



## **BOARD MEETING**

Wednesday, July 19, 2006, 10:00 a.m.  
Mid-Cumberland Human Resource Agency  
Nashville, Tennessee

## **MINUTES**

### **BOARD MEMBERSHIP PRESENT**

Bob Spivey – Vice Chairman	Mayor, Town of Smyrna
Paul Ballard – Secretary	Governor Appointee
Nancy R. Allen	Mayor, Rutherford County
Tom Brashear	Alternate, Wilson County
Angie Carrier	Alternate, City of White House
Diane Davidson	Alternate, TDOT
Roger Farley	Governor Appointee
Don Fox	Mayor, City of Lebanon
Rick Gregory	Alternate, City of Goodlettsville
Joe Horne	Alternate, Williamson County
Jay Johnson	Alternate, City of Franklin
Shannon Logan	Alternate, City of Brentwood
Bob Nugent	Alternate, City of Murfreesboro
Rob Shearer	Alternate, City of Mt. Juliet
Joe Reagan	Alternate, City of Brentwood
Fred Rogers	Alternate, City of Hendersonville
R.J. 'Hank' Thompson	County Executive, Sumner County
Kenneth Wilber	Mayor, City of Portland
Don Wright	Mayor, City of Gallatin

### **ADDITIONAL ATTENDEES:**

Phil Armor	GNRC
Tauna Blaisdell	GNRC
Greer Bromell	GNRC
Patty Cavanah	GNRC
Erin Collier	RTA Staff
W.T. 'Bill' Farquhar	RTA Staff
Angela French	DDOT
Tanisha Hall	GNRC
Era Hogan	RTA Staff
Jim McAteer	MPO
Teresa McKissick	RTA Staff
Pamela Sharp	TDOT

Allyson Shumate  
Mary Ann Sparkman  
Kevin Walker  
Donna Washington

RTA Staff  
GNRC  
Neel-Schaffer, Inc.  
DDOT

### **CALL TO ORDER**

Vice Chairman Bob Spivey called the Board meeting to order at approximately 10:00 a.m., on Wednesday, July 19, 2006, at Mid-Cumberland Human Resource Agency, Nashville, Tennessee.

### **APPROVAL OF MINUTES**

Vice Chairman Spivey called for approval of the minutes of the June 21, 2006 Board meeting. Gallatin Mayor Don Wright made a motion to approve the minutes. Lebanon Mayor Don Fox seconded and the motion passed unanimously.

### **PUBLIC COMMENTS**

Vice Chairman Spivey called for any comments from the public. There were no public comments.

### **PRESENTATION ITEMS**

**Item 4a was presented by Teresa McKissick. The item was Grand Opening Event/Marketing Update.** Ms. McKissick stated that the marketing for the Music City Star initiation of service has been progressing in many ways. Staff has created a PowerPoint presentation of the Opening Events and Marketing efforts.

The presentation started with the Grand Opening Invitation for September 15. The Draft Riverfront Agenda listed RTA Chairman and Cheatham County Mayor Bill Orange as Master of Ceremonies. Invited Speakers listed were Governor Phil Bredesen, Metro Nashville Mayor Bill Purcell, Senator Lamar Alexander, Senator Bill Frist, Congressman Jim Cooper, Congressman Bart Gordon, and Keynote Speaker will be William Millar, President of American Public Transportation Association.

The Draft Lebanon Agenda listed Wilson County Mayor Robert Dedman, Lebanon Mayor Don Fox, State Senator Mae Beavers, and State Representative Stratton Bone. The Master of Ceremonies will be Governor Appointee Roger Farley. Appetizers and beverages will be served immediately following the ceremony. There will also be music provided by the Cumberland University Jazz Ensemble.

The Draft Schedule of Events begins with the Music City Star departing Lebanon at 1:00 p.m. The Star will stop at each station so that those who would like to board at the different stations may do so. The Star will arrive at Riverfront at 2:00 p.m. for lunch; and for selected guests to sign commemorative artwork. The Special Commemorative Art will be done by Phil Ponder. The Riverfront Ceremony will be from 2:30 to 3:30 p.m. The Star will leave Riverfront (stopping at each station for those who would like to board or depart) and arrive at Lebanon Station. The Lebanon Ceremony is from 4:45 to 6:30 p.m. After the Lebanon Ceremony, the Star will return to the stations for people to return to their respective destinations.

Ms. McKissick informed the Board of the Advertising Campaign that consists of three sets of advertising that will run approximately three months intervals beginning in August. There will also be a radio ad in which Charlie Daniels will be the talent.

