Call to Order – Establish Quorum
2. Approval of October 19, 2016 Minutes
3. Public Comments
4. Monthly Operating Statistics –Chief Operations Officer India Birdsong I-16-012
5. Finance & Audit Report
 - a. Monthly Financial Report Compared to Budget – Chief Financial Officer Ed Oliphant I-16-013
6. FTA Fiscal Year 2016 Triennial Review Summary – Capital Grants Administrator Billy Higgins I-16-014
7. Adoption of ADA Reasonable Accommodation Policy – Chief Development Officer Julie Navarrete A-16-023
8. 2017 RTA Board Meeting Schedule – Chief Administrative Officer Rita Roberts-Turner A-16-024
9. CEO's Report – Stephen G. Bland
10. Chair's Report – City of Clarksville Mayor Kim McMillan
11. Other Business
12. Adjournment



MINUTES
REGIONAL TRANSPORTATION AUTHORITY
OCTOBER 19, 2016

- I. **CALL TO ORDER:** The regular meeting of the Regional Transportation Authority (RTA) Board of Directors was held in the meeting room at Music City Central, 400 Charlotte Avenue, Nashville, TN on Wednesday, October 19, 2016. A quorum was established, and the meeting was called to order at 10:00 a.m. by Finance & Audit Committee Chair Ken Moore, Franklin City Mayor.
- II. **APPROVAL OF MINUTES:** Mayor Moore entertained a motion to approve the minutes of the September 21, 2016 meeting. Proper motion was made and seconded, and the minutes were adopted unanimously.
- III. **PUBLIC COMMENTS:** Mayor Moore opened the period for public comments and recognized the following members of the public:

Margo Chambers of Nashville was recognized and had this comment:

- She asked for clarification of point two under Action Item A-16-021 when presented today.

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

- The current Music City Star crew is the best crew the Star has ever had and she attributes this to Terry Bebout. He drills into the crew the importance of being on time and has done an excellent job training them.
- The crew is personable, and they go beyond the call of duty to accommodate and assist their passengers.

Mayor Ken Moore, seeing no other comments, read an email he had received from Donald Gauge on October 13, 2016 requesting it be submitted as public comment:

- Mr. Gauge supports Transit Solutions Group (TSG), the current operators of the Music City Star.
- He is concerned that the competitor bidding against the TSG group has no long-term track record of operating a commuter train in the United States.
- If the other company wins the bid, he will be concerned about safety and about whether the Star will be operated as effectively and efficiently as it has been over the last 10 years.
- Mr. Gauge asks that the Board show the RTA staff their support of TSG.

At this time, Mayor Moore turned the meeting over to Paula Mansfield, RTA Board Secretary, to conduct the rest of the meeting. She recognized the following member of the public for comment:

Jo Ann Graves, Executive Director of the Transit Alliance who had these comments:

- The ninth Transit Citizens Leadership Academy (TCLA) has started with 25 members in the class. Every county is represented, save Maury, and that was because the class was full, but they will be in the spring class.
- The Transit Alliance will be holding their second Transit Governments Leadership Conference (TGLC) in October in Rutherford County and another class scheduled in November in Williamson County and Maury will be included in that class. The TGLC targets elected and appointed officials to make sure they have all the current information about what is happening in the transit arena.

There were no other public comments at this time.

- IV. **MONTHLY OPERATING STATISTICS (I-16-009):** Chief Operating Officer India Birdsong reviewed the monthly operating statistics for the Board.
- V. **FINANCE AND AUDIT REPORT:** Committee member Franklin City Mayor Ken Moore called upon Chief Financial Officer Ed Oliphant to present the Finance and Audit report through August 31. CFO Oliphant briefly reviewed the statistics that were previously presented in committee.

Mayor Moore presented the following action items:

- a. **Operations & Maintenance Service Purchase Order (A-16-020):** Staff is currently in the process of procuring a third-party contractor to manage the operation and maintenance of the Music City Star following the expiration of a previously held agreement. RTA has operation and maintenance services with Transit Solutions Group (TSG) through November 13, 2016.

To allow staff sufficient time to complete the solicitation and evaluation process for the implementation of a new contract, staff is seeking to extend the current purchase order for operation and maintenance service up to an additional six months.

The Committee recommends approval from the Board to provide the Chief Executive Officer authority to extend the current purchase order up to six months in a not-to-exceed amount of \$1,266,353.77. The funding source for this purchase order will be various grants and regional support. Proper motion was made and seconded, and a call was made for any discussion.

