



**Franklin Transit Authority  
Regular Meeting Agenda ♦ Tuesday, May 21, 2024, 4:00 P.M.,  
BOMA Meeting Room – City of Franklin, TN**

1. Call to Order
2. Roll Call/Confirm Quorum
3. Public Comments

*This portion of the agenda is for members of the public to directly address the Authority on any items not on the agenda and within the jurisdiction of the Authority. Comments are limited to three minutes per speaker. The Authority will hear all communication but will not take any action on items that are not on the Agenda.*

**CONSENT CALENDAR**

4. Minutes of March 18, 2024, Regular Meeting (ITEM #4)

**OLD BUSINESS**

5. Year-to-Date Financial Statement and Summary (ITEM #5)
6. Transit Report and VanStar Report (ITEM #6)
7. Grants/DBE Program Update (ITEM #7)
8. Contract Monitor Report (ITEM #8)

**NEW BUSINESS**

9. Approval of Agreement for Purchase of Transit Services with Transportation Management Association Group (TMA Group) (BAI 5-21-24)

**OTHER BUSINESS**

10. President/CEO Report
11. Chairman's Report
12. Adjourn: next regular scheduled meeting: TBA

# FRANKLIN TRANSIT

## FRANKLIN TRANSIT AUTHORITY MINUTES OF BOARD MEETING Monday, March 18, 2024; 4:30 P.M.

The Franklin Transit Authority met on Monday, March 18, 2024, at 4:30 P.M., in the Development Services Conference Room of the City of Franklin, TN.

### **Members Present**

Patrick Baggett  
Chuck Barber  
Eric McElroy  
Doris McMillan  
Ashley Roberts  
John Schroer

Kelly Bair, The TMA Group  
Debbie Henry, The TMA Group  
S Stanton Higgs, The TMA Group  
Sharmila Patel, The TMA Group  
Todd Moore, Attorney  
Christiana Dunn, Franklin Transit Authority

Robyn Freeman, City of Franklin  
Abby Gambill, City of Franklin  
Vernon Gerth, City of Franklin  
Paul Holzen, City of Franklin  
Bill Squires, City of Franklin

### **1. Call to Order**

Mr. John Schroer welcomed everyone and called the meeting to order.

### **2. Roll Call/Confirm Quorum**

Chairman Schroer confirmed a quorum was present.

### **3. Public Comment**

One member of the public attended, Mr. Glenn McGehee. He did not have any comments or questions.

### **CONSENT CALENDAR**

#### **4. Minutes of February 22, 2024, Meeting Minutes**

There were no suggested revisions to the meeting minutes. Chairman Schroer called to approve the minutes of the February 22, 2024, meeting. A motion to approve was made by Ms. Ashley Roberts and seconded by Mr. Chuck Barber. The motion passed unanimously.

### **OLD BUSINESS**

#### **5. Support of Electrification of Transit Fleet**

This board action item was in response to the presentation conducted by WSP at the previous meeting regarding the Franklin Transit Authority Zero Emission Transition study and its recommendations. Discussion ensued regarding the long-term implications of transitioning and whether there needed to be involvement by BOMA. Mr. Vernon Gerth suggested that a shorter presentation be provided to BOMA. Chairman Schroer asked that projections be shared with the board at a future date. The board action before them would merely approve The TMA Group pursuing federal funding opportunities. Mr. Patrick Baggett made a motion to approve, which was seconded by Ms. Ashley Roberts. The motion passed unanimously.

#### **6. Review of FY 2024-25 Franklin Transit Authority Draft Budget**

The budget was shared at an earlier meeting. Since then, The TMA Group provided additional information in the meeting packet in response to questions, but no changes have been made to the proposed budget. The budget will be due to the City on Friday.

Chairman Schroer had questions about the Cool Springs microtransit project in relation to the budget. He also requested that projections be shared with the board and an updated report be provided every quarter.

Moving forward, the financial report will show salaries broken down by category every quarter.

A motion to approve the budget was made by Mr. Chuck Barber and seconded by Ms. Ashley Roberts. The motion passed unanimously.

