



Meeting Agenda

Franklin Transit Authority

Tuesday, October 1, 2024

4:00 PM

Development Services
Conference Room

CALL TO ORDER

CITIZEN COMMENTS (Open for citizens to be heard on any issue or concern, including those related to items on the agenda. Please submit a Speaker Card at the beginning of the meeting if you would like to address the Board. As provided by law, the Board of Mayor and Alderman shall make no decisions or consideration of action of citizen comments for items not on the agenda, except to refer the matter to the City Administrator for administrative consideration, or to a schedule the matter for Board consideration at a later date. Those addressing the Board are requested to come to the microphone and identify themselves by name and address for the official record. The Mayor may restrict the period for public comment, including the length of the public comment period, the number of individuals who can speak and the length of time each individual may speak. When time allows, the standard individual public comment time is two minutes.)

APPROVAL OF MINUTES

1. Consideration Of Approval Of The August 29, 2024, FTA Minutes

OLD BUSINESS

2. Transit And VanStar Report
3. Financial Statement And Summary
4. Grant Disadvantaged Business Enterprise Report
5. Contractor Monitor Report

NEW BUSINESS

6. Update On RFQ For Franklin Transit

OTHER BUSINESS

7. Report Of President And CEO
8. Chairman's Report

ADJOURN

Anyone needing accommodations due to disabilities please contact the ADA Coordinator at 615-791-3277 at least 24 hours prior to the meeting.



**FRANKLIN TRANSIT AUTHORITY
MINUTES OF BOARD MEETING
Thursday, August 29, 2024; 4:00 P.M.**

The Franklin Transit Authority met on Thursday, August 29, 2024, at 4:00 P.M., in the BOMA Conference Room of the City of Franklin, TN.

Members Present

Patrick Baggett	Kelly Bair, The TMA Group	Abby Gambill, City of Franklin
Scotty Bernick	Debbie Henry, The TMA Group	Vernon Gerth, City of Franklin
Eric McElroy	S Stanton Higgs, The TMA Group	Paul Holzen, City of Franklin
Doris McMillan	Sharmila Patel, The TMA Group	Emily Hunter, City of Franklin
Ashley Roberts	Todd Moore, Attorney	Adam Moser, City of Franklin
John Schroer	Christiana Dunn, Franklin Transit	Shauna Billingsley, City of Franklin
	Ken Moore, City of 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

One member of the public attended, Ned Dannenburg of WalkBike Franklin, and there was no comment.

APPROVAL OF MINUTES

There were no questions or corrections made regarding the May 21 and June 18 Authority minutes. Ms. Ashley Roberts made a motion for approval of the May 21, 2024, and June 18, 2024, FTA minutes. Mr. Eric McElroy seconded the motion, and the Authority voted unanimously to approve.

OLD BUSINESS

NEW BUSINESS

Consideration of Election of Officers and Appointment of Secretary

In alignment with the bylaws, the Chairperson position for the year needs to be filled. Mr. Patrick Baggett made a motion for Mr. John Schroer to serve as Chair. Mr. Scotty Bernick seconded the motion, and the vote was unanimous.

In the selection of Secretary, the bylaws define the role as “the Assistant City Administrator, Community Development, or his/her designee.” Chairman Schoer made a motion to nominate Mr. Vernon Gerth as Secretary, Mr. Patrick Baggett seconded the motion, and the vote was unanimous.

Discussion And Consideration of Action to Proceed with the Preparation Of A Scope Of Services for a Request For Proposals and Qualifications for a Contractor to Facilitate And Prepare a Transit Master Plan Study.

Discussion And Consideration of Action to Delay Indefinitely the Cool Springs Micro Transit Pilot Program

Chairman Schroer led the discussion, indicating that the last transit studies were in 2015 and 2017; there have been several changes to the area since that time. Ms. Ashley Roberts asked about the funding available. In the approved FY25 budget, there is \$100,000 (\$80,000 federal, \$10,000 state, and \$10,000 local) allocated toward planning. However, Franklin Transit Authority has \$249,109 in 5307 dollars designated for short term transit planning—this is also 80% federal, 10% state, and 10% local. Additional funds can be included in the FY25 Federal Transit application.

