

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

September 21, 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

- On-street parking meter rate

Compensation Committee Report: Arcie Reeves

Operations Committee Report: Johan de Nysschen

- CARTA's Title VI Program presentation: Phil Pugliese

Procurement Committee Report: Jenny Park

Action needed:

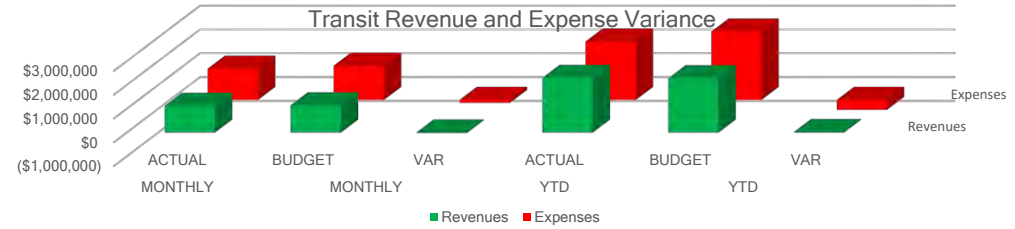
- Update the gendered language in the CARTA by-laws.
- Increasing the on-street parking meter rate.
- Resolution #599 verifying review and approval of the CARTA Title VI Program.
- Resolution #600 verifying consideration, awareness, and approval of the results of the CARTA Title VI monitoring program for 2023 update.

CARTA
Variance Report
For the Two Months Ending Thursday, August 31, 2023

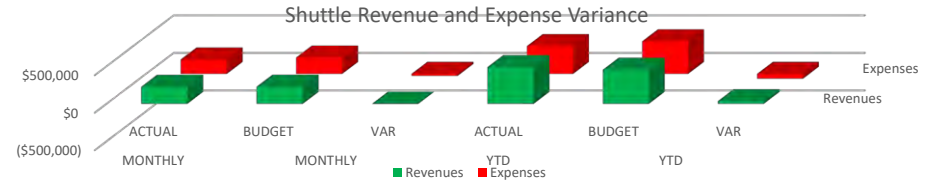
	MONTHLY ACTUAL	MONTHLY BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
TRANSIT						
Revenues	\$1,119,397	\$1,138,932	(\$19,535)	\$2,294,589	\$2,277,863	\$16,725
Expenses	1,312,424	1,434,111	(121,687)	2,452,334	2,868,222	(415,888)
NET	(193,027)	(295,179)	102,152	(157,745)	(590,358)	432,613
SHUTTLE						
Revenues	\$225,623	\$226,935	(\$1,312)	\$488,434	\$453,871	\$34,563
Expenses	190,946	216,931	(25,985)	370,199	433,862	(63,663)
NET	34,677	10,004	24,673	118,235	20,009	98,226
INCLINE						
Revenues	\$353,726	\$340,173	\$13,553	\$770,087	\$755,346	\$14,741
Expenses	248,166	213,314	34,852	454,500	426,628	27,872
NET	105,559	126,859	(21,300)	315,587	328,718	(13,131)
CARE-A-VAN						
Revenues	\$85,806	\$80,849	\$4,958	\$165,656	\$161,697	\$3,959
Expenses	256,836	211,797	45,039	489,268	423,594	65,675
NET	(171,030)	(130,948)	(40,082)	(323,612)	(261,897)	(61,716)
PARKING						
Revenues	\$322,445	\$299,558	\$22,887	\$664,154	\$599,116	\$65,038
Expenses	194,282	202,944	(8,662)	372,246	405,888	(33,642)
NET	128,164	96,614	31,550	291,908	193,228	98,680
CARTA - Total						
Revenues	\$2,106,997	\$2,086,446	\$20,550	\$4,382,919	\$4,247,893	\$135,026
Expenses	2,202,654	2,279,096	(76,442)	4,138,546	4,558,193	(419,646)
NET	(95,658)	(192,650)	96,992	244,372	(310,300)	554,672

