

**CHATTANOOGA AREA REGIONAL TRANSPORTATION AUTHORITY  
AND  
THE CHATTANOOGA PARKING AUTHORITY  
BOARD MEETING AGENDA**

**August 17, 2023**

**CALL TO ORDER**

**QUORUM CALL**

**INVOCATION**

**ADOPTION OF MINUTES**

**OPERATING REPORTS:**

**Finance and compliance Committee Report:** Patricia McKoy

- Financial Report: Sonja Sparks
- Statistical Report: Philip Pugliese

**HR and Workforce Relations Committee Report:** Charita Allen

- Staffing Updates: Jeff Smith

**Revenue Committee Report:** Corey Evatt

**Compensation Committee Report:** Arcie Reeves

**Operations Committee Report:** Johan de Nysschen

- Multimodal Transportation Center Study Presentation: Phil Pugliese

**Procurement Committee Report:** Jenny Park

**Action needed:**

- \$.50 charge by the Town of Lookout Mountain as a “payment in lieu of taxes.”

**New Business:**

- Regional Planning Agency: update on the city-wide plan which involves transportation.
- Introduction to CARTA's Agency Safety Plan: Cyndi Bonds.
- See Rock City revenue opportunities: Doug Chapin, President, CEO.

**CARTA**  
**Variance Report**  
**For the One Month Ending Monday, July 31, 2023**

	MONTHLY ACTUAL	MONTHLY BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
<b>TRANSIT</b>						
Revenues	\$1,384,074	\$1,347,814	\$36,260	\$1,384,074	\$1,347,814	\$36,260
Expenses	1,211,257	1,434,111	(222,854)	1,211,257	1,434,111	(222,854)
<b>NET</b>	<b>172,817</b>	<b>(86,297)</b>	<b>259,114</b>	<b>172,817</b>	<b>(86,297)</b>	<b>259,114</b>
<b>SHUTTLE</b>						
Revenues	\$262,811	\$226,935	\$35,875	\$262,811	\$226,935	\$35,875
Expenses	184,306	216,931	(32,625)	184,306	216,931	(32,625)
<b>NET</b>	<b>78,505</b>	<b>10,004</b>	<b>68,500</b>	<b>78,505</b>	<b>10,004</b>	<b>68,500</b>
<b>INCLINE</b>						
Revenues	\$416,361	\$415,173	\$1,188	\$416,361	\$415,173	\$1,188
Expenses	214,573	213,314	1,259	214,573	213,314	1,259
<b>NET</b>	<b>201,789</b>	<b>201,859</b>	<b>(70)</b>	<b>201,789</b>	<b>201,859</b>	<b>(70)</b>
<b>CARE-A-VAN</b>						
Revenues	\$79,850	\$80,849	(\$999)	\$79,850	\$80,849	(\$999)
Expenses	246,405	211,797	34,609	246,405	211,797	34,609
<b>NET</b>	<b>(166,556)</b>	<b>(130,948)</b>	<b>(35,607)</b>	<b>(166,556)</b>	<b>(130,948)</b>	<b>(35,607)</b>
<b>PARKING</b>						
Revenues	\$341,709	\$299,558	\$42,151	\$341,709	\$299,558	\$42,151
Expenses	181,900	202,944	(21,044)	181,900	202,944	(21,044)
<b>NET</b>	<b>159,808</b>	<b>96,614</b>	<b>63,194</b>	<b>159,808</b>	<b>96,614</b>	<b>63,194</b>
<b>CARTA - Total</b>						
Revenues	\$2,484,804	\$2,370,328	\$114,476	\$2,484,804	\$2,370,328	\$114,476
Expenses	2,038,441	2,279,096	(240,655)	2,038,441	2,279,096	(240,655)
<b>NET</b>	<b>446,363</b>	<b>91,232</b>	<b>355,131</b>	<b>446,363</b>	<b>91,232</b>	<b>355,131</b>