There was some discussion that resulted in the further explanation that because Federal and State funds are used to operate the Music City Star services, as well as all of the RTA services, and we are obligated to compete any of the third-party contracts. This has been done every five years and is what we are doing now.

This is the first time we have actually had a competitive procurement process where we have more than one qualified proposer. While the evaluation committee goes through that process to evaluate technical, financial, and capacity issues, the extension allows uninterrupted service; and, the evaluation criteria to continue a very high quality of service in a manner that is in the best financial interest to the tax-payers and those who support the service.

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

- b. **Procurement Policy & Procedure Manual Update (A-16-021)**: As a recipient of federal funding through the Federal Transit Administration (FTA), every three years RTA's policies and practices are subject to review. The objectives of the Triennial Review Audits are to encourage and facilitate improved recipient operations, promote the use of best practices, and assess the recipient's compliance with all federal requirements.

The FTA completed its 2016 Triennial Review of the RTA in June of this year. This included a review of our current procurement policy and procedure manual that was first adopted by the Board on June 17, 2009 and amended most recently on December 16, 2015. Subsequent to the Triennial Review, the FTA recommended adding the following language to our current procurement policy:

1. Buy America for rolling stock
 - a. Reviewed and Verified Domestic Content is more than 60 percent for fiscal year 2016 and 2017.
 - b. Reviewed and Verified Domestic Content is more than 65 percent for fiscal year 2018 and 2019.
 - c. Reviewed and Verified Domestic Content is more than 70 percent for fiscal year 2020 and beyond: Buy America List of bus components and sub-components that will calculate the percentage of domestic content.
 - d. Buy America certification is required for procurements that include steel, iron, or manufactured products of \$100,000 or higher.
2. Single Source a competitive procurement action where there is only one offeror who is deemed responsive and responsible. Before an award is made based on a single source, the price must be negotiated and justified as reasonable.
3. Making Responsibility Determinations should include the review of the contractor's Technical Capacity, Financial Resources, and Past Performance.

Upon further review of the current policy, RTA staff also proposes the following changes:

1. Adding procedures to the procurement policy and renaming the document Procurement and Procedure Manual
2. Adopting the new Micro threshold levels of \$3,500.00
3. Adopting the new Small Procurement threshold levels of \$150,000.00

The Finance and Audit Committee recommends to the Board adoption of the procurement policy and procedure manual updates in accordance with the Triennial Review auditor's recommendations and additional updates as outlined above.

Proper motion was made and seconded and discussion followed. The first set of changes is in response to the FTA's recommendations to bring us into full compliance. The second set is recommendations from our procurement staff after having looked at best practices in other agencies. If this is adopted by the Board, then we are in full compliance with federal rules and regulations.

Further discussion ensued clarifying the process and standards for a single source competitive procurement action where there is only one offeror who is deemed responsive and responsible. These are single bids, for whatever reason, and they come from procurement. A competitive analysis is done to answer why there were not multiple offers, and if that is satisfactorily answered, then a full cost price analysis is done to show that pricing is in a competitive range.

If it is not satisfactorily answered, then a re-bid is considered. Who makes the final decision is based on value. If it is beyond a certain value, then it would come before the Board for review with background documentation.

Concerning the federal process, when the FTA holds the triennial review or an occasional specific procurement systems review, one of the first things they ask for are the procurement files for single bids, or sole source, to make sure that all of those procedures have been followed.

Buy America was also discussed and explained that it is a specific provision in the federal transportation law for procurement that is specific to rolling stock like buses or rail cars. Not just final assembly of the vehicle has to occur within the United States, but there is an actual measurement. When we buy buses, or should we ever buy rail cars, we have to assign auditors to document points of origin for their components. The auditors will look for points of origin for components until they get to that threshold level, until they get to that content level, which passes whatever that federal threshold is. All that information has to be in our files for the federal auditors review.

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

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

- Northwest Corridor Study – some of this has been on hold for the nMotion closure, but has been reactivated with Parson's Brinkerhoff and we expect to wrap that up over the next couple of months and bring final recommendations to the board. Toward that end, there have been a lot of conversations with corridor mayors in the northwest corridor on the future dynamic of that corridor.
- Clarksville Park & Ride Opening – just a couple of weeks ago we were very pleased to join with Tennessee Department of Transportation (TDOT)

Commissioner John Schroer and City of Clarksville Mayor Kim McMillan for the grand opening of the new park and ride for the 94X Clarksville Express route. It is a tremendous facility. We have more than doubled the capacity; it has great access to the interstate, and is well-lit. We extend a big thanks to TDOT for putting that together.