## **7. Grants Update**

Ms. Sharmila Patel provided an update on the status of current FTA and CMAQ grants for Franklin Transit Authority and Williamson County (a subrecipient). She also shared information about the FFY24 5307 application, the proposed budget and answered questions regarding the application. Discussion about planning dollars occurred, and Sharmila pointed out that planning for transit projects was included in two grant awards and additional transit planning dollars could be put into a new application. Board members expressed a desire to have further discussion about planning for the future.

A motion to approve the grants update was made by Ms. Ashley Roberts and seconded by Mr. Eric McElroy. The motion passed unanimously.

## **NEW BUSINESS**

### **8. Franklin Transit Authority RFP Update/Next Steps**

The TMA Group was the only bidder of the transit RFP. The contract is being updated, and it will be shared with the board at the next meeting.

## **OTHER BUSINESS**

### **9. Adjourn**

Moving forward, meetings will typically take place on the first Tuesday of the month, beginning at 4:00 P.M.

Mr. Patrick Baggett made a motion to adjourn, and Ms. Ashley Roberts seconded the motion, which passed unanimously.

The next regular scheduled meeting will be May 21, 2024, at 4:00 p.m. at City Hall.

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John Schroer, Chairman

The TMA Group  
Statement of Financial Position  
March 31, 2024

ASSETS

Current Assets

Pinnacle Bank - COF Transit	490.01	
Receivables - Federal	542,866.00	
Receivables - State	<u>15,199.00</u>	
Total Current Assets		558,555.01

Total Assets		<u>\$ 558,555.01</u>
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LIABILITIES AND NET ASSETS

Current Liabilities

Accrued Revenue Due to Transit	<u>558,555.01</u>	
Total Current Liabilities		558,555.01

Total Liabilities & Net Assets		<u>\$ 558,555.01</u>
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**The TMA Group**  
**Statement of Activities**  
**Franklin Transit Service**  
**For the Nine Months Ending March 31, 2024**

