

Tennessee Bankers Association

211 Athens Way, Nashville, TN 37228

September 26, 2024 | 2:30 p.m.

Board Members:

Gail Carr Williams, Chair
Janet Miller, Vice Chair

Jessica Dauphin
Kathryn Hays Sasser

Aron Thompson

1. **Call to Order**
2. **Roll Call**
3. **Approval of the August 29, 2024, Nashville MTA Board Minutes**
4. **Public Comment**
5. **Information Only Items** – The following information is contained in the distributed board packet for member review. There is no planned discussion of these items, but staff is available for discussion should members have questions.
 - Monthly Financial Report Compared to Budget – Amanda Vandegrift, Deputy CEO of Finance & Administration **M-I-24-027** **P. 6**
 - Monthly Operating Statistics – Andy Burke, COO **M-I-24-028** **P. 11**
 - Upcoming Procurements Projects List – Vince Malone, COSA **M-I-24-029** **P. 16**
6. **Consent Agenda Items**
 - Resolution for FY2024 Annual Grant Application – Billy Higgins, Capital Grants Administrator **M-A-24-027** **P. 17**
7. **Operations & Finance Committee – Jessica Dauphin, Chair**
 - Myatt CDL Construction Contract Award – Patrick Hester, Deputy COO - Assets & Infrastructure **M-A-24-028** **P. 20**
8. **New Initiatives & Community Engagement Committee – Aron Thompson, Chair**
 - There are no discussion or action items for the NICE Committee this month.
9. **CEO’s Report – Stephen G. Bland, CEO**
10. **Chair’s Report – Gail Carr Williams, Chair**
 - Report from Proceedings of the American Public Transportation Association Board Members Seminar – Jessica Dauphin
11. **Other Business**
12. **Adjournment**

NASHVILLE METROPOLITAN TRANSIT AUTHORITY
Board of Directors Meeting

August 29, 2024

I. Call to Order: The regular meeting of the Nashville Metropolitan Transit Authority (Nashville MTA) Board of Directors was held at the Tennessee Bankers Association located at 211 Athens Way, Nashville, TN 37228, on Thursday, August 29, 2024.

II. Roll Call of Persons Present:

Gail Carr Williams, Chair	Debbie Frank, Deputy CEO of Growth & Dev.
Jessica Dauphin, Board Member	Amanda Vandegrift, Deputy CEO of Fin. & Admin.
Aron Thompson, Board Member	Andy Burke, COO
Margaret Behm, Board Secretary	Vince Malone, COSA
Stephen Bland, CEO	Carol Rokos, Director of Maintenance
Monica Howse, Sr. Exec. Asst. & Board Liaison	Chelsea Arvin, Scheduling Supervisor

A quorum was established, and Board Chair Gail Carr Williams called the meeting to order at 2:32 p.m.

III. Approval of Minutes: Jessica Dauphin made a motion to approve the July 25 Nashville MTA Board minutes. Aron Thompson seconded the motion, and the Board unanimously approved the minutes.

IV. Public Comments: Board Chair Carr Williams opened the floor for public comments. The public was reminded that comments were limited to two minutes. The following members of the public gave public remarks:

- Amanda Sawyer Turner

V. Informational Items: The following items were presented for the board members' review:

- Monthly Operating Statistics – No questions
- Upcoming Procurement Projects List – No questions

VI. Consent Agenda Items (deferred to the July Board meeting):

- There are no consent agenda items this month.

VII. Operations & Finance Committee Report: Chair Dauphin introduced the following item for discussion:

a. Monthly Financial Report Compared to Budget (OF-D-24-007) Deputy CEO of Finance & Administration Amanda Vandegrift presented the following report:

Ms. Vandegrift provided a summary of the preliminary statement of operations for the month of June 2024 compared to the approved fiscal year FY2024 budget and the unaudited balance sheet as of June 30, 2024. Compared to the approved 2024 budget, preliminary operating revenues decreased by \$.5 million or .4% to a total of \$120.1 million. Operating expenses decreased by \$.9 million or .8% to a total of \$119.4 million. Overall, the positive performance of operating expenses relative to budget more than offset the negative performance of operating revenues compared to budget, resulting in a positive net position for the fiscal year. The audit may result in some final adjustments to these figures, but we anticipate these to be nominal.

WeGo is exploring new methods to communicate its financial performance and trends. This report includes the standard income statement and balance sheet for the month and fiscal year

to date. Additionally, we aim to highlight key financial trends by breaking down traditional line items (such as Labor and Fringes, Services, Fuel, etc.) and categorizing them according to major business focus areas:

- ↓ **Passenger Revenues, \$5 million (4.7%):** This decrease was anticipated with WeGo's successful launch of QuickTicket, which included the implementation of a fare-capping policy where riders never pay more than \$4 a day/\$65 a month. As more riders take advantage of fare capping, we are realizing this reduction in net revenue.
- ↑ **Other Operating Revenues, \$1 million (4.8%):** This increase is primarily related to post-pandemic growth in rental revenues for parking in the garage at the Elizabeth Duff Transit Center at WeGo Central.
- ↑ **Fixed-route Bus Operations, \$4 million (1.9%):** This increase is primarily related to open operator positions that remained unfilled in FY2024. With these open positions, fixed-route services were fulfilled using existing operators at an overtime rate, increasing overall fixed-route bus costs compared to budget. WeGo continues to manage industry-wide labor shortages where budget levels reflect the anticipated costs needed to fully staff fixed-route bus services.
- ↑ **Paratransit Operations, \$1 million (8.5%):** This increase is primarily related to ongoing industry-wide labor shortages. WeGo used more third-party paratransit providers than budgeted in FY2024 to prioritize fixed route needs.
- ↓ **Asset Maintenance, \$1.8 million (6.3%):** This decrease is primarily related to ongoing industry-wide labor shortages for mechanics, general helpers, and other asset maintenance positions.
- ↓ **Employee Benefits, \$1 million (2.6%):** This decrease is primarily related to lower-than-anticipated medical expenses for the fiscal year.
- ↑ **Safety and Security \$0.3 million (5.2%):** This increase is primarily related to increased costs for new fixed routes and paratransit operator training.
- ↑ **Administration, \$0.5 million (6.8%):** This increase is primarily related to auto liability expenses exceeding anticipated budget projections for the fiscal year. This was primarily associated with one major August 2023 bus accident.

