



**MINUTES**  
**REGIONAL TRANSPORTATION AUTHORITY**  
**APRIL 19, 2017**

- I. **CALL TO ORDER:** The regular meeting of the Regional Transportation Authority of Middle Tennessee (RTA) Board of Directors was held in the meeting room at Music City Central, 400 Charlotte Avenue, Nashville, Tennessee on Wednesday, April 19, 2017. A quorum was established, and the meeting was called to order at 10:15 a.m. by Vice Chair Randall Hutto, Wilson County Mayor.
  
- II. **MOMENT OF SILENCE:** Vice Chair Hutto called for a moment of silence in remembrance for Cheatham County Mayor David McCullough and his family. Mayor McCullough died on April 18 after a battle with cancer. He asked that Portland City Mayor Ken Wilber close this time with a word of prayer.
  
- III. **APPROVAL OF MINUTES:** Vice Chair Hutto entertained a motion to approve the minutes of the March 22, 2017 meeting. Proper motion was made and seconded, and the minutes were adopted unanimously.
  
- IV. **PUBLIC COMMENTS:** Chair Hutto opened the floor for public comment and recognized the following member of the public:

Cheryl Lewis, a frequent rider of the Music City Star, was recognized and stated her support of Transit Solutions Group's (TSG) management of the Music City Star and encouraged the Board to renew their management contract with TSG just as soon as possible.

There were no other public comments at this time.
  
- V. **FINANCE AND AUDIT REPORT:** Committee member Ed Cole, Davidson County Governor's Appointee, reported on the following items that were presented at this committee meeting on April 11, 2017.
  - a. **Monthly Financial Report Compared to Budget (I-17-008):** Chief Financial Officer Ed Oliphant reviewed this report with the Finance and Audit Committee, and the report is in the Board's agenda packet today for their review and questions. There were no questions for Mr. Oliphant at this time.
  - b. **FY 2018 Proposed Budget (I-17-009):** The Finance and Audit Committee heard and went through a very full and valuable discussion of fiscal year 2018. Mr. Cole asked Mr. Oliphant if he had any comments he would like to add concerning the budget. Mr. Oliphant noted to the Board that this is an information item and that the intent is to come back to the Board in June with

the final budget. He reported that what garnered the most discussion were the projections to let the partners know in the bus corridors what is going to be expected, not only in fiscal year 2018, but for fiscal years 2019 and 2020. These reflect the impact of the Congestion Mitigation and Air Quality (CMAQ) funds running out that were received two years ago. Mr. Cole noted that this will be on the agenda for Board action at the June RTA Board meeting.

- c. **Debt Obligation Notification (I-17-010):** Chief Financial Officer Oliphant was asked to brief the Board on this information item. Mr. Oliphant stated that the Board authorized RTA to renew its \$1.5 million line of credit with Fifth Third Bank effective April 1, 2017. The loan is needed for cash flow purposes due to delays in receiving the FY 2017 Section 5307 formula capital grant funding. RTA uses a portion of this grant funding to pay preventive maintenance operating costs.

The State of Tennessee Comptroller's Office also requires any public entity to submit a report of debt obligations to be filed within 45 days of entering into any debt agreement. It must also be presented to the Governing Body of the public entity and be included in a public meeting. A copy of the submission is included in this Board packet for reference.

- d. **Program Management Consultant Team (A-17-007):** To move the nMotion plan forward into project implementation, the RTA requires specialized program management expertise to assist with Corridor Development and Analysis, Infrastructure Design and Construction Management, Major Capital Project Funding/Financing, Major Investment Grant Management, and Program Implementation and Oversight.

It is recommended that on-call, task-based Program Management Consultant (PMC) contracts be awarded to both the HDR and CDM Smith teams. Tasks will be negotiated and awarded based on review of negotiated costs and specific team qualifications and experience on the scope for each task. Funding for each task will be identified through local, state, and federal funding sources and grants during development of the five-year Capital Plan.