- Hamilton Springs – we have been working on this with the developer, the City of Lebanon, the Metropolitan Planning Organization, and a number of others. After opening bids on the Hamilton Springs Station development there was a bit of a funding gap and we are brainstorming to close that funding gap. We do expect to be bringing a recommendation for construction award to the board for a fully funded project.
- Federal Railroad Administration (FRA) – we have had a number of meetings with the FRA and the FTA, as well as with TSG and Nashville and Eastern Railroad on implementation of our Positive Train Control system and those meetings have been very productive. After two years of trying, we finally got FRA type approval on the technology that we would like to use. That was a significant barrier to overcome
- 10th Anniversary celebration of the Music City Star – a special thanks to Wilson County Mayor Randall Hutto, City of Lebanon Mayor Philip Craighead, Nashville and Davidson County Mayor Megan Barry, and City of Clarksville Mayor Kim McMillan for participating actively in that. It went extremely well.

VII. **CHAIR’S REPORT:** Board Secretary Paula Mansfield deferred this report until Board Chair City of Clarksville Mayor Kim McMillan returns at the next meeting.

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

IX. **ADJOURNMENT:** Motion was made to adjourn, and the meeting was adjourned at 10:30 a.m.

Respectfully,

Paula Mansfield

Governor’s Appointee
RTA Secretary

REGIONAL TRANSPORTATION AUTHORITY
OF MIDDLE TENNESSEE
BOARD INFORMATION ITEM

Item Number: I-16-012

Meeting Date: 11/16/16

Item Title: MONTHLY OPERATING STATISTICS

BACKGROUND

Attached are the monthly operating statistics through September 30, 2016.

CURRENT STATUS

India Birdsong will review the monthly operating statistics.

Approved:



Chief Operating Officer

November 11, 2016

Date



**REGIONAL TRANSPORTATION AUTHORITY
ROUTE PERFORMANCE INDICATOR REPORT**

For the Month of: **September-16**

Rte. No.	Route Name	Ridership		Revenue		Average	
		Monthly	Change vs Last Year	Hours Of Service	Per Trip	Passengers	Per Hour
CORRIDOR SERVICE COMPARISONS - COMMUTER BUS SERVICE							
	North Corridor (Routes 87 & 92)	3,843	-5.4%	257	18	15.0	
	Northwest Corridor (Routes 90 & 94)	6,797	-1.9%	289	27	23.5	
	South Corridor (Routes 91 & 95)	3,917	6.4%	235	19	16.7	
	Southeast Corridor (Routes 84, 86 & 96)	9,414	-15.2%	955	15	9.9	

EXPRESS BUS ROUTE SERVICE							
84	Murfreesboro Express	3,383	-15.0%	195	27	17.4	
86	Smyrna - LaVergne Express	2,119	-23.0%	149	17	14.2	
87	Gallatin Express	1,887	-2.8%	131	18	14.4	
88	Dickson Express	1,753	-2.2%	77	21	22.7	
90	Springfield - Joelton Express	1,476	-8.9%	123	18	12.0	
91	Franklin Express	2,120	7.2%	135	17	15.7	
92	Hendersonville Express	1,956	-7.9%	126	19	15.6	
94	Clarksville Express	5,321	0.2%	167	32	32.0	
95	Spring Hill Express	1,797	5.4%	99	21	18.1	
96	Murfreesboro - Relax and Ride	3,912	-10.4%	611	11	6.4	
	Express Bus Route Totals	25,724	-6.7%	1,813	19	14.2	