Next month, WeGo's Actuaries will provide final reports on Worker's Comp, Medical, and Auto/General Liability. Based on preliminary information received to date, adjustments could reduce expenses by up to \$0.5 million, which is not yet reflected in this preliminary statement.

As of June 30, 2024, the Regional Transportation Authority of Middle Tennessee (RTA) owed Nashville MTA approximately \$214,449 for services provided to and from Rutherford County, management fees, and back office shared expenses related to the QuickTicket fare collection system. In turn, Nashville MTA owes RTA approximately \$45,822 for fares collected and WeGo Ride Revenue sharing due.

- a. **Quarterly Performance Report (OF-D-24-008):** Scheduling Supervisor Chelsea Arvin presented the following item for discussion:

The Quarterly Route Performance Report for April, May, and June 2024 was provided in the board packet. Ms. Arvin noted a 4% increase in ridership on Nashville MTA services from the previous quarter, with levels slightly above pre-pandemic figures for the first time.

Significant service changes began on March 31, 2024, centered around the Dr. Ernest Rip Patton, Jr. North Nashville Transit Center. These changes aimed to expand service in the

North Nashville and Bordeaux areas and create new connections that avoid downtown transfers. Although the transit center was not yet operational, new services were provided from temporary bays on 25th Avenue North, including a substantial increase in service hours for routes in the North Nashville area:

- **Route 9** Metrocenter was extended to the transit center with frequency improvements.
- **Route 14** Whites Creek was extended to the transit center with frequency improvements and now serves areas of Bordeaux previously served by Route 22 Bordeaux.
- **Route 22** Bordeaux now terminates at the transit center, with frequency improvements.
- **Route 41** Golden Valley does not serve the transit center but now operates as a local service from 6 a.m. to 6 p.m. on weekdays instead of a local/express peak-only service.
- **Route 42** St. Cecilia/Cumberland now operates as a bi-directional service on the northern half of the previous routing, with frequency improvements.
- **Route 71** Trinity is a new crosstown service connecting the North Nashville Transit Center to Dickerson Pike, Gallatin Pike, and areas along Trinity Lane.
- **Route 75** Midtown now serves some areas previously served by Route 42, with frequency improvements.
- **Route 77** Thompson/Wedgewood now serves County Hospital Road, which was previously served by Route 22, with frequency improvements.

Due to significant changes in routes, staff observed major shifts in ridership patterns. Some areas now have different or improved services compared to before, so it's important to evaluate ridership changes on these routes as a system rather than individually, especially when comparing with historical data. For the eight routes that underwent major changes in the spring, ridership increased by nearly 36% compared to the previous year, reflecting a positive initial response. However, usage patterns and ridership are expected to continue evolving over the next few years.

- b. **Vehicle Maintenance Audit for 2023 (OF-D-24-009)**: Director of Maintenance Carl Rokos presented the following item for discussion:

In November 2015, the first vehicle maintenance performance audit was conducted by the Transit Resource Center (TRC) of the WeGo Public Transit Fleet Maintenance program. This first audit in 2015 was part of an extensive evaluation, and findings from that study indicated that annual audits were needed to track maintenance performance over time. As part of our overall fleet maintenance improvement program, we commission yearly audits of the fleet to track progress and identify areas of improvement.

Based on the initial results from the 2015 audit, the maintenance department has initiated multiple strategies for enhancement, including manpower shifts, equipment purchases, documentation processes, and training updates.

This is the ninth maintenance performance audit conducted by the Transit Resource Center (TRC) of WeGo Public Transit. This maintenance performance audit consisted of a physical inspection of 24 vehicles (16 buses and eight vans) selected at random and a records review and fluids analysis of eight vehicles also chosen at random, the same process used during previous audits. In addition, an audit of Gray Line, a contractor to WeGo, was conducted for the third time.

The WeGo Public Transit Fleet Maintenance program has annually renewed this independent audit practice with TRC to gain a better understanding of how we have performed over time this year.

The annual fleet assessment has been completed, and we are pleased to report our yearly progress results and next steps for improvement in bus maintenance.

VIII. **New Initiative & Community Engagement Committee Report:** There were no NICE Committee discussions or action items this month.

IX. **CEO's Report:** CEO Bland provided the following report:

1. CEO Bland introduced Deputy CEO of Growth & Development Debbie Frank, Deputy CEO of Finance & Administration Amanda Vandegrift, and Director of Human Resources and Labor Relations Mark Fleming as the newest senior leaders joining the WeGo team.
2. There has been ongoing collaboration with the City's East Bank Event Planning Team and the Tennessee Titans to improve public transportation options for large events at Nissan Stadium.
3. Post-approval of a period of exclusive negotiation with Holladay Ventures for a potential transit center on Upper Dickerson Pike, a kickoff meeting with the developer was held.
4. WeGo continues to advance negotiations on a joint development project on the RTA property at Donelson Station with the development group HG Hill/Southeast Ventures.
5. Ms. Howse will be polling members to identify a preferred date for us to conduct a Zero Emissions Fleet Transition Plan workshop. We are working with Stantec on developing this plan and have reached a point where Board engagement is appropriate.
6. CEO Bland reported that both Dan and Katie Freudberg and Hannah Schaeffer had their babies, and all are doing quite well.