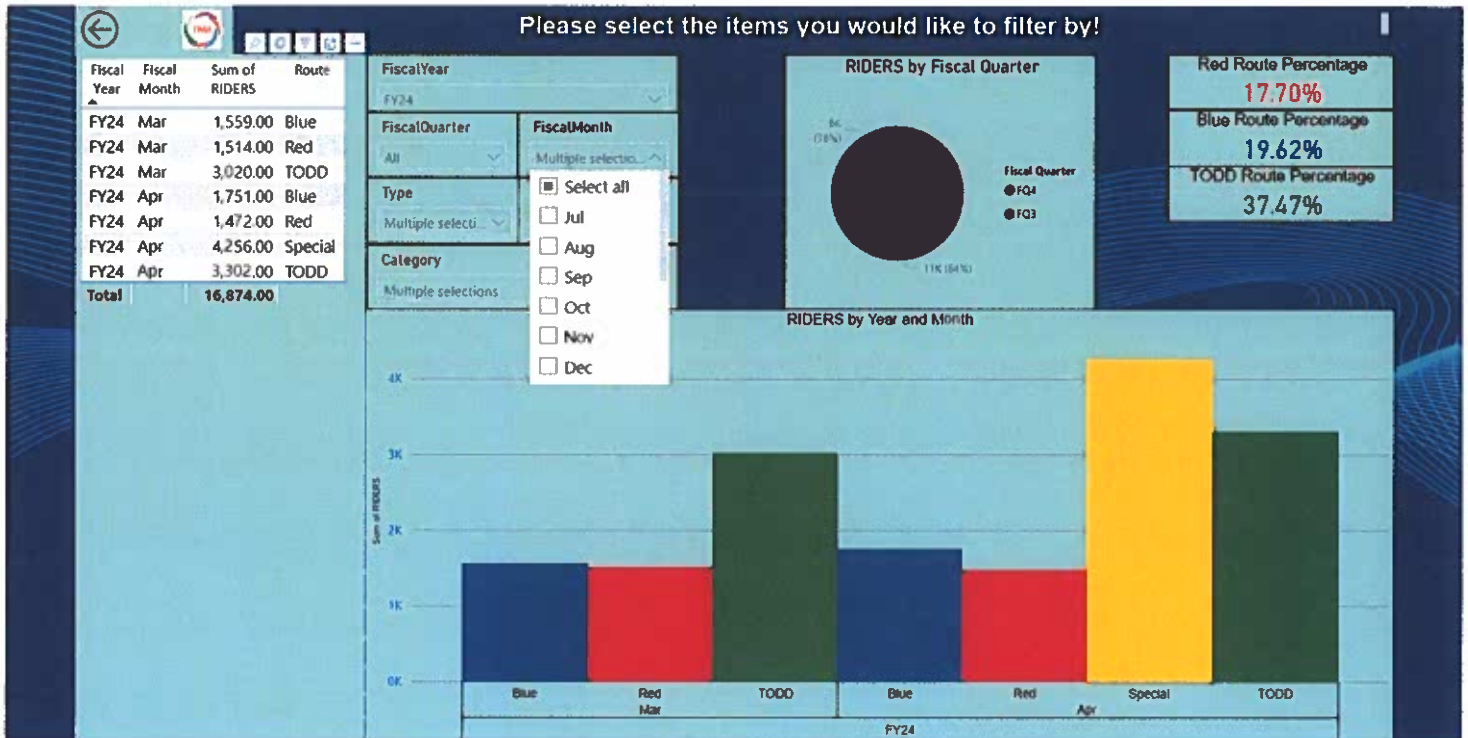
	Month Actual	Month Budget	YTD Actual	YTD Budget	Total Budget
<b>Revenues</b>					
COF Transit Operating	\$ 10,487.23	\$ 19,636.82	\$ 517,626.11	\$ 593,213.55	694,473.51
Fares	4,949.50	5,666.66	62,054.76	97,666.63	148,000.00
Other Revenues	800.00	800.00	8,011.55	7,300.00	9,700.00
State Funding	429.00	20,977.99	293,436.00	534,671.16	669,281.49
Federal Funding	237,953.00	199,204.77	1,487,446.00	1,390,945.05	2,083,464.00
<b>Total Revenues</b>	<b>254,618.73</b>	<b>246,286.24</b>	<b>2,368,574.42</b>	<b>2,623,796.39</b>	<b>3,604,919.00</b>
<b>Direct Cost of Program</b>					
Salaries- Drivers	70,961.92	80,473.46	697,955.50	838,228.52	1,154,154.76
Salaries - Operations	24,518.06	26,256.52	253,944.13	303,118.23	422,641.48
Salaries - Admin	25,966.96	16,492.38	260,425.28	163,216.04	224,400.91
Employer Taxes and Benefits - Drivers	23,003.21	22,008.95	188,769.32	209,085.02	286,116.34
Employer Taxes and Benefits - Operations	4,770.66	7,681.81	59,335.97	72,977.11	99,863.36
Employer Taxes and Benefits - Admin	4,189.41	2,614.30	40,884.20	24,835.89	33,985.95
Uniforms	712.29	333.33	13,835.28	2,999.97	4,000.00
Marketing and Outreach	0.00	4,375.00	7,836.70	39,375.00	52,500.00
Professional Services	5,025.34	2,333.33	50,804.56	82,472.69	120,209.00
Transit Building Maintenance	13,870.49	5,416.67	65,551.26	48,750.03	65,000.00
Transit Maintenance	23,406.93	22,500.00	193,470.85	223,566.64	301,600.00
Transit Center Cleaning	1,950.00	2,166.67	17,928.40	19,500.03	26,000.00
Transit Safety	383.85	500.00	1,596.35	4,500.00	6,000.00
IT Support	4,373.10	3,333.33	43,810.20	29,999.97	40,000.00
Transit Security	0.00	0.00	1,196.00	16,666.64	25,000.00
Transit Surveillance	296.65	208.33	2,669.85	1,874.97	2,500.00