The proposed delay of the pilot microtransit came up. Mr. Baggett asked about the pros and cons of not implementing the Cool Springs project. Mr. Stanton Higgs responded talking about the progress that has been made to launch the program. Both Mr. Bernick and Ms. Roberts asked whether the microtransit project and the planning study could operate concurrently.

Discussion ensued about how long the microtransit project should be delayed with concerns raised about losing the funding. Mr. Higgs indicated that it would take six months to start up the program. Mr. Gerth talked about the length of time it takes to develop and release an RFP and the time for such a study with such an extensive scope. He believed that the RFP and planning process would easily be a year. Both Chairman Schroer and Mr. Gerth stressed the merit of such a study.

Mr. Higgs emphasized the importance of there being 100 percent support if the microtransit moves forward. Knowledge of the program and supporting it are crucial toward its success. Mr. Baggett made a motion to delay the pilot microtransit program for up to eighteen months. Ms. Roberts amended the motion to add “assuming that the funding is still available.” The amended motion was seconded, and the vote was unanimous.

Regarding the transit study, Mr. Baggett made a motion to approve the draft scope and allow the City staff and TMA staff to review. The RFP in its entirety would be received and reviewed by the Authority. Within the discussion, it was clarified that BOMA would receive the RFP and a presentation after the Authority had approved the RFP. Mr. McElroy seconded the motion, and the vote was unanimous.

Consideration Of Disadvantaged Business Enterprise Goal Approval

The new three-year goal and methodology for the DBE goal were developed earlier this summer. The proposed race-neutral overall DBE goal is 7.1 % for Federal Fiscal Years 2025 through 2027. This goal is applicable to DOT-assisted contracting opportunities scheduled to be awarded from October 1, 2024, through September 30, 2027. The proposed goal was posted on July 15, 2024, and an informational meeting was held on Tuesday, July 23, 2024. No public comments were received.

Ms. Roberts made a motion to approve the proposed goal, and Ms. McMillan seconded the motion. The vote was unanimous in favor of approving the DBE goal.

Acknowledgement of Title VI Assessment

Any transit agency receiving assistance from TDOT must comply with Title VI of the Civil Rights Act of 1964. On July 29, 2024, TDOT notified Franklin Transit Authority, based upon Franklin Transit Authority’s completed “No Change” Affidavit and Assurance 2024, that the July 2023 determination of Title VI compliance is still in effect.

The Authority unanimously acknowledged that Franklin Transit Authority’s 2024 Title VI Assessment.

Acknowledgement of FTA Drug and Alcohol Policy Compliance

The Federal Transit Administration (FTA) Drug and Alcohol Division began a review of Franklin Transit Authority's Drug and Alcohol Program in December 2023. Items were corrected, submitted to Federal Transit Administration, and were accepted.

A new FTA-issued drug and alcohol policy template was released, and Franklin Transit's policy was updated to reflect the required information in the template.

The Authority unanimously acknowledged the Franklin Transit Authority's Drug and Alcohol Policy as approved by the Federal Transit Administration.

Acknowledgement of UROP Funding

The TN Department of Transportation announced the Urban Operating Program (UROP) allocation for State Fiscal Year 2025. The contract amount is \$341,300.00, and staff have initiated the contract process.

The Authority unanimously acknowledged the allocation and forthcoming contract for the Franklin Transit Authority.

REPORTS

Year-to-Date Financial Statement and Summary

Dr. Kelly Bair shared the FY24 financial report for the year, pointing out that the TMA Group was under budget for the city's share. She also pointed out increased expenditures for different areas including transit security (security for new buses and fleet facility).

Chairman Schroer asked about the transit fares for the year being lower than what was budgeted. Mr. Higgs indicated that staff would look into it and provide an explanation.

Transit Report and VanStar Report

Mr. Higgs shared the transit report, which shows an increase in passenger trips from the previous year.