CARTA
Variance Report
For the Two Months Ending Thursday, August 31, 2023

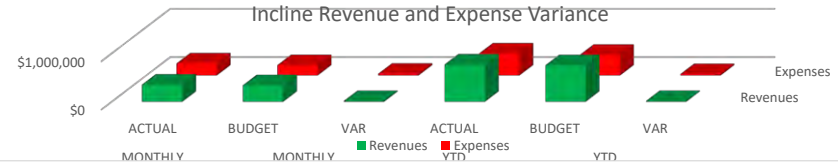
	MONTHLY ACTUAL	MONTHLY BUDGET	VAR	VAR(%)	YTD ACTUAL	YTD BUDGET	VAR	VAR(%)
TRANSIT								
Revenues	\$1,119,397	\$1,138,932	(\$19,535)	-1.7%	\$2,294,589	\$2,277,863	\$16,726	0.7%
Expenses	1,312,424	1,434,111	(\$121,687)	-9.3%	2,452,334	2,868,222	(\$415,888)	-17.0%
NET	(193,027)	(295,179)	\$102,152		(157,745)	(590,359)	\$432,614	



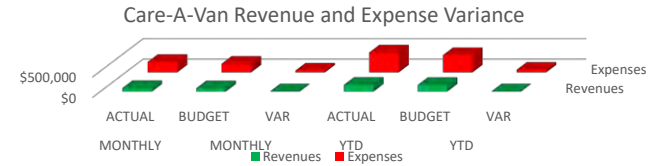
SHUTTLE								
Revenues	\$225,623	\$226,935	(\$1,312)	-0.6%	\$488,434	\$453,871	\$34,563	7.1%
Expenses	190,946	216,931	(\$25,985)	-13.6%	370,199	433,862	(\$63,663)	-17.2%
NET	34,677	10,004	\$24,673		118,235	20,009	\$98,226	



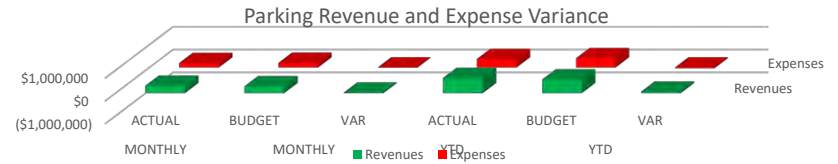
INCLINE								
Revenues	\$353,726	\$340,173	\$13,553	3.8%	\$770,087	\$755,346	\$14,741	1.9%
Expenses	248,166	213,314	\$34,852	14.0%	454,500	426,628	\$27,872	6.1%
NET	105,560	126,859	(\$21,299)		315,587	328,718	(\$13,131)	



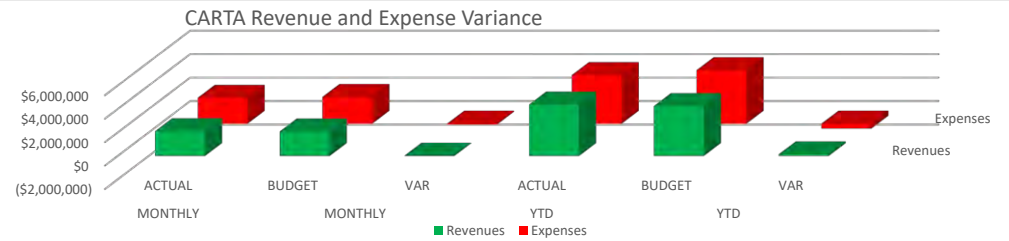
CARE-A-VAN								
Revenues	\$85,806	\$80,849	\$4,957	5.8%	\$165,656	\$161,697	\$3,959	2.4%
Expenses	256,836	211,797	\$45,039	17.5%	489,268	423,594	\$65,674	13.4%
NET	(171,030)	(130,948)	(\$40,082)		(323,612)	(261,897)	(\$61,715)	



PARKING								
Revenues	\$322,445	\$299,558	\$22,887	7.1%	\$664,154	\$599,116	\$65,038	9.8%
Expenses	194,282	202,944	(\$8,662)	-4.5%	372,246	405,888	(\$33,642)	-9.0%
NET	128,163	96,614	\$31,549		291,908	193,228	\$98,680	



CARTA - Total								
Revenues	\$2,106,997	\$2,086,446	\$20,551	1.0%	\$4,382,919	\$4,247,893	\$135,026	3.1%
Expenses	2,202,654	2,279,096	(\$76,442)	-3.5%	4,138,546	4,558,193	(\$419,647)	-10.1%
NET	(95,657)	(192,650)	\$96,993		244,373	(310,300)	\$554,673	