X. **Chair's Report:** Board Chair Carr Williams presented the following report:

Chair Carr Williams warmly welcomed the new members of the WeGo team: Ms. Frank, Ms. Vandegrift, and Mr. Fleming. She wished them success in their new roles.

Chair Carr Williams also expressed her excitement and appreciation of the grand opening of the Dr. Ernest Rip Patton Jr. North Nashville Transit Center, noting the impressive community turnout despite the 100-degree weather. The event received positive feedback from both community members and leaders.

In conclusion, she thanked everyone for their support and participation in making that event a success.

XI. **Other Business:**

a. **Adoption of a Free Fare Day for Election Day, Tuesday, November 5, 2024 (M-A-24-026)**
General Counsel Margaret Behm presented the following item for action:

Historically, the Metropolitan Transit Authority of Nashville and Davidson County has periodically offered free fare days for special events, promotional opportunities, or other milestones that are important to Davidson County as a whole – often at the request of various community groups. Recent examples include the Inauguration of Nashville Mayor Freddie O'Connell and the dedication of the Diane Nash Plaza at the Davidson County Courthouse Square.

At the July meeting of the Nashville MTA Board, members present expressed the unanimous opinion that we should extend another free fare day for the upcoming general election on Tuesday, November 5, 2024.

Based on the direction of the Board, it was recommended that Tuesday, November 5, 2024, be designated as a free fare day in Davidson County for all services operated by the Nashville MTA, including both fixed route and WeGo Access paratransit service. Free fare is not extended to either the RTA service or the WeGo Link first mile/last mile connector program, where regular fares will remain in effect.

Mr. Aron Thompson made a motion to approve the Adoption of a Free Fare Day for Election Day, Tuesday, November 5, 2024. Chair Carr Williams seconded the motion, and the Board unanimously approved it.

- b. **Annual Review of Board Ethics & Conflict of Interest (M-I-24-027)**: Ms. Behm presented and reviewed the Code of Ethics and applicable procurement policies and procedures with the Board.

In 2006, the Tennessee General Assembly required municipalities to adopt a code of ethics by July 1, 2007, which applies to boards, commissions, authorities, corporations, and other entities created or appointed by the municipality. The legislation permitted such entities to adopt model codes developed by the Municipal Technical Advisory Services (MTAS) or the County Technical Advisory Service (CTAS) as an alternative to drafting a policy of their own.

The Nashville MTA adopted the MTAS model code of ethics on June 19, 2007, following a recommendation from Ms. Behm. The code of ethics is reviewed with new board members and periodically with the full Board. A copy of the code of ethics was distributed to the board members present at the meeting.

- XII. **Adjournment**: With no further business, Vice Chair Miller moved to adjourn the meeting, which adjourned at 3:39 p.m.

Attested:

Gail Carr Williams
Chair

Margaret L. Behm
Secretary

Nashville Metropolitan Transit Authority

of Nashville & Davidson County, Tennessee

Information Item Committee Discussion Item Committee Action Item Board Discussion Item

Item Number:	M-I-24-027	Meeting Date:	9/26/2024
Item Title:	Monthly Financial Report Compared to Budget		

BACKGROUND:

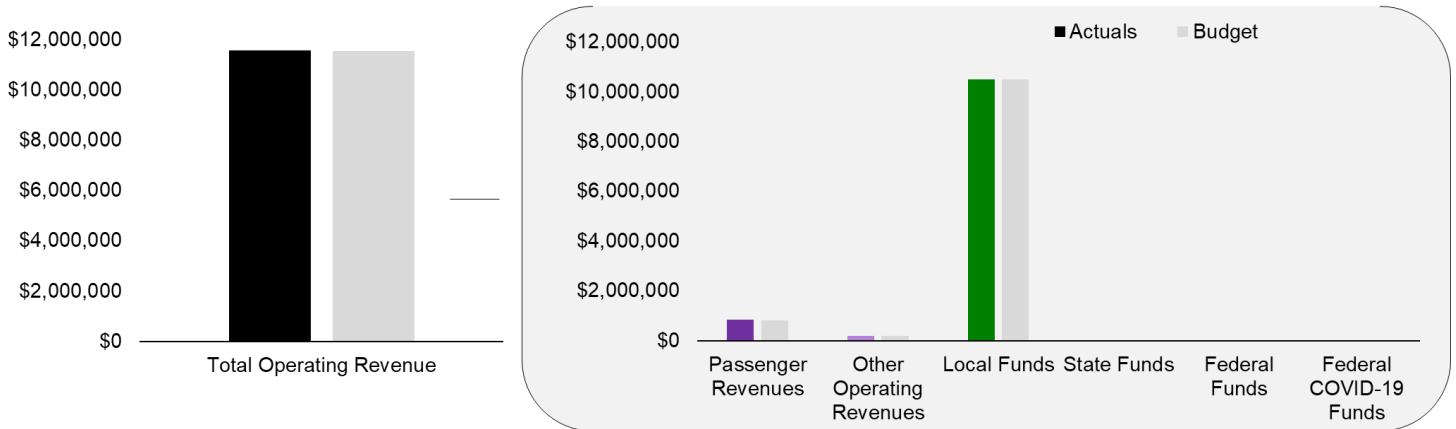
Attached is a summary of the interim statement of operations for the month of July 2024 compared to the approved fiscal year (FY) 2025 budget. As introduced at the August 2024 Board meeting, financial reports to the Board now include new tabular and graphical summaries followed by the traditional income statement and balance sheet for the month and fiscal year to date. Revenues and expenses for July 2024 were generally aligned with approved budget levels for the month, with some minor variances in the Planning & Development and Miscellaneous categories. These variances were related to timing, where expenses are anticipated to occur later in the fiscal year. As of July 31, 2024, RTA owed Nashville MTA approximately \$268,622 for services provided. In turn, MTA owes RTA approximately \$46,573 for fares collected.

