



CHATHAM AREA TRANSIT BOARD OF DIRECTORS AGENDA • JULY 28, 2026

Regular Meeting

In-person

4:00 p.m.

In Person – CAT Central, 900 East Gwinnett Street
Zoom Meeting
Meeting ID: 841 3112 3978

Detric Leggett
Chairman

BOARD OF DIRECTORS

Kelvin Moore
Vice-Chair

Michael Owens • Vacant • Faye DiMassimo • Richard Lassiter • Rufus Bright • Mary Snowden • Marsha Buford • Aaron Whitely • John Taylor

1. CALL TO ORDER

1. Roll Call

Agenda materials are incomplete at the time of submission.
Additional supporting materials will be added when available.

2. INVOCATION

3. APPROVAL OF AGENDA

(The Board may use this time to change the order of the business by the agenda sections before adopting the agenda. The Agenda Business Sections are as follows: Presentations, Consent Items, Individual Items, Executive Director's Report/Unit Updates, Contractual Monthly Updates, Executive Session, Old/New Business, and Chairman/Director's Items. The removal of Items from any subsection shall be discussed under the Agenda Category)

1. **Action Required** - Adoption of the Regular Board Meeting Agenda – July 28, 2026

4. CONSENT ITEM(S)

This section shall include all routine items for which it is anticipated there will be no debate or requests for public input. (The Board can entertain one motion to adopt the below-listed action calendar. Such a motion would be an adoption of staff's recommendation. Any Board Member may choose to pull an item from the calendar, and it would be considered separately. Once the Board reaches this point in the meeting agenda, the chair first asks if anyone wants to remove any items from the consent agenda. If a member requests, the presiding officer will immediately remove the item from the consent agenda. The removed item will be considered in its proper place in the usual or adopted order of business. There is no vote requirement for an item to be removed from this agenda section for individual consideration)

1. **Proposed Action** - Request Board Approval of the minutes for the Regular meeting held on June 30, 2026, at 4:00 p.m.
Report – [4.1 - draft ACTION MINUTES REPORT June 30 2026.pdf](#)
2. **Proposed Action** – Request Board Authorization for the Executive Director/CEO to issue a Request for Proposals (RFP) to provide Bus Interior Refurbishment.
Report - [4.2 - BOARD ACTION ITEM - CAT BUS INTERIOR REFURBISHMENT RFP ISSUE.pdf](#)
3. **Proposed Action** – Request Board Authorization to approve the Lessons Learned Change Order for Ferry No. 3 being constructed at Derecktor's Shipyard in Mamaroneck, New York to include paint application and other components according to the scope of services not to exceed an increase of \$1,800.00 for a total of \$5,744,492.
Report - [4.3 - BOARD ACTION ITEM - CHANGE ORDER No. 2 FERRY VESSEL # 3 PACKET.pdf](#)
4. **Proposed Action** – Request Board Approval of the recommended Summer 2026 minor Service Changes for routes: 14 Abercorn, 25 MLK, 31 Skidaway, 3 West Chatham, 10 East Savannah, 28 Waters, 3B Augusta Ave., 4 Barnard, 6 Crosstown, 11 Candler, and 12 Henry by revenue hours, revenue miles, and/or span of service
Report - [4.4 - BOARD ACTION ITEM - Summer Service Change 7.20.2026FINAL 3.pdf](#)
5. **Proposed Action** – Request Board Approval to revise the Joe Murray Rivers Intermodal Transit Center (JMRITC) ticket window operating hours from 7:00 a.m.-8:00 p.m. to coincide with Chatham Area Transit Authority's business hours 8:00 a.m. to 5:00 p.m., effective upon implementation by CAT staff.
Report – [4.5 - Board Action Item - PROPOSED CHANGE-HOURS OF OPERATIONS JMRITC TICKET WINDOW.pdf](#)
6. **Proposed Action** – Request Board Approval and Adopt the FY 2027 (July 1, 2026-June 30, 2027) Board Governance Calendar and associated Staff Reporting Milestones.
Report – [4.6 - Board Action Packet - FY 2027 Governance Calendar and Staffing Milestone 7.28.2026.pdf](#)

5. INDIVIDUAL ACTION ITEM(S)

(Unless the Board directs otherwise, adoption of an Action Item will mean approval of the agenda description and the respective staff report and its recommended action. The items listed below are for separate consideration.)

1. **Proposed Action** – Request Board Authorization for the Executive Director/CEO to approve the issuance of a purchase order and contract award to TSI Camera Systems for Artificial Intelligence (AI) dash cameras to replace existing cameras on 41 revenue vehicles not to exceed \$44,116 for FY 2027.
Report -

6. EXECUTIVE DIRECTOR'S REPORT AND MONTHLY UNIT UPDATES - Receive and File Only

(Effective 7/29/2025 - Written departmental reports will continue to be provided monthly; however, staff presentations will no longer occur during regular board meetings with an exception to the Financial Services update. Instead, staff presentations will be scheduled for designated study sessions/workshops. Staff will remain available during regular meetings to address specific questions the Board may have about the submitted written reports. Unless there are specific questions or discussions, the Board may accept the monthly written reports as received and filed.)

1. Executive Director's Report – CEO Cutter
(to include Communications/Marketing, Safety and Human Resources Update)
Report – (Report forthcoming as of 07/22/2026)

Marketing and Communications Update – PIO Johnson

Report – [6.1 - Marketing and Communications Monthly Update July 2026.pdf](#)

Safety Update – Safety, Security and Risk Manager, Vacant

Report – (Report not received as of 07/22/2026)

Human Resources Update – HR Manager, S. Ceasar

Report - (Report not received as of 07/22/2026)

2. Service Delivery (Operations) Update – COO E. Twumasi

Report - (Report not received as of 07/22/2026)

3. Planning Infra Development Update – IT Manager & Acting Planning Support, M. Gladhill

Report – (Report not received as of 07/22/2026)

4. Financial Services Update – ICFO G. Royal

Report - (Report not received as of 07/22/2026)

7. CONTRACTUAL MONTHLY UPDATES – Receive and File Only

1. ATU Local 1324 Leadership Update – Donya Swinton, President, or designee

Report – (Report not received as of 07/22/2026)

2. State & Local Governmental Affairs – Georgia Public Affairs

Report – (Report not received as of 07/22/2026)

3. Federal Governmental Affairs Update – Squire Patton Boggs

Report – (Report not received as of 07/22/2026)

8. EXECUTIVE SESSION

1. **Proposed Motion:** Move to enter executive session for the purpose of consultation with the CAT attorney to discuss pending litigation, settlement, and claims against CAT as provided in O.C.G.A. § 50-14-2(1).

Report – [8.1 - Affidavit - Executive Session 07.28.2026.pdf](#)

9. OLD/NEW BUSINESS

(The Chair may ask the Board to consider items under this section at the next scheduled Board meeting, with a motion for consideration and/or approval.)

1. **AGENCY CLAIM(S)**

Proposed Motion – (No agency claims have been submitted to the Board for approval)

Report – N/A

10. ANNOUNCEMENT(S)/ADJOURNMENT

1. For Board consideration – August 2026 Special Meeting (2027 Legislative Agenda Planning Workshop).
2. Next Regular Meeting of the Board of Directors – Tuesday, August 25, 2026, at 4:00 p.m.



900 East Gwinnett Street · Savannah, GA 31401

Board Action Report and Staff Summary

SUBJECT: Board of Directors' Minutes for June 30, 2026	AGENDA NO: 2027-07-11-002
DESCRIPTION: Regular Board Minutes for June 30, 2026 – Hybrid Meeting	
ACTION REQUEST:	
☒ Approval ☐ Review Comment ☐ Information Only ☐ Other	

RECOMMENDATION:

Authorize the Chairman to proceed with presenting to the Board of Directors' minutes for its regular meeting held on June 30, 2026, for review and approval.

ISSUE/BACKGROUND:

The regular meeting of Chatham Area Transit Authority (CAT) Board of Directors was held in person and broadcast live through the CAT's website and YouTube channel on Tuesday, June 30, 2026, at 4:00 p.m.

The minutes for June 30, 2026, are in draft form until Board approval. Minutes from the meeting document the actions of the Board of Directors that took place in the meeting. This document is not intended to serve as a full transcript as additional discussion may have taken place; please refer to the meeting materials, audio, or video located at [catchacat.org/About CAT/Board of Directors](http://catchacat.org/About%20CAT/Board%20of%20Directors) page for a full scope of actions made by the Board of Directors. This document along with the digital recording constitutes the official minutes of this meeting.

Once the minutes are adopted by the board, they become an official document of record for Chatham Area Transit authority.

DISCUSSION:

Board Chair Detric Leggett called the meeting to order at 4:05 p.m. Agenda items presented, and Board action taken on June 30, 2026, are as follows:

Action Minutes			
Action	Mover Second	Failed or passed	Absent or Audio Issues during vote
CALL TO ORDER			
Roll Call			
Members present: D. Leggett, M. Buford, J. Taylor, M. Owens, M. Snowden, A. Whitely, and R. Bright Members' arrival after Roll Call: Members' absent: F. DiMassimo, R. Lassiter, K. Moore Staff present: S. Cutter, G. Royal, E. Twumasi, A. Johnson, K. Dyer Counsel: A. Walcoff and A. Sparks A quorum was present to cover the business actions.			
INVOCATION			
(2.1) An innovation was delivered by Director Bright	By: Director Rufus Bright	N/A	Moore DiMassimo Lassiter
APPROVAL OF AGENDA			
(3.1) Adoption of Agenda for 06/30/2026 Regular Board Meeting.	Director Owens Director Snowden	Passed; 7-0-3 ^{NP}	Moore DiMassimo Lassiter
PUBLIC HEARING			
(4.2) Approval to open public hearing for the second reading of the FY 2027 Operating Budget and Five-year Capital Plan	Director Snowden Director Owens	Passed; 7-0-3 ^{NP}	Moore DiMassimo Lassiter
(4.5) Approval to close public hearing.	Director Buford Director Snowden	Passed; 7-0-3 ^{NP}	Moore DiMassimo Lassiter
PRESENTATION(S)			
(5.1) 2026/2027 Property and Casualty Insurance Renewal	By: Cindy Robinett, Sterling Seacrest Pritchard	N/A	Moore DiMassimo Lassiter
CONSENT AGENDA ITEM(S)			
(6.1) Approval of the minutes for the Regular Board Meeting held on May 26, 2026, at 4:00 p.m.	Director Whitely Director Owens	Passed; 7-0-3 ^{NP}	Moore DiMassimo Lassiter

CONSENT AGENDA ITEM(S) CONT.			
(6.2) Approval for the minutes for the Special meeting held June 23, 2026, at 4:00 p.m.	Director Whitely Director Owens	Passed; 7-0-3 ^{NP}	Moore DiMassimo Lassiter
(6.3) Item Pulled – Approval to award contracts for the CAT Bus Stop Improvement Project Plan to RL Construction Group, Inc. for construction and installation, not to exceed \$1,800,610 over the term of the three (3) years; and to LNI Custom Manufacturing, Inc. for the manufacture and delivery of new shelters, not to exceed \$2,942,700 for the term of the contract.	N/A	N/A	Moore DiMassimo Lassiter
(6.4) Authorization to approve the Request for Proposals contract award to A-1 Uniforms for a three (3) year term with two (2) one (1) year renewals, not to exceed \$245,000	Director Whitely Director Owens	Passed; 7-0-3 ^{NP}	Moore DiMassimo Lassiter
(6.5) Approval of Property Casualty (Liability) Insurance Renewal for the July 1, 2026, to June 30, 2027, policy period for a total premium amount not to exceed \$4,603,236 under option 1.	Director Whitely Director Owens	Passed; 7-0-3 ^{NP}	Moore DiMassimo Lassiter
INDIVIDUAL ACTION ITEM(S)			
(6.3) Approval to award contract for the CAT Bus Stop Improvement Project Plan to RL Construction Group Inc., for construction and installation, not to exceed \$1,800,610 over the term of the three (3) years; and to LNI Custom manufacturing, Inc., for the manufacture and delivery of new shelters, not to exceed \$2,942,700 for the term of the contract.	Director Whitely Director Owens	Passed; 7-0-3 ^{NP}	Moore DiMassimo Lassiter
(7.1) Approval and Adoption of the Proposed and FY 2027 Operating Budget (\$42,072,153) and Five year Capital Plan (\$19,337,812) as presented. Amended – Approval and Adoption of the Proposed FY 2027 Operating Budget (\$41,858,259)	Director Buford Director Taylor	Passed; 7-0-3 ^{NP}	Moore DiMassimo Lassiter
(7.2) Approval to authorize the Board Chairman to execute a funding agreement between Chatham Area Transit and the Savannah Convention Center in the amount of \$1,500,000.	Director Whitely Director Owens	Passed; 7-0-3 ^{NP}	Moore DiMassimo Lassiter
EXECUTIVE DIRECTOR'S REPORT/UNIT UPDATES			
(8.1) Executive Director's Report – Report Received and Filed - Communications/Marketing Update (received and filed) - Safety Report (Report not received as of 06/29/2026) - HR Report (received and filed)	Submitted by: Stephanie Cutter, ICEO Submitted by: A'riel Johnso, PIO Submitted by: N/A, Safety Submitted by: Shavondra Ceasar, HR Manager	Information Received/ No Action Required	Moore DiMassimo Lassiter
(8.2) Service Delivery Update Report – May 2026 Data	Submitted by: Dr. Emmanuel Twumasi	Information / No Action Required	Moore DiMassimo Lassiter
(8.3) Planning Infrastructure Development Update – May 2026 Data	Submitted by: Mark Gladhill, IT/Innovation	Information / No Action Required	Moore DiMassimo Lassiter
(8.4) Financial Services Update – May 2026 Data	Submitted and presented by: Gloria Royal, ICFO	Information / No Action Required	Moore DiMassimo Lassiter

CONTRACTUAL MONTHLY UPDATE			
(9.1) ATU Local 1324 Leadership Update – Report not received as of 06/29/2026	Submitted by: N/A	No Action Required	Moore DiMassimo Lassiter
(9.2) State/Local Governmental Affairs Update – May2026 Report not received as of 06/29/2026	Submitted by: N/A	No Action Required	Moore DiMassimo Lassiter
(9.3) Federal Governmental Affairs Update – May 2026 Report not received as of 06/29/2026	Submitted by: N/A	No Action Required	Moore DiMassimo Lassiter
EXECUTIVE SESSION (5:22 p.m. – 5:47 p.m.; 5:50 p.m. – 6:05 p.m.)			
(10.1) Approval of entering executive session for the purpose of consultation with the CAT attorney to discuss pending litigation, settlement, and claims against CAT as provided in O.C.G.A § 50-14-2(1).	Director Snowden Director Owens	Passed; 7-0-3 ^{NP}	Moore DiMassimo Lassiter
(10.2) Approval of entering executive session for the purpose of consultation with the CAT attorney to discuss pending litigation, settlement, and claims against CAT as provided in O.C.G.A § 50-14-2(1).	Director Snowden Director Owens	Passed; 7-0-3 ^{NP}	Moore DiMassimo Lassiter
OLD/NEW BUSINESS			
11.1 (Agency Claim(s) Approval of the Settlement Agreement of Kimberly Davis case to be paid by CAT's personal injury insurer, RLI (80%) and its employment practices insurer (20%) Chubb/Ace for a total settlement amount of \$425,000.	Director Snowden Director Owens	Passed; 7-0-3 ^{NP}	Moore DiMassimo Lassiter
(*) = absent of members' vote; votes are recorded as Yay-Nay-Not Present, and A = Abstention			

Chairman Detric Leggett made announced upcoming meetings for July, stating the next regular board meeting will be held on Tuesday, July 28, 2026. He adjourned the meeting at approximately 6:11 p.m.