AUGUST 2023 PARKING REPORT

	<u>Meters</u>	<u>Shuttle</u>	<u>Lots</u>	<u>Garages</u>
Revenues	\$ 153,998.00	\$ -	\$ 91,784.00	\$ 125,354.00
Enforcement	\$ 88,049.00	\$ -	\$ -	\$ -
Donations	\$ -	\$ 906.00	\$ -	\$ -
Advertising	\$ -	\$ -	\$ -	\$ -
Rental	\$ -	\$ 800.00	\$ -	\$ 4,101.00
Fed/State Grants	\$ -	\$ 94,462.00	\$ -	\$ -
Total Revenue	\$ 242,047.00	\$ 96,168.00	\$ 91,784.00	\$ 129,455.00
Onstreet Enforcement Expenses	\$ 183,597.00	\$ -	\$ -	\$ -
Shuttle Expenses	\$ -	\$ 151,600.00	\$ -	\$ -
Lot Expense	\$ -	\$ -	\$ 12,254.00	\$ -
Garage Expense	\$ -	\$ -	\$ -	\$ 39,346.00
Total Expense	\$ 183,597.00	\$ 151,600.00	\$ 12,254.00	\$ 39,346.00
Net Revenue	\$ 58,450.00	\$ (55,432.00)	\$ 79,530.00	\$ 90,109.00
Net Meters & Shuttle	\$ 3,018.00			
Total Parking	<u>\$ 172,657.00</u>			

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 August 31, 2023

	<u>This Month</u>	<u>Month YR</u> <u>Ago</u>	<u>YTD</u>	<u>Prior YTD</u>
<u>TRANSIT</u>				
Ridership	86,505	84,969	160,781	158,992
Weekday Average - with Mocs	3,247	3,189	3,118	3,094
Weekday Average - without Mocs	3,162	3,070	3,072	3,030
Saturday Average	2,159	2,121	2,155	2,092
Sunday Average	794	784	813	792
Miles	165,749	143,125	315,373	273,872
Passengers/Mile	0.52	0.59	0.51	0.58
Accidents	3	1	3	2
Operating Cost/Rider	9.15	9.68	9.28	9.94
<u>SHUTTLE</u>				
Ridership	22,930	18,821	49,069	39,213
Weekday Average	754	632	805	643
Saturday Average	949	760	1,021	820
Sunday Average	450	310	497	394
Miles	15,569	13,101	28,979	26,471
Passengers/Mile	1.47	1.44	1.69	1.48
Accidents	0	0	1	0
Operating Cost/Rider	3.20	3.47	2.93	3.32
<u>INCLINE</u>				
Ridership	33,481	38,473	115,632	108,980
Net Revenue/Passenger	3.15	3.94	2.73	3.31
Days Down	0	0	0	0
<u>CARE-A-VAN</u>				
Ridership	4,768	4,360	8,753	8,269
Miles	55,602	49,139	102,850	93,524
Turndowns	1	0	1	0
Accidents	0	1	0	3
Operating Cost/Rider	44.19	42.32	44.91	42.55
Passengers/Hour	1.26	1.30	1.25	1.28
<u>TOTAL CARTA</u>				
Ridership	147,684	146,623	334,235	315,454