He also shared updates about the vanpool program, specifically about vehicle disposition (five vans being auctioned) and the desire to procure replacement vehicles for VanStar.

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 informed the Authority that both Federal Transit applications were finally approved.

Contract Monitor Report

Christiana Dunn reviewed the relevant items from the contractor monitoring report including the completion of the Federal Transit Administration's financial and milestone progress reports, publishing the new three-year DBE goal, and grant budget revisions being approved.

OTHER BUSINESS

Ms. McMillan commended the TMA staff for their reports and hard work. Ms. Henry thanked Ms. McMillan for her support of transit and her use of the system and encouraged the Authority to ride on

transit as their schedules allow in order to understand the system. The Chairman did not have an additional report to share.

ADJOURN

Ms. Roberts made a motion to adjourn, Mr. McElroy seconded the motion, and it passed unanimously.

The next regularly scheduled meeting will be Tuesday, October 1 at 4:00 PM in the City's Development Services Conference Room.

John Schroer, Chairman

Fiscal Year	Fiscal Month	Sum of RIDERS	Route
FY24	Jul	1,123	Blue
FY24	Jul	1,358	Red
FY24	Jul	1,559	TODD
FY24	Aug	1,361	Blue
FY24	Aug	1,261	Red
FY24	Aug	1,908	TODD
Total		8,570	

Fiscal Year
Multiple selections

Fiscal Quarter: All | **Fiscal Month**: Multiple select...

Type: Multiple sele... | **Route**: Multiple select...

Category: Multiple selections

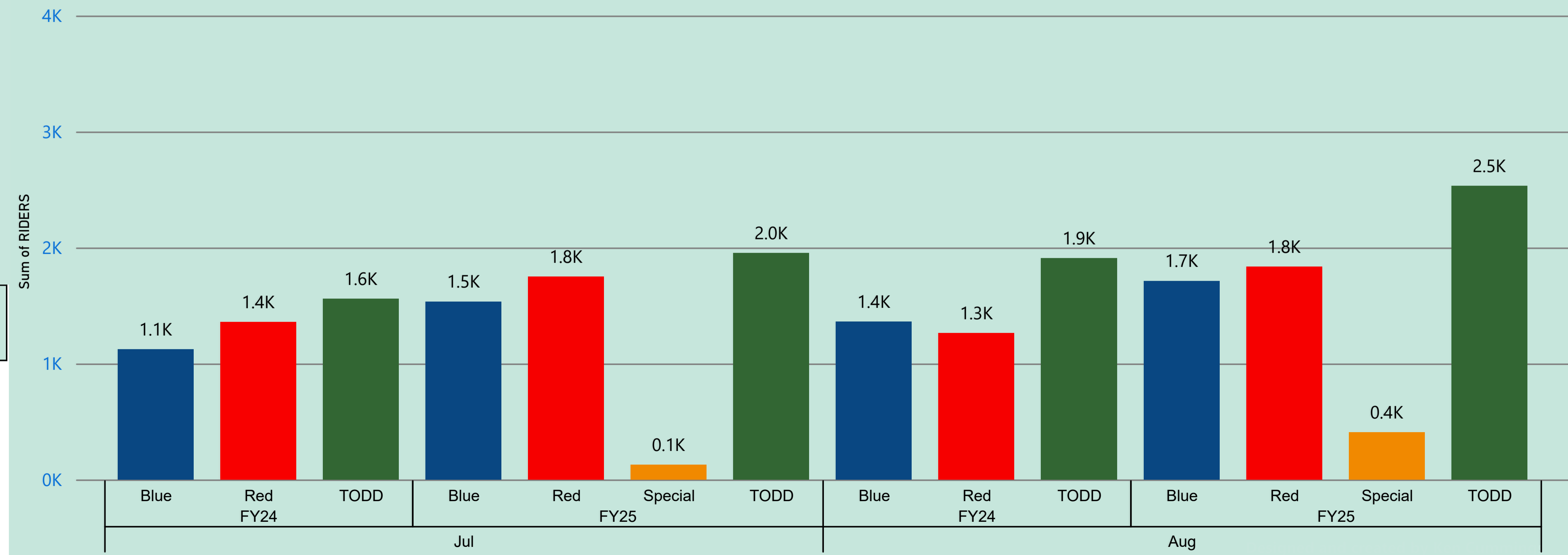
FY 2024 Jul-Aug	
Red Route Total	2,619
Blue Route Total	2,484
TODD Route Total	3,467
Special Route Total	(Blank)