NEXT STEPS:

Recommendation for Board approval of the June 30th Board Meeting action minutes, along with any amendments.

ATTACHMENTS:

Board of Director Regular Meeting Minutes – [Board Meeting - June 30, 2026](#)

PROPOSED MOTION:

Move to: Approve the minutes from the regular board meeting of June 30, 2026, with any amendments recorded by the members of the Board.

Prepared By: Beverly Dumas, Board Secretary/Administrator
beverly.dumas@catchacat.org

Beverly Dumas
Board Secretary/Administrator

Date

Detric Leggett
Board Chairman

Date



STAFF SUMMARY REPORT – FOR BOARD ACTION

900 East Gwinnett Street · Savannah, GA 31401

AGENDA NO: 2027-07-016-001

AGENDA MONTH AND YEAR: July 2026

PROJECT NAME: RFP for Bus Interior Refurbishment Services

FROM: Victor Colon, Procurement Manager

RECOMMENDATION

Request Board Authorization for the Executive Director/CEO to issue a Request for Proposals (RFP) to provide Bus Interior Refurbishment Services.

DATE AND IDENTIFICATION OF PRIOR BRIEFING OR AUTHORIZING ACTION

BOARD ACTION RFP for Bus Repower and Refinish Services RFP Issuance 2024-09-19-012

BOARD ACTION RFP for Bus Repower and Refinish Services Award 2025-04-016-021

ISSUE:

In accordance with CAT's Transit Asset Management Plan and State of Good Repair (SGR) regulations, staff is requesting Board approval to issue a Request for Proposals (RFP) for bus interior refurbishment.

Chatham Area Transit (CAT) requires a reliable bus fleet to meet its operational needs. This RFP will result in a single contract for the mid-life overhaul for the bus interior. all to restore vehicle reliability and efficiency for the remainder of the bus's life. The interior refurbishment work will cover flooring, ADA Ramps, seating amongst other interior refinishing needed.

DISCUSSION:

CAT will seek proposals from qualified firms to provide Bus Interior Refurbishment. Proposers will be required to outline their expertise in refurbishing buses and work with the contractor who is providing the repower and refinishing processes and demonstrate their ability to meet CAT's specific service needs. The procurement will be conducted in accordance with CAT Procurement Guidelines, and proposals will be evaluated based on the following criteria:

Evaluation Criteria:

Professional qualifications and specialized experience in bus repower and refinishing services: 30%

Past performance, including quality of work and experience with transit agencies: 20%

Capacity to meet CAT's service requirements: 20%

Price proposal: 30%

PROCUREMENT | COMPLIANCE *(provided by the Procurement Officer):*

CAT Procurement Policy permits the use of a Request for Proposals (RFP) for the requested services, and this request complies with CAT Policy.

FINANCIAL IMPACT:

Staff requests Board authorization to issue a Request for Proposals (RFP) for the refurbishment of the interior of buses. Upon completion of the competitive procurement process, Staff will return to the Board with a recommendation for contract award, including the proposed project cost, for Board review and approval.

Funding for this project is included in the FY 2027 Operating Budget and the Five-Year Capital Plan under the Capital Contributions line item.

Project Scope Number	FTA/ Grant Number	CAT Budget Line Item	Budget Line-Item Description	Federal Funding	State Funding	Local Funding	Total Funding
	TOTAL SECTION FUNDS:				\$ 0.00	\$ 0.00	\$ 0.00

NEXT STEPS:

With Board approval, request issuance of Request for Proposals (RFP) to provide bus interior refurbishment services.

ATTACHMENTS:

Request for Proposals for Bus Interior Refurbishment Services

COMMITTEE ASSIGNMENT:

N/A

PROPOSED MOTION: (to be read into the minutes)

Move to: Authorize the Executive Director/CEO to issue a Request for Proposals (RFP) to provide interior bus refurbishment services.

REQUIRED SIGNATURES

Department Item Preparer – Prepared by: Victor Colon, Procurement Manager

Department Chief – Reviewed by: Stephanie Cutter, Executive Director / CEO

Procurement | Compliance – Procurement and Compliance Reviewed by: Victor Colon, Procurement Manager

Chief Financial Officer – Financial Impact and Budget Reviewed by: Gloria Royal, Interim CFO

Executive Director/CEO - Final Reviewer Stephanie Cutter, Executive Director / CEO

Board of Directors – Final Approval [insert board action]

This section is completed by the Board Administrator

Passed and approved this [insert date] of [insert Month and Year]

Motioned by:

Seconded by:

AGENCY BOARD DESIGNEE:

Board Approval (signed by Board Chair or Board Administrator)

Scope of Work

Gillig Diesel Coach Refurbishment Project (2018 Model Year)

Project Overview

The overall scope of this project is to refurbish up to nine (9) 2018 model year Gillig diesel coaches. It is the intent of Chatham Area Transit (CAT) to procure a complete turnkey refurbishment package. The Contractor shall be responsible for coordinating and working directly with Coach Crafters, as required, to successfully complete all aspects of the project.

1. Structural Rehabilitation

1.1 Plywood Floor Replacement

The Contractor shall inspect all flooring and subflooring components for deterioration, damage, or structural deficiencies.

If any soft, rotten, delaminated, or otherwise damaged floorboards are identified, the Contractor shall:

- Remove and replace all damaged plywood flooring sections.
 - Install new three-quarter-inch (3/4") thick, seven-ply marine-grade plywood.
 - Secure all replacement plywood using stainless steel fasteners.
 - Apply a flexible, long-life sealant/caulking to all steel framing members, suspension beams, bulkhead flanges, and other structural supports prior to assembly to eliminate voids and prevent moisture intrusion.
 - Ensure all sealants remain flexible throughout the service life of the vehicle.
 - Fill, sand, and finish all cracks, holes, and surface imperfections to provide a smooth, defect-free substrate suitable for flooring installation.
-

2. Interior Refurbishment

2.1 Flooring Replacement

The Contractor shall:

- Remove and properly dispose of the existing transit floor covering.
- Furnish and install new transit flooring throughout the passenger compartment.
- Ensure flooring is installed in accordance with the manufacturer's recommendations and industry best practices.

- Provide seamless transitions and watertight seals at all joints, edges, and wheelchair ramp interfaces.

2.2 Passenger Seating Replacement

The Contractor shall:

- Remove all existing passenger seats and associated mounting hardware.
- Furnish and install new Gemini seating with:
 - One (1) Q-Pod wheelchair securement area.
 - Flip seats at the Q-Pod location.
 - Quantum seating configuration.
- Ensure all seating is installed in compliance with applicable ADA, FTA, FMVSS, and OEM requirements.
- Furnish and install up to sixteen (16) dual USB/USB-C charging outlets throughout the passenger compartment.
- Verify all charging outlets are fully operational and properly integrated into the vehicle electrical system.

2.3 Wheelchair Ramp Replacement

The Contractor shall:

- Remove the existing wheelchair ramp assembly.
- Furnish and install a Lift- wheelchair ramp or an approved equal.
- Install flooring on the wheelchair ramp to match the flooring specified in Section 2.1.
- Ensure the wheelchair ramp installation complies with all ADA accessibility requirements and manufacturer specifications.
- Perform all necessary testing and adjustments to ensure proper ramp operation.

Removed Equipment:

- All wheelchair ramps removed from the coaches shall be returned to CAT Central.
- The Contractor shall coordinate delivery and unloading of all removed wheelchair ramps with CAT staff.

Deliverables

Upon completion of each vehicle refurbishment, the Contractor shall provide:

- A completed and fully operational coach.
- Documentation of all repairs, replacements, and installations performed.
- Warranty information for all materials, components, and workmanship.
- Testing and inspection reports confirming proper operation of all refurbished systems.

Quantity: Up to nine (9) Gillig diesel coaches (2018 model year).

Project Type: Complete Turnkey Refurbishment Package.

Owner: Chatham Area Transit (CAT).



900 East Gwinnett Street · Savannah, GA 31401

STAFF SUMMARY REPORT – FOR BOARD ACTION

AGENDA NO: 2025-04-016-021

BOARD MEETING DATE: April 22, 2025

PROJECT NAME: Contract Award for the Repower, Refinish and Refurbish CAT Buses

DEPARTMENT: Procurement Administration

For Reference and Supporting Information Only, from prior board action

EXECUTIVE SUMMARY & RECOMMENDATION

Request Board Authorization for the Executive Director/ICEO to approve the contract award to **Coach Crafters** for the refurbishments of Chatham Area Transit Authority (CAT) Gillig Buses.

DATE AND IDENTIFICATION OF PRIOR BRIEFING OR AUTHORIZING ACTION [If applicable]:

Request for Proposals (RFP) Issuance request approved by CAT Board of Directors on September 24, 2024, meeting.

ISSUE:

During the month of September 2024 CAT BOD approved the issuance of an RFP to Repower and Refinish CAT Gillig Buses.

DISCUSSION:

In accordance with CAT's Transit Asset Management Plan and State of Good Repair (SGR) regulations, staff is requesting Board approval to issue a Request for Proposals (RFP) for bus repower and refinish services.

Chatham Area Transit (CAT) requires a reliable bus fleet to meet its operational needs. This RFP will result in a single contract for the mid-life propulsion overhaul ("repower") and body refurbishment ("refinish") of up to nine (9) CAT buses. The repower process includes replacing driveline components such as engines, remanufactured transmissions, upgrading emission systems to match the new engine model year, rewiring electrical systems, and renewing the engine cooling systems, all to restore vehicle reliability and fuel efficiency for the remainder of the bus's life. The refinishing work will cover body repairs, exterior repainting, and the recreation and installation of CAT graphics.

PROCUREMENT | COMPLIANCE (provided by the Procurement Officer):

CAT Staff issuance of a RFP is in compliance with CAT Procurement Policies and procedures, with the issuance of an RFP CAT is allowing a fair and reasonable process to comply with FTA and CAT policies.

FINANCIAL IMPACT:

The Bus Refurbish, Repower and Refinish project will be completed in phases. The cost of the project is not to exceed \$1,800,000. During September 2024, Board Meeting, staff presented that this project will be funded using \$900,000 from the FY2025 Capital Budget, \$630,915 from the FY2025 -5307 Grant Formula funding allocation and the FY 2026 Capital budget would require \$269,085 budgeted to cover the remaining cost.

The Agency is moving forward on demanding projects that will aim to improve service efficiencies and reduce costs. Staff presented at the March 2025 Board Meeting a request to purchase three (3) 24 – passenger buses with ancillaries at a cost of \$653,802. Based on specific needs, the Board approved four (4) buses for purchase, \$202,933 each and a placeholder for \$15,000 for cameras and automatic passenger counters per bus. The estimated total cost of the project is \$871,736.

For Reference and Supporting Information Only, from prior board action

The Bus Refurbish project will be funded using prior year's cost savings of \$1,000,000 from FY2023 and FY2024 Budget, \$500,000 covered by FY2025 Operating Budget -Contingency and FY 2026 Capital budget will require \$300,000 to cover the remaining cost.

The completion date of this project is estimated at two years with the contract being closed by August 31, 2026.

Project Scope Number	FTA/ Grant Number	CAT Budget Line Item	Budget Line-Item Description	Federal Funding Request	State Funding Request	Local Funding	Total Funding Amount
			CAPITAL – REVENUE VEHICLE- REHAB	\$ 0.00	\$ 0.00	\$1,000,000.00	\$1,000,000.00
			FY2026 CAPITAL - REVENUE VEHICLE - REHAB	0.00	0.00	300,000.00	300,000.00
			FY2025-CONTINGENCY	0.00	0.00	500,000.00	500,000.00
		TOTAL SECTION FUNDS:		\$ 0.00	\$ 0.00	\$1,800,000.00	\$1,800,000.00

NEXT STEPS:

With the Board of Directors approval, proceed with the issuance of an agreement with Coach Crafters to begin refurbishing CAT Gillig Buses.

ATTACHMENTS:

Evaluation Summary

COMMITTEE ASSIGNMENT:

N/A

PROPOSED MOTION: (to be read into the minutes)

Move to: Issue of approval to award contract to Coach Crafters.

REQUIRED SIGNATURES

Department Item Preparer – Prepared by: Victor Colon, Procurement Manager

Department Chief – Reviewed by: Stephanie Cutter, ICEO

Procurement | Compliance – Procurement and Compliance Reviewed by: Victor Colon, Procurement Manager

Chief Financial Officer – Financial Impact and Budget Reviewed by: Gloria Royal, Interim CFO

Executive Director/CEO - Final Reviewer: Stephanie Cutter, Interim CEO

Board of Directors – Final Approval [insert board action]

This section is completed by the Board Administrator

Passed and approved this [insert date] of [insert Month and Year]

Motioned by:

AGENCY BOARD DESIGNEE:

Seconded by:

Board Approval (signed by Board Chair or Board Administrator)

For Reference and Supporting Information only, from prior board action

CUMMINS					
Evaluation Criteria (conducted by Evaluation Committee)	Possible Points	Evaluator 1	Evaluator 2	Evaluator 3	Procurement Staff
1 Technical Ability	30	24	27	21	
2 Past Performance	20	16	19	15	
3 Staffing, Project Organization and Management Plan	10	10	9	9	0
	60	50	55	45	0
Price Analysis & DBE Certification (conducted by Procurement)					
4 Price Proposal	30				30
5 Disadvantaged Business Enterprises	10				0
	40				30
	100	80	85	75	0
Average Total Score	80.00				

ABC BUS					
Evaluation Criteria (conducted by Evaluation Committee)	Possible Points	Evaluator 1	Evaluator 2	Evaluator 3	Procurement Staff
1 Technical Ability	30	5	25	19	
2 Past Performance	20	12	18	13	
3 Staffing, Project Organization and Management Plan	10	2	9	8	0
	60	19	52	40	0
Price Analysis & DBE Certification (conducted by Procurement)					
4 Price Proposal	30				12
5 Disadvantaged Business Enterprises	10				0
	40				12
	100	31	64	52	0
Average Total Score	49.00				

Coach Crafters					
Evaluation Criteria (conducted by Evaluation Committee)	Possible Points	Evaluator 1	Evaluator 2	Evaluator 3	Procurement Staff
1 Technical Ability	30	25	27	24	
2 Past Performance	20	20	19	14	
3 Staffing, Project Organization and Management Plan	10	10	10	9	0
	60	55	56	47	0
Price Analysis & DBE Certification (conducted by Procurement)					
4 Price Proposal	30				30
5 Disadvantaged Business Enterprises	10				
	40				30
	100	85	86	77	0
Average Total Score	82.67				

	Possible Points	Evaluator 1	Evaluator 2	Evaluator 3	Procurement Staff
1 Technical Ability	30	25	25	23	
2 Past Performance	20	16	19	12	
3 Staffing, Project Organization and Management Plan	10	10	9	10	0
	<u>60</u>	<u>51</u>	<u>53</u>	<u>45</u>	<u>0</u>
Price Analysis & DBE Certification (conducted by Procurement)					
4 Price Proposal	30				6
5 Disadvantaged Business Enterprises	10				
	40				6
	<u>100</u>	<u>57</u>	<u>59</u>	<u>51</u>	<u>0</u>
Average Total Score	<u>55.67</u>				



Supporting Documentation Only

STAFF SUMMARY REPORT – FOR BOARD ACTION

900 East Gwinnett Street · Savannah, GA 31401

AGENDA NO: 2024-09-19-012

AGENDA MONTH AND YEAR: September 24, 2024

PROJECT NAME: RFP for Bus Repower and Refinish Services

FROM: Mary Moskowitz, Chief of Planning and Infrastructure Development OBO David Flander, ACOO

RECOMMENDATION

Request Board Authorization for the Interim Executive Director/CEO to issue a Request for Proposals (RFP) to provide bus repower and refinish services for a maximum cost of \$1,800,000.