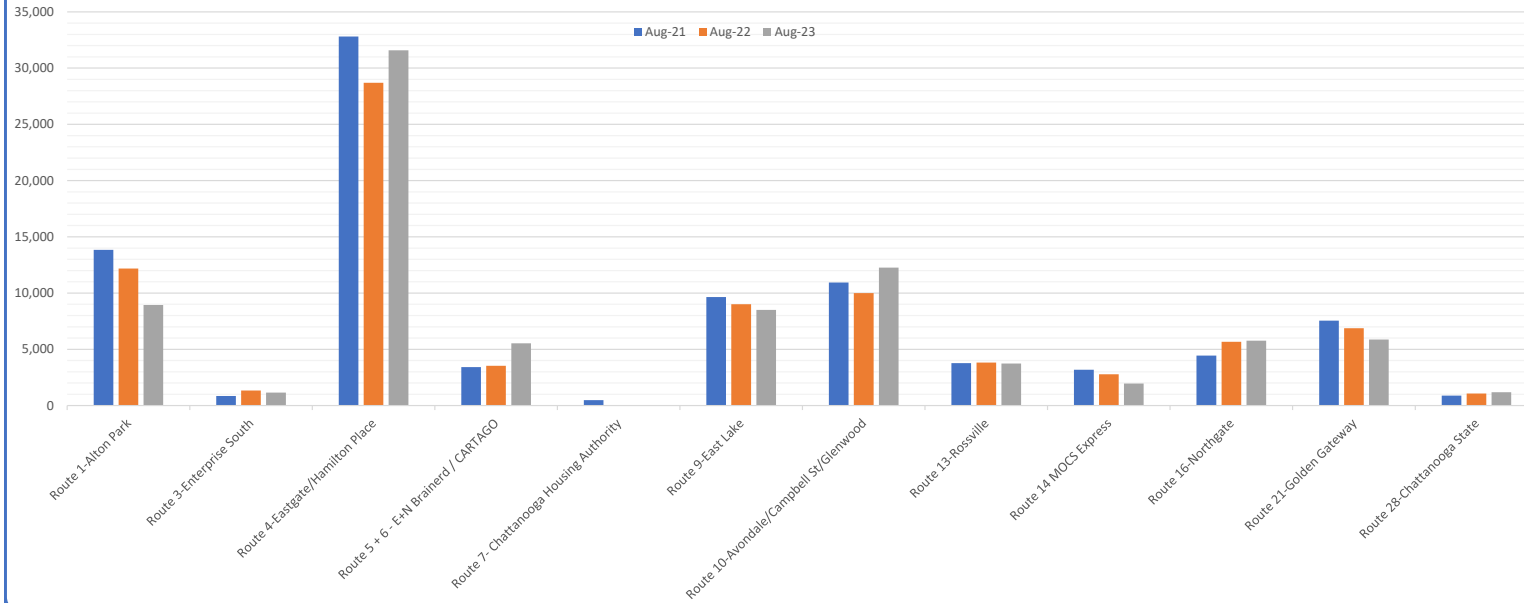
*** Notes to the Statistical Report:**

North Shore Shuttle	2,804	2,495	5,466	4,707
MOCS Express	1,963	2,746	1,963	2,746
Bicycles Carried	1,750	1,781	3,128	3,278
Wheelchairs Carried	1,520	1,770	2,756	3,243
St.Elmo/Incline	2,197	1,276	4,535	2,495

Days of Operation Transit, Care-A-Van, Incline, Shuttle

Number of Weekdays	23	23
Number of Saturdays	4	4
Number of Sundays	4	4
	<u>31</u>	<u>31</u>

Year to Year comparison of ridership by route August 2021/August 2022/August 2023



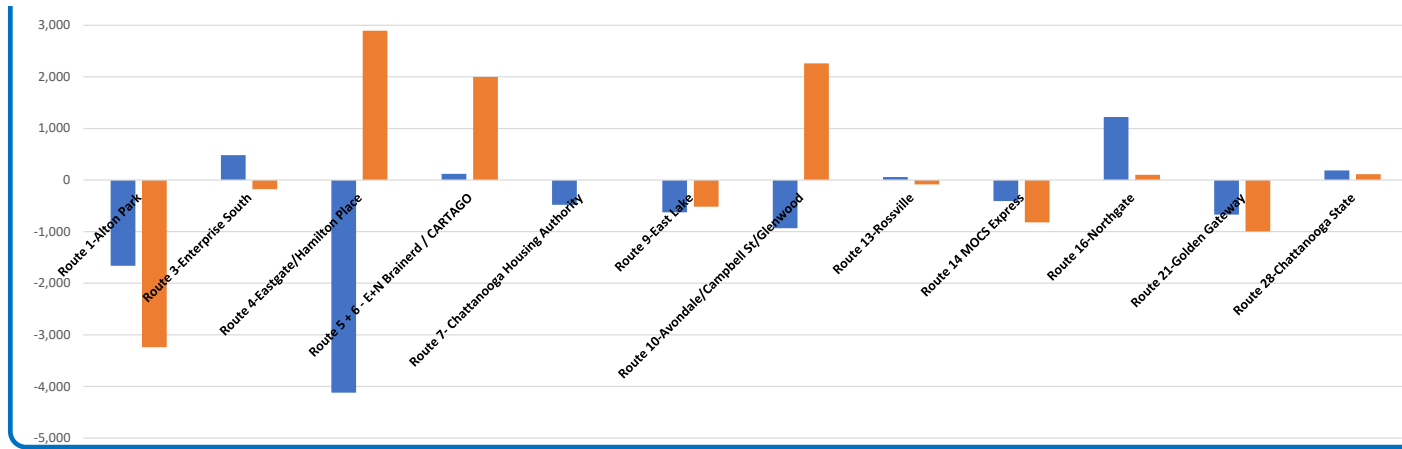
	Aug-21	Aug-22	Aug-23
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Route 1-Alton Park	13,839	12,176	8,937
Route 3-Enterprise South	851	1,335	1,159
Route 4-Eastgate/Hamilton Place	32,813	28,693	31,588
Route 5 + 6 - E+N Brainerd / CARTAGO	3,418	3,537	5,534
Route 7- Chattanooga Housing Authority	479	0	0
Route 9-East Lake	9,642	9,016	8,501
Route 10-Avondale/Campbell St/Glenwood	10,934	9,999	12,259
Route 13-Rossville	3,763	3,821	3,735
Route 14 MOCs Express	3,191	2,785	1,963
Route 16-Northgate	4,449	5,671	5,774
Route 21-Golden Gateway	7,541	6,870	5,875
Route 28-Chattanooga State	879	1,066	1,180

