



**FRANKLIN TRANSIT AUTHORITY
MINUTES OF BOARD MEETING
Tuesday, December 3, 2024; 4:00 P.M.**

The Franklin Transit Authority met on Tuesday, December 3, 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	Stanton Higgs, The TMA Group	Paul Holzen, City of Franklin
Scotty Bernick	Sharmila Patel, The TMA Group	Shauna Billingsley, City of Franklin
Eric McElroy	Christiana Dunn, City of Franklin	Franklin
Doris McMillan	Abby McCurry, City of Franklin	Emily Hunter, City of Franklin
John Schroer	Adam Moser, City of Franklin	

CALL TO ORDER

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

ROLL CALL/CONFIRM QUORUM

Chairman Schroer confirmed a quorum was present.

CITIZEN COMMENTS

Two members of the public attended, Ned Dannenburg of WalkBike Franklin and Christopher Deile. Mr. Deile shared information about the federal wildlife crossings pilot program. Discussion followed about the value in parts of the country where things had been implemented. Chairman Schroer thanked Mr. Diele for coming and pointed out that most bridges and overpasses were overseen by TDOT.

APPROVAL OF MINUTES

There were no questions or corrections made regarding the October 1, 2024, Authority minutes. Mr. Chuck Barber made a motion for approval of the FTA minutes. Mr. Scotty Bernick seconded the motion, and the Authority voted unanimously to approve.

OLD BUSINESS

Transit Report and VanStar Report

Mr. Stanton Higgs shared the vanpool and transit reports. Two new vanpools have been started, one for Veterans Health Administration, and the other for the Tennessee National Guard. He also emphasized the key numbers from the quarterly report, which details the specific benefits of vanpooling.

The meeting packet also included additional information about the transit numbers, which shows an increase in passenger trips in August and September of this year compared to the same period in the previous year (2023). This increase applies to both the fixed routes and TODD (Transit on-

Demand). In regard to special events numbers, Chairman Schroer asked about the situation at Pilgrimage, which impacted the evening shuttle service. Mr. Vernon Gerth indicated that he had followed up with staff and it had been a communication issue. He assured the group it had been resolved. Ms. Doris McMillan emphasized the importance of communication to ensure successful outcomes.

Chairman Schroer noticed that the numbers for TODD had doubled and asked about the causes. Mr. Higgs explained that capacity had been increased to meet the demand. He explained to the group about the ongoing partnership with local schools, particularly at Franklin High and Centennial. The Chairman requested that additional information be sent out to the group, specifically the number of passengers per trip for TODD in September and October.

Year-to-Date Financial Statement and Summary

Dr. Kelly Bair shared the FY25 financial report for September—The TMA Group was under budget for the month again. She also pointed out increased expenditures for different areas including transit security and safety. These were for AEDs and the camera project at the fleet facility—both of these projects were shared with the board last year.

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); this included the completions of FFR's and MPRs, two new state match contracts through TDOT, and Franklin Transit's submission of the annual NTD report.

Contract Monitor Report

Ms. Christiana Dunn reviewed the relevant items from the contractor monitoring report including The TMA Group having its audit in October; submission of reports for FTA grants; annual performance targets for transit asset management, and submission of the semi-annual DBE report.

NEW BUSINESS

Consideration of Amendment No. 1 to Agreement #2023-0233

As part of the Franklin Transit Authority's contract with The TMA Group for operation and management of Franklin Transit, Section 4.4 details services provided by the City. After a meeting between TMA staff and City staff, it was agreed that some items should be clarified.

The proposed amendment indicates that Section 4.4 of the agreement shall be removed in its entirety and replaced with clearer language. A copy of the amendment was in the meeting packet.

Mr. Eric McElroy made a motion to approve changes to the transit contract, Mr. Barber seconded the motion, and it passed unanimously.

Acknowledgement of Federal Transit Administration TAM Plan Report

Performance targets are required to be set for capital assets based on the state of good repair measures; targets must be reported to the National Transit Database (NTD), as well as information related to the condition of the capital assets. Mr. Higgs explained the percentages

shared with the Authority members.

Mr. Bernick made a motion to accept the performance measures for Franklin Transit, Ms. McMillan seconded the motion, and it passed unanimously.

Acknowledgement of TDOT-Franklin Transit UTAP Contract 2025 for Staff Training Assistance

TDOT's Urban Transit Assistance Program (UTAP) program has been revived. Eligible recipients include small urban providers not already receiving RTAP funds, i.e. Franklin Transit. The contract funds training, technical assistance, travel to conferences/trainings, etc.

Mr. Patrick Baggett made a motion to acknowledge and accept the TDOT-Franklin Transit UTAP contract. Mr. Barber seconded the motion, and the motion passed unanimously.

Update on RFQ for Franklin Transit

Mr. Gerth indicated that the City has finalized the RFP for a transit master plan and shared the proposed timeline. The solicitation would be posted on the 5th. Two members of the City staff—one from Planning and one from Traffic Engineering—would serve as reviewers on behalf of the City. The Authority members will also review and score the proposals.

He asked that names or recommendations of potential proposers should be sent to him.

Mr. Baggett explained his desire that the interview be weighted appropriately and explained his rationale.

Based on the proposed timeline, interviews would occur at the end of February with the award occurring in April.

OTHER BUSINESS

Mr. Gerth mentioned that the Multimodal Transportation Coordinator position would be posted soon. Ms. Abby McCurry let the board members know that iPads were available to be used if they wanted to move toward a paperless system. She also mentioned that future meetings starting in the new year would be held at Eastern Flank.

Report of President and CEO/ Chairman's Report

Ms. Henry was ill and unable to attend. The Chairman did not have an additional report to share.

ADJOURN

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

The next regularly scheduled meeting will be Tuesday, February 4th at 4:00 PM in the Eastern Flank Event Facility.



John Schroer, Chairman