DATE AND IDENTIFICATION OF PRIOR BRIEFING OR AUTHORIZING ACTION:

N/A

ISSUE:

In accordance with CAT's Transit Asset Management Plan and State of Good Repair (SGR) regulations, staff is requesting Board approval to issue a Request for Proposals (RFP) for bus repower and refinish services.

Chatham Area Transit (CAT) requires a reliable bus fleet to meet its operational needs. This RFP will result in a single contract for the mid-life propulsion overhaul ("repower") and body refurbishment ("refinish") of up to nine (9) CAT buses. The repower process includes replacing driveline components such as engines, remanufactured transmissions, upgrading emission systems to match the new engine model year, rewiring electrical systems, and renewing the engine cooling systems, all to restore vehicle reliability and fuel efficiency for the remainder of the bus's life. The refinish work will cover body repairs, exterior repainting, and the recreation and installation of CAT graphics.

DISCUSSION:

CAT will seek proposals from qualified firms to provide bus repower and refinishing services. Proposers will be required to outline their expertise in repower and refinishing processes and demonstrate their ability to meet CAT's specific service needs. The procurement will be conducted in accordance with CAT Procurement Guidelines, and proposals will be evaluated based on the following criteria:

Evaluation Criteria:

Professional qualifications and specialized experience in bus repower and refinishing services: 30%

Past performance, including quality of work and experience with transit agencies: 20%

Capacity to meet CAT's service requirements: 10%

Disadvantaged Business Enterprise (DBE) participation: 10%

Price proposal: 30%

There is \$900,000 available in the FY 25 Capital Budget. Additional funding is subject to approval of the FY 26 and contingent upon grant approvals.

PROCUREMENT | COMPLIANCE:

According to the Procurement Policy Guidelines, for any project that is estimated to cost over \$20,000 (\$10,000 for the interim period), the Board must approve the issuance of a Request for Proposals (RFP). Once approved, the RFP packet will be prepared by the procurement staff, will be advertised on CAT's web-site, and, published in a newspaper of general circulation and trade publications, in sufficient time prior to the date set for receipt of proposals. The procurement staff will ensure that the RFP is made available to an adequate number of qualified sources to ensure fair and open competition.

FINANCIAL IMPACT:

The Bus Refurb and Refinish project will be completed in phases. The cost of the project is not to exceed \$1,800,000. With Board approval, this project will be funded partially with \$900,000 from the FY2025 Capital Budget. The remaining funding is based upon

For Reference and Supporting Information Only, prior board action

the Agency receiving the award from the FY2025 -5307 Grant Formula funding allocation and the Board's approval of FY 2026 Budget. The anticipated date of the announcement of the grant funding allocation is October 1, 2024, and the estimated calculated amount that the Agency will receive is \$630,915. The FY 2026 Capital budget will require \$269,085 budgeted to cover the remaining cost. The completion date of this project is estimated at two years with the contract being closed by August 31, 2026. The funds to cover the remaining expense of \$900,000 for the proposed nine (9) buses refurb and refinish are contingent upon receiving FY25 5307 funds and the approval of the Agency's FY2026 Capital budget.

Project Scope Number	FTA/ Grant Number	CAT Budget Line Item	Budget Line-Item Description	Federal Funding Request	State Funding Request	Local Funding	Total Funding Amount
	Pending		FY2025 Capital Budget	\$ 0.00	\$ 0.00	\$900,000.00	\$900,000.00
			FY2025- 5307	630 915.00	0.00	269,085.00	900,000.00
			TOTAL SECTION FUNDS:	\$630,915.00	\$ 0.00		\$1,800,000.00

NEXT STEPS:

With Board approval, request issuance of Request for Proposals (RFP) to provide bus repower and refinish services.

ATTACHMENTS:

Request for Proposals for Bus Repower and Refinish Service

COMMITTEE ASSIGNMENT:

Business transaction brought forth by Financial Services Audit/Compliance Committee for Board consideration.

PROPOSED MOTION: (to be read into the minutes)

Move to authorize the Interim Executive Director/CEO to issue a Request for Proposals (RFP) to provide bus repower and refinish services for a maximum cost of \$1,800,000.

REQUIRED SIGNATURES	
<u>Department Head:</u> Prepared by: Mary Moskowitz, OBO of David Flanders	<u>Department Chief:</u> Reviewed by: Dr. Emmanuel Twumasi, COO
<u>Procurement Compliance Officer:</u> Procurement Compliance Reviewed by: Victor Colon, Procurement Manager	<u>Chief Financial Officer:</u> Financial Impact and Budget Reviewed by: Gloria Royal, ICFO
<u>Executive Director/CEO:</u> Final Reviewer: Stephaine Cutter, ICEO	

This section is completed by the Board Administrator

Passed and approved this [insert date] of [insert Month and Year]

Motioned by:

Seconded by:

AGENCY BOARD DESIGNEE:

Board Approval (signed by Board Chair or Board Administrator)



Scope of Work

BUS REPOWER AND REFINISH SERVICES

1. Background Information

The Chatham Area Transit Authority (CAT), has a requirement for reliably maintaining a minimum operating bus fleet.

This solicitation may result in the award of a single for the mid-life propulsion overhaul “repower” and “refinish” (**body repairs/corrections, paint, and graphics**) of up to nine (9) CAT buses. A rolling stock repower includes the midlife replacement of drive line components including, but not limited to, new engines, remanufactured transmissions, emission systems upgrade to coincide with the replaced engine model year, electrical wiring, and renewal of the engine cooling systems, as specified herein, to restore vehicle reliability and fuel efficiency for the remainder of the vehicle’s useful life. The rolling stock refinish includes, body repairs/corrections, exterior painting, and recreation and installation of CAT graphics.

2. Scope of Services

Buses to be repowered are located at CAT’s facilities in Savannah, Georgia. Descriptions of the buses to be repowered **and refinished** are provided in Attachment 1. No more than two (2) CAT buses shall be off CAT’s premises at any given time.

The scope of repower is itemized in the Technical Specifications below.

For each major component installation indicated under the headings shown in Section 2.1, the Contractor shall develop a cost breakdown schedule for each bus. Should the Contractor and/or CAT determine, subsequent to award, which rebuild **or refinish** of a specific component is not necessary for proper operational safety of the bus, this schedule will be used to determine appropriate credit(s) to be applied against the overall cost of each bus repower **and refinish**.

These work scope deletions may be required for either cost (CAT) or schedule considerations (Contractor) and shall be applied as directed by CAT.

2.1 Projected Schedule

All bus repowers shall be completed by August 2, 2026. CAT’s projected schedule for this work is as follows, based on Contract Award by April 29, 2025. CAT does not require early delivery of all vehicles before August 2, 2026, but does prefer delivery of repowered vehicles as they are completed and accepted.

- April 29, 2025: Tentative Award/Notice to Proceed (NTP)
- July 29, 2025: Buses 1 and 2 Completed
- October 30, 2025: Buses 3 and 4 Completed

-
- | | |
|---------------------|-------------------------------------|
| • January 31, 2026: | Buses 5 and 6 Completed |
| • May 1, 2026: | Buses 7 and 8 Completed |
| • August 2, 2026: | Bus 9 Completed |
| • August 3, 2026: | All buses in revenue service at CAT |
| • August 31, 2026: | Contract complete and closed. |

Once started, early completion for any of the buses or group of buses from the above schedule is acceptable, provided that the Contractor provides regularly updated Project schedules that permit CAT to align cash flows with the actual completion of the work.

2.2 Technical Specifications

These Specifications are intended to describe all the work necessary to ensure repowered and refinished bus work is completed in like-new condition, incorporate updated safety, updated emissions systems, and convenience features, restore excellent reliability and fuel efficiency, and driving experience to Original Equipment Manufacturer (OEM) specifications.

Ancillary components and parts not included in these Specifications and necessary for the performance of the work shall be treated as inadvertent omissions. Ancillary components may include, but are not limited to, motor isolation mounts, hoses, fittings, insulation, gaskets, etc. All units or parts not specified shall be assumed to be the OEM standard units or parts.

Due to the nature of work to be performed during the bus repower and refinish, various components and assemblies will have to be removed in order to perform the required work. Any of the foregoing items removed shall be re-installed in working order after completion of the work performed.

Missing and defective components unrelated to the bus repower installation or refinish that interfere with the completion of the work as specified will be reviewed by CAT on a case-by-case basis. If this unforeseen condition is encountered, the Contractor shall, at CAT's request, provide the Project Manager with a detailed cost proposal, including labor, material, and incidentals, to complete the work.

All components, surfaces, parts, etc. shall be thoroughly cleaned to remove dirt, rust, grease, chemicals, etc. and shall be polished, painted, repaired, or replaced to restore original look and functionality.

CAT does not anticipate providing buses with non-returnable or damaged component cores. For any such deficiency, CAT will issue a change order for the documented loss of core value at cost, without mark-up. Only cores provided to the Contractor with known damage will be considered for a change order.

In the case of contradictory requirements, the more stringent condition applies.

Use of proposed components different from the original component, are subject to review and

approval by CAT.

A. Engine Bay

Each engine bay and bus under frame beneath the engine bay shall be thoroughly cleaned and inspected. Any defects shall be reported to CAT in writing and shall be inclusive of drawings or photographs that have sufficient detail to clearly display the defect. Disposition for repair or identified defects will be at the sole discretion of CAT.

The Contractor shall thoroughly clean and inspect the engine bay, as required, prior to reinstalling the engine. Visible surface rust shall be removed and treated with a rust inhibitor to prevent further spreading. Spot painting shall be permissible. Damaged or missing covers, seals, and insulation material shall be replaced. Damage to the rear settee that precludes a proper seal between the engine bay and passenger compartment shall be repaired.

All wiring harnesses and hoses shall have secondary insulation installed in any area subject to chafing or abrasion during the normal operation of the equipment.

B. Engine

CAT expects to change all engines as part of this Scope of Work. Exceptions may be made as stated below. The engines shall have the same ratings as supplied from the original manufacturer of the bus. The engines shall be replaced with a new engine being of the latest model year and comparable to the original. For this purpose, an engine shall include block, heads, intake and exhaust manifolds, sump pan, turbo, associated mechanical, engine mounted sensors, and electronic systems.

Only engines that have the same ratings as supplied by the original manufacturer of the bus, shall be installed on CAT buses. The new engine and Engine Control Module (ECM) shall include a three (3) year, unlimited-mileage manufacturer's warranty. Engine, as described in the preceding paragraph shall be covered by said warranty. Contractor shall provide a third-party bond or surety for any portion of the specified warranty not directly covered by the OEM.

All isolators, engine mounts, mounting hardware, and interface parts between the engine and transmission (including, but not limited to items such as flex plates, hydro-damper, rubber elements and the like) shall be replaced. Additionally, the air intake housing and piping shall be cleaned, inspected, and replaced if required. All filter elements and clamps shall be replaced with new.

A new ECM shall be installed and programmed. Passwords will be provided by CAT's Project Manager. The Contractor shall confirm all settable parameters with CAT's Project Manager prior to the delivery of the first completed unit. All like series engines shall be

programmed identically. The Contractor shall also replace engine wiring harness and supports with new components. All wiring connectors shall be watertight and treated with a dielectric grease to prevent the ingress of contaminants and contact corrosion.

If the original engine has already been replaced, and does not have excessive service mileage, the requirement of change-out may be eliminated from individual buses. CAT shall notify the Contractor before pick-up of any buses that will not require an engine replacement. CAT also requires that the cost of the engine, its replacement and associated costs with moving reused components and core, if applicable, be subtracted from the total price on the vehicle(s) involved. The per-unit cost of the engine shall not include costs for the air compressor, governor, and starting system as described in subsection G below.

C. Cooling System

The Contractor shall renew the colling system to like new condition, including but not limited to the following work.

- All electric fans shall be replaced with new OEM materials.
- Surge tank pressure relief valve and sight glass shall be repaired or replaced as needed. Surge tanks shall be pressure tested. Defective tanks shall be repaired or replaced. Inlet and outlet hoses and constant torque clamps shall be replaced. The cooling system shall be refilled with a permanent ethylene glycol anti-freeze approved by the engine manufacturer with protection to -40°F. All coolant hoses shall be replaced with OEM silicone hoses and clamps. All coolant lines shall be routed and bracketed in the original OEM configuration. All belts, belt transitioners, and idlers shall be replaced. The rear engine belt guards (if so installed) shall be inspected, repaired, and replaced, if necessary.
- The radiator shall be cleaned, combed, and tested. Those failing testing shall be replaced. All other piping associated with the cooling and charge air system shall be cleaned, inspected, repaired, or replaced, if necessary. All rubber and silicone hoses shall be replaced in kind.
- All charge air cooling (CAC) and intercooler piping and housing shall be replaced with new.

Work shall be performed to the best industry standards and shall be resistant to the intrusion of dirt and water characteristic of CAT's operating and maintenance environment. For alternator requirements, see Section H below.

All resilient mounts and isolators shall be replaced with new. All bolts, washers, locknuts, etc. removed during the repair process shall be replaced with new hardware of the same

grade.

Use of materials and components, other than OEM manufactured components shall be approved by the Project Manager in advance of installation. Unapproved component substitutions shall be at the Contractor's own risk.

Should the installed components be different than the originally installed components, the Contractor shall provide two (2) sets of paper and one (1) set of editable electronic operations and maintenance manuals and illustrated parts manuals. Electronic manuals shall be compatible and editable with existing CAT software (e.g., Microsoft Office). Delivery of the manuals shall accompany the first bus returned to CAT. Diagnostic software shall be provided for up to two (2) CAT laptop computers with the delivery of the first completed bus.

Any parts removed, as part of the cooling system upgrade, from CAT equipment not reinstalled or having a core value relative to the work, shall be catalogued on a per bus basis and returned to CAT. The cost of the freight shall be the responsibility of the Contractor.

D. Transmission

CAT intends to change all transmissions as part of this Scope of Work. Exceptions may be made as stated below. The transmissions shall have the same ratings as supplied from OEM, Allison, during the original manufacture of the vehicle and shall be rebuilt using only OEM parts. Transmissions shall be programmed to work with the final OEM drive ratio.

The transmissions shall include a three (3) year, 150,000-mile warranty. Contractor shall provide a third-party bond or surety for any portion of the warranty not directly covered by the OEM. The cost of any third-party warranty bond shall be included in the Contractor's bus line-item itemization as a separate cost.

All ring gears and fasteners shall be inspected and replaced as required.

The transmission oil cooler shall be new. All hoses and clamps between the engine, cooler, and transmission shall be replaced. Structure brackets supporting the transmission shall be inspected and replaced, if necessary, using new OEM grade hardware.

In such cases where the transmission has already been replaced and does not have excessive service mileage, the requirement of change-out may be eliminated from individual buses.

CAT will notify the Contractor before delivery of any buses that do not require the transmission to be replaced. Additionally, the cost of the transmission, costs associated with moving reused components, and core, if applicable, shall be subtracted from the total price of the unit(s) involved.

E. Heating and Air Conditioning

CAT will document the operation of the climate control system on each unit prior to Contractor pick up. Contractor shall be responsible for returning the HVAC system in the same operating condition as received. The air conditioning drive belt shall be replaced.

F. Drive Shaft and Differential

The driveline shall be thoroughly inspected, fitted with new universal joints, and balanced prior to reassembly and installation.

G. Air Compressor and Governor

The air compressor and governor shall be replaced with new or factory remanufactured units.

H. Alternator

The alternator shall be replaced with new alternator. The alternator selection is subject to review and approval by CAT's Project Manager. The Contractor shall replace the alternator drive belt and the voltage regulator.

