

FRANKLIN TRANSIT

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
Scotty Bernick
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
Ken Moore, City of Franklin

Abby Gambill, City of Franklin
Vernon Gerth, City of Franklin
Paul Holzen, City of Franklin
Emily Hunter, City of Franklin
Adam Moser, City of Franklin
Shauna Billingsley, 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.



10-1-24

John Schroer, Chairman