With respect to several specific areas of income and expenditure, several items are worth noting. First, you will note that Advertising revenue is recorded as zero for the month. This was anticipated, as we are transitioning from the traditional transit advertising program to our “community impact partnership model.” As discussed, when the Board adopted this approach, it will take some time for this program to pick up speed, and we also need to review the manner in which we record revenues under this category. Under expenses, you will note that labor and fringes were significantly under budget for the month of July. We do expect this to adjust with implementation of a new collective bargaining agreement with Amalgamated Transit Union Local 1235, as wage adjustments will be retroactive to July 1.

July 2024 Operating Revenue by Category:

	Jul 2024	FY To Date	Approved Budget	% Budget
Passenger Revenues (Budget)	831,900	831,900	9,569,970	9%
Passenger Revenues (Actuals)	856,689	856,689		9%
Other Operating Revenues (Budget)	206,995	206,995	2,612,310	8%
Other Operating Revenues (Actuals)	206,720	206,720		8%
Local Funds (Budget)	10,500,000	10,500,000	77,365,900	14%
Local Funds (Actuals)	10,500,000	10,500,000		14%
State Funds (Budget)	-	-	5,394,000	-
State Funds (Actuals)	-	-		-
Federal Funds (Budget)	-	-	26,457,279	-
Federal Funds (Actuals)	14,559	14,559		-
Federal COVID-19 Funds (Budget)	-	-	6,597,591	-
Federal COVID-19 Funds (Actuals)	-	-		-
Total Operating Revenues (Budget)	11,538,895	11,538,895	127,997,050	9%
Total Operating Revenues (Actuals)	11,577,968	11,577,968		9%

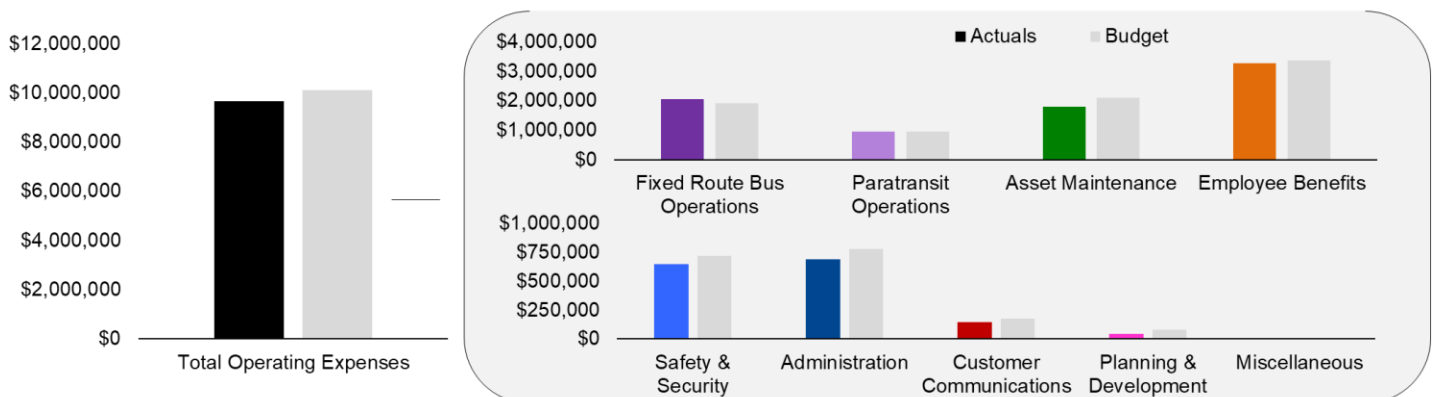
July 2024 Actual Operating Revenue



July 2024 Operating Expenses by Category:

	Jul 2024	FY To Date	Approved Budget	% Budget
Fixed Route Bus Operations (Budget)	1,923,948	1,923,948	23,625,790	8%
Fixed Route Bus Operations (Actuals)	2,062,795	2,062,795		9%
Paratransit Operations (Budget)	956,973	956,973	12,671,810	8%
Paratransit Operations (Actuals)	966,980	966,980		8%
Asset Maintenance (Budget)	2,103,787	2,103,787	28,608,930	7%
Asset Maintenance (Actuals)	1,809,781	1,809,781		6%
Employee Benefits (Budget)	3,381,320	3,381,320	39,786,760	8%
Employee Benefits (Actuals)	3,285,585	3,285,585		8%
Safety & Security (Budget)	719,671	719,671	10,161,070	7%
Safety & Security (Actuals)	651,791	651,791		6%
Administration (Budget)	781,831	781,831	10,160,810	8%
Administration (Actuals)	692,180	692,180		7%
Customer Communications (Budget)	175,676	175,676	2,030,120	9%
Customer Communications (Actuals)	146,591	146,591		7%
Planning and Development (Budget)	77,845	77,845	897,350	9%
Planning and Development (Actuals)	41,872	41,872		5%
Miscellaneous (Budget)	4,534	4,534	54,410	8%
Miscellaneous (Actuals)	-	-		-
Total Operating Expenses (Budget)	10,125,585	10,125,585	127,997,050	8%
Total Operating Expenses (Actuals)	9,657,576	9,657,576		8%

July 2024 Actual Operating Expenses



CURRENT STATUS:

Deputy CEO of Finance and Administration Amanda Vandegrift will be available to answer questions.