Totals: 91,799 84,969 86,505

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





	Difference 2022/2021	Difference 2023/2022
Route 1-Alton Park	-1,663	-3,239
Route 3-Enterprise South	484	-176
Route 4-Eastgate/Hamilton Place	-4,120	2,895
Route 5 + 6 - E+N Brainerd / CARTAGO	119	1,997
Route 7- Chattanooga Housing Authority	-479	0
Route 9-East Lake	-626	-515
Route 10-Avondale/Campbell St/Glenwood	-935	2,260
Route 13-Rossville	58	-86
Route 14 MOCs Express	-406	-822
Route 16-Northgate	1,222	103
Route 21-Golden Gateway	-671	-995
Route 28-Chattanooga State	187	114

-6830 1,536

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

AND

THE CHATTANOOGA PARKING AUTHORITY

August 17, 2023

The regular meeting of the Board of Directors of the Chattanooga Area Regional Transportation Authority (CARTA) and the Chattanooga Parking Authority was held Thursday, August 17, 2023, starting at 10:00 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 August 6, 2023. The following Board members were in attendance and constituted a quorum: Johan de Nysschen, Chairman; Evann Freeman, Vice Chairman; Patricia McKoy, Treasurer; Charita Allen, Corey Evatt, Bill Nye, Stephen Culp, Jenny Parks, Daniela Peterson, and LeAndrea Sanderfur. The following persons were also in attendance: Jeff Smith, interim Executive Director; Sonja Sparks, Chief Financial Officer; Philip Pugliese; Transportation System Planner; Rachael Ruiz, Legal Counsel, Miller & Martin; Dena Franklin, Payroll & A/R Administrator; Starla Reidel, Human Resource Coordinator; and various media and guests. At Mr. de Nysschen's request, Ms. Rachael Ruiz called the meeting to order and declared a quorum present. Ms. Ruiz then called on Ms. McKoy to give the invocation.

Ms. Ruiz stated that all members had been sent a copy of the July 20, 2023, Board meeting minutes and asked if there were any additions or corrections. Mr. Evatt requested a review and revision of the minutes to provide additional details regarding the prior month's

discussion surrounding the Town of Lookout Mountain's request for a payment in lieu of taxes on ticket sales at the Upper Station. At Mr. de Nysschen's suggestion, the review of the minutes was moved to the end of the agenda for further discussion. Mr. de Nysschen next requested a change to the sequence of agenda items to allow for presentations by guests. There were no objections.

Mr. de Nysschen welcomed Mr. Walker Jones, Mayor of the Town of Lookout Mountain, Tennessee. Mr. Jones requested confirmation that the Board received the previously requested financial information provided by the Town. Mr. de Nysschen confirmed it had been distributed. Mr. Jones reported that the Town lost approximately \$108,000 annually due to the unintended consequences of CARTA's business model change that restructured parking and ticket sales from the Upper Station located within the city limits of the Town. Mr. Jones also reported that the Hall Income Tax was phased out in 2021, and that this revenue previously accounted for thirty percent (30%) of the Town's budget. Mr. Jones further reported that to assist with offsetting revenue losses property taxes had been raised from \$1.88 per \$100 of assessed valuation to \$2.15 per \$100 of assessed value. Mayor Jones answered questions regarding recent purchases and other questions from the members of the Board. Points and questions raised during the discussion included:

