

***Federal Transit Administration
Title VI Program***

**Catoosa County Public Transportation
System**

August 20th, 2024

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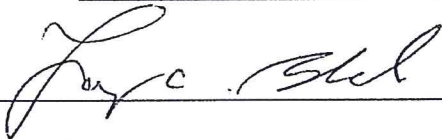
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Section 1: Title VI Plan Approval

Title VI Plan Adopted on: 9/3/24

Adopted by: Catoosa County Board of Commissioners

Signature(s): 

Approval: Larry C. Black, Chairman

Section 2: Title VI Policy Statement

Policy Statement

Catoosa County Transit System, operating as a public transit provider, as a recipient of Federal Transit Administration (FTA) grant dollars either directly from FTA or through the Georgia Department of Transportation (GDOT), will comply with the Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), the U.S. Department of Transportation implementing regulations, FTA Circular 4702.1B, and GDOT Public Transportation requirements as specified in Master Grant Agreement, and State Management Plan. Catoosa County Transit System operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act.

Section 3: Title VI Notice to the Public

Title VI Notice to the Public

Notifying the Public of Rights Under Title VI

Catoosa County Transit System

- Catoosa County Transit System operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the Catoosa County Transit System.
- For more information on Catoosa County Transit System's civil rights program or Title VI obligations, the procedures for, or to file a complaint, please contact:

Catoosa County Human Resources Director, Title VI Coordinator
706-965-2500

Email: human.resources@catoosa.com;

Or visit our administrative office at

800 Lafayette Street, Ringgold, GA 30736

For more information, visit **www.catoosa.com**

- For transportation-related Title VI matters, a complaint may also be filed directly with GDOT's Equal Employment Opportunity Office: Title VI Liaison, 600 West Peachtree Street N.W. Atlanta, GA 30308; via phone: 404-631-1972; TTY: 711 or email: civilrights@dot.ga.gov

or to

- Federal Transit Administration, Office of Civil Rights, Director
East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC, 20590.
- If information is needed in another language, contact **706-965-2500**.
- Si se necesita información en otro idioma, comuníquese con 706-965-2500.

The **Catoosa County Transit System** Notice to the Public is posted in the following locations:

1. All transit vehicles
2. Website (<https://www.catoosa.com/departments/view-all-departments/trans-aid>)
3. Transit office

Section 4: **Title VI Complaint Procedure**

Any individual, group of individuals or entity that believes they have been discriminated against on the basis of race, color, or national origin by Catoosa County Transit System may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form.

If the complainant is unable to reduce the complaint to writing, please contact the Title VI Coordinator using the information below, and a staff member will help dictate the complaint or provide other necessary assistance.

Any individual having filed a complaint or participated in the investigation of a complaint shall not be subjected to any form of intimidation or retaliation. Individuals who have cause to think that they have been subjected to intimidation or retaliation can file a complaint of retaliation following the same procedure for filing a discrimination complaint.

A complaint must be filed with Catoosa County Transit System no later than 180 days after the following:

1. The date of the alleged act of discrimination; or
2. The date when the person(s) became aware of the alleged discrimination; or
3. Where there has been a continuing course of conduct, the date on which that conduct was discontinued of the latest instance of the conduct.

Once the complaint is received, Catoosa County Transit System will review it to determine if our office has jurisdiction. A copy of each Title VI complaint received will be forwarded to the agency's Title VI Coordinator. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office.

Catoosa County Transit System has 90 days to investigate the complaint. If more information is needed to resolve the case, the Catoosa County Transit System may contact the complainant requesting further information. The complainant has 10 business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within 10 business days, Catoosa County Transit System can administratively close the case.

After the investigator reviews the complaint, the agency will issue one of two (2) letters to the complainant: a closure letter or a letter of finding (LOF).

- ✓ A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed.
- ✓ A letter of finding (LOF) summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur.

If the complainant wishes to appeal the decision it must direct the appeal back to the agency. The complainant has 7 days after receipt of the closure letter or the letter of finding to do so. The appeal will be investigated and decided by a separate party than the Title VI Coordinator (or other official who issued the initial decision). The appeal process information will be included in the letter.

Written Title VI Complaints, or any questions regarding Title VI protections, should be forwarded to:

Catoosa County Human Resources Director, Title VI Coordinator
706-965-2500

Email: human.resources@cataoosa.com
Or visit our administrative office at
800 Lafayette Street, Ringgold, GA 30736

For transportation-related Title VI matters, a complaint may also be filed directly with GDOT's Equal Employment Opportunity Office: Title VI Liaison, 600 West Peachtree Street N.W. Atlanta, GA 30308; via phone: 404-631-1972; TTY: 711 or email: civilrights@dot.ga.gov

Or

Federal Transit Administration, Office of Civil Rights, Director
East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590.

If information is needed in another language, please contact **706-965-2500**

Si necesita información en otro idioma, por favor llame 706-965-2500.

Section 5: Title VI Complaint Form

Catoosa County Transit System Title VI Complaint Form

Section I:				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
E-Mail Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
Section II:				
Are you filing this complaint on your own behalf?			Yes*	No
*If you answered "yes" to this question, go to Section III.				
If not, please supply the name and relationship of the person for whom you are complaining:				
Please explain why you have filed for a third party:				
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.			Yes	No
Section III:				

I believe the discrimination I experienced was based on (check all that apply):

Title VI: ☐ Race ☐ Color ☐ National Origin

Other (specify): _____

Date of Alleged Discrimination (Month, Day, Year): _____

Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.

Section IV

Have you previously filed a Civil Rights related complaint with this agency?

Yes

No

Section V

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?

☐ Yes ☐ No

If yes, check all that apply:

☐ Federal Agency: _____

☐ Federal Court _____

☐ State Court _____

☐ State Agency _____

☐ Local Agency _____

If marked Yes in Section V, please provide information about a contact person at the agency/court where the complaint was filed.

Name:

Title:

Agency:

Address:
Telephone:
Section VI
Name of agency complaint is against:
Contact person:
Title:
Telephone number:

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below

Signature

Date

Please submit this form in person at the address below, or mail this form to:

**Catoosa County Transit System
Human Resource Director (Title VI Coordinator)
800 Lafayette Street
Ringgold, GA 30736
706-965-2500
human.resources@catoosa.com**

Section 6: List of Title VI Investigations, Complaints and Lawsuits

The Catoosa County Transit System maintains a list or log of all Title VI investigations, complaints, and lawsuits, pertaining to its transit-related activities.