APPROVED:

Amanda Vandegrift

Deputy CEO of Finance and Administration

9/26/2024

Date

Nashville MTA
Statement of Operations Compared to Budget
For the Period Ending July 2024
UNAUDITED

	Month Actual	Month Budget	Month Var. [F/(U)]	Prior Y-T-D	Current Y-T-D	Budget Y-T-D	Y-T-D Var. [F/(U)]	Annual Budget
Revenue From Operations								
Passenger Fares	610,438	595,340	15,098	666,724	610,438	595,340	15,098	6,885,000
WeGo Access Revenue	63,644	59,230	4,414	56,424	63,644	59,230	4,414	637,640
Contract Revenue	257,957	252,680	5,277	222,154	257,957	252,680	5,277	3,070,940
Advertising Revenue	-	15,590	(15,590)	42,887	-	15,590	(15,590)	180,000
Other Non-Transportation Revenue	131,370	116,055	15,315	106,317	131,370	116,055	15,315	1,408,700
Total Operating Revenue	1,063,409	1,038,895	24,514	1,094,507	1,063,409	1,038,895	24,514	12,182,280
Federal/State/Local Income								
Local Operating Assistance	10,500,000	10,500,000	-	7,000,000	10,500,000	10,500,000	-	77,365,900
State Operating Assistance	-	-	-	-	-	-	-	5,394,000
CMAQ Operating Revenues	-	-	-	-	-	-	-	-
Mobility Mgmt / CHSTP Admin Time	-	-	-	-	-	-	-	-
CARES Act Operating Reimbursement	-	-	-	-	-	-	-	6,597,591
American Rescue Plan Op Reimbursement	-	-	-	-	-	-	-	-
Total Assistance Income	10,500,000	10,500,000	-	7,000,000	10,500,000	10,500,000	-	89,357,491
Capital Income								
Capital Operating Reimbursement	14,559	-	14,559	-	14,559	-	14,559	22,957,279
Capital ADA Reimbursement	-	-	-	-	-	-	-	3,500,000
Total Capital Income	14,559	-	14,559	-	14,559	-	14,559	26,457,279
Total Revenue	11,577,968	11,538,895	39,073	8,094,507	11,577,968	11,538,895	39,073	127,997,050
Labor & Fringes	7,166,706	7,394,170	227,464	6,290,110	7,166,706	7,394,170	227,464	91,052,070
Services	1,221,968	1,226,970	5,002	825,970	1,221,968	1,226,970	5,002	16,832,390
Fuel & Lubricants	501,287	590,890	89,603	451,584	501,287	590,890	89,603	6,795,660
Parts, Materials & Supplies	323,738	450,540	126,802	351,458	323,738	450,540	126,802	7,568,890
Utilities	94,760	112,220	17,460	92,100	94,760	112,220	17,460	1,538,660
Casualty & Liabilities	289,403	281,860	(7,543)	239,613	289,403	281,860	(7,543)	3,382,340
Other Miscellaneous Expenses	59,715	68,935	9,220	30,105	59,715	68,935	9,220	827,040
Total Expenses	9,657,576	10,125,585	468,009	8,280,940	9,657,576	10,125,585	468,009	127,997,050
Surplus/(Deficit) before GASB 33	1,920,392	1,413,310	507,082	(186,433)	1,920,392	1,413,310	507,082	-
CARES Act Capital Reimbursement	-	-	-	-	-	-	-	-
Capital Asset Purchases	16,767	-	16,767	(11,273)	16,767	-	16,767	-
Amortized Rental Revenue	49,167	-	49,167	49,167	49,167	-	49,167	-
GASB 75 OPEB	-	-	-	-	-	-	-	-
Interest Exp - Cap Lease	(20,725)	-	(20,725)	(20,506)	(20,725)	-	(20,725)	-
(Loss)Gain on Sales	-	-	-	-	-	-	-	-
Amortization Exp	(8,409)	-	(8,409)	(8,409)	(8,409)	-	(8,409)	-
Depreciation net of Sub-Recip	(2,126,279)	-	(2,126,279)	(1,893,330)	(2,126,279)	-	(2,126,279)	-
Surplus /(DEFICIT)	(169,088)	1,413,310	(1,582,398)	(2,070,785)	(169,088)	1,413,310	(1,582,398)	-

Metropolitan Transit Authority
Summary Comparative Balance Sheet
For the Period Ending July 2024
Unaudited