- Sales taxes presently generated from concession operations by See Rock City at the Upper Station total approximately \$27,000 per year;
- Though parking rates have been increased by the Town, overall parking revenue has fallen dramatically because tourists are no longer parking in large numbers to use the Incline from the Upper Station;
- The Town had added parking kiosks about 8 years ago, while the prior business model was in effect, with heavy usage of the spaces near the Incline;
- The Town maintains a contingency fund (rainy day fund) equivalent to about 60% of its annual budget;
- The Hall Income Tax was phased out by the State at about a 20% reduction each year until it was fully phased out;

- The Town has purchased two new police cars last year and one other the year before that;
- The Town purchased a new fire truck to replace its 26 year old truck with assistance from ARPA funding, at a cost of about \$680,000; and
- The Town's property tax rate is \$2.15 per \$100 of assessment, as compared to Chattanooga's rate of \$2.25 per \$100 dollars of assessment.

At the conclusion of Mr. Jones' presentation, Mr. de Nysschen summarized the facts and Mayor Walker's request. He then asked if there were any additional comments or questions regarding the payment in lieu of taxes action. There being none, a motion was made by Ms. Allen, seconded by Ms. Sanderfur, and followed by a roll call vote. Mr. de Nysschen, Mr. Freeman, Ms. Allen, and Ms. Sanderfur voted in favor; Mr. Evatt, Mr. Nye, Ms. Parks, and Ms. Peterson were opposed; and Mr. Culp and Ms. McKoy abstained. Ms. Ruiz stated that due to a tie vote, the action failed.

Under "New Business," Mr. de Nysschen next called on Ms. Karen Hunt with the Regional Planning Agency to present information on Plan Chattanooga. Ms. Hunt reported that the Regional Planning Agency is developing a comprehensive plan for all of Chattanooga and Hamilton County. The initiative includes anything effecting the growth of Chattanooga, including housing development, commercial development, natural resources, infrastructure, and transportation. Assisting the Regional Planning Agency are consultants from Planning Next from Columbus, Ohio. Ms. Hunt stated the current phase is analysis and that a public survey is accessible online at PlanChattanooga.org. Ms. Hunt and Mr. Michael Curtis, with Planning Next, provided information regarding the Plan Chattanooga survey. Board Members discussed how CARTA may be benefited by the Plan and what Board Members could do to assist with the initiative. There was discussion regarding survey accessibility on busses and surveys in languages other than English.

Under “New Business,” Mr. de Nysschen next called on Mr. Doug Chapin, President and CEO of See Rock City Inc. (SRC), to present on the relationship between SRC and the Incline. Mr. Chapin stated that he discussed potential mutually beneficial revenue generating opportunities with the Revenue Committee. Those opportunities include: (i) incorporating Incline marketing under SRC’s marketing department, (ii) renovating the Incline stations, and (iii) creating an immersive attraction experience. Mr. Chapin suggested utilizing PGAV Destinations as experienced master planners, who have been hired by SRC, and would thereby save CARTA money on travel expenses for the company representatives. Mr. Chapin stated a collaboration with SRC may allow for creative funding solutions and grant funding opportunities. Mr. Chapin next suggested themed shuttle services between the Mountain attractions to be provided by CARTA, as well as parking opportunities for the Incline parking lot in St. Elmo. At the conclusion of Mr. Chapin’s presentation, Mr. de Nysschen stated that the Incline should be viewed as an attraction with additional revenue opportunities available. Other Board Members noted that CARTA’s primary purpose is public transportation, not entertainment. Mr. de Nysschen requested that the Revenue Committee evaluate the opportunities presented by Mr. Chapin’s and provide proposals at next month’s meeting.

Mr. de Nysschen next called on Ms. McKoy to give an update from the Finance and Compliance Committee. Ms. McKoy requested that Mr. Nye read the minutes from the July 20, 2023, Committee meeting. Mr. Nye reported that the Finance and Compliance Committee met July 20, 2023, where it was brought to their attention that the FY24 payroll budget was advanced and allocated prior to July 20, 2023, Board meeting. Employees received FY24 merit salary increases on the July 13th paycheck. Mr. Nye next stated that during the meeting, the Finance and Compliance Committee requested from Mr. Smith and Ms. Sparks an explanation as to why the merit salaries were applied prior to the Board meeting, and proposals of good

sound business processes to prevent this from happening in the future. As of the date of the Board meeting, the Committee had not received the requested information, but the committee had received a list of the amounts and recipients. Mr. Nye requested a written plan by the close of business day on August 31, 2023. Mr. Nye next requested an audit on FY24 merit compensation and increases to review equity and fairness of merit allocations. Mr. Nye next requested a review of current consultants to determine whether CARTA is duplicating efforts with similar job duties. Mr. de Nysschen asked if Mr. Smith or Ms. Sparks had any comments or responses. Ms. Sparks requested that the Committee provide a list via email of the Committee's requests as they had not previously received specific requests from the Committee. Ms. Sparks advised a response would be provided by the date requested.