I. Starting System

The Contractor shall replace the starting motor with a new or factory remanufactured starter. The starter power line from the starter to the engine compartment bulkhead shall be replaced. If necessary, the junction block at the bulkhead shall be replaced.

J. Fuel System

The Contractor shall replace the fuel filters and all fuel lines within the engine compartment. All fuel lines shall be bracketed and mounted to replicate the original OEM configuration,.

K. Exhaust and Emission System

Emission system shall be upgraded to meet the Environmental Protection Agency (EPA) requirements in force at the time of Contract Award. The exhaust system components shall be replaced to OEM specified functionality. The Contractor shall replace all flex pipes/sections/clamps and damaged exhaust mounting brackets. Additionally, all rubber isolation of the exhaust system shall be replaced, and new fasteners shall be used. A comprehensive renewal of the emissions control system shall be performed, including but not limited to, the following:

- Diesel Particulate filter (DPF) shall be replaced with new.
- Pressure sensing tubing shall be replaced with new. All pressure switches and NOx sensors shall be replaced with new. Switches or sensors shall be replaced with new.
- Selective Catalyst Reduction (SCR) unit and all temperature sensors shall be replaced with new.
- All hardened or crystalized DEF accumulations shall be removed from the decomposition reactor and SCR (DEF) dosing nozzle will be replaced with new.
- All other components associated with the emission control systems shall be new condition.

L. Hydraulic System

The Contractor shall replace reservoir filter elements, reservoir gaskets, and power steering lines in the engine compartment. The power steering fluid line filter shall be cleaned, and if necessary, replaced. The power steering reservoir shall also be cleaned, inspected, and repaired or replaced. The reservoir sight glass shall be cleaned and replaced, as necessary. The sight glass seal shall be replaced. The power steering fluid shall be replaced with fluid matching the original OEM specifications.

M. Wiring

All engine and transmission wiring harnesses shall be replaced with new harnesses. Harness connectors shall be treated with a dielectric grease to prevent the ingress of contaminants and contact corrosion. The wiring harness(es) between the shift selector and the TCU shall also be replaced with a new OEM harness(es). All wiring, regardless of whether it was repaired, replaced, or unsecured during the repower process, shall be routed and bracketed in the original OEM configuration. Secondary wiring insulation shall be installed in areas subject to chafing. All bolted terminations shall be properly assembled to

OEM configuration and properly torqued using a calibrated torque wrench. Torque seal compound shall be applied between the binding posts and nuts of all torqued joints. Wiring, from the alternator to the terminals strip, terminals, and binding posts shall be properly sized to meet the increased current associated with the electric fan modification. Replace the fire suppression wire harnesses in the engine compartment

N. Refinish (Body repairs/Corrections, Paint, and Graphics)

The Contractor shall remove all exterior graphics and clean any residue. The Contractor shall remove the headlamp assemblies, tail lamp assemblies, signal lamps, and reflectors and store them safely for reinstallation. The mirror assemblies, left-hand (LH) and right-hand (RH) front and rear rubber fenders, and bike rack assembly shall also be removed and stored for reinstallation. The interior driver's partition door assembly be removed, prepped for repainting, and reinstalled after painting. The Contractor shall remove the SDS cabinet door, address any corrosion on the bottom edge with a rust inhibitor and prepare it for repainting, and reinstall after the repaint. For the overhead handrails inside the bus, the Contractor shall remove the corroded sections, sandblast to remove corrosion, and reinstall. Note that sandblasted sections will lack the brushed finish, and replacement may be necessary if required.

The Contractor shall proceed with body repairs, prepping, and masking the bus for painting and apply a white base coat, let it flash, and then mask the rear area. The front section shall be painted lime green, allowed it to flash, with mask around the front and lower sections before painting the rear section lime green. The Contractor shall remove the tape, apply a clear coat to the entire bus, and then reinstall all removed components, including the headlamp assemblies, tail lamp assemblies, signal lamps, reflectors, mirrors (adjusting them for proper view), rubber fenders, and bike rack (testing its operation).

The Contractor shall create and install graphics to match the current CAT decals and detail both the interior and exterior of the bus.

O. Transportation

The cost for transporting and insuring CAT equipment to and from the Contractor's facility shall be the responsibility of the Contractor.

The Contractor shall not consider drive away transport service in its Price Schedule.

Packaged and catalogued parts may be transported to CAT in repowered vehicles if no damage to the vehicle is incurred.

The basis of award is for the Contractor to repower the buses in the order indicated in Section 2.1. If the Contractor proposes to conduct repowering tasks in a different bus sequence, it must first be approved by CAT's Project Manager.

2.3 Quality Assurance Program

A. Structure

- In-Plant Control: The Contractor must have and maintain an effective in-plant

SCOPE OF WORK

quality assurance (QA) program. The program must be in writing and have defined objectives and procedures. The QA function shall exercise quality control over all phases of the work from initiation of design through preparation for delivery. The function shall also control the quality of supplied articles.

- Authority and Responsibility: The Contractor's QA management personnel shall have the authority and responsibility for reliability, quality control, inspection planning, establishment of the quality control system, and acceptance/rejection of materials and manufactured and remanufactured equipment. This group must be properly trained in the repowering process specific to buses as well as the inspection and quality standard requirements. QA must report directly to senior management.

B. Functions

At a minimum, the QA program shall:

- Verify inspection operation instructions to ascertain that the bus repowered product meets all prescribed requirements.
- Maintain and use records/data that are essential to the effective operation of its program. These records and data shall be available for review by CAT's Project Manager. Inspection and test records for this procurement shall be available to CAT for a minimum of three (3) years after inspections and tests are completed.
- Detect and promptly assure correction of any conditions that may result in defective equipment. These conditions may occur in designs, purchases, manufacture, repair, recondition, remanufacture, tests, or operations that culminate in defective supplies, services, facilities, technical data, or standards.

C. Standards and Facilities

The following standards and facilities shall be basic to the QA process.

- Configuration Control: The Contractor shall maintain drawings and other documentation that completely describe a qualified system that meets all the requirements of this Contract. The QA program shall verify that the system and its components are produced in accordance with these control drawings and documentation. Information pertinent to this section shall be available to CAT upon request.
- Measuring and Testing Facilities: The Contractor shall provide and maintain the necessary gauges and other measuring and testing devices for use by the QA program to verify that the components conform to all specification requirements. These devices shall be calibrated at established periods against certified measurement standards that have known valid relationships to national standards.
- Production Tooling as Media of Inspection: When production jigs, fixtures, tooling

masters, templates, patterns, and other devices are used as media of inspection, they shall be proved for accuracy at formally established intervals and adjusted as necessary.

- Equipment Use by CAT: The Contractor's gauges and other measuring and testing devices shall be made available for use by CAT personnel during in-plant inspections to verify that the components conform to all specification requirements. If necessary, the Contractor's personnel shall be made available to operate the devices and to verify their condition and accuracy.

D. Control of Purchases

- Supplier Control: The Contractor shall require that each supplier maintain a quality control (QC) program for the services and supplies that it provides. The Contractor's QC program shall inspect, and test materials provided by suppliers for conformance to specification requirements. Materials that have been inspected, tested, and approved shall be identified as acceptable to the point of use in the bus repower process. Control shall be established to prevent inadvertent use of nonconforming materials.
- Purchasing Data: The Contractor shall ensure that all applicable specification requirements are properly included or referenced in purchase orders of articles to be used on the equipment.

E. Process Controls

The Contractor shall ensure that all basic repower and refinish operations, as well as all other processing and fabricating are performed under controlled conditions. Establishment of these controlled conditions shall be based on the documented work instructions, adequate equipment, and special working environments, if necessary.

- Completed Item: A system for final inspection and test of completed components shall be provided by the QA program. It shall measure the overall quality of each completed component.
- Non-Conforming Materials: The QA program shall monitor the Contractor's system for controlling non-conforming materials. The system shall include procedures for identification, segregation, and disposition.
- Statistical Techniques: Statistical analysis, tests, and other QC procedures may be used when appropriate and generally accepted in the QA process.
- Quality Assurance Inspection Status: A system shall be maintained by the QA program for identifying the inspection status of completed components. Identification may include cards, tags, or other normal QC devices.

F. Quality Assurance Inspection System

SCOPE OF WORK

The QA program shall establish, maintain, and periodically audit a fully documented inspection system. The system shall prescribe inspection and test of materials, work in progress, and completed articles. As a minimum, it shall include the following:

- First Article Inspection (FAI): An FAI shall be held at the Contractor's plant to clarify any issues associated with the physical components and installation procedures for the bus repower work. This meeting shall be held following completion of the repower and refinish work on the first bus but before release for shipment. Lodging and transportation expenses for up to two (2) CAT personnel shall be provided at Contractor's expense. Contractor shall provide the Project Manager with a minimum ten (10) day advance notice of the FAI schedule.
- In-Process Inspection: Visual and road test inspections are to be conducted for documentation purposes and evaluation on the repower site. Continuous inspections shall be conducted in accordance with predetermined repower sequences. These inspections verify the condition of the existing structure and functional components, and the quality of the work being performed.
- Repairs: Rework, rebuild, or replacement shall be conducted in accordance with Contractor's Maintenance Manuals specifications and procedures, or in non-standard cases, by the Contractor's engineering directive or Service Bulletins.
- Inspection Stations: Inspection stations shall be at the best locations to provide for work content and characteristics to be inspected. Stations shall provide the facilities and equipment to inspect structural, electrical, and other components and assemblies for specification compliance. Stations shall also be at the best locations to inspect or test characteristics before they are concealed by subsequent fabrication or assembly operations. These locations shall minimally include:
 - Incoming inspection
 - Underbody structure and engine bay completion
 - Engine and transmission installation completion
 - Underbody and engine bay dress-up and completion
 - Final inspection prior to road test
 - Bus final road test completion

The above inspections represent hold points for production for each bus, and the Contractor shall contact CAT's Project Manager at least five (5) days in advance to determine whether CAT will require attendance of its personnel at the specific inspection activity. Written incoming inspection reports for each bus shall be submitted to CAT's Project Manager within five (5) days of the vehicle's pick-up. All other inspection and production reports shall be delivered with each respective bus.

SCOPE OF WORK

- Inspection Personnel: Sufficient trained inspectors shall be used by the Contractor to ensure that all materials, components, and assemblies are inspected for conformance with the qualified bus design.
- Inspection Records: Rework or rejection identification shall be attached to inspected articles. Articles rejected as unsuitable, or scrap shall be plainly marked and controlled to prevent inadvertent installation on CAT buses. Articles that become obsolete as a result of engineering changes or other actions shall be controlled to prevent unauthorized assembly or installation. Unusable articles shall be isolated and then scrapped. Inspection records shall include, at a minimum, the following items to be delivered with each bus:
 - A comprehensive, serialized list of all components installed.
 - A comprehensive list of all existing components replaced.
 - Completed test and certification forms in conformance with Section 2.4.
 - Completed inspection forms in conformance with Section 2.4.
 - Completed quality forms in conformance with this Section.
 - For components with operating programs and/or software, inclusion of applicable revision or version numbers.
- Existing CAT Parts: All existing bus parts (excluding those having a returned core value) that are replaced shall be returned by the Contractor to CAT. These parts shall be sorted and identified by its originating CAT bus.
- Quality Assurance Audits: The QA program shall establish and maintain a QC audit program. Records of this program shall be subject to review by CAT or its assigned designee.
- Inspection Audits of Major Component Rebuilds: Rebuild of major components are to be provided by original OEM supplier or authorized designee. Test data, certificates, and warranties are required, and become a part of the final vehicle repower record. The OEM suppliers' warranty, only, will apply to its rebuild work. CAT or its designated representative shall have access to and review authority of all such documentation.

Inspection audits may be performed by CAT or its assigned designee, and Contractor's management or designees routinely during the overhaul process of subcontracted work.

2.4 Inspections, Testing, and Acceptance

A. In-Plant Representation

CAT or its representative(s) will represent CAT at the Contractor's plant. Upon request to the QA Supervisor, CAT shall have access to the Contractor's QA files related to this

Contract. These files shall include drawings, material standards, parts' lists, inspection processing and reports, and records of defects. Contractor shall provide secure workspace for on-site CAT representatives.

A Project kickoff meeting shall be held prior to commencement of the work to review the Contractor's readiness, proposed schedule, and work scope. Should the Project Manager determine a kick-off meeting is necessary at the Contractor's plant, lodging and transportation expenses for up to two (2) CAT personnel shall be provided at Contractor's expense.

CAT shall meet with the Contractor's QA Manager and review the inspection procedures and checklists. CAT may monitor bus repower activities prior to the start of work on CAT buses.

The presence of on-site inspectors in the plant shall not relieve the Contractor of its responsibility to meet all the requirements of this Contract.

B. CAT Project Management

A CAT Project Manager shall be assigned to this Project and represent a single point of contact for the Contractor. CAT's Project Manager may delegate responsibility to other personnel or CAT representative(s), but all correspondence shall be sent or copied to the Project Manager.

C. Communication Protocol

The Contractor shall immediately inform CAT, as needed, to apprise the staff of potential production delays and when specification compliance or other issues arise that requires CAT's intervention.

The Contractor shall identify staff, preferably one (1) contact person, to communicate directly with CAT's Project Manager to clarify and help resolve issues. Photographs and videos shall be taken by the Contractor and forwarded to CAT's Project Manager as needed.

Pursuant to Section 2.1, regarding whether a part or component requires repair or replacement, it shall be up to the Contractor to make that determination. CAT will endeavor to respond with a decision within one (1) working day to approve or disagree with the Contractor's determination, assuming all information needed to decide, such as OEM specifications, drawings, photographs, etc., are provided to CAT in a timely manner.

If CAT concurs, action as determined by the Contractor is approved. If CAT disagrees with the Contractor's determination, both sides shall work to resolve their differences. In cases where CAT and the Contractor cannot agree on a mutually acceptable course of action, CAT shall determine and direct a final course of action.

D. Files and Records

The Contractor shall maintain all records, files, correspondence, memorandum, and documentation related to the bus repower project, including individual bus files. These files shall include, at a minimum: Contractor's final inspection sheets; list of items replaced, repaired, or remanufactured; test result certificates, inspection records covered in Section 2.2; and a signed authorization to ship.

Discrepancies noted by the Contractor or CAT during the bus repower process, if any, shall be included in these files by the inspection personnel on a record that accompanies the vehicle, major component, subassembly, or assembly from the start of the repower process through final inspection. The Contractor shall retain copies of all files and send them to CAT at the completion of each bus repower.

E. Weekly Status Reports

The Contractor shall submit a written weekly progress status report to CAT via email by every Monday morning until all buses have been released. The weekly status report shall include at a minimum, but not be limited to, the following items:

- Buses in process of repower and/ or refinish.
- Summary status of each bus being repowered and/or refinished.
- List of Open Issues that exist for each or all buses, defined as defects, quality issues or specification non-conformance items unacceptable in current form.
- List of Closed Issues, defined as previously Open Issues that were resolved, including a description of how the issues were resolved.
- List of buses accepted and released for delivery to CAT, including those with conditions or acceptable exceptions.
- A narrative summary of other project activities. This should include, but is not limited to, technical and programmatic accomplishments, plant shutdowns for holidays and other reasons, identification of general problem area(s) and deficiencies identified during the week affecting all buses, and the Contractor's solutions, performance forecast, recommendations, and other salient information that would provide CAT the necessary information with which to assess the project's progress.

F. Testing

The Contractor shall conduct fully documented tests on each vehicle during and following the repower to determine its acceptance to overall quality and specification compliance. These acceptance tests shall include pre-delivery inspections and testing. The testing shall include at a minimum:

- Shift points documentation.
- HVAC Compressor testing.