FY 2025 Jul-Aug	
Red Route Total	3,585
Blue Route Total	3,246
TODD Route Total	7,949
Special Route Total	532

Fiscal Year	Fiscal Month	Sum of RIDERS	Route
FY25	Jul	1,534	Blue
FY25	Jul	1,750	Red
FY25	Jul	126	Special
FY25	Jul	1,952	TODD
FY25	Aug	1,712	Blue
FY25	Aug	1,835	Red
FY25	Aug	406	Special
FY25	Aug	2,530	TODD
Total		11,845	

Percentage of Increase
38.21%

RIDERS by Year and Month



The below are national, regional and local conferences and events TMA has been actively involved by participation, partnership, and/or being a presenter championing the VanStar Regional Commuter Service, our TDM (Transportation Demand Management) Solutions for employers, and Franklin Transit.



VISION CITY CONFERENCE
 PRESENTED BY:
 FRANKLIN TOMORROW SEASIDE InSTITUTE
 Engage • Collaborate • Advocate Inspiring livable communities
 FRANKLIN, TN OCT. 15-17, 2024

Key Numbers (July-September):

13,618 Passenger Trips
 668,034 Passenger Miles Traveled (Reduced Roadway Miles)
 481,891 LBS Total Pollutants Reduced

Sales Efforts:

LG Electronics - VanStar Pilot Program Implementation
 Nashville Record Pressing - Lunch and Learn Programs
 Apple One – Consulting and Outreach
 The Benefits Group – Consulting and Outreach

Regional Guarantee Ride Home: TMA managed program, successfully and consistently used by VanStar, Commuter Train, and Express Bus passengers.

The TMA Group
Statement of Financial Position
July 31, 2024

ASSETS

Current Assets		
Pinnacle Bank Deposits in Transit	\$	224.84
Receivables - Federal		432,184.00
Receivables - State		<u>4,732.00</u>
Total Current Assets		<u>437,140.84</u>
Total Assets	\$	<u><u>437,140.84</u></u>

LIABILITIES AND NET ASSETS

Current Liabilities		
Accrued Revenue Due to Transit	\$	<u>437,140.84</u>
Total Current Liabilities		<u>437,140.84</u>
Total Liabilities & Net Assets	\$	437,140.84

The TMA Group
Statement of Activities
Franklin Transit Service
For the One Month Ending July 31, 2024