Check One:

- ☒ There have been no investigations, complaint and/or lawsuits filed against us since the last plan submission.
- ☐ There have been investigations, complaints and/or lawsuits filed against us. See list below. Attach additional information as needed.

	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
Investigations				
1.				
2.				
Lawsuits				
1.				
2.				
Complaints				
1.				
2.				

Section 7: Public Participation Plan

Catoosa County Transit System's *Public Involvement Philosophy*

Catoosa County Transit System welcomes and values public involvement. GDOT and its recipients believe that well-designed, proactive public involvement improves its planning and policy efforts and ultimately leads to better decisions, better projects, and maximized, long-term public benefits. Creating long-term, sustainable systems requires our agency to embrace outside skills and knowledge, including input from the public. Advantages of enhanced public involvement include:

- Increased public collaboration. Citizen collaboration on projects benefits our agency's processes and outcomes, promoting public participation and respectful, productive dialogue.
- Decisions that better reflect diverse interests. Consulting with all identifiable interests helps Catoosa County Transit System better understand and reflect the full range of community values and livability standards.
- Efficient transportation decision implementation. Early public involvement fosters better decision making and reduces costly project plan revisions and change orders.
- Enhanced agency credibility. Increased public involvement results in more meaningful and better interactions between Department personnel and customers. This interaction aids everyone. The agency better understands public concerns, and customers gain an appreciation of the agency and its responsibilities.
- Catoosa County Transit System proactively involves the public in addressing transportation issues. The agency communicates its mission and goals to the widest audience possible and considers feedback received from transportation stakeholders and the public.

The agency embraces several specific goals:

- Provide for open and continuous communication to incorporate public input into decision-making and inform the public of planning, program functions, project activities, designs, and construction.
- Implement a public involvement strategy to identify and use agency resources to inform the public of our activities and receive public input. The strategy will establish levels (based on the nature and complexity of the activity) for communicating with transportation stakeholders and the public.
- Consult with local governments in identifying transportation needs, coordinating projects, and selecting viable solutions.
- Respond quickly and transparently to concerns expressed about agency activities and educate the public about transportation programs and issues.
- Review and update the public involvement strategy and process as needed, continuously evaluate public outreach activity effectiveness, and use the results to improve the program.
- Ensure minorities and low-income populations have opportunities to participate in the public involvement process.
- Foster internal communication and training to promote public involvement process understanding and implementation.

Strategies and Desired Outcomes

To promote inclusive public participation, Catoosa County Transit System will employ the following strategies, as appropriate (make these determinations based on a demographic analysis of the population(s) affected, type of plan, program and/or service under consideration, and the resources available):

- ✓ Provide for early, frequent and continuous engagement by the public
- ✓ Select accessible and varied meeting locations and times
- ✓ Employ different meeting sizes and formats
- ✓ Use social media in addition to other resources as a way to gain public involvement

- ✓ Use radio, television or newspaper ads on stations and in publications that serve LEP populations. Outreach to LEP populations may also include audio programming available on podcasts.
- ✓ Expand traditional outreach methods by visiting ethnic stores/markets and restaurants, community centers, libraries, faith-based institutions, local festivals, etc.

In addition to these general strategies, Catoosa County Transit System has also employed these specific activities:

- Transporting elderly citizens to the Senior Center so they can participate in many different types of education, exercise and hobbies.
- Throughout the year we transport elderly low-income citizens to the Senior Center for free meals.
- Through the use of local media, we advertise any and all changes to the services provided by the County transit system.

Public Outreach Activities

The public outreach and involvement activities conducted by Catoosa County Transit System since the last Title VI Program submission are summarized in the table below.

Specific Public Participation activities are listed in the table:

Event Date	Catoosa County Transit System Staffer(s) or Department	Activity	Communication Method (Public notice, posters, social media)	Notes
Daily	Department	Transport	Social Media	Meals

Section 8: Four Factor Analysis and LEP Data

What does it mean to be Limited English Proficient (LEP)?

LEP individuals do not speak English as their primary language and therefore have a limited ability to read, write, speak, or understand English. Many LEP persons are in the process of learning English and may read, write, speak, and/or understand some English, but not proficiently. LEP status may be context-specific – an individual may have sufficient English language skills to communicate basic information (name, address etc.) but may not have sufficient skills to communicate detailed information in English.

Background

Federal law prohibits discrimination based on national origin. National origin discrimination includes discrimination based on a person's inability to speak, read, write or understand English. Recipients of Federal funds must provide meaningful access to LEP individuals.

On August 11, 2000, Executive Order 13166, titled, "Improving Access to Services by Persons with Limited English Proficiency," was issued. Executive Order 13166 requires Federal agencies to assess and address the needs of otherwise eligible persons seeking access to federally conducted programs and activities who, due to LEP cannot fully and equally participate in or benefit from those programs and activities. Section 2 of the Executive Order 13166 directs each Federal department or agency "to prepare a plan to improve access to...Federally conducted programs and activities by eligible LEP persons...."

Framework for Deciding when Language Services are Needed

Catoosa County Transit System will take the following steps to ensure meaningful access to its programs, services, and activities for LEP individuals in a manner that balances the following four factors.

FOUR-FACTOR ANALYSIS

The Four Factor Analysis is a local assessment that considers:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by the agency;
2. The frequency with which LEP persons come into contact with the agency's services and programs;
3. The nature and importance of the agency's services and programs in people's lives; and
4. The resources available to the agency for LEP outreach, as well as the costs associated with that outreach.

Factor One: The number or proportion of LEP persons eligible to be serviced or likely to be encountered by Catoosa County Transit System

The first step in determining the appropriate components of a Language Assistance Plan is understanding the proportion of LEP persons who may encounter our agency's services, their literacy skills in English and their native language, the location of their communities and neighborhoods and, more importantly, if any are underserved as a result of a language barrier.

To do this, the agency evaluated the level of English proficiency and to what degree people in its service area speak a language other than English and what those languages are. Data for this review is derived from the United States Census and the American Community Survey. The most recent data available for the state were the ACS 2018-2022 five-year estimates.

Service Area Overview

Catoosa County Transit System service area encompasses Catoosa County. Home to 67,872 people spread over 162.2 square miles, the service area's population speaks 7 different language groups. However, the overall numbers of residents who speak English "less than very well" are very low. Of the total service area population of 67,872: 3,079, or 4.77% of the

population of residents, report speaking English less than very well. A breakdown of the language groups, and those speaking English less than very well, are shown below.