Mr. de Nysschen next called on Ms. Sparks to present the Financial Reports for July 2023. Ms. Sparks noted that overall, for the month, Care-A-Van ended with a net revenue deficit at month end, while Transit, Incline, Shuttle and Parking ended with a net revenue increase. Revenue for the month was \$2,484,804 compared to the budgeted \$2,370,328. Expenses were \$2,038,441 compared to a budgeted \$2,279,096 resulting in a net increase in income of \$446,363 and a net increase variance to budget of \$355,131.

Ms. Sparks next noted that Transit revenues were over budget by \$36,260 from an increase in passenger revenue of \$35,542. Transit expenses were under budget by \$222,854, due to a wage and benefit variance of \$131,635, arising from the budget for full staffing. Ms. Sparks noted that wage and benefits are budgeted equally over twelve months of the year. There are 26 pay periods annually resulting in two to three months containing 5 week pay periods. The wage increase of 2% scheduled to be effective January 1st, 2024 is included in the entire year. CARTA recognizes the amount in the over budget variance for the first six months of the fiscal year. CARTA budgets at the highest rate for union employees that have staggered rates

based on longevity. All these factors contribute to wage and benefit variances throughout the year.

Software maintenance was under budget at \$19,210 due to the timing of annual purchases. Fuel was under budget at \$22,679, CARTA budgeted \$3.02 per gallon for diesel. The actual price was \$2.75. Maintenance was under budget at \$19,745 during the month. This resulted in a monthly over budget variance in net income of \$259,114.

Shuttle revenues were over budget by \$35,875 due to increases in parking garage revenue at the North Lot. Shuttle expenses were under budget by \$32,625 due to a variance in wages and benefits of \$20,696. Maintenance was also under budget by \$3,713. The net income over budget variance for Shuttle revenue was \$68,500.

Incline revenues were over budget by \$1,188 due to an increase in passenger and parking lot revenue. Incline expenses were over budget \$1,259 due to over budget variance in wages. The net income under budget variance for the Incline was \$70. Care-A-Van revenue was under budget by \$999 due to a decrease in passenger revenue. Care-A-Van expenses were over budget by \$34,609 due to an over budget variance in wages and benefits in the amount of \$29,513 and maintenance of \$3,635. The net income over budget variance was \$35,607 for the month.

Parking revenues were over budget by \$42,151 due to an over budget variance in revenue at the Renaissance and Riverfront lots. The parking expense under budget variance of \$21,044 was due to a decrease in maintenance expenses. The net income over budget variance for parking was \$63,194.

From the breakout detail of the Parking Reports, Ms. Sparks noted that the combined parking meter and enforcement collections reflected net positive revenue of \$54,955 and shuttle cost of \$44,129. Net meters and net shuttle revenues together reflected a net positive of \$10,426,

and total net parking revenue for the month (including surface lot and garage revenues and expenses) reflected a positive net revenue of \$244,188.

Mr. de Nysschen next called Mr. Pugliese to present the Statistical Report. On a year-to-year comparison for July, Transit ridership was up .3%; Shuttle ridership was up 28.2%; Incline ridership was up 16.5%; and Care-A-Van ridership was up 1.9%, with zero (0) turndowns. North Shore Shuttle ridership was up 20.3%; the number of bicycles carried was down 7.9%; and the number of wheelchairs carried was down 16.1%. Regarding Preventable Accidents for the month, Transit and Care-A-Van each had zero (0) and Shuttle had one (1).

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

Ms. Ruiz next called on Mr. Smith to give a staffing update. Mr. Smith reported that since the last board meeting, CARTA has seventy-seven (78) full-time fixed-route drivers, four (4) in training, four (4) on workers compensation, and two (2) out on leave. CARTA has hired two (2) fixed route drivers with one (1) leaving the company.