	Month Actual	Month Budget	YTD Actual	YTD Budget	Total Budget
Revenues					
COF Transit Operating	\$ 75,683.16	\$ 56,071.80	\$ 75,683.16	\$ 56,071.80	\$ 837,775.80
Fares	5,847.50	11,083.33	5,847.50	11,083.33	133,000.00
Other Revenues	800.00	983.33	800.00	983.33	10,700.00
State Funding	844.00	53,621.42	844.00	53,621.42	680,694.00
Federal Funding	171,564.00	173,754.34	171,564.00	173,754.34	2,048,440.00
Total Revenues	254,738.66	295,514.22	254,738.66	295,514.22	3,710,609.80
Direct Cost of Program					
Salaries & Wages - Admin	22,174.23	28,290.51	22,174.23	28,290.51	360,825.76
Salaries & Wages Transit Operations	24,734.07	27,144.15	24,734.07	27,144.15	347,084.40
Salaries & Wages - Drivers	74,204.80	96,555.89	74,204.80	96,555.89	1,236,390.14
Taxes & Benefits - Transit Admin	3,408.91	4,856.60	3,408.91	4,856.60	63,135.81
Taxes & Benefits - Transit Operations	6,256.22	6,597.37	6,256.22	6,597.37	85,765.91
Taxes & Benefits - Drivers	25,324.23	31,928.34	25,324.23	31,928.34	415,068.18
Uniforms	146.86	583.33	146.86	583.33	7,000.00
Marketing and Outreach	0.00	2,458.33	0.00	2,458.33	29,500.00
Professional Services	12,161.14	5,679.17	12,161.14	5,679.17	68,150.00
Transit Building Maintenance	4,053.28	2,916.67	4,053.28	2,916.67	35,000.00
Transit Maintenance	20,988.20	25,008.33	20,988.20	25,008.33	300,100.00
Transit Center Cleaning	2,400.00	2,166.67	2,400.00	2,166.67	26,000.00
Transit Safety	858.81	416.67	858.81	416.67	5,000.00
IT Support	4,371.02	3,333.33	4,371.02	3,333.33	40,000.00
Transit Security	2,089.00	333.33	2,089.00	333.33	4,000.00
Transit Surveillance	296.65	333.33	296.65	333.33	4,000.00
Legal Fees	66.50	0.00	66.50	0.00	0.00
Transit-DAM Compliance	300.00	458.33	300.00	458.33	5,500.00
Payroll Fees	847.83	643.20	847.83	643.20	8,361.60
Transit Fuel & Lubricants	17,268.15	17,166.68	17,268.15	17,166.68	206,000.00
Postage and Supplies	288.01	83.33	288.01	83.33	1,000.00
Utilities	2,561.83	3,000.00	2,561.83	3,000.00	36,000.00
Trolley Insurance	14,208.00	14,666.67	14,208.00	14,666.67	176,000.00
Transit General Liability	1,371.34	1,500.00	1,371.34	1,500.00	18,000.00
Payouts for Insured Liab Damag	0.00	708.33	0.00	708.33	8,500.00
Errors & Omissions Liability	973.73	1,125.00	973.73	1,125.00	13,500.00
Insurance General Office & D&O	1,205.13	1,508.33	1,205.13	1,508.33	18,100.00
Property Tax	0.00	0.00	0.00	0.00	0.00
Vehicle Licensing & Registrati	0.00	0.00	0.00	0.00	0.00
Dues and Subscriptions	2,271.77	1,666.66	2,271.77	1,666.66	20,000.00
Meetings	0.00	58.34	0.00	58.34	700.00
Travel and Training	12.99	416.67	12.99	416.67	5,000.00
Equipment - Other	39.58	875.00	39.58	875.00	10,500.00
Bank Fees	32.41	287.50	32.41	287.50	3,450.00
Marketing & Advertising	1,242.66	2,229.16	1,242.66	2,229.16	26,750.00
Office Rent	3,886.67	4,034.67	3,886.67	4,034.67	48,416.00

The TMA Group
Statement of Activities
Franklin Transit Service
For the One Month Ending July 31, 2024

	Month Actual	Month Budget	YTD Actual	YTD Budget	Total Budget
Equipment Lease	356.80	508.33	356.80	508.33	6,100.00
Tracking Software	2,696.75	3,750.00	2,696.75	3,750.00	45,000.00
Equipment Usage (Depreciation)	1,641.09	2,226.00	1,641.09	2,226.00	26,712.00
ADA Expenditures	0.00	0.00	0.00	0.00	0.00
Total Direct Cost of Program	254,738.66	295,514.22	254,738.66	295,514.22	3,710,609.80
Net Difference - Operations	\$ 0.00	\$ 0.00	\$ 0.00	0.00	0.00
Planning					
Federal Planning	\$ 0.00	\$ 6,666.67	\$ 0.00	6,666.67	80,000.00
State Planning	0.00	833.33	0.00	833.33	10,000.00
COF Planning Cost Share	0.00	833.33	0.00	833.33	10,000.00
Total Planning Revenues	0.00	8,333.33	0.00	8,333.33	100,000.00
Planning Costs					
Net Difference - Planning	\$ 0.00	\$ 8,333.33	\$ 0.00	8,333.33	100,000.00
Equipment					
Federal Capital Expenditures	\$ 0.00	\$ 27,333.33	\$ 0.00	27,333.33	328,000.00
State Capital Expenditures	0.00	3,416.67	0.00	3,416.67	41,000.00
COF Capital Cost Share	0.00	3,416.67	0.00	3,416.67	41,000.00
Total Equipment Revenues	0.00	34,166.67	0.00	34,166.67	410,000.00
Equipment Costs					
Net Difference - Equipment	\$ 0.00	\$ 34,166.67	\$ 0.00	34,166.67	410,000.00