- Emission system component tests, including before and after air flow and component weight.
- Road tested for a minimum of thirty (30) miles over a variety of surfaces, under various conditions, and with sustained speeds of sixty-five (65) mph, to simulate CAT service operations.

The road tests required for acceptance of the repowered buses will require a Department of Transportation (DOT) pre-trip inspection. To the greatest extent possible, CAT will provide buses in fully operational condition. However, there may be bus repower candidates that have component failures that render them non-operational. As such, any defect impeding CDL DOT pre-trip requirements shall be considered an inadvertent omission to the Contract.

Buses shall not be accepted until the results of all the above tests are thoroughly documented and meet the minimum OEM performance requirements and are satisfactory to CAT. The documents shall be in a clear format and shall be easy to draw appropriate conclusions. No buses shall be shipped until this information has been submitted to CAT. These tests shall be conducted in addition to, or in conjunction with, the inspection stop points noted in the previous section.

Additional tests may be conducted at the discretion of the Contractor's management to ensure that the completed vehicles have attained the desired quality and have met requirements of the Contractor's and CAT's technical specifications. This additional testing shall be recorded on the appropriate pre-approved test forms, and, at CAT's discretion, may be done under the observation of CAT personnel or designee.

The results of the pre-delivered tests, and any other tests, shall be filed with the work and material records for each vehicle. Authorization forms for the release of each vehicle for delivery shall be provided by the Contractor. An executed copy of the authorization shall accompany the delivery of each vehicle along with other files. The above inspection is in addition to any and all tests and inspections required by CAT.

The Contractor shall also conduct tests to verify compliance with all applicable current Federal, State, and Local requirements. The Contractor shall certify in writing that each vehicle conforms to all applicable requirements. A statement to that effect shall be filed with the applicable work and material records for each vehicle. No bus will be accepted without these signed certifications.

G. Final Acceptance by CAT

After the Contractor has performed all testing and inspections, CAT shall conduct a final inspection when the bus is presented by the Contractor. Discrepancies noted during the bus repower process shall be resolved by the Contractor and approved by CAT.

When all noted defects, specification deviations, and other issues have been reported by

the Contractor as having been corrected, CAT will review and approve all these items before accepting the bus and releasing it for transport to CAT.

In cases where the Contractor refuses to take actions to correct discrepancies or deficiencies or take necessary steps to bring conditions or articles in conformity with the requirements of the Contract specifications, CAT will collaborate with the Contractor to settle the dispute(s). If discrepancies cannot be corrected to CAT's satisfaction or CAT does not authorize conditional release, the vehicle shall not be accepted under full payment.

For those defects that will cause lengthy delays, or are the type best corrected by the Contractor at or near CAT's facilities, CAT shall decide as to how they should be handled and whether to authorize releasing the bus with conditions. CAT, or its designee, will inform the Contractor when each bus is authorized for release with conditions. If buses are accepted with certain conditions, the Contractor shall note this on the appropriate file and note the conditional release on the next weekly report.

H. Final Acceptance at CAT

The final acceptance inspection conducted at CAT will be performed by CAT's Project Manager or designee. Acceptance constitutes the beginning of the warranty period and the completion for each bus repower. The final inspection and defect reports shall be provided to CAT in advance of the shipment of the completed bus. All items defined in these reports are to be corrected on all units prior to shipment of any remaining buses being repowered.

2.5 Warranty Requirements

The Contractor shall assume all warranty responsibility for workmanship, parts, and equipment involved in the repower process whether performed by the Contractor or purchased from an outside source. Under no conditions shall the Contractor delegate warranty responsibility to suppliers and/or other outside sources, except for engine and transmission warranties which may be administered directly by the OEM. Warranty work performed under bond conditions shall remain the responsibility of the Contractor.

CAT will consider dealing directly with engine and transmission suppliers or their authorized representatives only if they are geographically located in the Hampton Roads region.

The Contractor shall provide claims administration for engines and transmissions for a period of one (1) year following acceptance by CAT.

Warranties in this document are in addition to any statutory remedies available to CAT or warranties imposed on the Contractor. Consistent with this requirement, the Contractor warrants and guarantees to CAT each complete repowered bus, and specific subsystems and components as follows:

A. Warranty Period

All Work performed by the Contractor or under the Contractor's control on repowered buses shall be warranted and guaranteed to be free from defects and related defects for one (1) year beginning on the date the bus is accepted by CAT and first used in revenue service, except as otherwise specified.

All Work performed by the Contractor or under the Contractor's control on refinished buses shall be warranted and guaranteed to be free from defects and related defects for one (1) year beginning on the date the bus is accepted by CAT and first used in revenue service, except as otherwise specified.

During this warranty period, the repowered bus shall maintain the functional integrity of the Work performed. In cases where the Contractor determines that a part or component identified in this specification as requiring repair or replacement on an "as needed" basis does not require repair or replacement, that part or component shall still be covered by the warranty. The warranty is based on regular operation of the repowered bus under the operating conditions prevailing in CAT's locale.

During the warranty period, the refinished bus shall maintain the functional integrity of the work performed. If the Contractor determines that a component specified for repair or replacement on an "as needed" basis does not require such action, that component shall still be covered by the warranty. The warranty is contingent on the regular operation of the refinished bus under the typical operating conditions in CAT's locale.

B. Subsystems and Components

If longer warranties are offered as standard for subsystems and components, these warranties shall be passed on to CAT. The Contractor shall provide full warranty information including the contact, expiration date, and other pertinent information, and arrange transfer of warranty administration to CAT or its agent.

C. Warranty Continuation and Extension

During the warranty period, if any component, unit, or subsystem is repaired, rebuilt, or replaced, the component, unit, or subsystem shall retain the unexpired warranty period of the original component, unit, or subsystem.

If, during the warranty period, repairs, rebuilding, or replacement of a component, unit, or subsystem are not completed due to lack of material or inability to provide the proper repair for thirty (30) or more calendar days, the applicable warranty period shall be extended by the number of days equal to the delay period.

D. Voiding of Warranty

The warranty shall not apply to any part or component of the bus that has been subject to misuse, negligence, accident, or that has been repaired or altered in any way as to adversely

affect its performance or reliability, except insofar as such repairs were in accordance with the original OEM maintenance manuals or supplement manuals that the Contractor supplies and the workmanship was in accordance with recognized standards of the industry.

The warranty shall also be void if CAT fails to conduct inspections and scheduled preventive maintenance procedures as recommended in the original OEM's maintenance manuals.

E. Items Exempted from Warranty

The warranty shall not apply to scheduled maintenance items (e.g., tires, wiper blades), or to items furnished by CAT such as radios, fareboxes, and other auxiliary equipment, except insofar as such equipment may be damaged by the failure of a part or component for which the Contractor is responsible.

The warranty shall not apply to:

- Failures due to lack of performance of maintenance in accordance with preventative maintenance schedules or lack of normal maintenance service as specified in the applicable manufacturer's maintenance instructions or manuals.
- Any part of a vehicle that has been subject to misuse, negligence, alteration(s), accident, participation in sporting event(s), over-speeding, or overloading beyond the applicable weight rating to affect adversely its performance and reliability.
- Defect(s) as a result of improper conversion or installation of equipment and part(s) by other manufacturer(s) or supplier(s) after acceptance of the repowered vehicle by CAT.
- Normal maintenance services (such as engine tune-up, fuel and cooling system, cleaning, brake and clutch adjustments, and wheel alignment and balancing) and any replacement parts specified in the maintenance manual or instructions (other than those replaced as part of the repower), such as hoses, belts, seals and filter elements, and lubricants made in connection with normal maintenance services or lubricants, anti-freeze, and all maintenance items used in the repairs or replacements of defective parts.
- The normal wear and tear of parts such as tires, clutches, brake linings, brake rotors, wiper blades, and clutch material.
- Glass breakage unless caused by body and structural modifications made by the Contractor.
- Parts that are modified, rebuilt, or replaced without properly following the Detection of Defects procedures.
- Damage to another part or parts of the vehicle or greater damage to the defective part, resulting from a non-remedied defect or continued driving.

SCOPE OF WORK

- Damage as a result of the use of unreleased or unapproved lubricants and/or cooling mixture (anti-freeze and anti-corrosion additives) or the release of lubricants.
- A repeated repair job because of wrong diagnosis or poor workmanship.
- Indirect costs and expenses such as unreasonable towing, overtime premium, call-out and hire-in, mileage, downtime expenses, replacement vehicles, diagnosis, test rides, cleaning material, travel expenses, bills for hotels, meals, fax and phone, delivery of the effective part or vehicle to the repair facility, loss of time, inconvenience, loss of use of the vehicle, or lost profits or revenues.
- Any vehicle that has had the odometer mileage changed or tampered with.
- Damage from the environment, such as airborne fallout (chemicals, tree sap, etc.) salt, hail, windstorm, or lightening.
- Normal deterioration of soft trim and appearance items due to wear and exposure.
- Paint deterioration or damage due to the use of aggressive cleaning detergents, chemicals, and agents derived from petroleum products not released for motor vehicles.
- Any vehicle registered and normally operated outside the United States of America, Canada, or Guam.

F. Detection of Defects

If CAT or its agent detects a defect within the warranty period, it will promptly notify the Contractor's representative, as follows:

- i. Discuss the warranty event in a manner to supply enough detail to complete the warranty claim including cause, troubleshooting method, and correction. CAT or its agent will provide the Contractor with the following information:
 - Last five digits of the VIN number;
 - Repower acceptance date;
 - Refinished acceptance date;
 - Current mileage;
 - Parts numbers for the required components, if known;
 - The nature of the problem;
 - Symptoms exhibited that led to the diagnosis of the problem;
 - Cause of the problem; and
 - Action that will be taken to correct the problem.

- ii. Within two (2) working days after receipt of notification, the Contractor's

representative shall either agree or disagree that the defect is covered by warranty. The Contractor's representative may inspect the subsystem or component at CAT or nearby repair facility if that is where the vehicle is located. Regardless of whether the Contractor's representative agrees the defect is covered by warranty, CAT and the Contractor's representative shall agree within five (5) working days after notification on the most appropriate course for the repairs and the exact scope of the repairs to be performed. CAT reserves the right to commence repairs as soon as necessary, following agreement as to course and scope, regardless of whether warranty coverage has been confirmed. If no agreement is obtained within the five (5) working day period, CAT reserves the right to commence the repairs as it best sees fit.

G. Scope of Warranty Repairs

When warranty repairs are required, CAT and the Contractor's representative shall agree within five (5) working days after notification on the most appropriate course for the repairs and the exact scope of the repairs to be performed under the warranty. If no agreement is obtained within the five (5) working day period, such claims are considered valid, not subject to review, and CAT will reserve the right to commence the repairs as it best sees fit.

H. Repair Performance

CAT may require the Contractor or its designated representative to perform warranty-covered repairs. At CAT's sole discretion, the Work may be performed by CAT bus maintenance, with reimbursement by the Contractor.

I. Repairs by Contractor

If CAT requires the Contractor to perform warranty-covered repairs, the Contractor's representative must begin work necessary to effect repairs, within five (5) working days after receiving notification of a defect from CAT. CAT will make the repowered bus available to enable the Contractor to complete repairs.

The Contractor shall provide, at its own expense, all spare parts, tools, and space required to complete repairs. At CAT's discretion, the Contractor may be required to remove the repowered bus from CAT property while repairs are being completed. Regardless of where repairs are performed, Work must be diligently pursued in a timely manner by the Contractor or its representatives.

J. Repairs by CAT, CAT Supplied Parts

If CAT performs the warranty-covered repairs, the defect and any related defects will be repaired using Contractor-specified spare parts available from its own stock or those supplied by the Contractor specifically for this repair.

K. Contractor Supplied Parts

CAT may request that the Contractor supply new parts for warranty-covered repairs being performed by CAT. These parts shall be received, prepaid to CAT, from any source selected by the Contractor within seven (7) working days of receipt of the request for said parts. If the bus needs emergency warranty parts to make it drivable, CAT may request that the Contractor expedite the part(s) with special delivery to the repair facility.

L. Defective Components Return

The Contractor may request that parts covered by the warranty be returned. The total cost for this action shall be paid by the Contractor. Materials shall be returned in accordance with Contractor's instructions.

M. Reimbursement for Labor

CAT shall be reimbursed by the Contractor for labor. The amount shall be determined by multiplying the number of man-hours actually required to correct the defect by the prevailing Contractor rate, whichever is greater, plus the cost of towing the bus, if such action was necessary, and if the bus was in the normal service area. This rate shall increase using the same index as that used for contract price escalation. In addition to any labor claimed, an administrative fee of fifty-five dollars (\$55), flat rate, will be assessed by CAT on each warranty claim submitted to Contractor.

N. Reimbursement for Parts

CAT shall be reimbursed by the Contractor for defective parts and for parts that must be replaced to correct the defect. The reimbursement shall be at the invoice cost of the part(s) at the time of repair and shall include taxes where applicable and twenty percent (20%) handling costs.

If the Contract is terminated prior to work completion, the Contractor shall be responsible for disposition of any parts not installed in the repowered bus. CAT will not be responsible for restocking fees and shipping expenses associated with these components.

O. Repairs by Third Party Workshops

If CAT elects to, or must have, repairs made by a third-party repair facility, CAT will endeavor to perform as follows:

- Seek authorization from the Contractor to utilize a Third-Party Workshop to perform repairs.
- Seek permission from the Contractor for repairs under warranty prior to authorizing such repair.

- Limit third party labor to no more than 150% of CAT's labor rate.
- Provide a copy of the third-party workshop invoice including workshop contact information, invoice number, and invoice date.
- Supply the following details:
 - Last five digits of the VIN number;
 - Repower acceptance date;
 - Refinished acceptance date;
 - Current mileage;
 - Failure date;
 - Description of complaint, diagnosis, cause of the problem, and corrective action taken;
 - Part references and description of old parts removed, and new parts installed;
 - Parts available for further investigation;
 - Labor hours; and
 - Digital photos, if relevant to claim support.

P. Filing Warranty Claims

Following acceptance, CAT will file all claims. Monthly, or at an alternative period to be mutually agreed upon, reports of all repairs covered by this warranty shall be submitted by CAT to the Contractor for reimbursement. The Contractor shall provide forms for these reports. Response to submitted claims shall be issued by the Contractor within ten (10) business days and the Contractor shall pay all claims via check within thirty (30) calendar days.

Q. CAT's Responsibilities

CAT will be responsible for:

- Performing maintenance on the vehicle as described in the applicable maintenance manual, engine maintenance manual, or transmission maintenance manual.
- Providing service items, such as fluids, filters, lubricants, bulbs, fuses, wiper blades, brake linings, brake chamber diaphragms, clutch linings, and normal wear and tear items. Items such as belts, seals, and hoses are excluded if replaced during the repower.
- Performing service adjustments, such as tightening of nuts, bolts, and fittings as

routine maintenance.

- Providing for extra costs incurred, such as downtime, lost revenue or profits, lodging, meals, travel time, unreasonable towing, auto and coach rentals, or other economic losses.
- Paying for small adjustments, repairs of less than one-half (½) hour without parts, tires, broken glass, temporary repairs, repeat failures due to improper installation, careless or negligent workmanship, misdiagnosis time, and damage to other parts, or greater damage to the defective part, as a direct result of postponement of repairs, continued driving, use of unapproved lubricants or fluids, and improper repair and diagnosis.
- Keeping preventative maintenance records and repair records which may be required to substantiate a warranty claim.
- Filing third-party workshop claims with the Contractor no later than thirty (30) days from the date on the third-party invoice.
- Returning failed parts to the Contractor within thirty (30) days from the date of the claim and being responsible for the cost of replacement parts that are not returned within thirty (30) days.
- Using good judgment in the handling of warranty matters.