**JULY 2023 PARKING REPORT**

	<u>Meters</u>	<u>Shuttle</u>	<u>Lots</u>	<u>Garages</u>
Revenues	\$ 134,704.00	\$ -	\$ 138,086.00	\$ 161,613.00
Enforcement	\$ 92,219.00	\$ -	\$ -	\$ -
Donations	\$ -	\$ 1,092.00	\$ -	\$ -
Advertising	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ 800.00	\$ -	\$ 4,844.00
Fed/State Grants	\$ -	\$ 94,462.00	\$ -	\$ -
<b>Total Revenue</b>	<b>\$ 226,923.00</b>	<b>\$ 96,354.00</b>	<b>\$ 138,086.00</b>	<b>\$ 166,457.00</b>
Onstreet Enforcement Expenses	\$ 171,968.00	\$ -	\$ -	\$ -
Shuttle Expenses	\$ -	\$ 140,883.00	\$ -	\$ -
Lot Expense	\$ -	\$ -	\$ 27,358.00	\$ -
Garage Expense	\$ -	\$ -	\$ -	\$ 43,423.00
<b>Total Expense</b>	<b>\$ 171,968.00</b>	<b>\$ 140,883.00</b>	<b>\$ 27,358.00</b>	<b>\$ 43,423.00</b>
<b>Net Revenue</b>	<b>\$ 54,955.00</b>	<b>\$ (44,529.00)</b>	<b>\$ 110,728.00</b>	<b>\$ 123,034.00</b>
<b>Net Meters &amp; Shuttle</b>	<b>\$ 10,426.00</b>			
<b>Total Parking</b>	<b>\$ 244,188.00</b>			

NOTE: Meters and Shuttle are combined because expenses of both are recognized as parking expenses by city code.

meter expense = management expense, rent expense, salaries, meetings, travel, bank and c.c. fees, taxes, property insurance, etc.

garage fees = management fees plus security fees plus insurance

Incline lot revenue and expenses are reported in Incline which will create a difference

**Chattanooga Area Regional Transportation Authority**  
**Statistical Report**  
**For the Period Ending July 31, 2023**

	<u>This Month</u>	<u>Month YR Ago</u>	<u>YTD</u>	<u>Prior YTD</u>
<b><u>TRANSIT</u></b>				
Ridership	74,276	74,023	74,276	74,023
Weekday Average - with Mocs	2,969	2,985	2,969	2,985
Weekday Average - without Mocs	2,969	2,985	2,969	2,985
Saturday Average	2,151	2,069	2,151	2,069
Sunday Average	827	797	827	797
Miles	149,624	130,747	149,624	130,747
Passengers/Mile	0.50	0.57	0.50	0.57
Accidents	0	1	0	1
Operating Cost/Rider	9.87	10.24	9.87	10.24
<b><u>SHUTTLE</u></b>				
Ridership	26,139	20,392	26,139	20,392
Weekday Average	861	654	861	654
Saturday Average	1,078	869	1,078	869
Sunday Average	536	461	536	461
Miles	13,410	13,370	13,410	13,370
Passengers/Mile	1.95	1.53	1.95	1.53
Accidents	1	0	1	0
Operating Cost/Rider	2.79	3.18	2.79	3.18
<b><u>INCLINE</u></b>				
Ridership	82,151	70,507	82,151	70,507
Net Revenue/Passenger	2.46	2.97	2.46	2.97
Days Down	0	0	0	0
<b><u>CARE-A-VAN</u></b>				
Ridership	3,985	3,909	3,985	3,909
Miles	47,248	44,385	47,248	44,385
Turndowns	0	0	0	0
Accidents	0	2	0	2
Operating Cost/Rider	47.92	42.80	47.92	42.80
Passengers/Hour	1.24	1.26	1.24	1.26
<b><u>TOTAL CARTA</u></b>				
<b>Ridership</b>	<b>186,551</b>	<b>168,831</b>	<b>186,551</b>	<b>168,831</b>