Legal Fees	85.50	416.67	266.00	3,750.03	5,000.00
Transit-DAM Compliance	755.00	375.00	4,391.30	3,375.00	4,500.00
Payroll Fees	764.19	464.40	7,445.26	4,411.80	6,037.20
Transit Fuel & Lubricants	14,717.45	13,416.67	124,114.32	170,416.67	235,500.00
Postage and Supplies	3,118.15	1,000.00	16,798.47	9,466.64	12,700.00
Utilities	3,844.12	2,916.67	33,360.70	32,916.67	45,000.00
Trolley Insurance	11,309.27	11,416.67	114,452.34	119,416.67	182,000.00
Transit General Liability	1,287.11	1,375.00	11,924.39	12,375.00	16,500.00
Payouts for Insured Liab Damag	0.00	0.00	0.00	5,000.00	7,500.00
Errors & Omissions Liability	1,020.75	916.67	9,186.75	8,250.03	11,000.00
Insurance General Office & D&O	1,387.02	1,416.67	12,478.36	12,750.03	17,000.00
Property Tax	0.00	0.00	0.00	0.00	650.00
Vehicle Licensing & Registrati	0.00	0.00	0.00	0.00	0.00
Dues and Subscriptions	1,840.93	2,500.00	24,443.71	22,500.00	30,000.00
Meetings	0.00	208.33	386.04	1,874.97	2,500.00
Travel and Training	645.92	500.00	4,055.85	4,500.00	6,000.00
Equipment - Other	1,454.13	250.00	10,533.79	2,250.00	3,000.00
Bank Fees	33.30	50.00	230.88	1,250.00	1,800.00
Marketing & Advertising	1,478.16	2,231.07	25,862.36	36,881.04	52,600.00
Office Rent	4,074.67	4,096.67	36,672.03	36,870.03	49,160.00
Equipment Lease	482.90	500.00	4,248.90	4,500.00	6,000.00
Tracking Software	653.00	5,416.67	7,920.75	48,750.03	65,000.00
Equipment Usage (Depreciation)	2,238.29	0.00	19,786.37	0.00	0.00
ADA Expenditures	0.00	125.00	0.00	1,125.00	1,500.00
<b>Total Direct Cost of Program</b>	<b>254,618.73</b>	<b>246,286.24</b>	<b>2,368,574.42</b>	<b>2,623,796.36</b>	<b>3,604,919.00</b>
<b>Net Difference - Operations</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>0.03</b>	<b>0.00</b>