	Catoosa County, Georgia	
Label	Estimate	
Total:	64,538	
Speak only English	61,459	95.23%
Speak English and Spanish less than "very well"	574	0.89%
Speak English and French less than "very well"	0	0.00%
Speak English and German less than "very well"	0	0.00%
Speak English and Russian less than "very well"	128	0.20%
Speak English and other Indo-European less than "very well"	15	0.02%
Speak English and Korean less than "very well"	73	0.11%
Speak English and Chinese less than "very well"	46	0.07%
Speak English and Vietnamese less than "very well"	23	0.04%
Speak English and Tagalog less than "very well"	0	0.00%
Speak English and other Asian and Pacific Island less than "very well"	75	0.12%
Speak English and Arabic less than "very well"	0	0.00%
Speak English and Other less than "very well"	0	0.00%

<https://data.census.gov/cedsci/> Table C16001

The Safe Harbor Provision

The U.S. Department of Transportation (U.S. DOT) has adopted the U.S. Department of Justice's Safe Harbor Provision. This provision outlines circumstances that can provide a "safe harbor" for U.S. DOT recipients (and sub-recipients) regarding translation of vital documents. Specifically, if a recipient provides written translation of vital documents for each LEP group that constitutes the lesser of 1,000 persons or five percent (5%) of the total population eligible to be served or likely to be affected or encountered, such action is considered strong evidence of compliance with the recipient's written translation obligations.

The Safe Harbor Provision only applies to the translation of written documents. It does not affect the agency's requirement to provide meaningful access to LEP individuals through oral language services.

A vital document is any document that is critical for ensuring meaningful access to the recipients' major activities and programs by beneficiaries generally and LEP persons specifically. Whether or not a document (or the information it solicits) is "vital" may depend upon the importance of the program, information, encounter, or service involved, and the consequence to the LEP person if the information in question is not provided accurately or in a timely manner.

According to this Census data, none of the language groups meets the Safe Harbor threshold of 1,000 people or 5% of the population that speaks English less than very well. Catoosa County is home to those who speak Spanish, Russian, Korean, and Asian and Pacific languages that speak English less than very well. The number of people who speak other languages and English less than very well all comprise under 0.1% of the population each.

Designation of Vital Documents

Based on the limited population of Spanish speakers who also speak English less than very well, no languages meet the Safe Harbor Threshold in our service area. The agency is therefore not designating any vital documents at this time. However, any unmet language needs will still be met as described in the Language Access Plan, below.

Factor Two: The frequency with which LEP persons come into contact with Agency services and programs.

Catoosa County Transit System recognizes the importance of taking measures to gauge LEP needs, but in the spirit of transparency, admits it has done less than planned in the past few years to fortify the Title VI Program. In this situation, our agency is doing all it can to move forward in a positive direction. This includes a plan to collect data on the frequency in which LEP persons come into contact with the agency's various departments and programs. The Title VI Coordinator will create an annual survey to be sent to each department. ("Departments" includes drivers, dispatch, central office,and list any other departments or portions of your agency that may has contact with the public). Departments will collect data on their contacts with people who need language assistance, and the Title VI Coordinator will review and analyze this data each year. Departments will also be asked to log their use of any type of Language Line or any other translation or interpretation services. Thus, by the time this Program is due for an update, Catoosa County Transit System will have concrete data on language access needs to help direct future efforts and planning.

Factor Three: The Importance of the Agency's Service to People's Lives

Catoosa County Transit System services likely affect every community member in some way. Our transit services are used daily by people who do not have access to their own transportation. Our services allow riders access to grocery stores, medical appointments, work, social service agencies, social activities, and a variety of other essential destinations. Some LEP persons are immigrants with no legal way to access a driver's license at this time. Finally, Catoosa County Transit System's planning process relies on input from the public. The agency's services are therefore important to LEP person's lives, and must be accessible to everyone, regardless of ability to speak English.

Factor Four: Resources and Costs for LEP Outreach

Given that Catoosa County Transit System has a very limited number of LEP citizens, we can meet the needs of its LEP population through relatively simple means. First, Catoosa County Transit System staff members who speak Spanish or any other foreign languages can be

consulted or utilized for translation or interpretation in informal or emergency situations. In the event assistance in a rare language is needed, Catoosa County Transit System can reach out to local colleges or universities to find staff who are proficient and may be willing to assist. Other free resources include the use of Google Translate or other technology-based translation services. Our agency can utilize Google Translate to interpret simple comments or messages left on our social media or in real time if necessary to communicate without advance warning an interpreter is needed.

Catoosa County Transit System recognizes there will be times when professional interpretation or translation services are needed. In those cases where a citizen needs to communicate with us in another language, Catoosa Transit employees have access to a telephonic interpretation service called Language Line. This is a pay-as-needed service under which the agency is billed per minute for service. This makes the service affordable. Please list all resources you have at your disposal, and any costs associated with them.

Finally, Catoosa County Transit System will pay for document translation services when needed, which generally costs about \$25-\$35 per page

These resources give our agency the ability to perform outreach with the LEP population at a reasonable cost.

Section 9: Language Assistance Plan

As a recipient of federal US DOT funding, Catoosa County Transit System is required to take reasonable steps to ensure meaningful access to our programs and activities by limited-English proficient (LEP) persons.

Limited English Proficient (LEP) refers to persons for whom English is not their primary language and who have a limited ability to read, write, speak, or understand English. This includes those who have reported to the U.S. Census that they speak English less than very well, not well, or not at all.

The **Catoosa County Transit System's** Language Assistance Plan includes the following elements:

1. The results of the *Four Factor Analysis*, including a description of the LEP population(s), served.
2. A description of how language assistance services are provided by language
3. A description of how LEP persons are informed of the availability of language assistance service
4. A description of how the language assistance plan is monitored and updated
5. A description of how employees are trained to provide language assistance to LEP persons

Four Factor Analysis Results: LEP Populations Served

Item #1 – Four Factor Analysis Results: LEP Populations Served

According to this Census date, none of the language groups meets the Safe Harbor threshold of 1,000 people or 5% of the population that speaks English less than very well. Catoosa County is home to those who speak Spanish, Russian, Korean, and Asian and Pacific languages that speak English less than very well. The number of people who speak other languages and English less than very well all comprise under 0.1% of the population each.