Ms. McKissick went through the Employer Outreach / Commuter Benefits Program. She also went through the results of the Polling and Surveying. The polls and surveys were not statistical or scientific, but informative. Some of the marketing challenges that came out of the polling and surveying were:

- Lebanon schedule may not work for everyone coming from Lebanon – that is because there is not a passing track
- Perception of fares – the farther from Nashville the more the ticket cost, the people do not realize the costs involved to run the train. On the Music City Star website, there is a trip calculator which will figure in issues like gas, wear on your vehicle, etc.
- No restrooms on the train – the restrooms were not ADA compliant. RTA could not economically renovate them to be ADA compliant; therefore the restrooms had to be removed.

Ms. McKissick concluded the presentation with Operation Lifesaver. It is a program to help inform people about how to be safe around the train. Staff has given many presentations to schools, businesses, Chambers of Commerce, and many others. Staff will continue giving the Operation Lifesaver presentations.

During discussion it was noted that Lebanon schools would be starting again next week. Allyson Shumate commented that staff had done presentations to the schools within Wilson County, but may go back to them later. Staff needs to do presentations for the schools within Davidson County.

Also commented was that the trip calculator is a great idea. It was suggested that staff do a newspaper article or news clip informing people that they can go to the website and find out if taking the train will work for them or not.

Another suggestion was to really emphasize where people can purchase tickets. It was noted that the City of Lebanon had expressed an interest in selling tickets at City Hall, as well as Mt. Juliet City Hall. Rob Shearer commented that people are calling almost daily asking where they can purchase tickets.

Rutherford County Mayor Nancy Allen commented that staff did a great job getting all this information together.

## **INFORMATION ITEMS**

**Item 5a was presented by Rob Shearer. The item was Mt. Juliet Joint Use Update.** Mr. Shearer stated that the City of Mt. Juliet has been working to develop a parcel adjacent to the Mt. Juliet Station. This is a tentative concept plan. A handout of the layout was given to the Board members. Last summer, RTA sent out a RFP that in some detail, put word out about what the RTA was looking for on this property owned by RTA; a developer looking to enter into a long term ground lease with the RTA, and the revenue go to the RTA to support the commuter rail operations. The RFP requested a concept plan, a layout to visualize the structures that would be

built, some proposed tenants, required there be restrooms for the public, and a hundred parking spaces. The handout is the first real response that has been received.

Mr. Shearer has spoken with the developer, who is talking with some potential tenants in the Mt. Juliet community. Any lease agreement/contract would be brought to the Board for approval. The RFP that the Board approved, stated that there is approximately 1 2/3 acre, the ground lease would be based on one acre, City of Mt. Juliet agreed that they would count the parking as satisfying the parking requirements under the city's zoning ordinances for the buildings although it would be shared with the commuter rail and available for the riders to use.

Mr. Shearer wanted the Board members to see the proposed layout so that the Board members would have plenty of time to think about it and also to get their feedback.

During discussion, several comments were made that it is great, maybe in the future all the stations could have something similar, and how it will be good for all parties involved. Paul Ballard asked if there was a timetable on this. Mr. Shearer responded that the developer was not clear about that. The developer obviously wants the bank in the building; banks seem to be growing in Mt. Juliet, so Mr. Shearer is confident that the developer will be able to get that tenant. Then it will depend on getting lease agreements for the rest of the building.

Also during discussion it was asked if the leases would be ground leases. Mr. Shearer responded yes and the developer is tentatively proposing a total term of 45 years; probably three 15 year leases with some rights of renewal, and the developer understands RTA would want some escalation at the renewal point. It would be a ground lease to the RTA. The RTA holds titles to the parcel. Also noted was that a ground lease estimate is \$30,000 annually. The proposal complies with Mt. Juliet's development plans and it will be great for the city and the RTA.

**Item 5b was presented by Bill Farquhar. The item was Mobilization Update.** Mr. Farquhar stated that there are 61 days until service. Crews came on board last Monday. There will be two and half weeks of classroom training; which will include operating rules, customer service, equipment, and more. The train has been out the last two Saturdays for the supervisors to get a handle of what is going on.

Mr. Farquhar recognized TSG for doing a great job hiring the crew. Those hired have years of experience and great customer service skills.

As the weather permits, the painting should be completed on the second locomotive within the next couple of days. Body work has started on the third locomotive, and cab cars are almost complete. Two train sets will be ready for September 15 with a third train set for back-up.