Based upon the results of the comprehensive solicitation and evaluation process, the Finance and Audit Committee seeks approval from the RTA Board to provide the Chief Executive Officer authority to enter into on-call, task-based PMC contracts with both the HDR and CDM Smith, each with an annual not-to-exceed value of \$4.5 million combined from all sources (RTA, Nashville Metropolitan Transit Authority, and Metro Public Works). The contract would be set for a three-year base term with two optional one-year extensions. Individual tasks greater than \$300,000 awarded under each contract would require RTA Board approval prior to authorization unless given prior approval through adoption of the annual Capital Budget.

Total project award to each PMC team would not exceed \$22.5 million from all sources (RTA, Nashville MTA, and PW combined) over a five-year period.

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

- e. **Donelson Station Transit (A-17-008):** The RTA solicited for qualified development teams to propose a conceptual vision for Transit Oriented Development (TOD) on RTA property at the Donelson Train Station. RTA was specifically seeking an experienced TOD team to collaborate on the definition, financing, and management of a mixed-use project compatible with the stakeholder vision for development of the Donelson area. The intent of the solicitation was to award an agreement to a qualified firm for the exclusive right to negotiate for no longer than a two-year period with RTA for the development, financing, construction, and management of the Donelson Station and Park & Ride.

Three firms submitted qualifications and TOD concepts. The Evaluation Committee, comprised of members of RTA, Metro Planning, and the Nashville Area Metropolitan Planning Organization (MPO), met to review and evaluate the submittals. Based on the initial review, the Evaluation Committee requested all three firms to present their qualifications at interviews on March 31, 2017. At the conclusion of the interviews, the Evaluation Committee scored the PENNROSE Properties team as the most responsive and qualified team to collaborate on a TOD for the Donelson Station property.

Based upon the results of the comprehensive solicitation and evaluation processes, the Finance and Audit Committee seeks approval from the Board to provide the CEO authority to enter into a period of exclusive negotiation with PENNROSE Properties for the TOD of the Donelson Train Station and Park & Ride Property for a term not to exceed 24 months.

RTA Board approval would be required prior to execution of proposed development terms negotiated under this agreement.

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

- VI. **MONTHLY OPERATING STATISTICS (I-17-011):** Chief Operating Officer India Birdsong briefly reviewed the monthly operating statistics report for the Board. There were no questions or comments.

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

- **Hamilton Springs Project** – Pre-construction activities are taking place for Hamilton Springs with the groundbreaking ceremony scheduled for May 10. All funding is in place and construction is expected to conclude in a little more than a year. We are scheduling for a late June/early July 2018 opening for that station.
- **Northwest Corridor Study** – With (Clarksville) Mayor (Kim) McMillan's absence today, we are postponing the presentation on the Northwest Corridor study until next month.

We are also going to be providing information on which the attorneys have been working in terms of the ownership characteristics of that right-of-way and what options and exposures the RTA might have in that setting. Between now and then, we are getting together a meeting of the corridor mayors to review some of that information preliminarily prior to it coming to the full Board.

- Federal Transit Administration's (FTA) Quarterly Meeting – We conducted our quarterly meeting with the FTA staff in Atlanta to review RTA project status. The meeting was positive, and the FTA is pleased with the progress being made, particularly with respect to the Hamilton Springs Station.
- South Corridor Study – We've been collaborating with the MPO to advance an Alternatives Analysis Study for the South Corridor. The effort will be led by the MPO, with extensive involvement of the RTA, and we expect a solicitation to be released by July of this year.

In closing, CEO Bland noted his appreciation for the forbearance of the Finance and Audit Committee and Chairman Holt, as he had to miss the meeting due to a conflicting obligation with the National Transit Institute.

**VIII. CHAIR'S REPORT:** Vice Chair Hutto thanked the RTA staff for helping with the extra train rides. The Nashville Rock 'n' Roll Marathon is sponsored by Famous Footwear, and the proceeds of every \$12 ticket bought online will be donated to St Jude's Hospital. Additionally, the Mt. Juliet Chamber is sponsoring a train that same day so that people in Nashville who want to attend the Toast to Tennessee Wine Festival in Lebanon can ride up and enjoy the Wine Festival. The proceeds of their ticket sales will go to St. Jude's Hospital as well. These are both good events that benefit a great cause.

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

**X. ADJOURNMENT:** Motion was made to adjourn, and the meeting was adjourned at 10:32 a.m.

Respectfully,

*Paula Mansfield*

Governor's Appointee  
RTA Secretary