Item # 2 – Description of how Language Assistance Services are Provided, by Language

The Catoosa County Transit System has identified, developed, and uses the following:

- a) Individuals who have contact with the public are provided with "I Speak" language cards to identify language needs in order to match them with

available services. Language cards verified and distributed by the Director as need.

- b) The Catoosa County Transit System has developed partnerships with local agencies, organizations, law enforcement, colleges/universities, local school districts and social service agencies that are available to assist with it LEP responsibilities.
- c) Any other need for translated documents or interpretation services will be provided on an as-needed basis. That is, anyone requesting specific information in a non-English language will be provided it upon request. The agency will use its internal resources to meet this need, when available. Otherwise, the agency will reach out to the network of resources it has developed, or hire a translator or interpreter as needed.

Item #3 – Description of how LEP Persons are Informed of the Availability of Language Assistance Service
--

In order to ensure that LEP individuals are aware of Catoosa County Transit System's language assistance measures, Catoosa County Transit System provides the following:

- Title VI Program including the Language Assistance Plan is made available on website, if applicable, and hard copy in central office.
- Drivers and dispatchers are provided "I Speak" language cards to identify language needs in order to match them with available services.
- The agency's website includes language stating, "If you need assistance or information in another language, please contact 706-965-2500." This message is provided in every language identified as meeting the safe harbor threshold, as well as all languages identified as representing at least 1% of the service area.

Item #4 – Description of how the Language Assistance Plan is Monitored and Updated
--

Catoosa County Transit System will continue to update the LEP plan as required by U.S. DOT. At a minimum, the Title VI Plan will continue to be reviewed and updated every three (3) years in conjunction with the Title VI submission and use data from the U.S. Decennial Census or the American Community Survey as available, or when it is clear that the concentrations of LEP individuals are present in the Catoosa County Transit System service area.

Updates will continue to include the following:

- The number of documented LEP person contacts encountered annually.
- How the needs of LEP persons have been addressed.
- Determination of the current LEP population in the service area.
- Determination as to whether the need for translation services has changed.

- Determine whether local language assistance programs have been effective and sufficient to meet the need.
- Determine whether Catoosa County Transit System's financial resources are sufficient to fund language assistance resources needed.
- Determine whether Catoosa County Transit System has fully complied with the goals of this LEP Plan.
- Determine whether complaints have been received concerning Catoosa County Transit System's failure to meet the needs of LEP individuals

<p>Item #5 – Description of how Employees are Trained to Provide Language Assistance to LEP Persons</p>

The following training will be provided to Catoosa County Transit System staff:

- Information on the Catoosa County Transit System Title VI Procedures and LEP responsibilities.
- Description of language assistance services offered to the public.
- Use of "I Speak" language cards (used to identify language preference).
- Documentation of language assistance requests.
- Use of web-based interpreter services (over the phone interpretation provider).
- How to handle a potential Title VI / LEP complaint.

"I Speak" Language Identification Card

Note: For additional languages visit the US Census Bureau website

Mark this Box if you speak...	Language Identification Chart	Language
	Mark this box if you read or speak English	English
	Marque esta casilla si lee o habla español	Spanish
	Kos lub voj no yog koj paub twm thiab hais lus Hmoob	Hmong
	如果说中国在方框内打勾	Chinese
	Xin ñaùnh daáu vaøo oâ naøy neáu quyù vò bieát ñoïc vaø noui ñöôic Vieät Ngöô.	Vietnamese
	당신이한국어말할경우이 상자를표시	Korean
	Markahan itong kuwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog.	Tagalog
	Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen	German
	Отметить этот флажок, если вы говорите по-русски	Russian
	Означите ову кућицу ако говорите српски	Serbian
	आप हिंदी बोलते हैं तो इस बक्से को चिह्नित करें	Hindi
	پر نشان لگائیں تو اس باکس بولتے ہیں اردو اگر آپ	Urdu

<http://www.lep.gov/ISpeakCards2004.pdf>

Log of LEP Encounters

Date	Time	Language Spoken By Individual <i>(if available)</i>	Name and Phone Number of Individual <i>(if available)</i>	Service Requested	Follow Up Required	Staff Member Providing Assistance	Notes

Section 10: Minority Representation Information

Catoosa County Transit System does not have any transit-related, non-elected planning boards, advisory councils or committees, or similar committees, the membership of which is selected by the recipient. This section is inapplicable.

Section 11: Providing Assistance to and Monitoring Subrecipients

1. Does agency provide funding to subrecipients?

☒ No, the agency does not have subrecipients.

Section 12: Title VI Equity Analysis for Facility Acquisition

Title 49 CFR, Appendix C, Section (3)(iv) requires “the location of projects requiring land acquisition and the displacement of persons from their residences and business may not be determined on the basis of race, color, or national origin.” For purposes of this requirement, “facilities” does not include bus shelters, as they are considered transit amenities. It also does not include transit stations, power substations, or any other project evaluated by the National Environmental Policy Act (NEPA) process. Facilities included in the provision include, but are not limited to, storage facilities, maintenance facilities, operations centers, etc. Has the agency built a facility?

☒ No, the agency has not built a facility.

Section 13: Fixed Route Transit Providers Service Standards and Policies

FTA Circular 4702.1B, Chapter III, Paragraph 10: All fixed route transit providers shall set service standards and policies for each specific fixed route mode of service they provide.

Catoosa County Transit System:

☐ is a fixed route transit provider

☒ is **not** a fixed route transit provider

/CATOOSA COUNTY BOARD OF COMMISSIONERS
ADMINISTRATION BUILDING
800 LAFAYETTE STREET
RINGGOLD, GEORGIA
SEPTEMBER 17, 2024, 6:00 P.M.

REGULAR MEETING

TIME AND PLACE OF THE MEETING

The regular meeting of the Board of Commissioners was held on Tuesday, September 17, 2024, at 6:00 p.m. in the Catoosa County Administrative Building, 800 Lafayette Street, Ringgold, Georgia.

INVOCATION AND PLEDGE OF ALLEGIANCE

County Manager Dan Wright gave the invocation, which was followed by the Pledge of Allegiance.

CALL TO ORDER

Chairman Larry Black called the meeting to order. **The following Commissioners were present:** Larry Black, Chairman; Jeff Long, Commissioner District One; Chuck Harris, Commissioner District Two; Vanita Hullander, Commissioner District Three; and Charlie Stephens, Commissioner District Four. **The following Commissioners were absent:** None.