**The TMA Group  
Statement of Activities  
Franklin Transit Service  
For the Nine Months Ending March 31, 2024**

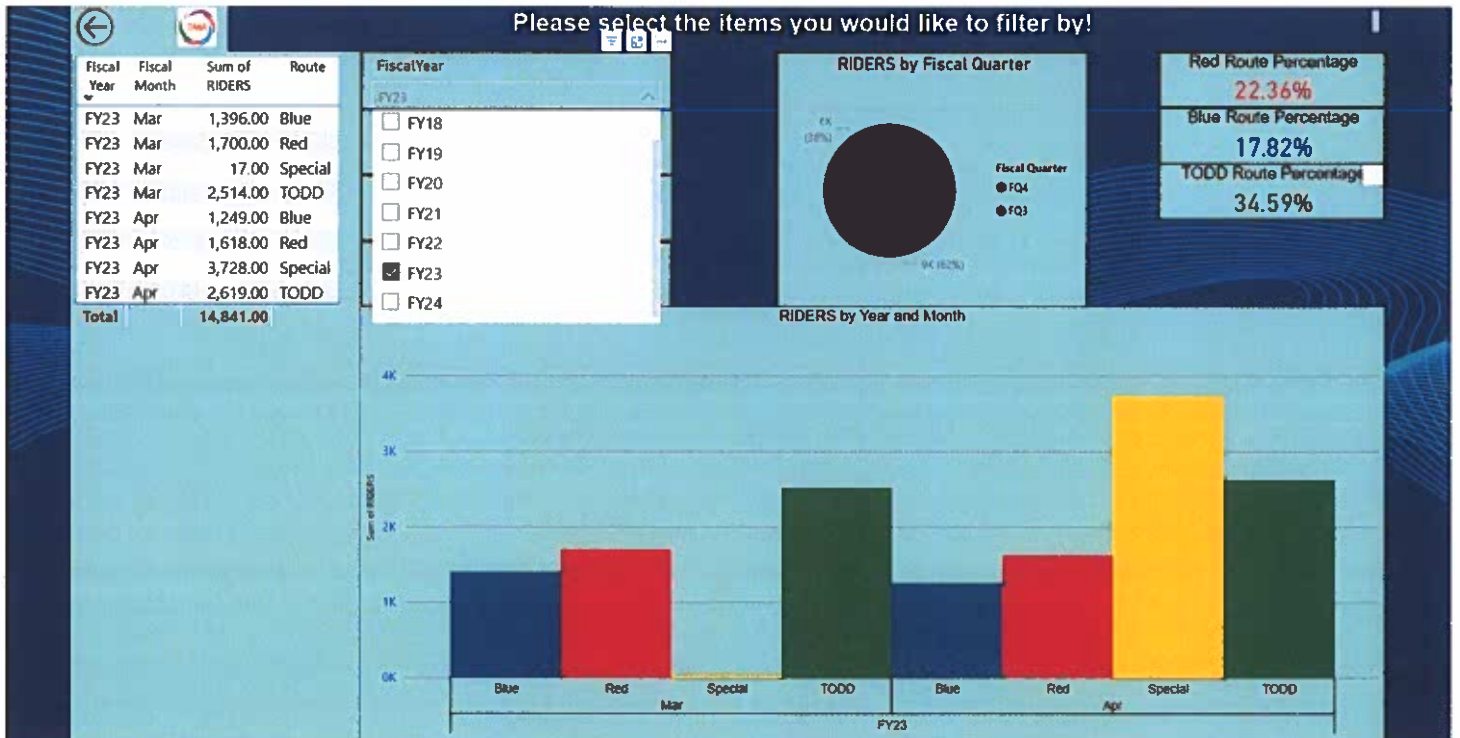
	Month Actual	Month Budget	YTD Actual	YTD Budget	Total Budget
<b>Planning</b>					
Federal Planning	\$ 0.00	\$ 6,666.67	\$ 12,800.00	\$ 60,000.03	80,000.00
State Planning	0.00	833.33	1,620.00	7,499.97	10,000.00
COF Planning Cost Share	0.00	833.33	1,580.00	7,499.97	10,000.00
<b>Total Planning Revenues</b>	<b>0.00</b>	<b>8,333.33</b>	<b>16,000.00</b>	<b>74,999.97</b>	<b>100,000.00</b>
<b>Planning Costs</b>					
Planning/Transit	0.00	8,333.33	16,000.00	74,999.97	100,000.00
<b>Net Difference - Planning</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Equipment</b>					
Federal Capital Expenditures	\$ 3,965.00	\$ 0.00	\$ 229,308.00	0.00	536,000.00
State Capital Expenditures	496.00	0.00	28,661.00	0.00	67,000.00
COF Capital Cost Share	496.00	0.00	28,668.17	0.00	67,000.00
<b>Total Equipment Revenues</b>	<b>4,957.00</b>	<b>0.00</b>	<b>286,637.17</b>	<b>0.00</b>	<b>670,000.00</b>
<b>Equipment Costs</b>					
Equipment - Transit	4,957.00	0.00	286,637.17	0.00	670,000.00
<b>Net Difference - Equipment</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>0.00</b>	<b>0.00</b>

13.7% Increase

### Passenger Trips March & April 2024



### Passenger Trips March & April 2023



## **Transit Report Highlights**

### **Vehicles**

Two more vehicles from Carpenter Bus Sales have arrived and will be put in service in May. This is a total of four new vehicles in 2024.

### **Drivers**

The transit drivers department is fully staffed.