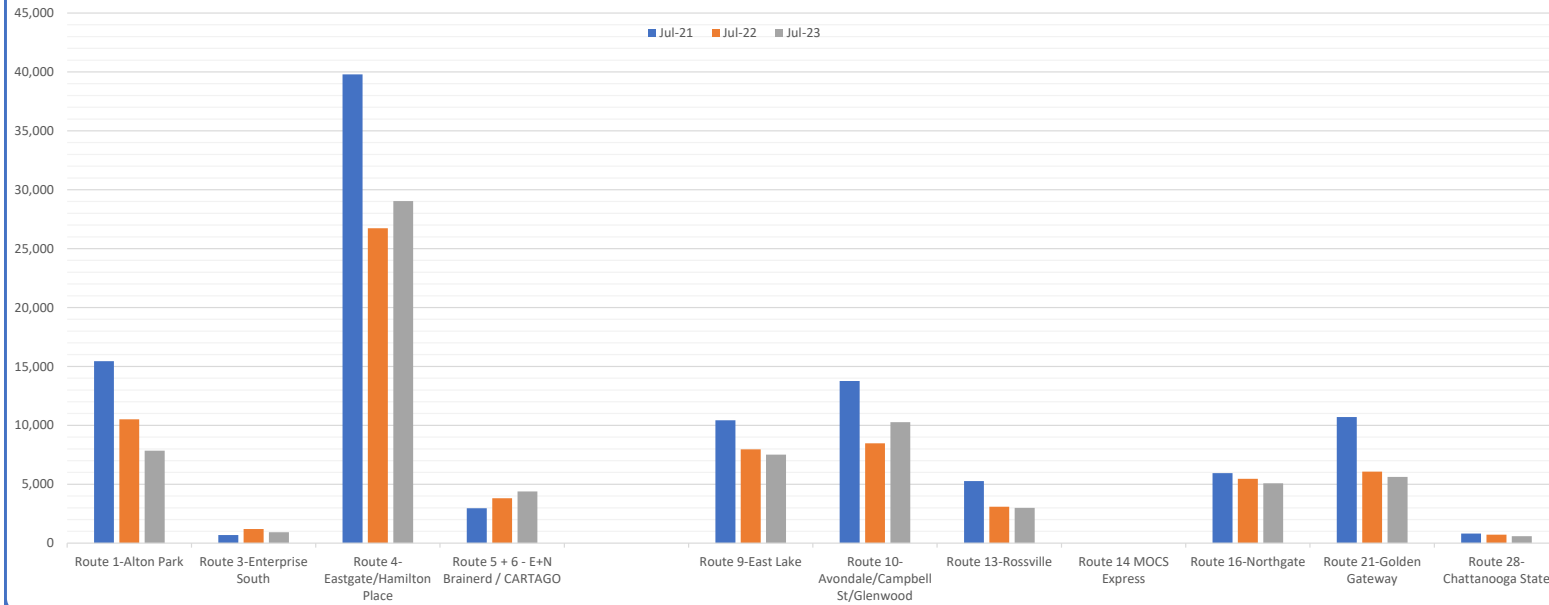
**\* Notes to the Statistical Report:**

North Shore Shuttle	2,662	2,212	2,662	2,212
MOCS Express	0	0	0	0
Bicycles Carried	1,378	1,497	1,378	1,497
Wheelchairs Carried	1,236	1,473	1,236	1,473
St.Elmo/Incline	2,338	1,219	2,338	1,219

Days of Operation Transit

Number of Weekdays	20	20
Number of Saturdays	5	5
Number of Sundays	5	5
	<u>30</u>	<u>30</u>

### Year to Year comparison of ridership by route July 2021/July 2022/July 2023



	Jul-21	Jul-22	Jul-23
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<b>Route 1-Alton Park</b>	15,439	10,509	7,850
<b>Route 3-Enterprise South</b>	690	1,192	933
<b>Route 4-Eastgate/Hamilton Place</b>	39,788	26,731	29,045
<b>Route 5 + 6 - E+N Brainerd / CARTAGO</b>	2,955	3,816	4,391
<b>Route 9-East Lake</b>	10,435	7,963	7,519
<b>Route 10-Avondale/Campbell St/Glenwood</b>	13,765	8,472	10,264
<b>Route 13-Rossville</b>	5,262	3,091	2,986
<b>Route 14 MOCS Express</b>	0	0	0
<b>Route 16-Northgate</b>	5,939	5,462	5,076
<b>Route 21-Golden Gateway</b>	10,695	6,065	5,622
<b>Route 28-Chattanooga State</b>	819	722	590