SET AGENDA

Additions: None Modifications: None Remove: None Chairman Black called for a motion to approve the agenda as published. Commissioner Stephens made a motion to approve the agenda as published. Commissioner Harris second the motion. Chairman Black called for all those in favor of approving the motion to indicate so by saying aye. There was no opposition, and the motion passed by unanimous consent.

MINUTES

PROPOSED APPROVAL OF BOARD OF COMMISSIONERS REGULAR MEETING MINUTES FROM SEPTEMBER 3, 2024 Melissa Hannah, County Clerk, explained the minutes were distributed to the Board and the Clerk's Office is requesting approval. *Chairman Black called for a motion to approve the Regular Meeting Minutes from September 3, 2024. Commissioner Hullander made a motion to approve the Regular Meeting Minutes from September 3, 2024. Commissioner Long second the motion. Chairman Black called for all those in favor of approving the motion to indicate so by saying aye. There was no opposition, and the motion passed by unanimous consent.*

PROCLAMATION

None

PRESENTATION

None

RECOGNITION

RECOGNITION OF CANDY FLENER, DEPUTY CLERK, FOR COMPLETION OF GEORGIA CLERKS EDUCATION INSTITUTE MASTERS EDUCATION MANAGEMENT DEVELOPMENT PROGRAM

APPEARANCES *The following citizens appeared before the Board of Commissioners to discuss various issues and concerns: [Audio/Video Recording of Comments can be found on www.catoosa.com]*

None

ADMINISTRATIVE FISCAL MATTERS

PROPOSED APPROVAL OF EQUIPMENT SURPLUS FOR DISTRICT ATTORNEY'S OFFICE Kevin Baugh, District Attorney, explained the District Attorney's Office has a surplus of computer equipment

and accessories, these items are obsolete and no longer in use. DA Baugh informed his office is requesting the Board's approval of a Resolution declaring the equipment as surplus so that they recycle/dispose of the equipment.

Commissioner Hullander made a motion to approve the Equipment Surplus Resolution for the District Attorney's Office. Chairman Long called for all those in favor of approving the motion to indicate so by saying aye. The following Commissioners voted in favor of approving the motion: Chairman Larry Black; Commissioner Jeff Long; Commissioner Chuck Harris; Commissioner Vanita Hullander; and Commissioner Charlie Stephens. There was no opposition, and the motion passed by unanimous consent.

PROPOSED APPROVAL OF THE TRANSIT TRUST FUND PROGRAM GRANT APPLICATION BETWEEN CATOOSA COUNTY AND THE GEORGIA DEPARTMENT OF TRANSPORTATION

Jason Warren, Transit Director, presented the Fiscal Year 2025 Application for the Transit Trust Fund Program between Catoosa County and the Georgia Department of Transportation. Mr. Warren explained this is the third year the program/grant has been offered, the grant is mostly funded through small tax collected by the state on taxis, uber, lift, etc. and is distributed out to counties based on population. Mr. Warren informed Catoosa County has been awarded \$88,095 through the Trust Fund Program Grant (no local match requirement); if awarded the funds would be used for computers/IT equipment, flooring for offices at Transit Offices, transferring video systems to new transit buses, new chairs for Transit Offices, remote access for Transit parking area, and Transit Driver retention incentives.

Chairman Black made a motion to approve the Transit Trust Fund Program Grant Application with GDOT for an amount of \$88,095. Commissioner Harris second the motion. Chairman Black called for all those in favor of approving the motion to indicate so by saying aye. The following Commissioners voted in favor of approving the motion: Chairman Larry Black; Commissioner Jeff Long; Commissioner Chuck Harris; Commissioner Vanita Hullander; and Commissioner Charlie Stephens. There was no opposition, and the motion passed by unanimous consent.

PROPOSED RENEWAL OF LIABILITY, PROPERTY, AND EQUIPMENT INSURANCE COVERAGE FOR THE PERIOD BEGINNING 9/19/24-9/18/25

Barton Mathews, Starr Mathews, presented the renewal of Catoosa County's Risk Management Program Property Casualty, everything except for Workers Compensation. Mr. Mathew's explained that every year, Starr Mathews, broker for Catoosa County Liability, Property, and Equipment Insurance coverage, seeks proposals for the County's coverage; the renewal package was advertised to approximately 30 markets for quoting the whole package together and the individual lines {line by line}. Mr. Mathews informed the best renewal quote received, came in {apples to apples} just over 18% up, following receipt of the quote his office reviewed the County's loss data, looking at areas the County could assume more risk and increase deductibles; they were able to look at different deductible savings and get the renewal decrease down to around 12% and in looking at loss data over the past it would have profited around \$150,000, resulting in more profit and less premiums paid if the Board does decide to increase those deductibles. Mr. Mathew's further explained two of the deductibles reviewed are the property deductible {currently the deductible is \$15,000, the recommendation is to increase the deductible to \$50,000}, and the other is the law enforcement/legal deductible {currently it is at \$25,000, the recommendation is to increase the deductible to \$50,000}; if approved these increases in deductibles will save the County approximately \$163,000 over the last four years by raising those deductibles and assuming a little more risks, and potentially fixing a few more property damage in-house. Mr. Mathew's informed exposures have also increased with the renewal, there were 245 units last year on the vehicle schedule and this year there are 267; and property values have gone up by 5% with inflation and reconstruction costs that have added to the increase. Mr. Mathew's stated the new total premium if the Board chooses to proceed with the same deductibles as prior year will be \$864,362; and if the Board chooses to proceed with increasing the deductibles on the Property and Law Enforcement/Legal it will be \$823,534; the prior years total premium was \$728,313.

Commissioner Harris made a motion to approve the Liability, Property, and Equipment Insurance Coverage Renewal for the Period 9/19/24 - 9/18/25 with the 12% increase and higher deductibles on Property and Law Enforcement/Legal. Commissioner Long second the motion. Chairman Black called for all those in favor of approving the motion to indicate so by saying aye. The following Commissioners voted in favor of approving the motion: Chairman Larry Black; Commissioner Jeff Long; Commissioner Chuck Harris; Commissioner Vanita Hullander; and Commissioner Charlie Stephens. There was no opposition, and the motion passed by unanimous consent.