As part of the Safety Certification Process, a mock disaster is planned for August 2, 2006. The mock disaster will allow all first responders along the line to learn about the equipment and develop a coordinated plan to respond in the event of an incident involving the trains.

Allyson Shumate informed the Board about some special training that was recently received. Last Tuesday, RTA met with the Transportation Alliance Group at Riverfront Station. They went on a tour of the train and then held a meeting. The group gave their feedback to staff. It all went well and staff received positive comments. On Monday, the crews and all of RTA staff went through ADA sensitivity training. It was conducted by the chair of the Transportation

Alliance Group who works with the Tennessee Advocacy Center. It gave the staff and crew a better understanding on how to work with different types of disabilities.

At a Lebanon Council meeting, the issues of how many horn warning sound at a crossing does the law require. Mr. Farquhar responded that federal law (49CFR 222) requires two long, a short and a long signal lasting between 15-20 seconds at each crossing.

**Item 5c was presented by Kevin Walker. The item was Additional Trackwork.** Mr. Walker stated that this an information item about some change orders that staff had brought before the ECOC. As the trackwork was finishing for inspections, some items of trackwork were identified that needed to be done, that were not in the original project scope. Those items were quantified and qualified and presented to the ECOC at the last two meetings of the committee. The ECOC approved the change orders.

On June 27, the change orders were for bolt tightening and the realignment of a curve at Mile Point 25.6. The curve turned out to be a lot sharper than staff had expected. It would conflict with the desired speed of the train. Therefore, the curve had to be shifted to allow a higher speed. On July 11, the change orders were for additional ballast necessary for surfacing, and two rail improvements.

The change orders approved on June 27 were in the amount of \$94,453.50. The change orders approved on July 11 were in the amount of \$61,923.40.

**Item 5d was presented by Kevin Walker. The item was Construction Update.** Mr. Walker stated that the mainline surfacing is now in the Hermitage area, the curve shift at Mile Point 25.6 is complete. Since last months' Board meeting six signals have been activated and four more will be activated within the next two weeks. Station signs were installed, base stone was installed at the Donelson Station, the Lebanon Station was paved, and the Hermitage Station's base level was paved.

In the look ahead, the final surfacing will continue and the trackwork mentioned in the last item will be completed. The grade crossing signals will be completed and the train signals will be activated around August 1<sup>st</sup>. As far as the Stations, besides the final paperwork, the Riverfront Station is completed. RTA will take ownership in the up coming week. The Donelson and Hermitage Stations will be paved and RTA will take ownership in the next couple of weeks.

As of June 25, \$26,667,911 (93%) worth of work has been completed of the currently \$28,618,196 that has been obligated. This is construction money only.

Mrs. Shumate recognized Mr. Walker for the awesome job he has done as RTA's Construction Manager. When the project started out, all the contracts were to be twelve month contracts. The contract with Neel-Schaffer is now in the twentieth month and the cost only increased 2 ½%. RTA was able to keep it close to the original bid because of Mr. Walker's hard work.

It was noted that the maximum speed of the train will be 59 mph, once the signals are in place and working.

**Item 5e was presented by Sharon Simmons. The item was RTA Relax & Ride Ridership.** Mrs. Simmons stated that the ridership on the two Relax & Ride services continues to show increases over the same month ridership a year ago. The 96X Murfreesboro had increased from

111 riders per day to 137 riders. The ridership on the #35X Rivergate Express to Hendersonville had increased to 54 daily riders.

During brief discussion it was asked if there were any numbers on vanpools, any increase. Mrs. Simmons responded that she did not have access to the exact numbers at the moment; however, based on the daily calls she receives, the vanpool ridership has increased, many people are looking to start new vanpools, and three new vanpools will start next month.

**Item 5f was presented by Bill Farquhar. The item was Welcome New RTA Employee.** Mr. Farquhar introduced Era Hogan as RTA's Fiscal Specialist. Ms. Hogan has strong background in accounting and budgeting. She has been working with GNRC for sixteen years in the Aging department. Staff welcomes her to the RTA team.

### **OTHER BUSINESS**

Vice Chairman Spivey stated that Glenda Griggs had minor surgery and is recovering nicely at home. The Board wishes her a speedy recovery.

Gallatin Mayor Don Wright made a motion to adjourn. Mayor Fox seconded. The motion passed unanimously.

The meeting was adjourned at approximately 10:55 a.m.

Respectfully,

*Paul J. Ballard*

Paul J. Ballard  
RTA Secretary