

**FRANKLIN TRANSIT AUTHORITY
MINUTES OF BOARD MEETING
Thursday, January 16, 2014 – 3:30 pm**

The Franklin Transit Authority met on Thursday, January 23, 2014 at 3:30 pm
708 Columbia Ave. Franklin, TN

Members present

Preston Elliott, Chair
Pearl Bransford
Nancy Williams
Dale Thomas
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
Kristin Corn, City of Franklin
Deb Varallo, Varallo Public Relations

1. Call to Order

Chairman Elliott called the meeting to order.

2. Roll Call/Confirm Quorum

Chairman Elliott 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 September 23, 2013 Regular Meeting Minutes (ITEM #4)
Chairman Elliott called to approve the minutes of the September 23, 2013 regular meeting; Ms. Pearl Bransford motioned, Mr. Hays Waldrop 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 November 30, 2013 financial statements to the Authority, noting that FY14 is on target, but in November there were three pay periods, overtimes, and holiday pay. Chairman Preston Elliott called for acceptance of the financial report. *Mr. Dale Thomas motioned, Ms. Nancy Fletcher-Blume seconded the motion. Motion carried unanimously.*

6. Transit Report (ITEM #6)

Ms. Henry reported the ridership. Fare Box Revenues continues to rise, with December being best month to date. Ms. Henry also informed the Authority operating cost and passenger costs are running less, more efficient. Chairman Preston Elliott called for acceptance of the transit

report. *Mr. Dale Thomas motioned, Ms. Nancy Fletcher-Blume seconded the motion. Motion carried unanimously.*

NEW BUSINESS

7. Acknowledgement of Transit Center Preventive Maintenance Plan (BAI 01-16-14-7)

Ms. Henry presented the Transit Center Preventive Maintenance Plan. This plan is to ensure proper maintenance of USDOT funded properties. She noted this document will be a living document that changes as necessary. Chairman Preston Elliott called for acceptance of the Transit Center Maintenance Plan. *Mr. Hays Waldrop motioned, Mr. Dale Thomas seconded the motion. Motion carried unanimously.*

8. Community Outreach Report Deb Varallo

Ms. Varallo updated the Authority on the Girls Scout Patch approved in 2013. There has been national attention as Franklin Transit Authority is the first public transportation patch available for Girl Scouts. Ms. Henry informed the Authority of one Daisy troop that has already visited, with Junior Troop scheduled for January 27. Looking forward to 2014, Ms. Varallo plans on more publicity, education, and customer surveys.

OTHER BUSINESS

9. Report of Executive Director

a. Triennial Review Update: Ms. Henry thanked the TMA staff for their worked, and promised to be a stronger service because of the review. There were 9 findings, many which have already been cleared, but staff is working with Federal Transit on three remaining items- ADA. Title VI, Subrecipient Oversight.

b. Holly Trolley Updated: Ms. Henry informed the Authority of a complete sell out for Holly Trolley this year, a total of 967 seats.

c. Meeting Schedule: Ms. Henry suggested a monthly Authority meeting until Transit Service Contract is complete.

10. Transit Contract Discussion – Chairman Preston Elliott, Authority members and COF Legal

The upcoming expiration of the contract for transit services was discussed and it was voted to request City staff to begin the process of the issuance of a request for qualifications or request for proposals. The vote was unanimous.

11. Adjourn

Preston Elliott, Chairman