Totals: 105,787 74,023 74,276

Year to Year comparison of ridership by route  
Difference July 2022/July 2021- July 2023/July 2022



	Difference 2022/2021	Difference 2023/2022
Route 1-Alton Park	-4,930	-2,659
Route 3-Enterprise South	502	-259
Route 4-Eastgate/Hamilton Place	-13,057	2,314
Route 5 + 6 - E+N Brainerd / CARTAGO	861	575
	0	0
Route 9-East Lake	-2,472	-444
Route 10-Avondale/Campbell St/Glenwood	-5,293	1,792
Route 13-Rossville	-2,171	-105
Route 14 MOCS Express	0	0
Route 16-Northgate	-477	-386
Route 21-Golden Gateway	-4,630	-443
Route 28-Chattanooga State	-97	-132

-31764

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**MINUTES OF THE BOARD OF DIRECTORS MEETING OF**  
**THE CHATTANOOGA AREA REGIONAL TRANSPORTATION AUTHORITY**

**AND**

**THE CHATTANOOGA PARKING AUTHORITY**

**July 20, 2023**

The regular meeting of the Board of Directors of the Chattanooga Area Regional Transportation Authority (ARTA) and the Chattanooga Parking Authority was held Thursday, July 20, 2023, starting at 9:00 a.m., at the Board Building, 1617B Wilcox Blvd. Chattanooga, TN 37406. The meeting was held in accordance with Section 4, Paragraphs 1 and 2 of the ordinances creating the Authority and pursuant to the notice advertised in the Chattanooga Times Free Press on July 2, 2023. The following Board members were in attendance and constituted a quorum: Johan de Nysschen, Chairman; Evann Freeman, Vice Chairman; Patricia McKoy, Treasurer; Arcie Reeves, Secretary; Corey Evatt, LeAndrea Sanderfur, Daniela Peterson, and Bill Nye. The following persons were also in attendance: Jeff Smith, interim Executive Director; Sonja Sparks, Chief Financial Officer; Philip Pugliese, Transportation System Planner; Allen McCallie, Legal Counsel, Miller & Martin; Rachael Ruiz, Legal Counsel, Miller & Martin; Dena Franklin, A/P Administrator; Starla Reidel, Payroll & A/R Administrator; and various media and guests. At Mr. Nysschen's request, Mr. Allen McCallie called the meeting to order and declared a quorum present. Mr. McCallie then called on Ms. McKoy to give the invocation.

Mr. McCallie stated that all members had been sent a copy of the June 15, 2023, Board meeting minutes and asked if there were any additions or corrections. There being no questions

or corrections, a motion was made by Mr. Nysschen, and seconded by Ms. McKoy, followed by a vote to approve the minutes. The motion was unanimously approved.

Mr. Nysschen next called on Ms. McKoy to give an update from the Finance and Compliance Committee. Ms. McKoy reported that the Committee members are analyzing the budget with respect to repetitive maintenance costs and CARTA's software to improve overall efficiency.

Mr. McCallie next reminded the Board that there were no financial reports due to the year-end audit. Ms. Sparks informed the Board that CARTA's audit will begin the first week of September.

Mr. McCallie next called on Mr. Pugliese to present the Statistical Report. On a year-to-year comparison for June, Transit ridership was up 3.1%; Shuttle ridership was up 15.4%; Incline ridership was up 15%; and Care-A-Van ridership was up 3%, with zero (0) turndowns. North Shore Shuttle ridership was down .03%; the number of bicycles carried was up 3.8%; and the number of wheelchairs carried was down 39%. Regarding Preventable Accidents for the month, Transit and Care-A-Van each had two (2) and Shuttle had zero (0).