PROPOSED BID AWARD/PURCHASE APPROVAL OF TRAFFIC MARKING PAINT AND REFLECTIVE GLASS BEADS Donald Brown, Public Works Director, explained the Public Works Department needs to procure high-quality traffic paint that meets the regulatory standards and ensures long-lasting visibility and safety on the roadways; the Department has conducted road inspections and identified several roads that need to be updated (this is essential for creating a safe, organized, and efficient road system). Mr. Brown informed an RFP was advertised and five bids were received; Sherwin Williams Company was the lowest responsive/responsible bidder for all products for \$37,320.00; funds are provided for in the Road Department General Fund Budget.

Commissioner Stephens made a motion to approve Bid Award/Purchase Approval with Sherwin Williams Company for Traffic Marking Paint and Reflective Glass Beads for an amount of \$37,320. Commissioner Hullander second the motion. Chairman Black called for all those in favor of approving the motion to indicate so by saying aye. The following Commissioners voted in favor of approving the motion: Chairman Larry Black; Commissioner Jeff Long; Commissioner Chuck Harris; Commissioner Vanita Hullander; and Commissioner Charlie Stephens. There was no opposition, and the motion passed by unanimous consent.

PROPOSED APPROVAL OF BID AWARD /CONTRACT WITH TILCO CONSTRUCTION FOR OLD STONE CHURCH ADDITION Travis Hicks, Buildings and Facilities Manager, explained that services are necessary to construct additional space at the Old Stone Church, the space will serve the Historic Society as well as the public as an area to relocate some of the irreplaceable artifacts and relics. Mr. Hicks stated his staff has worked alongside the Historical Society in putting together all the information needed for this project; if approved there will be an additional AIA contract that will be put in place assuring that all work performed will be satisfactory upon completion. Mr. Hick's informed the RFB was advertised in the local newspaper, the Georgia Local Government Access Marketplace, the Georgia Procurement Registry, as well as the County Bulletin Board and County Website; three contractors were emailed directly with a first notice going out on August 7th and a second notice going out August 29th. Mr. Hick's stated two bids were received at the bid opening on September 5th, and after evaluation of the bids the Staff recommends, the project be awarded to TillCo Construction in the amount of \$74,363 as they were the lowest responsive qualified bidder. Funding for this project will be provided by the Frank Pierce Foundation and the Catoosa County Historical Society.

Commissioner Long made a motion to approve the Old Stone Church Addition Bid Award/Contract with TillCo Construction for an amount of \$74, 363.00. Commissioner Harris second the motion. Chairman Black called for all those in favor of approving the motion to indicate so by saying aye. The following Commissioners voted in favor of approving the motion: Chairman Larry Black; Commissioner Jeff Long; Commissioner Chuck Harris; Commissioner Vanita Hullander; and Commissioner Charlie Stephens. There was no opposition, and the motion passed by unanimous consent.

PROPOSED APPROVAL OF FIRE DETECTION SYSTEM MONITORING CONTRACT WITH CHATTANOOGA FIRE PROTECTION, INC. Travis Hicks, Buildings and Facilities Manager, explained the proposed contract approval is for Chattanooga Fire Protection to monitor the newly installed fire detection system at the Catoosa County Colonnade; the first year's monitoring service fees were included in the original installation bid; however, a monitoring agreement still needs approval. Mr. Hick's informed Chattanooga Fire Protection has advised that going forward after the current contract expires,

the annual monitoring fee will be \$480; Staff recommends Chattanooga Fire Protection monitor this system as they will have the ability to see any potential system issues that may arise in the future. Mr. Hick's stated if approved, this in return will allow for better maintenance and will ensure all system components continue to function at their peak performance.

Chairman Black made a motion to approve the Fire Protection Monitoring Contract with Chattanooga Fire Protection, Inc. for an amount of \$480 per year following the first year's monitoring service fees that were included in the original installation bid. Commissioner Long second the motion. Chairman Black called for all those in favor of approving the motion to indicate so by saying aye. The following Commissioners voted in favor of approving the motion: Chairman Larry Black; Commissioner Jeff Long; Commissioner Chuck Harris; Commissioner Vanita Hullander; and Commissioner Charlie Stephens. There was no opposition, and the motion passed by unanimous consent.

PROPOSED PURCHASE APPROVAL FOR DEMO SET OF EXTRICATION EQUIPMENT FOR THE CATOOSA COUNTY FIRE DEPARTMENT Fire Chief Daniel Walston explained the Fire Department has several sets of extrication equipment, Jaws of Life, at several fire stations and in order to maintain those tools that are used on a regular basis the Fire Department works with Municipal Emergency Services (MES). Chief Walston stated MES is the County's vendor that maintains its current equipment and as the equipment becomes outdated, the Fire Department tries to stay progressive in replacing the equipment before it meets its life expectancy; one of the items the County has started to change over to in the last few purchases of extrication equipment is moving to an eDRAULIC (battery powered tool) instead of the older hydraulic equipment that requires pumps, hoses, etc. that had to be carried and set-up prior to use; the newer eDRAULIC equipment allows the Firefighters to arrive on scene and go straight to work without having to setup the additional equipment. Chief Walston informed the County has been very fortunate in the past with purchasing the demo sets of equipment, as they have very minimal use, maintained by MES, under warranty, meets all the manufacturers specifications, etc.; the purchase amount for the demo set of extrication equipment with batteries is \$33,493.55, the non-demo retail price is \$40,886.73 (representing a savings of \$7,393.18).

Commissioner Stephens made a motion to approve the Purchase of a demo set of extrication equipment from MES for an amount of \$33,493.55. Commissioner Harris second the motion. Chairman Black called for all those in favor of approving the motion to indicate so by saying aye. The following Commissioners voted in favor of approving the motion: Chairman Larry Black; Commissioner Jeff Long; Commissioner Chuck Harris; Commissioner Vanita Hullander; and Commissioner Charlie Stephens. There was no opposition, and the motion passed by unanimous consent.

PROPOSED APPROVAL OF ANNUAL INVOICE FOR ESO FIRE/EMS REPORTING SOFTWARE Fire Chief Daniel Walston explained the Catoosa County Fire Department received Board approval to purchase ESO Fire/EMS Software (Records Management System for the Fire Department) on September 20, 2022, for a three-year agreement with the annual costs increasing from the first year \$11,400, year two \$15,200, and the current third year \$19,000 (which will be the annual cost for each consecutive year moving forward).