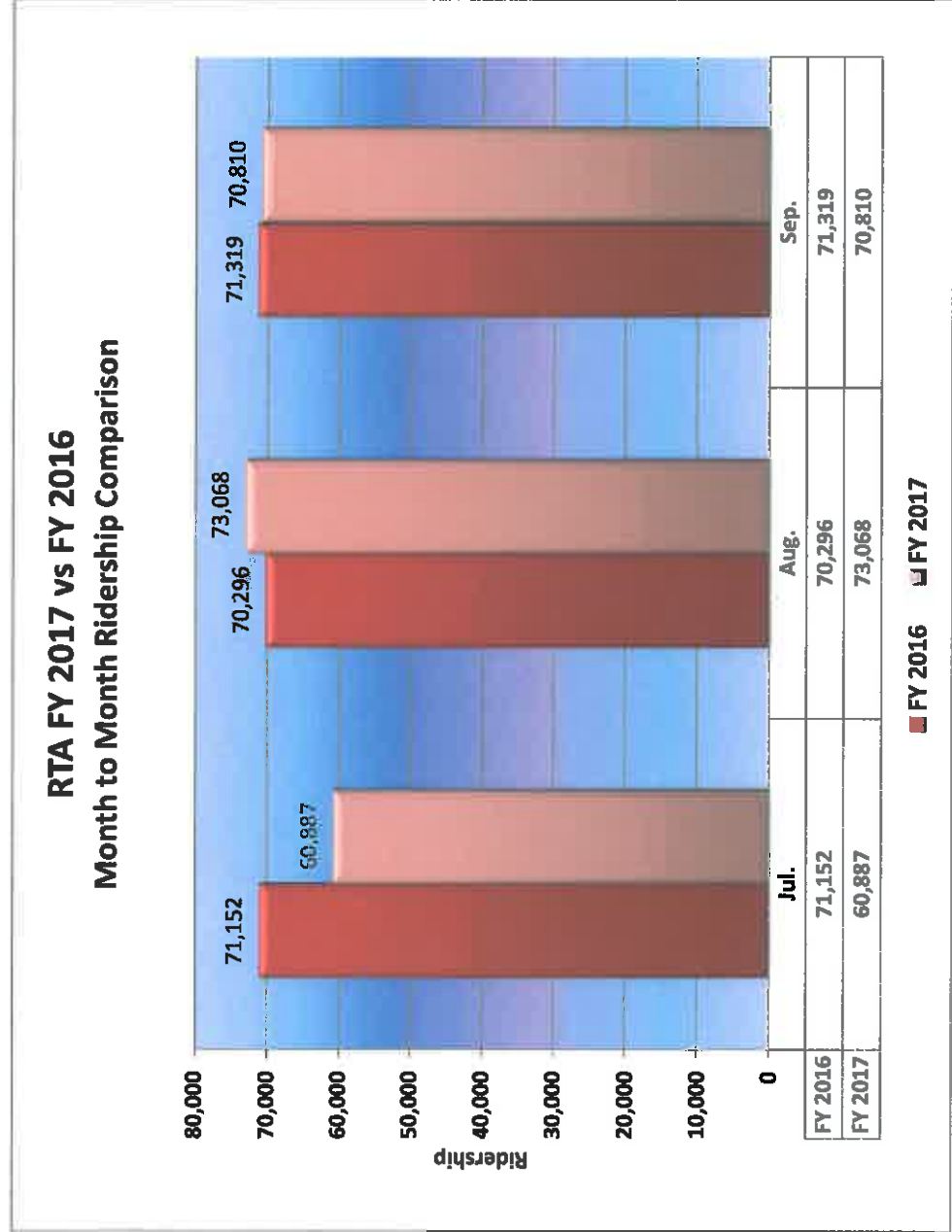
OTHER ROUTES							
93	Music City Star West End Shuttle	8,633	3.7%	121	51	71.2	
	RTA Bus Route Monthly Totals	34,357	-4.3%	1,934	22	17.8	

COMMUTER RAIL SERVICE							
90	Music City Star Commuter Rail	24,853	8.7%	197	95	126.4	
	RTA Commuter Rail and Bus Totals	59,210	0.8%	2,130	33	28	



**REGIONAL TRANSPORTATION AUTHORITY
FISCAL YEAR AND MONTH TO MONTH RIDERSHIP COMPARISON - FY 2017-vs-2016**

	Month to Month Comparison			Fiscal Year Comparison		
	Sep-15	Sep-16	Percentage Change	FY 2016	FY 2017	Percentage Change
Music City Star	22,861	24,853	8.7%	68,515	71,567	4.5%
Express Bus and Shuttle Services	35,890	34,357	-4.3%	104,510	99,686	-4.6%
Vanpool	12,568	11,600	-7.7%	39,742	33,512	-15.7%
Total RTA Ridership	71,319	70,810	-0.7%	212,767	204,765	-3.8%





**NASHVILLE AND REGIONAL TRANSPORTATION AUTHORITY
FISCAL YEAR AND MONTH TO MONTH RIDERSHIP COMPARISON - FY 2017-vs-2016**