Mr. McCallie asked if there were any additional comments or questions regarding the Statistical Report. There being none, a motion was made by Ms. McKoy, seconded by Mr. Evatt, and followed by a vote to accept the Statistical Report as information. The motion was unanimously approved.

Mr. McCallie next called on Ms. Reeves to give an update from the HR and the Workforce Relations Committee. Ms. Reeves reported that the Committee will be working on performance goals for CARTA leadership, merit-based salary increases, and an examination of lump sum payments.



Mr. McCallie next called on Mr. Smith to give a staffing update. Mr. Smith reported that CARTA has seventy-seven (77) full-time fixed-route drivers, with four (4) on leave, and since the last Board meeting three (3) fixed-route drivers retired. CARTA has hired six (6) fixed route drivers and is in the process of hiring three (3) Care-A-Van drivers.

Mr. McCallie next called on Mr. Evatt to give an update from the Revenue Committee. Mr. Evatt indicated that the Committee is still examining the following areas within CARTA: fares, parking rates, Incline ticket prices, advertising rates, and grants. Mr. Evatt reported that the Committee met with Doug Chapin of See Rock City Inc., who will attend next month's Board meeting.

Mr. McCallie next called on Ms. Reeves to give an update on the Compensation Committee. Ms. Reeves reported that there were no updates.

Mr. McCallie next called on Mr. Nysschen to give an update on the Operations Committee. Mr. Nysschen reported that the Committee would be meeting with CARTA's leadership team the following week to discuss different ways to improve the processes within the operations department.

Under "Action Needed," Mr. McCallie next called on Ms. Sparks to present the FY2024 budget and income statement comparison for fiscal year ending June 30, 2023. Ms. Sparks discussed the breakdown of the FY2024 budget and the changes from fiscal year 2023. CARTA has \$7,621,478 remaining from the American Rescue Plan funds that may be utilized through September 2029; however, if CARTA does not receive other funding sources, these funds will likely run out by 2027. The federal funds are formula-based using population density statistics from the Census, validated mileage, and transit service data from the National Transit Database. State operating funds are based on population numbers from the Census. CARTA receives local funds from the City of Chattanooga in the amount of \$5,800,000 and from Hamilton County in

the amount of \$105,200. Ms. Sparks went over the breakdown of the FY2024 capital budget funds of \$5,701,613, including bus maintenance, the Incline, and parking.

Mr. McCallie asked if there were any additional comments or questions regarding the FY2024 budget. There being none, a motion was made by Ms. McKoy, seconded by Mr. Evatt, and followed by a vote to accept the FY2024 budget. The motion was unanimously approved.

Under “New Business,” Mr. Smith next introduced Mr. Ed Koebel, CEO of Cavanaugh MacDonald Consulting, LLC to give a presentation on the Disability and Retirement Plan for CARTA and Local 1212 of the Amalgamated Transit Union. Mr. Koebel provided a summary of the pension plan and reported that the pension plan is working well for CARTA employees. He noted that the payout of the plan is based on the number of years of service to CARTA and the salary of the employee at the time of retirement. He reported that the market value return since 2022 was down 15.77% and the actual value return was 4.65% calculated over a five-year average of gains and losses. The funded status of the plan increased from 59.7% to 61.2% based on the actuarial value of assets. He also noted that the year 2023 marked the seventh year in a row showing an increase in funded status. Actuarially determined contribution for the 2024 fiscal year increased to approximately \$1.84 million. Last year the actuarially determine contribution was \$1.75 million. As of January 1, 2023, CARTA currently had 306 participants that were enrolled in the plan.

Mr. McCallie then reported that the Town of Lookout Mountain through negotiations with CARTA leadership, has requested that CARTA include a \$.50 payment in lieu of taxes on each roundtrip ticket purchased at the Incline. The \$.50 would be paid directly to the Town of Lookout Mountain to help cover fire and police protection from the Town and offset the loss of sales tax revenue that the Town previously collected from ticket sales at the Upper Station.

After further discussion, the action was deferred until the August Board meeting to allow the Board members to obtain additional information regarding the tax and Incline ridership.

There being no further business, a motion was made to adjourn, and the meeting was adjourned.