3. Weekly Reports

The Inspection section above covers reports that shall be submitted by the Contractor, CAT personnel, or both.

4. Measurement and Payment

Payment will be on approved invoice submittals in accordance with the Price Schedule.

CAT will be the sole judge of the quality, completeness, and acceptance of the Contractor's work for payment.

END OF SECTION



STAFF SUMMARY REPORT – FOR BOARD ACTION

900 East Gwinnett Street · Savannah, GA 31401

AGENDA NO: 2027-07-016-002

AGENDA MONTH AND YEAR: July 2026

PROJECT NAME: CAT Ferry Vessel No. 3 Change Order

FROM: Victor Colon, Procurement Manager

RECOMMENDATION

This is to request Board Authorization to approve the Lessons Learned Change Order for the third CAT Ferry currently being constructed at Derecktor's Shipyard in Mamaroneck, New York. The change order encompasses a lesson learned from on the previous ferries that encompasses some issues with the paint application and other components according to scope of services.

DATE AND IDENTIFICATION OF PRIOR BRIEFING OR AUTHORIZING ACTION

BOARD ACTION ITEM: Lessons Learned Change Order for CAT Ferry #3 **2026-08-050-005**

ISSUE:

Derecktor is under the unproven assumption that it was their fault during the paint application. The shipyard collaborated with CAT and covered the repairs needed to complete the job on Susie King Taylor II. In a situation similar to Juliette Gordon Low II, CAT requested specialized testing to determine what was causing the paint and other components to fail.

DISCUSSION:

There are several ways we can determine the cause of the issue in the near future. One way is to perform a "pull test". This required the vessel to be out of the water. Another way is to determine whether electrolysis is causing the paint to fail. We have an expert coming next week to begin the long, detailed tests to determine whether that is what is causing the paint to fail. Attached Supported Documentation.

PROCUREMENT | COMPLIANCE *(provided by the Procurement Officer):*

The change order request complies with Robert E Derecktor and Chatham Area Transit Agreement and CAT's procurement policy

FINANCIAL IMPACT :

The contractor, Robert E. Derecktor, has quoted an estimated price of \$1,800 for the products for the change order on the third ferry vessel construction. The cost is to replace the aluminum anodes on the vessel's hull with zinc anodes to prevent corrosion.

The original construction cost for Chatham Area Transit's third ferry vessel was \$5,629,692. On August 26, 2025, the Board of Directors approved a change order to incorporate lessons learned from the first two hybrid ferries. The previously approved change order totaled \$113,000, and the current change order has an estimated cost of \$1,800. Together, these adjustments increase the construction cost of Ferry No. 3 to \$5,744,492.

The Agency has been awarded funding sources to support the construction cost of the third vessel, including \$3,000,000 from the Georgia Department of Transportation Transit Trust Fund, \$1,800,000 in Federal Transit T-HUD funds, and a pending Federal Highway Administration Ferry Boat Discretionary Grant in the amount of \$1,118,582, which remains subject to review and execution.

The increased amount will be funded with 80% federal funds and 20% local funds, with the local share paid through FY 2027 Capital Contribution.

Staff respectfully request approval from the Board of Directors to proceed with the proposed ferry change order.

Project Scope Number	FTA/ Grant Number	CAT Budget Line	Budget Line-Item Description	Federal Funding Request	State Funding Request	Local Funding	Total Funding Amount
	1103-2025 -12		Ferry Boat Construction	\$ 1,440.00	\$ 0.00	\$ 0.00	\$ 1,440.00
	10017 -59305		Capital Contribution			360.00	
	TOTAL SECTION FUNDS:			\$ 1,440.00	\$ 0.00	\$ 360.00	\$ 1,800.00

NEXT STEPS:

With Board approval, issue a change order purchase order to Derecktor Shipyard.

ATTACHMENTS:

Email communication with pictures from a paint analysis specialist.

COMMITTEE ASSIGNMENT:

N/A

PROPOSED MOTION: (to be read into the minutes)

Move to: Authorize the Executive Director/CEO to issue a change order to address issues with the paint application and other design components related to paint in the scope of services.

REQUIRED SIGNATURES

Department Item Preparer – Prepared by: Victor Colon, Procurement Manager

Department Chief – Reviewed by: Stephanie Cutter, Executive Director /CEO

Procurement | Compliance – Procurement and Compliance Reviewed by: Victor Colon, Procurement Manager

Chief Financial Officer – Financial Impact and Budget Reviewed by: Gloria Royal, Interim CFO

Executive Director/CEO - Final Reviewer Stephanie Cutter, Executive Director / CEO

Board of Directors – Final Approval [insert board action]

This section is completed by the Board Administrator

Passed and approved this [insert date] of [insert Month and Year]

Motioned by:

Seconded by:

AGENCY BOARD DESIGNEE:

Board Approval (signed by Board Chair or Board Administrator)

EXHIBIT F

CHANGE ORDER FORM

Date:	June 24, 2026
Change Order Initiated By:	Derecktor Shipyard
Reason for Change Order Request:	To modify type of anodes installed per corrosion inspection performed by Captain Rich Galuk on the first two ferries. From report: <i>"In place of the aluminum anodes (12"x6"x1-1/4" thick 10lbs 6 per hull) install Zimar UM-6 zinc anodes (12"x3"x1" 7.8lbs 6 per hull) in the same locations (reference pictures A2/A6). On the transom replace the aluminum anodes with Zimar TA-3 zinc anodes (6"x3"x7/8" 2.8lbs 1 per hull) in the same locations.</i> <i>Calculations for the proper amount of exposed zinc anode for 18 months of protection are approximately 46.5 lbs per hull, 49.6 lbs is the total of the recommended anodes.</i> <i>In my opinion, zinc outperforms aluminum anodes in the Savannah, Ga area of operations."</i>
Specification Reference:	Contract No. 202406, dated January 31, 2025 <i>Page 4:</i> <i>"Specifications" means all design and engineering plans, drawings, technical specifications and information set forth in the IFB and as otherwise provided to the Contractor by CAT or CAT Designees, as supplemented and/or amended from time to time in accordance with Section 10.1, and which form an integral part of this Contract. A list of the specifications as of the effective date is attached hereto as Exhibit C.</i>

	From Specification in IFB: 30. Miscellaneous: ☐ (15) 12 Pound bolt-on aluminum anodes
Drawing Reference:	N/A
Details:	On Vessels #1 and #2 there have been issues with hull corrosion that we have been troubleshooting. Captain Rich Galuk was hired to do an analysis to figure out the reason for the issue. From his assessment he stated: <i>Too many anodes will raise the vessel's hull potential above recommended levels. Calculations for one year of protection using the manufacturer installed aluminum type anodes show approximately 10 lbs were needed per hull, but approximately 61.5 lbs were installed per hull (reference picture A3)</i> <i>Derecktor requests a change order to purchase and install the Zincs referenced in Captain Rich Galuk's report to be installed on the third vessel prior to it going in the water, and not the aluminum zincs as required in the vessel specification.</i>
Cost Estimate:	\$1,800
Impact on Schedule:	0 Days
Approved Date:	
Signature Derecktor:	
Signature Owners Representative:	



900 East Gwinnett Street · Savannah, GA 31401

AGENDA NO: 2026-08-050-005**BOARD MEETING DATE: August 26th, 2025****PROJECT NAME: Lessons Learned Change Order for CAT Ferry #3****DEPARTMENT: Marine****Supporting documentation, only**

EXECUTIVE SUMMARY & RECOMMENDATION

This is to request Board Authorization to approve the Lessons Learned Change Order for the CAT Ferry three (3) currently being constructed at Derecktor's Shipyard in Mamaroneck, New York. The change order encompasses all previous change orders that were authorized for the first two vessels. This request is unified into a single change order representing items that were not included during the construction of Juliette Gordon Low II and Susie King Taylor II. In summary, the change order includes the following:

- Addition of a RADAR/chart plotter system (required by the USCG)
- Silencers for the exhaust system
- Direct Glazed Window installation
- Clever System installation
- TSI Camera System installation

The total estimated cost for all change orders is \$113,000.

DATE AND IDENTIFICATION OF PRIOR BRIEFING OR AUTHORIZING ACTION [If applicable]:

N/A

ISSUE:

These changes represent all the lessons learned during the construction of the first two Hybrid Ferries. To ensure we do not encounter any unnecessary delays in the delivery of the third vessel, we would like to make sure these issues are addressed as soon as possible.

DISCUSSION:

The RADAR/chart plotter system is ubiquitous on all commercial passenger vessels. In our case, the local Officer in Charge of Marine Inspection for the United States Coast Guard required us to install such a system before we operated the original two ferries. Therefore, we need it to be installed on this vessel as well.

The silencers for the exhaust system are required to dampen the generator noise levels to an acceptable level. Due to the unprecedented design of the first two vessels, it was impossible to predict that the noise from the exhausts would be as loud as they are. While we did request this change order on the first two vessels, the request was made too late for the silencers to be installed before launching. The silencers, as of the time of writing, have not been added to the first two vessels, as we have not had the opportunity to visit the shipyard.

The Direct Glaze Windows were given as an option during the construction of the first two vessels, and it was decided as the best path forward. These windows are not only easier to keep clean but represent a more aesthetically pleasing and longer-lasting option for windows on a vessel subject to maritime conditions.

The Clever and TSI Camera systems were not added to the first two ferries until after delivery. It is much better to have these systems installed during the construction of the vessel. This approach will ensure our third ferry will not be operationally delayed by the installation of these systems after they arrive in Savannah.

PROCUREMENT | COMPLIANCE (provided by the Procurement Officer):

This change order, identified as Lessons Learned Change Order, modifies the contract awarded under Invitation for Bid (IFB) CAT Hybrid Ferry Vessel [2024-06], awarded on May 28, 2024.

The changes detailed on the attached change order form were necessary additions to the two ferries before receiving approval from the US Coast Guard (USCG) and Federal Transportation Administration (FTA) to operate.

The change is determined to be within the original contract as defined by the FTA Best Practices Procurement Manual. The modification involves the addition of hardware and software (Cameras and Intelligent Transportation System), window change materials, silencers for the exhaust system, and radar system, the latter is a USCG requirement. These changes do not constitute a cardinal change as they do not change the original design of the vessel.

FINANCIAL IMPACT :

The quoted estimated price for products and services for the third ferry vessel construction change order is \$113,000. This cost covers: 1) Radar Addition, 2) Additional Silencers for Exhaust System, 3) Clever System Installation, 4) TSI System Installation, and 5) Direct Glazed Window Installation. The original cost of the ferry construction is \$5,629,692. The Agency has been awarded the following funds to assist with the construction cost of the third vessel, \$3,000,000 from Georgia Department of Transportation Transit Trust Funds, Federal Transit, T-HUD \$1,800,000, and a Federal grant pending review and execution in the amount of \$1,118,582.

The additional cost of \$113,000 due to the change order increases the price of third ferry construction to the amount of \$5,742,692. The increased amount will be covered by Federal funds 80% and local 20% paid using FY 2026 capital contingency. Staff is requesting the Board of Director's approval to proceed with the change order for the ferry vessel.

Project Scope Number	FTA/ Grant Number	CAT Budget Line Item	Budget Line-Item Description	Federal Funding Request	State Funding Request	Local Funding	Total Funding Amount
	GA-2025-014-00		Ferry Boat Construction	\$90,400.00	0.00	\$0.00	\$90,400.00
			Capital Contingency			22,600.00	22,600.00
	TOTAL SECTION FUNDS:			\$90,400.00		\$22,600.00	\$113,000.0

NEXT STEPS:

If the Board approves this Lessons Learned Change Order, Derecktor's Shipyard will be able to order materials and ensure the installation of these items is seamlessly incorporated into their production schedule.

ATTACHMENTS:

Lessons Learned Change Order.pdf

COMMITTEE ASSIGNMENT:

N/A

PROPOSED MOTION: (to be read into the minutes)

Move to: Issuance of change order to Robert E. Derecktor Shipyard.

REQUIRED SIGNATURES

Department Item Preparer – Prepared by: John Allen, Director of Marine Services

Department Chief – Reviewed by: Dr. Manny Twumasi, COO

Procurement | Compliance – Procurement and Compliance Reviewed by: Victor Colon, Procurement Manager

Chief Financial Officer – Financial Impact and Budget Reviewed by: Gloria Royal, Interim CFO

Executive Director/CEO - Final Reviewer, Stephanie S Cutter, Interim CEO

Board of Directors – Final Approval [insert board action]

The Board Administrator completes this section.

Passed and approved this [insert date] of [insert Month and Year]

Motioned by:

Seconded by:

AGENCY BOARD DESIGNEE:

Board Approval (signed by Board Chair or Board
Administrator)

EXHIBIT E
CHANGE ORDER FORM
CAT #3

Lessons Learned Change Order

Date:	August 14, 2025
Change Order Initiated By:	Derecktor & CAT
Reason for Change Order Request:	To document Change Orders for the third vessel, following lessons learned from Vessel #1 and Vessel #2, with the addition of Derecktor Shipyard managing and completing the Clever and TSI Scope of Work in the shipyard prior to Vessel Delivery to Savannah.
Specification Reference:	N/A
Drawing Reference:	N/A
Details:	This change order covers the following items: - Radar addition - Additional silencers for the exhaust system - Clever System Installation - TSI System Installation - Direct Glazed Window Installation
Cost Estimate:	\$113,000
Impact on Schedule (Business Days):	18 Days
Approved Date:	John Allen

Signature Derecktor:	
Signature Owners Representative:	

Change Order Summary

- Radar addition of Furuno Radar added to vessel electronics
- Additional silencers for the exhaust system. Modification to the original exhaust system drawing, adding silencers to reduce vibration and noise
- Clever System Installation of managing/assisting with the installation of the system at the shipyard before the vessel leaves for Savannah
- TSI System Installation: Managing/assisting with the installation of the system at the shipyard prior to the vessel leaving for Savannah
- Direct Glazed Window Installation ~~of~~ Direct Glaze windows instead of framed windows
 - ☐ Better appearance
 - ☐ Lower maintenance option for crew



STAFF SUMMARY REPORT – FOR BOARD ACTION

900 East Gwinnett Street · Savannah, GA 31401

AGENDA NO: 2027-07-19-001

BOARD MEETING DATE: July 28, 2026

PROJECT NAME: Board Action Item – Summer 2026 Service Change

DEPARTMENT: Planning and Infrastructure Development

EXECUTIVE SUMMARY & RECOMMENDATION

This Board Action Item recommends Summer 2026 service changes for Routes 14 (Abercorn), 25 (MLK), 31 (Skidaway/Sandfly), 3 (West Chatham), 10 (East Savannah), 28 (Waters), 3B (Augusta Avenue), 4 (Barnard), 6 (Cross Town), 11 (Candler), and 12 (Henry).

DATE AND IDENTIFICATION OF PRIOR BRIEFING OR AUTHORIZING ACTION [If applicable]:

This request follows the July 2025 Service Change AGENDA NO: 2026-08-11-004 presented and approved by the Board on May 27, 2025, and minor service changes in November 2025 AGENDA NO: 2026-10-019-009; AGENDA NO: 2026-10-019-013 presented and approved on October 28, 2025, and the April 2026 Service change AGENDA NO: 2026-10-019-013 presented and approved by the Board on March 24, 2026.

ISSUE:

In preparation for the Summer 2026 changes CAT has worked with a consultant from Whitman, Requardt & Associates, LLP, seeking adjustments to various routes across the footprint. Consistent with previous systemwide service changes, the Scheduling Committee will review stop requests, eliminations, and minor routing adjustments in a meeting scheduled for Tuesday, July 30th at 10am. The Staff recommendations for adjustments are detailed by route in this memorandum.