	This Month July	Fiscal YE 2024 June
ASSETS		
CURRENT ASSETS		
Cash and Equivalents	6,157,247	6,459,272
Receivables from Federal, State, and Local Gov't	905,246	4,984,588
Accounts Receivable	1,111,365	1,172,206
Material and Supplies	5,037,137	4,814,116
Prepaid Expenses and Other	3,857,623	1,538,215
Pension and OPEB Deferred Outflow	33,188,603	33,188,603
TOTAL CURRENT ASSETS	50,257,221	52,157,000
PROPERTY AND EQUIPMENT		
Land	14,733,025	14,733,025
Buildings, Shelters, and Benches	138,578,250	138,578,250
Revenue Equipment and Parts	223,046,961	222,852,650
Office Furniture and Equipment	7,057,662	7,055,969
Work in Progress	5,718,127	5,364,715
	389,134,025	388,584,609
Less Accum Depreciation and Amortization	(205,507,859)	(203,317,072)
TOTAL PROPERTY AND EQUIPMENT, NET	183,626,166	185,267,537
OTHER ASSETS		
Cash and Restricted Investments for Self Ins	350,003	350,003
North Nashville Property (Lease)	7,063,765	7,063,765
TOTAL OTHER ASSETS	7,413,768	7,413,768
TOTAL ASSETS	241,297,155	244,838,305
LIABILITIES		
CURRENT LIABILITIES		
Accounts Payable	2,858,702	4,894,741
Accrued Expenses	10,056,822	8,939,025
Deferred Revenue	417,148	407,241
Notes Payable	-	2,400,000
TOTAL CURRENT LIABILITIES	13,332,672	16,641,007
NON-CURRENT LIABILITIES		
Long Term Deferred Rent Revenue	4,968,270	5,017,437
North Nashville Property Lease Liability - LT	7,049,599	7,049,599
Net Pension Liability	15,627,464	15,627,464
Pension and OPEB Deferred Outflows	17,925,974	17,925,974
GASB 45 OPEB Liability	78,178,905	78,178,905
NON-CURRENT LIABILITIES	123,750,212	123,799,379
NET ASSETS		
Invested in Capital Assets	178,657,896	104,688,632
Unrestricted	(74,274,537)	(19,996,017)
Current Year Surplus(Deficit)	(169,088)	19,705,304
TOTAL NET ASSETS	104,214,271	104,397,919
TOTAL LIABILITIES AND NET ASSETS	241,297,155	244,838,305

	Current	> 30 days	> 60 Days	> 90 days	Total
Accounts Receivables	\$1,080,093	\$23,717	\$107	\$7,448	\$1,111,365
	97.2%	2.1%	0.0%	0.7%	100%
Accounts Payable	\$2,736,703	\$119,919	\$1,647	\$433	\$2,858,702
	95.7%	4.2%	0.1%	0.0%	100%

Nashville Metropolitan Transit Authority

of Nashville & Davidson County, Tennessee

Information Item Committee Discussion Item Committee Action Item Board Discussion Item

Item Number:	M-I-24-028	Meeting Date:	9/26/2024
Item Title:	Monthly Operating Statistics		

BACKGROUND:

Attached are monthly operating statistics through July 2024.

Overall, it has been an eventful month for our bus operations, with changes in leadership, new hires, and initiatives to improve our services. As our Director of Operations and Operations Manager bid farewell and sailed into retirement, the Bus Operations team underwent some changes in the past month. A new Operation Manager was appointed, and we are patiently awaiting the next Director of Operations. To show our appreciation for our hardworking employees, we celebrated with an Employee Appreciation Day on July 24th, which included a fun Dunk A Manager activity with 3 of the four members of the executive team participating.

On July 21st, we conducted a soft opening of our North Transit facility in preparation for the grand opening ceremony of Dr. Ernest Rip Patton Jr. at North Transit Center.

We demonstrated strong performance in key metrics; overall fixed route bus ridership increased by 10.5% year over year, and OTP saw a year-over-year improvement as well.

July 1st marked the onboarding of our new 3rd party Paratransit providers: Navarre Corp, ZTrip, Saint George, and Uber. Additionally, the Access on Demand fare structure changed to a user subsidy program from a per-mile cost.

The staff has updated the fiscal year goals, which are detailed on the following pages. Regularly revising our goals and targets is essential for improving the customer experience. We have analyzed past trends in ridership, service quality, safety, maintenance, customer care, and staffing. With ongoing efforts and new initiatives aimed at enhancing the customer experience, we believe these updated goals are both realistic and attainable.

CURRENT STATUS:

Chief Operating Officer Andy Burke will be available to answer specific questions regarding the monthly operating statistics.

APPROVED:



Chief Operating Officer

9/26/2024

Date

Operations Dashboard Report

	July 2024	July 2023	Pct. Change	Goal	Indicator
Ridership					
Bus Ridership	701,523	635,046	10.5%		
Access Ridership	33,465	29,702	12.7%		
Total Ridership	734,988	664,748	10.6%	780,000	▲
Productivity & Efficiency					
Bus Passengers per Revenue Hour	13.97	15.09	-7.4%	15.40	▲
Access Passengers per Revenue Hour	1.69	1.62	4.0%	1.60	●
Cost Per Scheduled Revenue Hour	\$143.56	\$144.57	-0.7%	\$155.47	●
Safety					
Total Collisions per 100,000 miles	5.4	5.9	-8.5%	4.0	◆
Preventable Collisions per 100,000 miles	2.3	2.9	-20.7%	2.2	▲
Service Quality					
Bus Trip Completion	99.79%	99.84%	-0.05%	99.75%	●
Bus On-Time Performance	83.4%	82.4%	1.1%	85.0%	▲
Access On-Time Performance	91.8%	94.3%	-2.5%	93.0%	▲
Maintenance					
Bus Miles Between Road Calls	10,092	8,644	16.7%	6,500	●
Access Miles Between Road Calls	84,095	13,555	520.4%	20,000	●
Customer Care					
Bus Passengers per Complaint	2,589	2,773	-6.7%	3,000	◆
Access Passengers per Complaint	338	334	1.3%	350	▲
Percent of Calls Answered	88.5%	82.8%	5.8%	92.0%	▲
Staffing					
% of Operator Positions Filled	84.7%	97.4%	-12.7%	92.0%	▲
% of Maintenance Positions Filled	86.7%	81.8%	4.8%	92.0%	▲
Customer Amenities					
% of Stops with Shelters (including Central)	18.9%	19.4%	-0.5%	20.0%	▲
% of Boardings at Covered Stops (including Central)	74.2%	72.4%	1.7%	74.0%	●

