

# FRANKLIN TRANSIT

## FRANKLIN TRANSIT AUTHORITY MINUTES OF BOARD MEETING Tuesday, May 21, 2024; 4:00 P.M.

The Franklin Transit Authority met on Tuesday, May 21, 2024, at 4:00 P.M., in the Development Services Conference Room of the City of Franklin, TN.

### **Members Present**

Patrick Baggett	Kelly Bair, The TMA Group	Vernon Gerth, City of Franklin
Chuck Barber	Debbie Henry, The TMA Group	Paul Holzen, City of Franklin
Eric McElroy	S Stanton Higgs, The TMA Group	Adam Moser, City of Franklin
Doris McMillan	Sharmila Patel, The TMA Group	Margaret Wilson, City of Franklin
Ashley Roberts	Todd Moore, Attorney	Mike Lowe, City of Franklin
John Schroer	Robyn Freeman, City of Franklin	Shauna Billingsley, City of Franklin
Scotty Bernick (To be appointed)	Abby Gambill, 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 March 18, 2024, Meeting Minutes**

There were no suggested revisions to the meeting minutes. Chairman Schroer called to approve the minutes of the March 18, 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. Year-to-Date Financial Statement and Summary**

Dr. Kelly Bair provided an update on Franklin Transit financials through March 31. So far, the year-to-date actual is less than the year-to-date budget. The building maintenance line item is larger due to the installation of the lift, and equipment is higher due to the purchase of key vaults and cameras for the new buses. Chairman Schroer asked for clarification about the administrative salaries which had been broken out into categories for the first time. TMA Group Staff indicated they would review and share their answer with the board.

#### **6. Transit and VanStar Reports**

Mr. Stanton Higgs shared the transit report, which was presented in a new format. Highlights include the purchase of two new buses, participation in community events, transit participation in the Main Street festival, and having no reportable accidents in March or April.

He also shared updates about the vanpool program via the Commute Activity Report. Mr. Higgs also talked about the new partnership with HQDirect and the appreciation/recruitment lunch at the TN Air National Guard.

## **7. Grants/DBE Program 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 and its proposed budget.

She also shared information about the DBE program that the TMA Group administers on behalf of Franklin Transit Authority. In April, the Department of Transportation published a DBE Final Rule in the Federal Register to streamline the DBE program regulations. Until the implications are fully understood, the plan is to prepare Franklin Transit's three-year plan and goal to be submitted to Federal Transit by August 1.

## **8. Contract Monitor Report**

Ms. Sharmila Patel shared the highlights from the Contract Monitor Report: submission of federal financial reports and milestone progress reports to FTA; working with the city to auction five buses and a minivan; the submission of the subrecipient risk assessment to the monitor; and the signing of the annual Certifications and Assurances.

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

## **NEW BUSINESS**

### **9. Approval of Agreement for Purchase of Transit Services with the Transportation Management Association Group**

Prior to talking about the transit agreement, Mr. Chuck Barber talked about a Department of Energy grant opportunity through Middle TN Electric, which could benefit both transit and the City. The Communities Sparking Investments in Transformative Energy grant would provide bi-directional charging; this can add resilience benefits and demand-response capabilities.

The contract is still being updated, so there won't be a vote on this issue. Board members asked questions about the contract and some of the new language added to the draft. The group (board, City, and TMA staff) discussed the exceptions to the contract that had been included as part of the proposal submission and came to an understanding. Afterward, the group agreed to allow The TMA Group's attorney to work with the City's attorney on finalizing the contract language.

Mr. Patrick Baggett made a motion to table approval of the agreement until a special called meeting. Ms. Roberts seconded the motion, which passed unanimously.

## **OTHER BUSINESS**

### **10. Chairman's Report**

Chairman Schroer indicated that at the next stated meeting there needed to be a vote for a vice-chair of the Authority.

## **OTHER BUSINESS**

16. President/CEO Report
  17. Chairman's Report
  18. Adjourn: Next Regular Meeting Date Tuesday, October 1, 2024
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# FRANKLIN TRANSIT

## FRANKLIN TRANSIT AUTHORITY MINUTES OF BOARD MEETING Tuesday, June 18, 2024; 4:00 P.M.

The Franklin Transit Authority met on Tuesday, June 18, 2024, at 4:00 P.M., in the Development Services Conference Room of the City of Franklin, TN.

### **Members Present**

Patrick Baggett  
Chuck Barber  
John Schroer  
Scotty Bernick

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

Robyn Freeman, City of Franklin  
Abby Gambill, City of Franklin  
Vernon Gerth, City of Franklin  
Paul Holzen, City of Franklin  
Adam Moser, City of Franklin  
Tia Holden, City of Franklin  
Shauna Billingsley, City of Franklin  
Franklin

### **CALL TO ORDER**

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

### **ROLL CALL/CONFIRM QUORUM**

Chairman Schroer confirmed a quorum was present.

### **CITIZEN COMMENTS**

No members of the public attended.

### **OLD BUSINESS**

### **NEW BUSINESS**

#### **1. Election of Vice Chair of the Franklin Transit Authority.**

The Vice Chair position has been vacant. Mr. Patrick Baggett made a motion for Mr. Chuck Barber to serve as Vice Chair. Mr. Scotty Bernick seconded the motion, and the vote was unanimous. Mr. Barber's term begins July 1.

#### **2. Consideration of Amended Bylaws for Franklin Transit Authority**

Ms. Shauna Billingsley discussed amending the Bylaws and reviewed those changes with the group. These changes include the day, time, and place of the regularly scheduled meetings; cleaning up any minor language consistent with state law or City policy; and adding a definition of Secretary of the Authority and Executive Director.

Mr. Chuck Barber made a motion to accept the amended bylaws, and Mr. Scotty Bernick seconded the motion. The vote was unanimous, and the amended bylaws were accepted.

**Adjourn**

Mr. McElroy

Ms. Roberts made a motion to adjourn, and ~~???~~ seconded the motion, which passed unanimously.

The next regular scheduled meeting will be determined by City staff.



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John Schroer, Chairman