

FRANKLIN TRANSIT

FRANKLIN TRANSIT AUTHORITY MINUTES OF BOARD MEETING Tuesday, October 1, 2024; 4:00 P.M.

The Franklin Transit Authority met on Tuesday, October 1, 2024, at 4:00 P.M., in the Development Services Conference Room of the City of Franklin, TN.

Members Present

Chuck Barber	Kelly Bair, The TMA Group	Vernon Gerth, City of Franklin
Scotty Bernick	Debbie Henry, The TMA Group	Paul Holzen, City of Franklin
Eric McElroy	S Sharmila Patel, The TMA Group	Shauna Billingsley, City of Franklin
Doris McMillan	Todd Moore, Attorney	
Ashley Roberts		
John Schroer		

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 public comment.

APPROVAL OF MINUTES

There were no questions or corrections made regarding the August 29, 2024, Authority minutes. Ms. Ashley Roberts made a motion for approval of the August 29, 2024, FTA minutes. Mr. Chuck Barber seconded the motion, and the Authority voted unanimously to approve.

OLD BUSINESS

Transit Report and VanStar Report

Ms. Debbie Henry shared the transit report, which shows an increase in passenger trips in July and August of this year compared to the same period in the previous year (2023).

She also shared updates about the vanpool program, specifically about conferences and events VanStar employees have attended or participated in. Franklin Transit and its services are also mentioned and included.

An update on Pilgrimage was provided. The weather impacted the event with numbers lower than the previous year. Approximately 250 rides were complimentary in response to the confusion arising when traffic was unexpectedly rerouted at 7:00. All traffic was detoured to Eddy Lane, resulting in no access to the Factory. Mr. Vernon Gerth thanked Ms. Henry for bringing it

up and promised to investigate.

Year-to-Date Financial Statement and Summary

Dr. Kelly Bair shared the FY25 financial report for July, pointing out that the TMA Group was under budget for the month. The state funding was less than expected because we are still waiting on the executed UROP contract from the City. She also pointed out increased expenditures for different areas including transit security, transit building maintenance, and professional services. These were due to one-time expenses.

Chairman Schroer asked for clarification about the transit funds—these are swept out and placed into the City's general fund.

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 Franklin Transit's DBE program plan has been submitted to Federal Transit—the Authority has approved the goal and methodology at the previous meeting.

Contract Monitor Report

Ms. Patel reviewed the relevant items from the contractor monitoring report including The TMA Group having its audit in October; a 5310 grant award was closed; and two buses have been procured.

Ms. Roberts made a motion to accept all of the reports, Mr. Barber seconded the motion, and it passed unanimously.

NEW BUSINESS

Update on RFQ for Franklin Transit

Chairman Schroer indicated that the City is still finalizing the RFP for a transit master plan and that he would present it at the first BOA work session on November 12. Ms. Shauna Billingsley explained the overall process and the resolution that would be made by BOMA. Mr. Gerth talked about the overall procurement process. The Authority would be the ones reviewing the proposals and would make a recommendation.

OTHER BUSINESS

Report of President and CEO/ Chairman's Report

The TMA Group is working with the City on a contract amendment related to bus shelters, transit signs, and transit software. The TMA Group is awaiting guidance regarding Franklin Transit Authority's responsibilities related to subrecipient monitoring; Williamson County vanpool is the subrecipient of federal funds. Finally, Ms. Henery asked everyone to take a moment to remember those affected by the damage caused by Hurricane Helene.

The Chairman did not have an additional report to share.

ADJOURN

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

The next regularly scheduled meeting will be Tuesday, December 3rd at 4:00 PM in the City's Development Services Conference Room.



12/3/24

John Schroer, Chairman