Commissioner Hullander made a motion to approve the annual invoice (3rd-year) with ESO Fire/EMS Reporting Software for an amount of \$19,000. Commissioner Long second the motion. Chairman Black called for all those in favor of approving the motion to indicate so by saying aye. The following Commissioners voted in favor of approving the motion: Chairman Larry Black; Commissioner Jeff Long; Commissioner Chuck Harris; Commissioner Vanita Hullander; and Commissioner Charlie Stephens. There was no opposition, and the motion passed by unanimous consent.

Rachel Clark, Chief Financial Officer, pointed out there is a second invoice with ESO Fire/EMS Reporting Software for an amount of \$9,792.11. Chief Walston stated that is correct, the second invoice is for additional modules that were added to coincide with the EMS reporting for patient care reports that

is required to work with the State software; the annual invoice amount for the additional modules is \$9,792.11.

Commissioner Harris made a motion to approve the annual invoice for additional modules with ESO Fire/EMS Reporting Software for the amount of \$9,792.11. Commissioner Long second the motion. Chairman Black called for all those in favor of approving the motion to indicate so by saying aye. The following Commissioners voted in favor of approving the motion: Chairman Larry Black; Commissioner Jeff Long; Commissioner Chuck Harris; Commissioner Vanita Hullander; and Commissioner Charlie Stephens. There was no opposition, and the motion passed by unanimous consent.

PROPOSED APPROVAL OF IN-HOUSE PAVING PROJECTS Rachel Clark, Chief Financial Officer, explained during the fiscal year, the Road Department has worked to carry out various paving projects funded by the Capital Projects Fund and 2019 SPLOST dollars, and thus has purchased materials and supplies. Mrs. Clark stated that per state road construction law, the purchase of materials and supplies for in-house paving is exempt from bidding; however, if invoices for these materials exceed \$15,000, Catoosa County's Purchasing Policy stipulates the Board of Commissioners' approval is required. Mrs. Clark informed there are seven invoices that exceed \$15,000 and require the Board's review and approval; the total for the Capital Projects Fund invoices is \$66,171.13 and the total for the 2019 SPLOST invoices is \$64,935.81.

Commissioner Stephens made a motion to approve the In-house Paving Projects Invoices for an amount of \$66,171.13 {Capital Projects Funds} and \$64,935.81 {2019 SPLOST Funds}. Commissioner Hullander second the motion. Chairman Black called for all those in favor of approving the motion to indicate so by saying aye. The following Commissioners voted in favor of approving the motion: Chairman Larry Black; Commissioner Jeff Long; Commissioner Chuck Harris; Commissioner Vanita Hullander; and Commissioner Charlie Stephens. There was no opposition, and the motion passed by unanimous consent.

REPORTS

None

OLD BUSINESS

None

NEW BUSINESS

ZONING CASE 1583-24, RE-ZONING OF TAX MAP 21D PARCEL 43 (PINE GROVE ROAD); AND TAX MAP 21D PARCEL 44 (396 MOORE ROAD) FROM R-3 TO PUD; AND TAX MAP 21A PARCEL 104 (5 MOORE ROAD) AND TAX MAP 21A PARCEL 103 (115 MOORE ROAD) FROM A-1 TO PUD Mike Stewart, Interim Director of Planning and Inspections, presented Case# 1583-24, the applicant, Pratt and Associates, have requested rezoning of the property (Pine Grove Road and Moore Road) from R-3 and A-1 to PUD; the property is approximately 94 acres. Mr. Stewart stated the Board of Commissioners denied a request for re-zoning of the development to PUD on September 6, 2022. Mr. Stewart informed the Planning Commission met in regard to the case on July 23, 2024, and tabled the request for an engineered traffic study to be completed; the Planning Commission met again in regard to the case on August 27, 2024, the requested engineered traffic study was presented, and the request was approved 4-0.

Chairman Black called for anyone wishing to speak for/against Zoning Case 1583-24; The following citizens appeared before the Board of Commissioners [Audio/Video Recording of Comments can be found on www.catoosa.com]: Ian Blackmore, Pratt and Associates.

Chairman Black asked Mr. Blackmore to expand on the details of the increased Greenspace with the new design/plan. Mr. Blackmore stated the greenspace areas have increased throughout the development;

there is added greenspace to the front for clear vision and entrance to the community, and through redistribution of the lots each original greenspace has been expanded. *Chairman Black asked the total number of lots within the proposed development.* Mr. Blackmore stated the total amount of buildable lots is 111.

Commissioner Stephens asked for confirmation that if approved the Developer would be required to upgrade and widen Moore Road to the County standards. Mr. Blackmore stated that is correct, Moore Road is currently a substandard street, and they would be bringing it up to the County standards.

Commissioner Hullander questioned if there was any discussion at the Planning Commission meeting regarding the impact to the School System if the development is approved. Chris Harris, County Attorney, stated he attended the Planning Commission meeting, and Chris Lusk, School System Representative, did not express any concerns based on school population.

Commissioner Harris made a motion to table Zoning Case #1583-24 for further review, the case will be presented at the Board of Commissioners Regular Meeting on October 1, 2024. Commissioner Long second the motion. Chairman Black called for all those in favor of approving the motion to indicate so by saying aye. The following Commissioners voted in favor of approving the motion: Commissioner Jeff Long; Commissioner Chuck Harris; Commissioner Vanita Hullander; and Commissioner Charlie Stephens. The following Commissioners voted in opposition of the motion: Chairman Larry Black. The motion passed with a 4-1 vote with Chairman Black voting in opposition.

ZONING CASE 1590-24, RE-ZONING OF TAX MAP 22 PARCEL 43 (1688 PINE GROVE ROAD) FROM SZ TO C-1 Mike Stewart, Director of Planning and Inspections, presented Case# 1590-24, the applicant, Dianne Conn, has requested rezoning of the property (1688 Pine Grove Road) from SZ to C-1; the property is approximately 1.5 acres. Mr. Stewart informed the Planning Commission met in regard to the case on August 27, 2024, and approved the request 5-0.

Chairman Black called for anyone wishing to speak for/against Zoning Case 1590-24; The following citizens appeared before the Board of Commissioners [Audio/Video Recording of Comments can be found on www.catoosa.com]: Mark Gravely, representative for the Applicant (Dianne Conn).