DISCUSSION:

The changes below are considered minor transit adjustments per CAT's Transit Service Policy Guidelines. Upon Board approval, staff will implement these changes in the operational systems to preserve schedule integrity and data quality. The term "trippers" used below are doing specialized shorter runs during morning or evening rush hours to accommodate rush hour demand. The table below provides an overview of planned minor route modifications.

Routes	March 2026 Weekly Revenue Miles	Proposed July 2026 Weekly Revenue Miles	Proposed Change in Weekly Revenue Miles	Difference (+/-)	March 2026 Weekly Revenue Hours	Proposed July 2026 Weekly Revenue Hours	Proposed Change in Weekly Revenue Hours	Difference (+/-)	March 2026 Weekday Start	March 2026 Weekday End	March 2026 Span of Service	Proposed July 2026 Weekday Start	Proposed July 2026 Weekday End	Proposed July 2026 Span of Service	Proposed Changes Span of Service	Difference (+/-)	Description of Change
10	2,950.35	2,504.15	-446.20	-15.1%	184.9	157.4	-27.5	-14.8%	5:54	21:35	15:41	5:54	21:35	15:41	0:00	0.0%	WKDY: 2 --> 1 bus all day with AM (7AM-10:30AM) and PM (2:30PM-7:30PM) trippers; Saturday route ends at 7:21PM at PennWalter/Johnny Mercer; regular Sunday service
11	510.05	431.85	-78.20	-15.3%	59.3	50.2	-9.2	-15.4%	6:25	18:17	11:52	6:25	18:17	11:52	0:00	0.0%	WKDY: AM and PM tripper -AM (6:25-11:30am) and 1:50-6:17pm) trippers only
12	906.52	766.99	-139.53	-15.4%	84.6	72.5	-12.1	-14.3%	6:24	18:46	12:22	6:24	17:18	10:54	-1:28	-11.9%	WKDY: AM and PM trippers - (6:24-12:46) and PM (1:50-5:18) trippers only
14	5,133.63	4,861.67	-271.96	-5.3%	494.5	424.9	-69.6	-14.1%	5:22	22:12	16:50	5:30	22:05	16:35	-0:15	-1.5%	WKDY: 5 --> 4 buses all day with PM 9:30PM-6:30PM) tripper SAT: 4 --> 3 buses all day with PM (1:30 PM-5:30PM) tripper; regular Sunday service
17	3,821.16	3,821.16	0.00	0.0%	188.5	188.5	0.0	0.0%	6:00	21:47	15:47	6:00	21:47	15:47	0:00	0.0%	No changes
25	4,027.74	3,754.44	-273.30	-6.8%	272.3	234.1	-38.2	-14.0%	5:06	21:22	16:16	5:06	21:05	15:59	-0:17	-1.7%	WKDY: 3 --> 2 buses all day with PM (12:00PM - 8:00PM) PM tripper; regular Saturday and Sunday service
27	1,759.61	1,759.61	0.00	0.0%	181.3	181.3	0.0	0.0%	5:20	21:20	16:00	5:20	21:20	16:00	0:00	0.0%	No changes
28	1,246.88	1,166.44	-80.44	-6.5%	120.9	101.7	-19.2	-15.9%	6:00	19:48	13:48	6:00	19:43	13:43	-0:05	-0.6%	WKDY: (1) bus all day; WKDY Eliminate AM tripper, travel to Hodgson's Memorial on both IB and OB trips
3	3,054.63	2,626.93	-427.70	-14.0%	174.6	149.2	-25.4	-14.6%	5:00	20:55	15:55	5:00	20:55	15:55	0:00	0.0%	WKDY: 2 --> 1 bus all day with AM (6:00AM - 11:00 AM) tripper and PM (2:00 PM to 6:00 PM) trippers; Saturday/Sunday regular service
31	3,481.37	3,159.83	-321.54	-9.2%	274.2	234.5	-39.7	-14.5%	5:50	22:25	16:35	5:50	22:35	16:45	0:10	1.0%	WKDY: 3 --> 2 buses all day with 3rd bus between 10:30am and 6:30pm SAT: 2 --> 1 bus after 7pm; regular Sunday service
38	1,182.19	1,017.62	-164.57	-13.9%	91.9	78.1	-13.8	-15.0%	5:00	20:24	15:24	5:00	18:54	13:54	-1:30	-9.7%	WKDY: Eliminate two midday trips and last three trips; end route at 7:24PM at ITC; Eliminate 1st trip at 5:00AM outbound on last 8:00 PM trip inbound ending route at 7:58 PM at Groves HS
4	940.91	803.14	-137.77	-14.6%	74.5	63.5	-11.0	-14.8%	8:00	19:55	11:55	7:00	17:55	10:55	-1:00	-8.4%	WKDY: (1) bus all day ending at ITC at 5:55PM; last trip Saturday ends at 4:55 PM at Walmart Montgomery Crossroads
5	2,638.02	2,638.02	0.00	0.0%	158.0	158.0	0.0	0.0%	5:30	21:25	15:55	5:30	21:25	15:55	0:00	0.0%	No changes
6	2,181.65	1,867.05	-314.60	-14.4%	132.1	112.8	-19.3	-14.6%	5:55	20:55	15:00	5:55	20:55	15:00	0:00	0.0%	WKDY: (1) bus all day; Eliminate AM tripper and start PM (3:55 PM tripper trip at Hodgson Memorial
7D-C																	Proposed changes forthcoming for November 2026, in compliance with service enhancements requested by the City of Savannah; providing 100% funding support for Operating and Capital cost associated with the d/or Shuttles.
7F																	
Total	33,834.71	31,178.90	-2,655.81	-7.8%	2,491.43	2,206.57	-284.87	-11.4%	5:00	22:25	17:25	5:00	22:35	17:35	0:10	1.0%	

Staff will continue their operational analysis in preparation for the next service change which will be in late fall of 2026. For Routes 7D and 7F staff proposes moderate modifications planned for implementation during the fall board change to allow time for a public hearing update on DOT Shuttle service enhancements.

PROCUREMENT | COMPLIANCE *(provided by the Procurement Officer):*

In compliance with Authority policy and the Collective Bargaining Agreement between Chatham Area Transit and Amalgamated Transit Union, Local 1324, provides guidance for the service change process. Article 23 Section 1 of the Collective Bargaining Agreement states “shall be such additional board changes as may be necessary. Regular board changes will be made as near to March 1st, July 1st, and November 1st as conditions permit.”

Staff is presenting and recommending to the Board of Directors the approval of this service change.

FINANCIAL IMPACT:

Staff recommends minor transit service adjustments for Summer 2026. The proposed changes are consistent with Chatham Area Transit’s FY2027 Proposed Operating Budget and Five (5)-Year Capital Plan and will be implemented with no additional operating or capital expenses. These adjustments are intended to enhance service reliability, preserve schedule integrity, and improve data quality.

Staff respectfully request Board approval to accept the Summer 2026 Service Schedule including the proposed minor service changes.

POLICY ANALYSIS:

The Transit Service Guidelines provides CAT with the ability to implement service changes to its bus service system three (3) times a year. Additionally, per CAT policy requirements for service changes, we must evaluate changes to route schedules, change of route revenue hours/miles and span of service in compliance with CAT's Transit Service Policy Guidelines.

NEXT STEPS:

Staff will implement service adjustments and observe ridership and operational effectiveness of the reconfigurations.

ATTACHMENTS:

Supporting Documentation and Sources attached (included as one single file)

COMMITTEE ASSIGNMENT:

N/A

PROPOSED MOTION: (to be read into the minutes)

Move to: Staff implementation of the July 2026 Service Changes proposed above with appropriate hours of operation.

REQUIRED SIGNATURES

Department Item Preparer – Prepared by: Mark Gladhill, It Manager/Interim Planning Officer

Department Chief – Reviewed by: Stephanie Cutter, Executive Director / CEO

Procurement | Compliance – Procurement and Compliance Reviewed by: Victor Colon, Procurement/Compliance Manager

Chief Financial Officer – Financial Impact and Budget Reviewed by: Gloria Royal, Interim CFO

Executive Director/CEO - Final Reviewer Stephanie Cutter, Executive Director / CEO

Board of Directors – Final Approval [insert board action]

This section is completed by the Board Administrator

Passed and approved this [insert date] of [insert Month and Year]

Motioned by:

Seconded by:

AGENCY BOARD DESIGNEE:

Board Approval (signed by Board Chair or Board Administrator)



900 East Gwinnett Street · Savannah, GA 31401

STAFF SUMMARY REPORT – FOR BOARD ACTION

AGENDA NO: 2027-07-20-001

BOARD MEETING DATE: July 28, 2026

PROJECT NAME: Proposed Change Hours of Operations JMR-ITC Ticket Window

DEPARTMENT: Finance

EXECUTIVE SUMMARY & RECOMMENDATION

Staff respectfully requests Board approval to revise the Joe Murray Rivers Intermodal Transit Center Cashier's Ticket Window operating hours from 7:00 a.m.–8:00 p.m. to coincide with Chatham Area Transit Authority's business hours 8:00 a.m.– 5:00 p.m., effective upon implementation by Authority staff.

DATE AND IDENTIFICATION OF PRIOR BRIEFING OR AUTHORIZING ACTION:

N/A

ISSUE:

A review of the JMR-ITC ticket window hours indicates that the current hours of operation should be adjusted to improve efficiency.

The ticket window currently operates Monday through Friday from 7:00 a.m. to 8:00 p.m. and on holidays from 7:00 a.m. to 4:00 p.m., except for Thanksgiving Day, the Friday after Thanksgiving, Christmas Day, and New Year's Day, when the agency is closed and no service is provided.

DISCUSSION:

Staff recommend changing the Ticket window hours to align with CAT's business office hours, Monday through Friday from 8:00 a.m. to 5:00 p.m., with holidays observed in accordance with the Chatham Area Transit Authority Administration Holiday Policy.

The extended service hours outside regular business hours do not currently provide a significant benefit to passengers. Adjusting the hours and reporting structure of ticket window staff along with new technology recently procured that provides more options for bus pass and fare purchases will enhance the integrity of the financial management process.

The Ticket window staff will report to the Sr. Accountant managing the Authority's general ledger. The Ticket window positions have been approved in the FY2027 budget within the Finance Department and have been removed from the Call Center budget, where expenses were recorded in prior year. Two (2) Transit Advocate positions will be converted to two (2) Cashier positions. One of the positions will be a Lead Cashier position.

PROCUREMENT | COMPLIANCE:

Following CAT FY 2027's approved operating budget and the Authority's administration hours of operation, CAT is requesting board approval of new ticket window operating hours., 8:00 am – 5:00 pm.

Ensuring safe, efficient, and accountable management of transit authority revenues, all cashier operations are conducted in strict compliance with federal, state, local regulations and Authority policies and procedures related to financial oversight.

FINANCIAL IMPACT:

July 28, 2026

The proposed change to the JMR-ITC ticket window hours of operation along with the procurement of new technology that provides additional options for the purchase of bus passes and fare payment extended hours of operations are not required. Under this proposal, the ticket window hours would be reduced by four (4) hours per day and maximizing ticket window operating efficiencies.

Subject to approval by the Board of Directors, staff will proceed with implementing the proposed change to the JMR-ITC ticket window hours of operation. This adjustment is anticipated to improve operational efficiency while reducing operating costs.

Project Scope Numbe	FTA/ Grant Numbe	CAT Budget Line	Budget Line-Item Description	Federal Funding	State Funding	Local Funding	Total Funding Amount
				0.00	0.00	\$0.00	\$0.00
	TOTAL SECTION FUNDS:						\$0.00

NEXT STEPS:

Upon Board approval, Staff will proceed with implementing the approved change to the hours of operation for the JMR-ITC Ticket Window.

ATTACHMENTS:

COMMITTEE ASSIGNMENT:

N/A

PROPOSED MOTION:

Move to: Request Board approval to change the hours of operations for the JMR-ITC Ticket Window to Monday through Friday, 8:00 a.m. to 5:00p.m.

REQUIRED SIGNATURES

Department Item Preparer – Prepared by: Gloria Royal, Interim -CFO

Department Chief – Reviewed by: Gloria Royal, Interim CFO

Procurement and Compliance Reviewed by: Victor Colon, Procurement Manager

Chief Financial Officer – Financial Impact and Budget Reviewed by: Gloria Royal, Interim CFO

Executive Director/CEO - Final Reviewer Stephanie Cutter, Executive Director / CEO

Board of Directors – Final Approval [insert board action]

-This section is completed by the Board Administrator

Passed and approved this [insert date] of [insert Month and Year]

Motioned by:

Seconded by:

AGENCY BOARD DESIGNEE:

Board Approval (signed by Board Chair or Board
Administrator)



STAFF SUMMARY AND BOARD ACTION REPORT

AGENDA NO: 2027-11-07-001

BOARD MEETING DATE: July 28, 2026

PROJECT NAME: FY2027 Board Governance Calendar and Associated Staff Reporting Milestones

DEPARTMENT: Board Governance Support

EXECUTIVE SUMMARY & RECOMMENDATION

Staff request Board approval and adopt the FY 2027 Board Governance Calendar and associated reporting schedules.

DATE AND IDENTIFICATION OF PRIOR BRIEFING OR AUTHORIZING ACTION [If applicable]:

July 29, 2025, Board of Directors Regular Meeting - Agenda No. 2026-07-11-015

ISSUE:

The Governance Calendar is a regular annual reporting item to the Board of Directors for adoption consideration. The Governance Calendar serves as a governing tool for setting time aside for the business of the Authority. It allows advance planning while ensuring processes and procedures are planned and executed with transparency through local media and public notice.

The proposed governance calendar covers the period of July 1, 2026, through June 30, 2027. It establishes regular Board meetings on the fourth Tuesday of each month, except December, which is designated as a Board blackout month with a staff work session. The calendar also formalizes internal due dates that staff must follow each month to support timely procurement review, financial impact review, policy analysis review, CEO review, board governance support review, agenda development, and Board packet transmittal.

DISCUSSION:

The calendar is intended to function as both a board governance tool and a staff accountability tool. It supports meeting the Board of Directors expectation for consistent advance agenda planning. It improves readiness of Board action items, reduces late or incomplete submissions, and reinforces the Board of Directors and CEO expectations that reports submitted to the CEO and Board Office must be accurate, transparent, complete, reviewed, and transmitted on time.

The calendar incorporates the following recurring monthly deadlines:

- Procurement Review:
 - ✓ materials requiring procurement review are due by the 3rd of each month
- Financial Review:
 - ✓ materials requiring financial review are due by the 5th of each month
- CEO Review for Board Action Reports:
 - ✓ board action reports are due for CEO review and approval by the second Tuesday of each month
- CEO Review for Departmental Information Reports:
 - ✓ departmental information reports are due for CEO review and approval by the Friday following the second Tuesday of each month.
- Board Office Submission:
 - ✓ all final reports and supporting documentation are due to the Board Office no later than noon on the third Tuesday of each month for agenda building, generation, and transmittal to the Board.
- Board Agenda Packet Transmittal:
 - ✓ the complete and final board agenda packet is due to the Board seven days in advance of the regular Board meeting

Reports that miss an established deadline, or that are materially incomplete at the time of submission, may be deferred to a future meeting unless an extension is requested, justified, and approved by the Board Chairman and/or CEO.

The Governance and Administrative Benefits are as follows:

- Creates a single adopted calendar for Board meetings and staff reporting milestones.
- Supports department heads timely submission to the CEO for review and approval before materials reach the Board Office.
- Improves agenda planning, packet generation, and Board transmittal timelines.
- Provides departments with predictable monthly deadlines for training, tracking, and accountability.
- Reduces avoidable late submissions, emergency agenda and material changes, and incomplete Board agenda packets.