### **Outreach**

Mercy Community Healthcare

Community Baby Shower April 12 th

### **Special Events**

Main Street Festival

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### **Safety**

0 reportable Accidents in March-April

# TMA – Williamson County Vanpool Report

March & April 2024

## Commute Activity Report

VanStar

From 3/1/2024 To 4/30/2024, 447 companies are in a selected list

Filter by Mode: Vanpool Ride

5/13/2024 8:42 PM

Regional Activity Summary		During Time Period	
Number of commuters registered:			23
Number of commuters who have logged at least once			249
Number of commuters who have logged a selected mode at least once			238
Number of daily commute logs submitted with a selected mode:			6,793
Percentage of commuters that logged a selected mode			7.18 %
Percentage of days logged with selected commute modes:			96.03 %
Percentage of all commute miles using selected modes:			96.36 %
Distribution of All Trip Segments Reported		During Time Period	
Drive Alone		0	0.00 %
Carpool		0	0.00 %
Vanpool		13,569	100.00 %
Bus / Train		0	0.00 %
Bicycle		0	0.00 %
Walk / Run		0	0.00 %
Run		0	0.00 %
Flex Day Off		0	0.00 %
Telework		0	0.00 %
Impact of Commuter's Use of Selected Modes		During Time Period	
Vehicles Miles Reduced:			590,266
Vehicle Trips Reduced:			12,061
Total Pollution Reduced (in tons):			239.51
NOx Reduced (in lbs):			130.13
VOC Reduced (in lbs):			182.18
PM Reduced (in lbs):			11.06
GHG Emissions Reduced (in tons):			238.57
Fuel & Maintenance Cost Savings:			\$348,257

### Start Up Vanpools

1 new start up with HQDirect – Staffing Company

### Awareness- Sales and Marketing Highlight

Thank You and recruitment lunch at National Airguard

# FRANKLIN TRANSIT

The TMA Group negotiates on behalf of the Franklin Transit Authority and Williamson County vanpool with Nashville MTA and RTA for the distribution of Federal Transit Administration (FTA) Section 5307 grant funding made available to the Nashville-Davidson Urbanized Area (UZA).

**Current Federal Transit Administration Grant Balances**

Federal Transit Administration Funding Source	Grant Number	Balance (As of 5/10/2024)	Uses
5307	TN-2017-020-00	\$144,435.00	Planning
5307	TN-90-X384-00	\$321,303.00	Security, Vanpool Replacement Vehicles
5307	TN-90-X352-00	\$305,647.00	Security, Shelters, Vanpool Vehicles
5307	TN-2019-021-00	\$1,110,838.00	Shelters, PM, Buses, Support Equipment
5307	TN-2020-008-00	\$1,104,507.00	OA, CCC, PM, Software, Rent, Vanpool Replacement Vehicles
5307 CARES Act	TN-2020-018-00	\$1,507,543.00	OA—Operating Assistance
5307	TN-2022-031-00	\$799,133.00	Operating, Planning, PM, Security, Rent (WC: Operating Assistance and Planning)
5307 American Rescue Plan	TN-2022-027-00	\$334,956.00	Operating Assistance, Security (WC: Operating Assistance)
5310 American Rescue Plan	TN-2023-001-00	\$143,230.00	Operating Assistance
5310 CRRSAA	TN-2023-002-00	\$63,081.00	Operating Assistance

- \$2,192,437 of the above listed federal funds are allocated to the Williamson Country vanpool program. Franklin Transit serves as the direct recipient/pass-through entity.

**Grant Applications in Process**

Federal Transit Administration Funding Source	Type of Funding Used	Amount Requested	Uses
5307	CMAQ Flex	\$1,425,460.00	Cool Springs Microtransit
5307	Formula Funds	\$2,427,760.00	See Next Table

6417-2024-1	Total	Federal Transit	State	Local (Franklin)
Operating Assistance Franklin Transit	\$ 1,810,626	\$ 905,313	no match	\$ 905,313
Preventive Maintenance	\$ 443,750	\$ 355,000	no match	\$ 88,750
Security	\$ 75,000	\$ 60,000	\$ 7,500	\$ 7,500
Safety	\$ 12,500	\$ 10,000	\$ 1,250	\$ 1,250
Support Vehicle	\$ 40,000	\$ 32,000	\$ 4,000	\$ 4,000
Rolling Stock (Replacement Vehicles)	\$ 750,000	\$ 600,000	\$ 75,000	\$ 75,000

<b>Operating Assistance Williamson County</b>	\$ 850,894	\$ 425,447	no match	\$ 425,447
<b>Security Williamson County</b>	\$ 50,000	\$ 40,000	\$ 5,000	\$ 5,000
<b>Total</b>	<b>\$ 4,032,770</b>	<b>\$ 2,427,760</b>	<b>\$ 92,750</b>	<b>\$ 1,512,260</b>

**Other Grant Funding (Williamson County/TMA):**

CMAQ: Vanpool Post-Pandemic Initiative: Balance as of March 31: \$3,199,158.11

CMAQ: Regional Multimodal and Rideshare Park and Ride: Balance as of March 31: \$1,216,196.47

**Compliance—DBE Program:**

The Disadvantaged Business Enterprise (DBE) program was established by regulation under the authority of Title VI of the Civil Rights Act of 1964 and other nondiscrimination statutes.