Commissioner Long made a motion to approve Zoning Case #1590-24 as recommended by the Planning Commission. Commissioner Stephens second the motion. Chairman Black called for all those in favor of approving the motion to indicate so by saying aye. The following Commissioners voted in favor of approving the motion: Chairman Larry Black; Commissioner Jeff Long; Commissioner Chuck Harris; Commissioner Vanita Hullander; and Commissioner Charlie Stephens. There was no opposition, and the motion passed by unanimous consent.

COMMISSIONER COMMENTS

{Audio/Video Recording of Comments can be found on www.catoosa.com}

EXECUTIVE SESSION

Legal, Land Acquisition and Personnel - Chairman Black stated the Board would go into executive session for legal, land acquisition and personnel. Commissioner Hullander made a motion to enter into Executive Session for Legal, Land Acquisition, and Personnel. Commissioner Harris second the motion. Chairman Black called for all those in favor of approving the motion to indicate so by saying aye. The Clerk called the roll. The Board unanimously voted to go into executive session for legal, land acquisition, and personnel at 7:34 p.m. The Board voted unanimously to come out of executive session at 9:57 p.m.

OPEN SESSION

PROPOSED RENEWAL OF AMBULANCE SERVICE AGREEMENT WITH PURCKETT EMS Chad Young, County Attorney, explained the current provider of Emergency Medical Services

(EMS)/Ambulance Services for the County is Puckett EMS; the current contract expires on September 30, 2024. Attorney Young stated through negotiations they have been able to negotiate a renewal contract with Puckett EMS to provide essentially the same level of service and the same number of ambulances for an amount of \$25,000 per month that the County would pay Puckett EMS as a subsidy. Attorney Young informed the new contract has a four year term that either party may terminate without cause by giving a 180-day advance notice; essentially all of the other provisions of the new contract are the same as the expiring contract with the exception of some language within the old contract that discussed consolidating the ambulance zones in the County; however, this is no longer an issue due to the County Government having the entire ambulance zone. Attorney Young stated Puckett EMS has agreed to put caps on the cost of ambulance services if an individual's insurance denied or did not pay the entire bill; the caps are set at \$2,500 per individual and \$28 per mile with the amounts increasing in 3% increments each year of the agreement to compensate for inflation costs.

Commissioner Long made a motion to approve renewal of Ambulance Service Agreement with Puckett EMS for an amount of \$25,000. Commissioner Stephens second the motion. Chairman Black called for all those in favor of approving the motion to indicate so by saying aye. The following Commissioners voted in favor of approving the motion: Chairman Larry Black; Commissioner Jeff Long; Commissioner Chuck Harris; Commissioner Vanita Hullander; and Commissioner Charlie Stephens. There was no opposition, and the motion passed by unanimous consent.

ADJOURNMENT

There was no further business, and the Board unanimously agreed to adjourn the meeting at 10:03 p.m.

CATOOSA COUNTY BOARD OF COMMISSIONERS

Larry C. Black

Larry Black, Chairman

Jeff Long

Jeff Long, Commissioner, District One

Chuck Harris

Chuck Harris, Commissioner, District Two

Vanita Hullander

Vanita Hullander, Commissioner, District Three

Charlie Stephens

Charlie Stephens, Commissioner, District Four

ATTEST:

Melissa Hannah

Melissa N. Hannah, County Clerk

PRELIMINARY AGENDA
CATOOSA COUNTY BOARD OF COMMISSIONERS
CATOOSA COUNTY ADMINISTRATION BUILDING
800 LA FAYETTE STREET, RINGGOLD, GA 30736
SEPTEMBER 3, 2024, 6:00 PM

The following constitutes the preliminary agenda for the Regular Meeting of the Board of Commissioners of Catoosa County, Georgia to be held September 3, 2024, at 6:00 P.M. subject to such revisions, deletions and additions as may be determined by the Board of Commissioners at the meeting. Subject to the foregoing, the Board may take action on the following matters:

REGULAR MEETING

1. **Call to Order Regular Meeting**

2. **Set Agenda**

3. **Minutes**

3.1 Proposed Approval of Board of Commissioners Regular Meeting Minutes from August 20, 2024 -
(Melissa Hannah, County Clerk)

4. **Proclamation**

5. **Recognition**

5.1 Presentation of AARP Network of Age-Friendly States and Communities Certification - (Boyd Austin,
Executive Director, Northwest Georgia Regional Commission)

6. **Appearances** You must sign in with the Clerk and you have 5 minutes to speak.

7. **Administrative Fiscal Matters**

7.1 Proposed Approval of the 2024 Revision to the GDOT Title VI Plan - (Lora Ogden, Human
Resources Director)
Approval by the Board
Final Title VI 2024.docx

7.2 Proposed Acceptance of Audit Engagement with Johnson, Hickey & Murchison, P.C. for FY2024 -
(Rachel Clark, Chief Financial Officer)
2024 Engagement Letter.pdf

7.3 Proposed Approval of Annual Service and Maintenance Agreement with Carousel Industries -
(Steve Quinn, Emergency Management/911 Director)
Q-155860 for Catoosa County, GA - 911 - HQ (1).pdf

7.4 Proposed Approval for the purchase of 36 Poll Pad Printers and Flip Stands. (Tonya Moore-
Elections and Voter Registration Director)
Estimate_printers and stands.pdf

7.5 Proposed Amendment to MOU with Coosa Valley Regional Services & Development Corporation for Meals on Wheels Services - (Chad Young, County Attorney)

8. Reports

8.1 FY2024 Financial Report for the Tenth Month ended July 31, 2024 - (Rachel Clark, Chief Financial Officer)
FY2024 July 2024 Financials 09.03.24 BOC Meeting.pdf

9. Old Business

10. New Business

11. Commissioner Comments

12. Executive Session

12.1 Personnel, Legal, and Land Acquisition

13. Open Session

14. Adjournment

Date	Activity	Concerned Person
9/16/2014	Initial Plan 2015-2018	Ann Cain
May of 2019	Plan Revision 2019-2021	Ann Cain
6/19/2019	GDOT Final draft review	Michele Nystrom
7/16/2019	Board of Commissioners Ado	Ann Cain
10/25/2021	GDOT Final draft review	Patricia Smith
11/16/2021	Board of Commissioners Ado	Ann Cain
7/8/2024	Plan Revision 2024-2027	Marie Barbee
8/16/2024	GDOT Final draft review	Charnele Dobbins
9/3/2024	Board of Commissions Adopt	Marie Barbee