

**FRANKLIN TRANSIT AUTHORITY
MINUTES OF BOARD MEETING
Monday, September 23, 2013 – 7:30 AM**

The Franklin Transit Authority met on Monday, September 23, 2013 at 7:30 am
708 Columbia Ave. Franklin, TN

Members present

Preston Elliott, Chair
Pearl Bransford
Bob Horner
Dale Thomas, Vice Chairman
Hays Waldrop
Nancy Fletcher-Blume

Others Present

Debbie Henry, The TMA Group
Kelly Bair, The TMA Group
Laing McCullough, The TMA Group
Stanton Higgs, The TMA Group
Diane Thorne, The TMA Group
Kevin Comstock, City of Franklin
Kristin Corn, City of Franklin

1. Call to Order

Vice Chairman Thomas called the meeting to order.

2. Roll Call/Confirm Quorum

Vice Chairman Thomas confirmed that there was a quorum.

3. Public Comments

This portion of the agenda is for members of the public to directly address the FTA on any items not on the agenda and within the jurisdiction of the Authority. Comments are limited to three minutes per speaker. The Authority will hear all communication but will not take any action on items that are not on the Agenda.

CONSENT CALENDAR

4. Minutes of August 15, 2013 Regular Meeting Minutes (ITEM #4)
Vice Chairman Thomas called to approve the minutes of the August 15, 2013 regular meeting; Mr. Bob Horner motioned, Ms. Pearl Bransford seconded the motion. Motion carried unanimously.

OLD BUSINESS

5. Year-to-Date Financial Statement and Summary (ITEM #5)

Ms. Henry presented the year to date August 31, 2013 financial statements to the Authority, noting that FY14 is tracking well; 15% revenues, 13% expenses. Chairman Preston Elliott called for acceptance of the financial report. *Ms. Nancy Fletcher-Blume motioned, Mr. Hays Waldrop seconded the motion. Motion carried unanimously.*

6. Transit Report (ITEM #6)

Ms. Henry reported the ridership. Ridership and Fare Box continues to rise. Ms. Henry also informed the Authority of Holly Trolley sales starting November 4, 2013. Chairman Preston Elliott called for acceptance of the transit report. *Mr. Dale Thomas motioned, Mr. Bob Horner seconded the motion. Motion carried unanimously.*

NEW BUSINESS

7. Consideration of Updated Procurement Policies

(BAI 09-19-13-7)

Ms. Henry presented the updated Procurement Policies. Chairman Elliott questioned the definitions of "Executive Director" and "staff" as the Transit Authority does not have either. Ms. Kristin Corn, Authority Attorney, proposed amending the Policies to include definitions. Chairman Preston Elliott called for acceptance of the updated procurement policies, as amended. *Ms. Pearl Bransford motioned, Mr. Dale Thomas seconded the motion. Motion carried unanimously.*

8. Consideration of Development of Updated Operating Plan

(BAI 09-19-13-8)

Ms. Henry reminded the Authority on the upcoming Triennial Review conducted by Federal Transit Administration, to be held October 30-31. An updated Operating Plan is needed as changes in routes, fleet, communications, and maintenance contractors have been made since the last update of 2010. Chairman Preston Elliott called for acceptance of the transit report. *Mr. Hays Waldrop motioned, Ms. Nancy Fletcher-Blume seconded the motion. Motion carried unanimously.*

OTHER BUSINESS

9. Report of Executive Director

Ms. Henry informed the Authority of forthcoming contract with TDOT for FY14 Operating Assistance. Ms. Henry once again reminded the Authority of the June 30, 2014 expiration date for the Franklin Transit Authority/TMA Group operating contract. The City of Franklin will be leading the Authority through this process.

Mr. Kevin Comstock discussed with the Authority the process of bidding out operations and service in 2009, and the difference in a Request for Qualifications (RFQ), which does not entail price, and a Request for Proposals (RFP), which does look at price. Chairman Elliott requested the 2014 contract be a multi-year contract with extensions, if allowable by Federal laws.

10. Adjourn

Preston Elliott, Chairman