	Month to Month Comparison			Fiscal Year		
	Sep-15	Sep-16	Change	FY 2016	FY 2017	Change
MTA Local Bus Service	862,214	839,417	-2.6%	2,446,202	2,374,623	-2.9%
MTA Local Paratransit Service	38,090	38,785	1.8%	113,472	113,436	0.0%
* MTA/RTA Miscellaneous Service *	969	1,748	80.4%	3,618	3,702	2.3%
RTA Regional Vanpool Service	12,568	11,600	-7.7%	39,742	33,512	-15.7%
RTA Regional Rail Service	22,861	24,853	8.7%	68,515	71,567	4.5%
RTA Regional Bus Service	35,890	34,357	-4.3%	104,510	99,686	-4.6%
Murfreesboro ROVER Local Bus Service	23,451	23,965	2.2%	71,016	68,389	-3.7%
Franklin Transit Local Bus Service	5,179	6,945	34.1%	16,020	17,308	8.0%
Clarksville Transit Local Bus Service	62,136	61,513	-1.0%	179,814	177,742	-1.2%
Total Area Ridership	1,063,358	1,043,183	-1.9%	3,042,909	2,959,965	-2.7%

Note: * Misc. Service is Titan Game Day Express Train Service 9/11 & 9/25/16.

REGIONAL TRANSPORTATION AUTHORITY
OF MIDDLE TENNESSEE
BOARD INFORMATION ITEM

Item Number: I-16-013

Meeting Date: 11/16/16

Item Title: MONTHLY FINANCAL REPORT COMPARED TO BUDGET

BACKGROUND

Attached is a statement of operations for the month of September 2016 compared to budget and a balance sheet as of September 30, 2016.

CURRENT STATUS

Chief Financial Officer Ed Oliphant will review the statements at the meeting.

Approved:

Edward W. Oliphant
Chief Financial Officer

November 11, 2016
Date

Regional Transportation Authority

Statement of Operations Compared to Budget

For the Period Ending September 30, 2016

UNAUDITED

	Actual Month	Month Budget	Month End Variance	F / U	Prior Year Y-T-D	Actual Y-T-D	Budget Y-T-D	Y-T-D Variance	F / U	Annual Budget
Revenue from Operations:										
R&R Revenues	\$83,735	\$73,450	\$10,285	F	\$241,105	\$240,810	\$220,350	\$20,460	F	\$903,430
Train Revenues	81,296	72,004	9,292	F	235,482	205,421	216,012	(10,591)	U	840,050
Special Events	8,923	0	8,923	F	22,695	23,237	41,920	(18,683)	U	61,920
Advertising	6,713	500	6,213	F	120	7,229	500	6,729	F	2,000
Other Non-Trans Revenue	4,120	5,000	(880)	U	18,000	13,589	13,000	589	F	55,900
Total Operating Revenue	184,787	150,954	33,833	F	517,402	490,286	491,782	(1,496)	U	1,863,300
Federal/State/Local Income:										
Local Assistance	50,000	220,000	(170,000)	U	40,574	400,000	245,000	155,000	F	1,683,531
Regional Assistance	108,488	243,225	(134,737)	U	421,949	338,827	611,140	(272,313)	U	1,450,109
State Assistance	18,854	116,160	(97,306)	U	29,162	18,854	116,160	(97,306)	U	1,283,950
Federal Assistance	160,000	169,429	(9,429)	U	441,036	480,000	508,290	(28,290)	U	2,033,153
Total Assistance Income	337,342	748,814	(411,472)	U	932,721	1,237,681	1,480,590	(242,909)	U	6,450,743
Capital Revenue:										
Capital Operating Reimbursement	123,986	113,983	10,003	F	523,895	160,245	341,949	(181,704)	U	1,367,798
Total Capital Income	123,986	113,983	10,003	F	523,895	160,245	341,949	(181,704)	U	1,367,798
Total Revenue	\$646,115	\$1,013,751	(\$367,637)	U	\$1,974,018	\$1,888,212	\$2,314,321	(\$426,109)	U	\$9,681,841
Expenses from Operations:										
Management Contract - MTA	\$66,950	\$66,950	\$0	F	\$195,000	\$200,850	\$200,850	\$0	F	\$803,400
Services	575,922	627,163	51,241	F	1,725,450	1,749,437	1,877,617	128,180	F	7,512,503
Fuel	46,726	29,500	(17,226)	U	110,424	97,601	88,500	(9,101)	U	354,000
Materials and Supplies	1,068	6,585	5,517	F	7,618	1,469	12,930	11,461	F	78,850
Utilities	1,578	515	(1,063)	U	809	1,961	1,551	(410)	U	6,200
Casualty and Liability	47,367	49,036	1,669	F	140,579	146,091	147,105	1,014	F	588,420
Other	660	1,065	405	F	36,058	26,792	28,325	1,533	F	338,468
Total Operating Expenses	740,271	780,814	40,543	F	2,215,938	2,224,201	2,356,878	132,677	F	9,681,841
Surplus / (Deficit) before GASB 33	(\$94,157)	\$232,937	(\$327,094)	U	(\$241,920)	(\$335,989)	(\$42,557)	(\$293,432)	U	\$0
Capital Grant Revenue	11,856	11,856	0	F	0	118,681	118,681	118,681	F	0
NW Corridor and n-Motion Projects	(13,035)	(13,035)	0	U	0	(23,674)	(23,674)	(23,674)	U	0
Annual RTA Membership Dues (SIR)	32,090	32,090	0	F	68,777	109,182	109,182	109,182	F	0
Gain / (Loss) on Sale	0	0	0	F	0	0	0	0	F	0
Vanpool Replacement Revenue Fund	1,188	1,188	0	F	7,188	8,438	8,438	8,438	F	0
Depreciation	(107,168)	(107,168)	0	U	(214,441)	(321,505)	(321,505)	(321,505)	U	0
Surplus / (Deficit)	(\$169,226)	\$232,937	(\$402,163)	U	(\$380,396)	(\$444,867)	(\$42,557)	(\$402,310)	U	\$0