● Exceeding Goal

▲ Within 10% of Goal

◆ More than 10% off Goal

Operations Dashboard Report

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● Exceeding Goal
 ▲ Within 10% of Goal
 ◆ More than 10% off Goal

Operations Dashboard Glossary

Metric	Definition
Ridership	
Bus	Total fixed route passenger boardings on all WeGo operated services
Access	Total paratransit boardings (WeGo vehicles and third-party service providers, and Access-on Demand ridership)
Total	Total Bus & Access ridership combined
Percentage of Pre-Pandemic Ridership	Total ridership for the current period divided by total ridership for the same period in Fiscal Year 2019
Productivity & Efficiency	
Bus Passengers per Revenue Hour	Total fixed route passenger boardings divided by total scheduled fixed route revenue vehicle hours. Revenue vehicle hours is the time (in hours) when the bus is providing service to the general public
Access Passengers per Revenue Hour	Total fixed route passenger boardings divided by total scheduled fixed route revenue vehicle hours. Revenue vehicle hours is the time (in hours) when the bus is providing service to the general public
Total Cost Per Scheduled Revenue Hour of Service	Total fully allocated cost to deliver service divided by the total scheduled revenue hours. Revenue vehicle hours is the time (in hours) when the bus is providing service to the general public
Safety	
Miles Between Total Collisions	Total number of Collisions divided by total number of revenue miles multiplied by 100,000. An Collision is defined as any time the vehicle makes contact with something other than the road resulting in any damage and/or injuries
Miles Between Preventable Collisions	Total number of Collisions determined to be preventable divided by total number of revenue miles multiplied by 100,000. A preventable Collision is defined as an Collision in which the Operator did not do everything reasonably possible to avoid the collision
Service Quality	
Bus Trip Completion Percentage	Percentage of one-way fixed route revenue trips completed versus scheduled. Includes partial missed trips
Bus On-Time Performance	Percentage of total scheduled fixed route timepoint departures occurring between 59 seconds early and 5 minutes 59 seconds late as recorded by the Automated Vehicle Location (AVL) system. Arrivals are used for on-time performance calculations for the last stop of the trip, with early arrivals at end of line considered as on-time
Access On-Time Performance	Percentage of total scheduled paratransit trips, not including Access-on-Demand or WeGo Link, where vehicle arrives no later than 59 seconds outside of the scheduled pick-up window

Operations Dashboard Glossary

Metric	Definition
Maintenance	
Bus Miles Between Road Calls	Any mechanical or system failure of any nature (excluding accidents) occurring on an MTA-operated vehicle in fixed route revenue service that causes the vehicle to be removed from service.
Access Miles Between Road Calls	Any mechanical or system failure of any nature (excluding accidents) occurring on an MTA-operated vehicle in paratransit (Access) revenue service that causes the vehicle to be removed from service.
Customer Care	
Bus Passengers Carried per Complaint	Total fixed route passengers divided by total fixed route customer complaints.
Access Passengers Carried per Complaint	Total paratransit (WeGo and third-party service providers) passengers divided by total paratransit customer complaints.
Percent of Calls Answered	Percentage of calls received that were answered. Unanswered calls are calls that are lost for any reason once in the customer call phone queue.
Staffing	
% of Operator Positions Filled	Total WeGo Operators available divided by total number of operator positions budgeted for service. Part-time Access operators are not included
% of Maintenance Positions Filled	Total WeGo Maintenance positions available divided by total number of maintenance positions budgeted for service. All maintenance and cleaning positions for vehicles and facilities are included
Customer Amenities	
% of Stops with Shelters (including Central)	The total number of stops with shelters divided by total number of stops WeGo operates.
% of Sheltered Boardings (including Central)	The total number of riders who boarded with a shelter (including WeGo Central boardings) divided by the total number of riders for the time period.

Nashville Metropolitan Transit Authority

of Nashville & Davidson County, Tennessee

List of Upcoming Procurement Projects

Meeting Date: 9/26/2024

Item #: M-I-24-029

Project Name: North Nashville Transit Center Sidewalks and Curbs

- **Brief Description:** An Invitation to Bid (ITB) will be issued to install sidewalks and curbs at the new North Nashville Transit Center.
- **Anticipated Publish Date:** September 2024
- **Estimated Individual Contract Value:** TBD

Project Name: Real Estate Appraisal Services

- **Brief Description:** MTA and RTA Real Estate Appraisal Service
- **Anticipated Publish Date:** September 2024
- **Estimated Project Value:** TBD

Project Name: Express Bus Services

- **Brief Description:** A Request for Proposal (RFP) will be issued seeking a contract to provide the operations of our express bus services. The previous contract, with all of its options, has been extended and will expire on June 30, 2025.
- **Anticipated Publish Date:** November 2024
- **Estimated Individual Contract Value:** TBD

Project Name: Executive Recruiting Services (DTO)

- **Brief Description:** Contract to provide recruitment services for upcoming Management and executive-level positions.
- **Anticipated Publish Date:** January 2025
- **Estimated Individual Contract Value:** TBD

CURRENT STATUS:

Pursuant to earlier Board discussions, staff will provide a rolling list of upcoming procurements to the Board on a monthly basis. Staff requests members make them aware of any potentially interested suppliers for planned procurement activity.

Unless there are questions from staff, no discussion is planned at the meeting. This material is provided for information only.

APPROVED:

Director of Procurement & Business Diversity

9/26/024

Date

Nashville Metropolitan Transit Authority

of Nashville & Davidson County, Tennessee

Board Action Item

Item Number:	M-A-24-027	Meeting Date:	9/26/2024
Item Title:	Resolution for FY2025 Annual Grant Applications		

BACKGROUND:

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

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

Federal Transit Administration (FTA) formula funding sources are as follows:

5307 Urbanized Area Formula Funds

When the apportionment is made available, Nashville MTA is eligible to use 5307 Urbanized Area Formula Funds, along with the 10% State and 10% Local match. The FY2024 apportionment for the region, combined with the State and Local match, is \$39,742,336 (total).