Ms. Ruiz next called on Ms. Allen to give the update on HR and the Workforce Relations Committee. Ms. Allen reported that the committee met on August 3, 2023. Ms. Allen next reported that Greywolf executive search firm has finalized the job description, the requirements for the Executive Director position, and the candidate profile. Ms. Allen stated that Greywolf has been asked to post this job description on the CARTA website. Mr. de Nysschen advised that Greywolf provided two candidates for this position earlier in the week and he will request that Ms. Allen be included in Greywolf communications. Ms. Allen advised that legal counsel will be consulted regarding HR hiring and termination policies.

Ms. Ruiz next called on Mr. Evatt to give an update from the Revenue Committee. Mr. Evatt indicated that the Committee would provide a proposal on parking models for the Board to review at the next meeting, and if approved, could go into effect as early as October 1, 2023.

Ms. Ruiz next called on Mr. de Nysschen to give an update on the Operations Committee. Mr. de Nysschen noted that CARTA's operations are dependent on the outcome of the downtown transit facility discussion. Mr. de Nysschen requested moving forward with a site location search and called on Mr. Pugliese to provide the Transit Center Review presentation. Mr. Pugliese gave a presentation highlighting the history and challenges in creating a transit center for CARTA. He included proposals for Chattanooga locations and examples from other cities. Mr. de Nysschen next proposed that CARTA's leadership work closely with the city planners as the transit facility discussion continues. The Board Members agreed that they would advocate for the transit facility and the importance of public transportation.

Ms. Ruiz next called on Ms. Parks to provide an update on the Procurement Committee. Ms. Parks stated that CARTA staff meets monthly to discuss capital needs, and such meetings are open to Board members. She further advised that in lieu of attending, Board members can email her directly with any questions or concerns.

Ms. Ruiz inquired if there were any other business items that need to be addressed. Mr. Evatt advised that his request for adding additional detail to the minutes was no longer needed.

There being no questions or corrections, a motion was made by Ms. Parks, and seconded by Ms. McKoy, followed by a vote to approve the minutes. The motion was unanimously approved.

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

RESOLUTION NO. 599

**A RESOLUTION VERIFYING REVIEW AND APPROVAL OF THE CARTA
TITLE VI PROGRAM**

WHEREAS, the Chattanooga Area Regional Transportation Authority (CARTA) is the provider of fixed route public transportation in the Chattanooga Urbanized Area; and

WHEREAS, FTA Circular 4702.1B requires that public transportation providers submit a Title VI Program document to the Federal Transit Administration every three years; and

WHEREAS, CARTA staff have developed and presented the require Title VI Program;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Chattanooga Area Regional Transportation Authority (CARTA):

Section 1: The CARTA Board of Directors hereby acknowledges its receipt, review, and approval of the Title VI Program for CARTA.

Section 2: This Resolution shall take effect from and after its passage.

ADOPTED:

September 21, 2023

Date

Vice-Chairman, CARTA Board of Directors

ATTEST:

Secretary - CARTA Board of Directors

APPROVED AS TO FORM AND LEGALITY:

Miller & Martin
CARTA Legal Counsel

RESOLUTION NO. 600

A RESOLUTION VERIFYING CONSIDERATION, AWARENESS, AND APPROVAL OF THE RESULTS OF THE CARTA TITLE VI MONITORING PROGRAM FOR 2023 UPDATE

WHEREAS, the Chattanooga Area Regional Transportation Authority (CARTA) is the provider of public transportation in the Chattanooga urbanized area; and

WHEREAS, the Chattanooga Area Regional Transportation Authority (CARTA) operates 50 or more fixed route vehicles in peak service and is located in an urbanized area of 200,000 or more in population; and

WHEREAS, FTA Circular 4702.1B requires public transportation providers who meet this threshold to monitor their system against certain standards and polices; and

WHEREAS, FTA Circular 4702.1B further requires that the governing board of said public transportation provider consider the results of the monitoring program and formally approve them; and

WHEREAS, Chattanooga Area Regional Transportation Authority staff has developed the required standards and polices and monitored the CARTA system against them;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Chattanooga Area Regional Transportation Authority (CARTA):

Section 1: The Chattanooga Area Regional Transportation Authority hereby acknowledges its receipt, consideration, and approval of the Title VI monitoring program;

Section 2: This Resolution shall take effect from and after its passage.

ADOPTED:

September 21, 2023

Date

Vice-Chairman, CARTA Board of Directors

ATTEST:

Secretary - CARTA Board of Directors

APPROVED AS TO FORM AND LEGALITY:

Miller & Martin
CARTA Legal Counsel