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 9/19/2024)	Uses
5307	TN-2017-020-00	\$144,435.00	Planning
5307	TN-90-X384-00	\$319,307.00	Security, Vanpool Replacement. Vehicles
5307	TN-90-X352-00	\$292,281.00	Security, Shelters, Vanpool Vehicles
5307	TN-2019-021-00	\$889,261.00	Shelters, PM, Buses, Support Equipment
5307	TN-2020-008-00	\$921,218.00	OA, CCC, PM, Software, Rent, Vanpool Replacement Vehicles
5307 CARES Act	TN-2020-018-00	\$1,167,587.00	OA—Operating Assistance (TODD and WC)
5307	TN-2022-031-00	\$621,018.00	Planning, Security, Rent (WC: Operating Assistance and Planning)
5307	TN-2023-037	\$1,877,209.00	Operating, PM, Security, Vanpool Replacement Buses (WC: Operating Assistance)
5307 American Rescue Plan	TN-2022-027-00	\$221,868.00	Security (WC: Operating Assistance)
5307	TN-2024-031-00	\$1,425,460.00	Microtransit: Operating Assistance and Hardware/Software
5307	TN-2024-024-00	\$2,409,124.00	Operating, Planning, PM, Security, Safety, Support Vehicle (WC: Operating Assistance and Security)

Subrecipient: \$2,893,486 of the above listed federal funds are allocated to the Williamson Country vanpool program. Franklin Transit serves as the direct recipient/pass-through entity.

Other Grant Funding (Williamson County/TMA):

CMAQ: Vanpool Post-Pandemic Initiative: Balance as of July 31: \$3,115,340.67

CMAQ: Regional Multimodal and Rideshare Park and Ride: Balance as of July 31: \$1,043,297.44

Franklin Transit Authority

CONTRACTOR MONITORING

2 CFR 200.331 Requirement for pass-through entities

All pass-through entities must: (d) Monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved.

Requirement	Yes	Meeting Date	Initials	Note
LEGAL: Have there been any legal matters that may affect the Authority or the Federal Transit Administration?				
LEGAL: Are there any instances relating to false claims under the False Claims Act or fraud?				
LEGAL: Has TMA used only non-appropriated funds for any lobbying activities				
FINANCIAL MANAGEMENT: Have there been any changes to financial policies, procedures, or the organizational structure?	X	8.1.24	CD	Audit middle of October
FINANCIAL MANAGEMENT: Has TMA conducted the required Single Audit, submitted the required documentation to the Franklin Transit Authority (FRTA), and resolved any identified issues?				
TECHNICAL CAPACITY – AWARD MGT: Have any milestone progress reports (MPRs) and Federal Financial Reports (FFRs) been submitted to FTA?				
TECHNICAL CAPACITY – AWARD MGT: Have any grant awards been closed out?	X	8.1.24	CD	Grant closeout to 5310 award, TN2023-001
TECHNICAL CAPACITY – PROGRAM MGT: Has TMA been suspended, debarred, ineligible, or voluntarily excluded from participation in federally assisted transactions?				
TECHNICAL CAPACITY – PROGRAM MGT: Has the annual risk assessment been submitted to TDOT since the last meeting?				
TECHNICAL CAPACITY – PROJECT MGT: Has the TMA Group implemented any new capital or planning project? (Needs board approval)				
TRANSIT ASSET MANAGEMENT: Has the TMA Group submitted the updated TAM plan to Franklin Transit Authority (FRTA) for review and approval?				
TRANSIT ASSET MANAGEMENT: Has the TMA Group shared its annual performance targets with the Board?				
SATISFACTORY CONTINUING CONTROL: Have there been any changes to real property? Has there been or will there be any incidental use of real property?	X	8.1.24	CD	2 buses have been procured
SATISFACTORY CONTINUING CONTROL: Are there any additions of FTA-funded equipment? Was any equipment withdrawn from use and disposed of in accordance with 2 CFR 200 and FTA requirements?				
SATISFACTORY CONTINUING CONTROL: Are there any changes to the bus fleet that impacts FTA requirements for spare ratios and contingency fleets?				
MAINTENANCE: Have any changes been made to the maintenance plan or TMA's program for preventive maintenance inspections				
MAINTENANCE: Have there been any major warranty issues?				
PROCUREMENT: Have there been any changes to the procurement policies and procedures?				
PROCUREMENT: Have any procurement protests been received or decided?				
PROCUREMENT: Have any revenue contracts or capital leases been awarded?				