5339 Bus and Bus Facilities Formula Funds

Nashville MTA is eligible to use 5339 Bus and Bus Facilities Formula Funds. The FY2024 apportionment for the Nashville Urbanized Area, combined with State and Local match, is \$1,894,455 (80% Federal/10% State/10% Local).

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

Nashville 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 and 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% Local match. The FY2024 Federal apportionment is \$1,242,891 (Federal amount).

The Tennessee Department of Transportation (TDOT) funding sources are as follows:

Operating Assistance

Nashville MTA is eligible for State operating assistance from TDOT. The amount for FY2025 is \$6,272,000.

Match Assistance

Nashville MTA can request a 10% match from TDOT for all federally executed awards for formula funding of capital or planning projects.

IMPROVE Act Assistance

Nashville MTA can request up to \$5 million annually (requires a 20% match) per individual capital project that supports public transportation services. In FY 2024 MTA was awarded \$2,500,000 for the Southeast Transit Center, \$2,400,000 ped improvements and transit amenities at 4 sites for crosstown routes, and \$5,000,000 for stop improvements on/near High Injury Network roadways.

RECOMMENDATION:

The attached resolution comprises the annual submittal of Certifications and Assurances for FTA funds and authorization to submit applications for grants with the FTA, the TDOT, and other grant funding entities.

We are asking the Board to:

- Adopt the attached resolution;
- Authorize the application for 5307, 5339, and 5310 funding and State/local match;
- Authorize the submittal of the application for State Operating Assistance; and,
- Authorize the submittal of applications and execution of contracts for any other federal, state, or local grant funding that may become available during FY2025 for the benefit of the Nashville MTA.

APPROVED:

Board Secretary

9/26/2024

Date

RESOLUTION # M-A-24-027

**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, the Tennessee Department of Transportation, and other grant contracting entities; and,

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, the Tennessee Department of Transportation, and other grant contracting entities 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, the Tennessee Department of Transportation, and other grant contracting entities effectuating the purposes of these grants.

SECTION 3: That the Chief Executive Officer of the Metropolitan Transit Authority is authorized to furnish such additional information as the Federal Transit Administration, the Tennessee Department of Transportation, and other grant contracting entities 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, the Tennessee Department of Transportation, and other grant contracting entities to aid in funding of Metropolitan Transit Authority projects.

ATTEST:

Margaret Behm
Secretary

Gail Carr Williams
MTA Board Chair

Date

Date

Nashville Metropolitan Transit Authority

of Nashville & Davidson County, Tennessee

Board Action Item

Item Number:	M-A-24-028	Meeting Date:	9/26/2024
Item Title:	Myatt CDL Lot Expansion & Improvements Contract Award		

BACKGROUND:

The WeGo Public Transit Training Department is vital for the development of new employees and maintaining high standards of service and safety. The department trains and tests operators, mechanics, supervisors, and service staff for operational efficiency, competency, and compliance.

WeGo is unique among transit agencies in Tennessee in that it is one of a very few agencies that has certified inspectors by the State Department of Safety and Homeland Security on staff to administer commercial drivers license (CDL) testing and approve the issuance of CDL's to employees. Essential to the continuation of this program is our operation of a training/testing course that meets the requirements for the Department's CDL testing courses. Without these assets, the training and certification of new operators would be made extensively longer and would certainly impair service reliability.

Currently, the Myatt Drive operating facility has one State CDL-certified section of pavement. An expansion will take advantage of the entire Myatt bus lot, creating a second State CDL-certified lot, increasing CDL practice and testing capacity by 100% annually. The project includes supplemental training assets that are expected to enhance safety and customer service, including on-street training areas for both lots, incorporating designs like level platform boarding, a simulation of the Elizabeth Duff Center at WeGo Central horseshoe turnaround (a significant accident location), and roadeo course training.

On August 9, 2024, WeGo published an Invitation to Bid (ITB) on its website and Transit Talent. Additionally, the ITB was sent directly to Jarrett Paving, BC Mason Group, Etchmark Pavement, Tug Sug Group, JR Construction, and CD Steger Construction.

For this project, the agency set a contract-specific Disadvantaged Business Enterprise (DBE) participation goal of 7.5%. The ITB was also emailed to more than 60 Small-, Minority-, and Women-Owned Business Enterprises (S/M/WBE) and DBE firms.

By the submission deadline of August 30, 2024, the agency received five bids from Jarrett Paving, BC Mason Group (DBE), Tug Sug Group, Etchmark Pavement (DBE), and CD Steger Construction (DBE). A public bid opening occurred on August 30, 2024, at 1:00 p.m., after which BC Mason Group was identified as the lowest responsive bidder for the Lot Expansion and Improvements project. BC Mason Group committed to an 8% DBE utilization goal for the project.

RECOMMENDATION:

Staff requests that the Board provide the Chief Executive Officer the authority to enter into a fixed-price contract with BC Mason Group to expand and improve the Myatt CDL Training Lots for a total contract budget of \$744,817.50 with an additional authorization of \$148,963.50 (20%) for staff directed changes in the event that unanticipated conditions arise. This creates a total project budget authorization of \$893,781. The contract term is 120 calendar days. Funding for this project is provided in the agency capital plan under the facility state of good repair program utilizing Federal 5307 funds with matching state and local funds.

APPROVED:

Board Secretary

20

9/26/2024

Date