Regional Transportation Authority

Comparative Balance Sheets

	Month Ended September 30, 2016	Month Ended June 30, 2016
	(unaudited)	(unaudited)
CURRENT ASSETS		
Cash and cash equivalents	\$483,491	\$359,326
Receivables from federal, state and local government	1,665,140	2,005,486
Accounts receivable	322,067	176,547
Materials and supplies	436,826	425,775
Prepaid expense and other	396,719	51,305
Total Current Assets	3,304,243	3,018,439
PROPERTY AND EQUIPMENT		
Land	2,968,343	2,968,343
Building, shelter and benches	12,277,440	12,277,460
Guideway Improvements	3,305,762	
Revenue equipment and parts	7,002,775	6,959,565
Office equipment	32,428	32,428
Work-in-Progress	254,258	3,559,501
	25,841,006	25,797,297
Less: Accumulated Depreciation	(8,493,103)	(8,009,152)
Total Property and equipment, net	17,347,903	17,788,145
OTHER ASSETS		
Cash and investments restricted	2,345,332	2,226,288
TOTAL ASSETS	\$22,997,478	\$23,032,872
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable	\$1,258,755	\$1,442,736
Accrued expenses	20,325	24,500
Deferred Revenue	565,816	0
Note Payable	850,000	350,000
Total Current Liabilities	2,694,896	1,817,236
NET ASSETS		
Invested in capital assets	17,347,903	17,788,145
Restricted - Self Insurance Reserve	1,617,891	1,587,094
Restricted - Reserve for van pool replacement	238,393	253,694
Restricted - Regional Bus Reserve	489,048	385,500
Unrestricted	1,054,214	652,821
Current Year Surplus / (deficit)	(444,867)	548,382
Total Net Assets	20,302,582	21,215,636
TOTAL LIABILITIES AND NET ASSETS	\$22,997,478	\$23,032,872
Current Ratio	1.23	1.66
Quick Ratio	0.92	1.40
Working Capital / (deficit)	\$609,347	\$1,201,203

REGIONAL TRANSPORTATION AUTHORITY

OF MIDDLE TENNESSEE

BOARD INFORMATION ITEM

Item Number: I-16-014

Meeting Date: 11/16/16

Item Title: FTA FISCAL YEAR 2016 TRIENNIAL REVIEW SUMMARY

BACKGROUND

The Federal Transit Administration (FTA) recently provided RTA with the Final Report from its FY 16 Triennial Review. The Triennial Review is one of the FTA's management tools for examining grantee performance and adherence to current FTA requirements and policies. Mandated by Congress in 1982, it examines how recipients of Urbanized Area Formula Program funds meet statutory and administrative requirements. For the FY 16 Triennial Review, the FTA examined 17 areas. No deficiencies were found with the FTA requirements in 11 of the 17 areas. Eight deficiencies were found in six of the 17 areas. Two of the deficiencies were repeated deficiencies from the FY 13 Review. The table below summarizes the eight deficiencies.