The DBE program seeks to ensure nondiscrimination in the award and administration of DOT-assisted contracts in FTA's transit programs and to create a level playing field on which DBEs can compete fairly for DOT-assisted contracts.

*TMA Group's DBE Program Expectations*

- Identify and develop DBE and small business opportunities locally
- Engage with and support the DBE community
- Hold ourselves accountable to the DBE requirements on FTA-funded projects and contracts through ongoing monitoring
- Hold contractors accountable through contract clauses, on-site monitoring, and other measures
- Use eligible firms (certified DBEs only) when possible
- Remove barriers to participation (i.e., simplify bidding process)
- Development of firms to successfully compete

*Franklin Transit Authority DBE Plan*

Franklin Transit Authority must document its DBE attainment on FTA-funded contracts and purchases by submitting a semi-annual report via TrAMS on June 1 and December 1 of each year. The June report was submitted on May 6, 2024

Franklin Transit Authority's Disadvantaged Business Enterprise triennial goal setting methodology for Federal Fiscal Years 2022-2024 is effective October 1, 2022, through September 30, 2024. This submission is required by the Department of Transportation DBE regulations found at 49 C.F.R. Part 26. Franklin Transit's current overall goal is 3.9%.

Our next triennial goal and plan is due to FTA by **August 1, 2024**.

*Timeline for Entire Process*

- May 2: Informational Meeting at Franklin Transit Center
- May 21: Share information update and proposed goal with Franklin Transit Board.
- June 11: Share information update with The TMA Group Board.
- June 27: Post ad in *Williamson Herald* about DBE plan and goal.
- Week of July 15: Share proposed goal with Franklin Transit Board.
- July 18: Public meeting about the proposed goal and the three-year plan.
- Week of July 22: Make revisions as necessary.
- July 30: Upload plan to TrAMS.

**FRANKLIN TRANSIT AUTHORITY**

**BOARD ACTION ITEM**

Item Number: 5-21-24

Meeting Date: May 21, 2024

Item Title: Approval of Agreement for Purchase of Transit Services with Transportation Management Association Group (TMA Group)

**BACKGROUND**

The City of Franklin solicited proposals for the Authority's operation of transit services late last year. The TMA Group submitted a proposal with exceptions to several items in the proposed contract to ensure the ability to finance the operation and meet Federal Transit Administration requirements. The TMA Group was the only entity to submit a proposal and the Authority awarded the contract. The City has subsequently approved the TMA Group's proposed budget for 2024-2025. At the time of publication of the packet, the TMA Group's staff and attorney are continuing to work with the City on a final contract.

**RECOMMENDATION**

Approve Agreement for Purchase of Transit Services with TMA Group incorporating the exceptions submitted with its proposal and inclusion of language required by Federal Transit Administration regulations.

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Approved \_\_\_\_\_  
*Board Officer*

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*Date*

## **TMA GROUP EXCEPTION TO THE DRAFT AGREEMENT FOR THE PURCHASE OF TRANSIT SERVICES (FRANKLIN TRANSIT AUTHORITY CONTRACT NO. 2023-0233):**

The TMA Group is committed to working with the Franklin Transit Authority to reach an agreement for the provision of transit services. The TMA Group's proposal represents a cost-reimbursement transit operations contract based on the actual Federal Transit allowable operating expenses and allowable de minimis rate identified by the Federal Transit Act and Federal Transit Administration regulations. The proposal also includes an annual amount to be paid to the TMA Group based upon the first month's operating budget amount approved and authorized for transit services by the City. This will allow for payment of the expenses of providing transit services from the commencement of the agreement. The proposal includes that the TMA Group will be reimbursed for specific training that is necessary for compliance with federal regulations and/or the Authority. Finally, The TMA Group would like FTA required clauses and certifications to be included as part of the final agreement.

The TMA Group will work in good faith with the Authority to reach a final agreement consistent with its proposal and subject to the approval of its Board of Directors.