Requirement	Yes	Meeting Date	Initials	Note
DISADVANTAGED BUSINESS ENTERPRISE (DBE): Have there been any changes to the DBE plan, goal, or the person designated as the DBELO?				
DISADVANTAGED BUSINESS ENTERPRISE (DBE): Has the TMA Group submitted the Uniform Report of DBE Awards or Commitments and Payments semi-annually by the required due dates?				
DISADVANTAGED BUSINESS ENTERPRISE (DBE): Have there been any DBEs terminated/substituted on a project?				
TITLE VI: Have there been any changes to the Title VI program or procedures?				
TITLE VI: Have there been any Title VI complaints or investigations?				
TITLE VI: Are there any proposed changes to fares and/or transit service that need Board review and approval?				
TITLE VI: Are there any upcoming planning activities? How will public participation and minority needs be considered?				
AMERICANS WITH DISABILITIES ACT (ADA): Have there been any ADA-related complaints? How have they been resolved?				
AMERICANS WITH DISABILITIES ACT (ADA): Have there been any changes to facilities or buses that impact access?				
AMERICANS WITH DISABILITIES ACT (ADA): Have there been any changes to ADA complaint procedures and the ADA reasonable modification policy?				
ADA COMPLEMENTARY PARATRANSIT: Have there been any changes to the paratransit eligibility determination process?				
ADA COMPLEMENTARY PARATRANSIT: Have there been any changes to the rider's guide, application form, or the sample notification letter templates?				
DRUG-FREE WORKPLACE ACT: Have there been any changes to the Drug-Free Workplace policy or to the ongoing program?				
DRUG-FREE WORKPLACE ACT: Have there been any personnel action(s) taken regarding drug statute violation(s) that occurred in the workplace?				
DRUG AND ALCOHOL PROGRAM: Have there been any changes to the board-adopted drug and alcohol misuse policy?				
DRUG AND ALCOHOL PROGRAM: Have there been any changes to the list of covered employees placed in safety sensitive positions and supervisors/company officials charged with making reasonable suspicion determinations?				
DRUG AND ALCOHOL PROGRAM: Has there been any training offered to employees since the last board meeting?				
SECTION 5307 PROGRAM: Is there a new/updated written agreement with the Metropolitan Planning Organization (MPO) that determines mutual responsibilities in carrying out the metropolitan transportation planning process?				
SECTION 5307 PROGRAM: Has the proposed budget and proposed projects been shared with the board?				
SECTION 5307 PROGRAM: Have the proposed annual transit security expenditures been shared with the board?				
SECTION 5307 PROGRAM: Have any changes been made to the policy detailing the public comment process on increases in the basic fare structure or implementing a major service reduction ?				
SECTION 5307 PROGRAM: Have the annual Certifications and Assurances been signed?				

Requirement	Yes	Meeting Date	Initials	Note
-------------	-----	-----------------	----------	------

The information marked above was presented to and reviewed by FRTA board members at the stated meeting.

Chair, Franklin Transit Authority

Date