Review Area	Deficiency Description	Code
3. Maintenance	Facility/equipment maintenance program lacking or inadequate	117*
3. Maintenance	Inadequate oversight of contracted maintenance activities	191*
4. Americans with Disabilities Act (ADA)	ADA service provisions deficiencies	136
6. Procurement	Procurement policies not current/complete	740
7. Disadvantaged Business Enterprise (DBE)	Small business element not submitted and/or implemented	312
12. Half Fare	Half fares not extended to all required services	32
16. Drug-Free Workplace/ Drug and Alcohol Program	MIS reports not properly submitted	298
16. Drug-Free Workplace/ Drug and Alcohol Program	Deficiencies in process of checking previous drug and alcohol testing records	301

Repeat deficiency

CURRENT STATUS

Capital Grants Administrator Billy Higgins will review the Triennial Review process and the corrective actions with the Board.

Approved:



Chief Development Officer

November 11, 2016

Date

REGIONAL TRANSPORTATION AUTHORITY

OF MIDDLE TENNESSEE

BOARD ACTION ITEM

Item Number: A-16-023

Meeting Date: 11/16/16

Item Title: ADOPTION OF ADA REASONABLE ACCOMODATION POLICY

BACKGROUND

The Federal Transit Administration (FTA) regulations under the Americans with Disabilities Act (ADA), as amended, and §504 of the Rehabilitation Act of 1973, as amended, require MTA/RTA to make reasonable modifications and accommodations to its policies, practices, and procedures under circumstances that would avoid discrimination to ensure all MTA/RTA services, programs, and activities are accessible to individuals with disabilities.

The recent FTA Triennial review found that MTA/RTA had no written and adopted formal policies and procedures for ADA reasonable accommodation and reasonable modification including notice to the public of rights under these policies. MTA/RTA has developed written policies and procedures to correct this deficiency and to better serve the public.

In summary, the policy states: "It is the policy of MTA/RTA to make reasonable modifications and reasonable accommodations in its policies, practices, and procedures when the modifications and accommodations are necessary to avoid discrimination on the basis of a disability in subject to exceptions set forth in this document; to respond to requests for reasonable modifications and accommodations; to make information available to the public on how to make a request; that upon denial of a request, MTA/RTA shall take, to the maximum extent possible, any other actions (that would not result in a direct threat or fundamental alteration) to ensure that the individual with a disability receives the services and programs provided by MTA/RTA. This policy additionally applies to private entities that contract; subcontract; establish other arrangements including, but not limited to a grant; sub-grant or cooperative agreement; to provide transportation services on behalf of MTA/RTA."

Notice of this policy, including information on how to make a request for reasonable modification/reasonable accommodation, will be placed on the MTA and RTA websites. Notice will be placed in areas where service interfaces with the public and will be included on future route maps.

STAFF RECOMMENDATION

In order to improve transparency to the public and better serve the needs of the public, staff recommends adoption of the MTA/RTA ADA Reasonable Modification/Accommodation Policy with all appropriate forms of notification to the public.

Approved:

Secretary

November 16, 2016
Date

REGIONAL TRANSPORTATION AUTHORITY

OF MIDDLE TENNESSEE

BOARD ACTION ITEM

Item Number: A-16-024

Meeting Date: 11/16/16

Item Title: 2017 RTA BOARD MEETING SCHEDULE

BACKGROUND

Attached is the proposed schedule for the RTA Board meetings for 2017.

Committees will be formed after officers are elected in January 2017 and at that time the schedules for those committees will be determined.

RECOMMENDATION

Staff recommends approval of the meeting schedule for 2017.

Approved:

Secretary

November 16, 2016

Date

**RTA BOARD MEETINGS SCHEDULE 2017
400 CHARLOTTE AVENUE
NASHVILLE, TENNESSEE 37219**

RTA BOARD MEETS AT 10:00 A.M.

Month	Board Meeting
January	18
February	15
March	15
April	19
May	17
June	21
July	19*
August	16
September	20
October	18
November	15
December	13**

*** Unless there is necessary business to come before the RTA Board this month, the RTA Board will not meet in July.**

**** Please note this is the SECOND Wednesday in December.**