PROCUREMENT | COMPLIANCE *(provided by the Procurement Officer):*

Compliance statement – N/A

FINANCIAL IMPACT:

Approval of the FY2027 Board Governance Calendar has no direct fiscal impact.

Project Scope Number	FTA/ Grant Number	CAT Budget Line Item	Budget Line-Item Description	Federal Funding Request	State Funding Request	Local Funding	Total Funding Amount
				0.00	0.00	\$0.00	\$0.00
TOTAL SECTION FUNDS:							\$0.00

POLICY ANALYSIS:

Where existing Board policy does not specifically address a matter, it is appropriate to seek Board approval and formal adoption of the applicable individual actions. Once approved, each action report becomes an official act of the Authority.

NEXT STEPS:

Publish the approved FY 2027 Governance Calendar and Staff Reporting Milestones.

ATTACHMENTS:

Attachment A – FY2027 Board Governance Calendar; 2025 Workflow System Chart

COMMITTEE ASSIGNMENT:

The committees of the Board did not meet this month, July 2026.

PROPOSED MOTION: (to be read into the minutes)

Move to: Approve and Adopt the FY 2027 Board Governance Calendar for the period July 1, 2026, through June 30, 2027; establish regular Board meetings on the fourth Tuesday of each month except December; designate December 2026 as a Board blackout month.; approve the recurring monthly staff reporting deadlines for the procurement review, financial review, CEO review and approval, Board Office submission, agenda packet generation, and packet transmittal; and authorize the Board Office to make administrative date adjustments necessary to account for agency holidays, operational emergency closures.

REQUIRED SIGNATURES

Department Item Preparer – Prepared by: Beverly Dumas, Board Administrator/Secretary

Department Chief – Reviewed by: [insert name and title]

Procurement | Compliance – Procurement and Compliance Reviewed by: N/A

Chief Financial Officer – Financial Impact and Budget Reviewed by: N/A

Executive Director/CEO - Final Reviewer: Stephanie S. Cutter, CEO

Board of Directors – Final Approval [insert board action]

This section is completed by the Board Administrator

Passed and approved this [insert date] of [insert Month and Year]

Motioned by:

AGENCY BOARD DESIGNEE:

Seconded by:

Board Approval (signed by Board Chair or Board Administrator)

CHATHAM AREA TRANSIT AUTHORITY

FY 2027 Board Governance Calendar

Attachment A

July-December 2026

Fiscal Month	Submission for Procurement Review by 3rd	Submission for Financial Review by 5th	Submission for CEO Review (Action Reports)	Submission for CEO Review (Dept. Reports)	Submission for Board Office Agenda Placement	Packet Transmittal Board	Board Meeting 4:00 p.m.	Notes
July 2026	Jul 7, 2026*	Jul 8, 2026*	Jul 14, 2026	Jul 17, 2026	Jul 21, 2026 by noon	Jul 21, 2026	Jul 28, 2026	Procurement adjusted from Jul 3; Finance adjusted from Jul 5. Regular Board meeting / adoption date.
August 2026	Aug 3, 2026	Aug 5, 2026	Aug 11, 2026	Aug 14, 2026	Aug 18, 2026 by noon	Aug 18, 2026	Aug 25, 2026	Regular Board meeting / adoption date.
September 2026	Sep 3, 2026	Sep 4, 2026*	Sep 8, 2026	Sep 11, 2026	Sep 15, 2026 by noon	Sep 15, 2026	Sep 22, 2026	Finance adjusted from Sep 5. Regular Board meeting / adoption date.
October 2026	Oct 2, 2026*	Oct 5, 2026	Oct 13, 2026	Oct 16, 2026	Oct 20, 2026 by noon	Oct 20, 2026	Oct 27, 2026	Procurement adjusted from Oct 3. Regular Board meeting / adoption date.
November 2026	Nov 3, 2026	Nov 5, 2026	Nov 10, 2026	Nov 13, 2026	Nov 17, 2026 by noon	Nov 17, 2026	Nov 24, 2026	Regular Board meeting / adoption date.
December 2026	There will be no action items presented for December 2026. Staff will prepare their monthly departmental reports with transmittal to the Board of Directors. HAPPY HOLIDAYS!			Dec 11, 2026	Dec 15, 2026 by noon	Dec 15, 2026	Staff work session TBD	Board blackout month. No regular adoption meeting unless separately authorized.

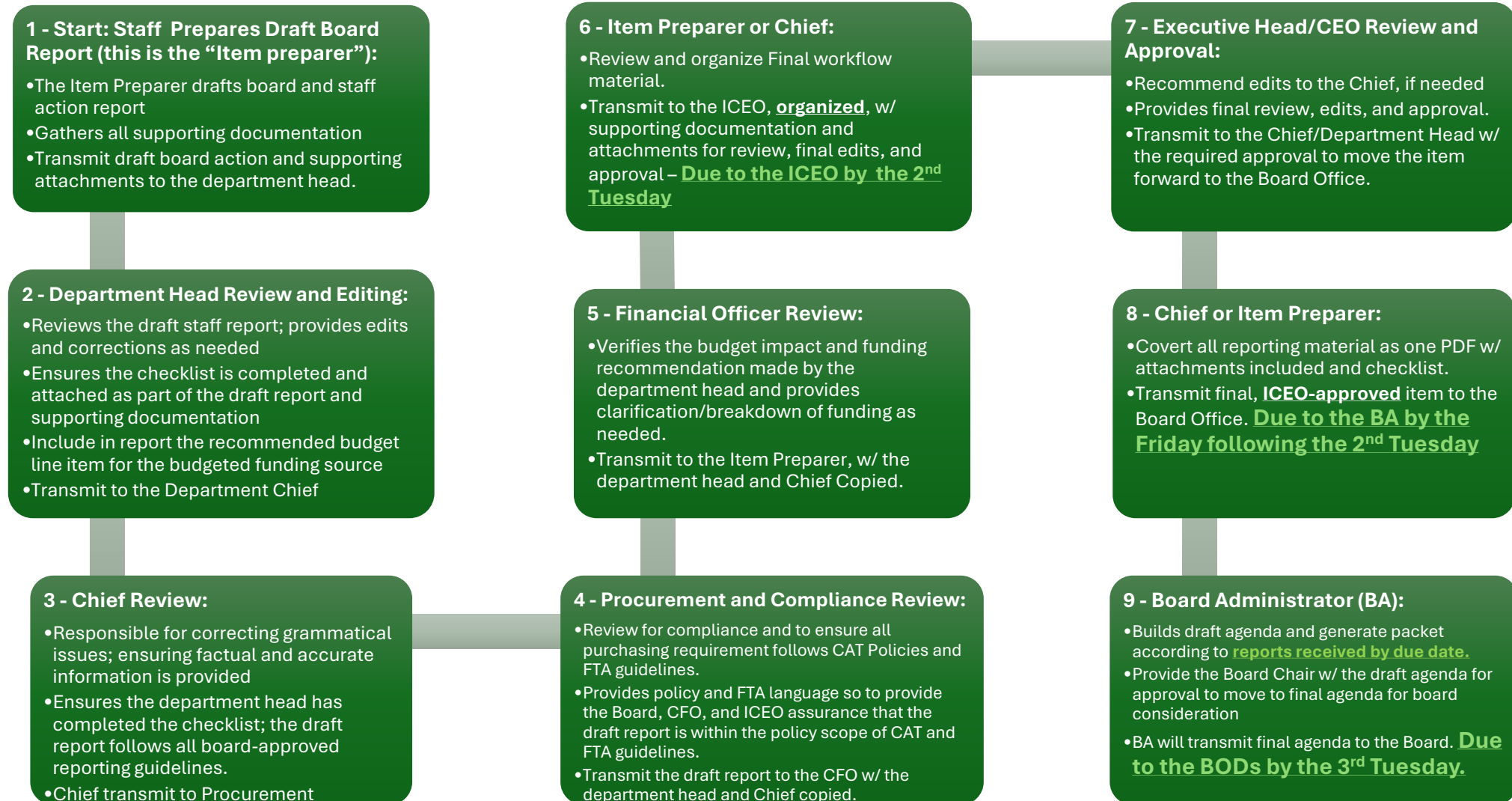
January-June 2027

Fiscal Month	Submission for Procurement Review by 3rd	Submission for Financial Review by 5th	Submission for CEO Review (Action Reports)	Submission for CEO Review (Dept. Reports)	Submission for Board Office Agenda Placement	Packet Transmittal Board	Board Meeting 4:00 p.m.	Notes
January 2027	Jan 4, 2027*	Jan 5, 2027	Jan 12, 2027	Jan 15, 2027	Jan 19, 2027 by noon	Jan 19, 2027	Jan 26, 2027	Procurement adjusted from Jan 3. Regular Board meeting / adoption date.
February 2027	Feb 3, 2027	Feb 5, 2027	Feb 9, 2027	Feb 12, 2027	Feb 16, 2027 by noon	Feb 16, 2027	Feb 23, 2027	Regular Board meeting / adoption date.
March 2027	Mar 3, 2027	Mar 5, 2027	Mar 9, 2027	Mar 12, 2027	Mar 16, 2027 by noon	Mar 16, 2027	Mar 23, 2027	Regular Board meeting / adoption date.
April 2027	Apr 5, 2027*	Apr 7, 2027*	Apr 13, 2027	Apr 16, 2027	Apr 20, 2027 by noon	Apr 20, 2027	Apr 27, 2027	Procurement adjusted from Apr 3. Finance adjusted from Apr 5. Regular Board meeting / adoption date.
May 2027	May 3, 2027	May 5, 2027	May 11, 2027	May 14, 2027	May 18, 2027 by noon	May 18, 2027	May 25, 2027	Regular Board meeting / adoption date.
June 2027	Jun 3, 2027	Jun 7, 2027*	Jun 8, 2027	Jun 11, 2027	Jun 15, 2027 by noon	Jun 15, 2027	Jun 22, 2027	Finance adjusted from Jun 5. Regular Board meeting / adoption date.

* Adjusted from the recurring rule date due to a weekend or observed holiday.

Board Agenda Development Flowchart

Staff Reporting System



Agenda Item No. 5.1

AI Dashboard Cameras

The report or supporting materials for this agenda item were not available when the agenda packet was distributed. This placeholder preserves the agenda order and may be replaced when materials become available

Presented By:
Procurement

Agenda Item No. 6.1

Executive Director's Report

The report or supporting materials for this agenda item were not available when the agenda packet was distributed. This placeholder preserves the agenda order and may be replaced when materials become available

Presented By:
Stephanie S. Cutter
Executive Director/CEO

Agency Departmental Summary and Data Report

Reporting Month – June 2026	Subject: Marketing and Communications Monthly Update
Reported by: A'riel Johnson, Public Information and Communications Officer	
File Type for Board: ☐ Review / Comment ☒ Information Report Only ☐ Other	

ISSUE/BACKGROUND:

Marketing and Communications Update - Information Only

The Marketing and Communications Department is responsible for ensuring open, transparent communication related to information sharing with the public, stakeholders, and employees, in compliance with agency policies and aligned with the agency's overall mission.

According to CAT's policy, there shall exist a division of CAT, designated as the Marketing and Communications Department, which shall oversee matters of Marketing and Communications of CAT's transit system, services, and its brand.

This report is intended to provide trend analysis of:

- Areas of growth, efficiency gains, and improvements
- Notification of planned strategies for improvements in the coming months

JUNE SERVICE DELIVERY EVENTS

- FY2027 Operating Budget and 5-Year Capital Plan Public Outreach

NEXT STEPS & OUTLOOK:

- Improving CAT's image and brand through planned and purposeful community engagement opportunities
- To continue to use collected data as opportunities to update and improve CAT Communications and Public Outreach.

ATTACHMENTS

Marketing and Communications Division Report – June 2026

Submitted by: A'riel Johnson, Public Information and Communications Officer

Approved by: Stephanie S Cutter, ICEO

Monthly Marketing and Communications Update (Information Only)

BACKGROUND

The Marketing and Communications team is providing this update to keep the Board, staff, and the public informed about current department initiatives and activities. The team manages a broad range of functions, including marketing, communications, publications, branding, and community outreach, all aimed at enhancing Chatham Area Transit Authority's presence and engagement.

Staff continue to uphold CAT's name and legacy in the community with the utmost respect. We use channels such as social media, community groups, and events to reach our target audience and expand it.

FY2027 OPERATING BUDGET & 5-YEAR CAPITAL PLAN OUTREACH:

To promote transparency and encourage public participation in the FY2027 Operating Budget development process, the Marketing & Communications Department implemented a public outreach campaign utilizing multiple communication channels.

Outreach efforts included:

- Publication of **two legal notices** in the *Savannah Morning News* and the *Savannah Tribune* announcing the required public hearings and budget availability.
- Distribution of **two media releases** to local media outlets highlighting the proposed budget, public hearing dates, and opportunities for public comment.
- Promotion through **CAT's social media platforms** to increase awareness and encourage community engagement.
- Distribution of **RIDECAT text alerts** notifying subscribers of public hearing dates and budget availability.
- Placement of printed copies of the Proposed FY2027 Operating Budget at the **Bull Street Library and Southwest Chatham Library** for public review.
- Posting budget information on **CAT's website**, including the Homepage, Transparency Page, and Key Highlights Page, providing convenient access to budget documents, public hearing information, and opportunities for public comment.

These outreach efforts were designed to ensure the public had multiple opportunities to access budget information, stay informed throughout the process, and participate in the FY2027 Operating Budget public hearing process.

Public Hearing Summary: CAT conducted the required public hearings for the FY2027 Operating Budget & 5-Year Capital Plan in accordance with applicable public notice requirements. The hearing provided the public with an opportunity to review the proposed budget, submit written comments, and provide verbal testimony prior to Board consideration.

Public Hearing	Legal Notice Published	Attendance	Written Comments	Public Speakers
Public Hearing #1 (June 23, 2026)	The Savannah Morning News: June 15 – 30, 2026 The Savannah Tribune: June 17 th & June 24 th	9	5	2
Public Hearing #2 (June 30, 2026)	The Savannah Morning News: June 15 – 30, 2026 The Savannah Tribune: June 17 th & June 24 th	10	4	2

Media Relations Coverage:

CAT's Public Information and Communications Officer has implemented a new media relations table that provides a transparent, year-to-year and month-by-month comparison of media activities, with a focus on News Monitoring and News Releases. Together, these metrics offer insight into both external media attention and the agency's proactive communications efforts.

News Monitoring captures the volume of media interactions and coverage activity tracked by the communications team, including media mentions (WTOC, WJCL, and WSAV). The data shows noticeable month-to-month and year-to-year fluctuations, reflecting periods of increased public interest, service changes, public meetings, or major agency initiatives.

News Releases reflect the agency's proactive efforts to inform the public and media through official announcements and updates. Release activity remains steady throughout the year, with increases aligning with planned communications, operational milestones, and community engagement initiatives. This consistency demonstrates a deliberate approach to messaging and transparency.

News Monitoring													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2024	225	67	83	61	27	19	17	6	12	22	35	4	578
2025	29	14	16	12	7	31	35	N/A	30	N/A	85	57	316
2026	34	51	47	2	51	39							224
Average	191	44	48.7	25	28.3	29.7							
Press Releases													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2024	5	2	4	0	6	5	4	3	6	5	4	3	47
2025	10	4	5	2	3	11	5	3	2	3	6	1	55
2026	6	5	3	1	4	4							23
Average	7	3.6	4	1	4.3	6.7							

What are people liking on Social Media?

Spotlight: CAT's most engaged social media platform is Facebook. Our most-liked Facebook content featured a celebratory post appreciating riders with free service on June 12th. This post was viewed by more than 22,000 accounts, generating great community engagement.



Ride Free with CAT!
Monday, June 15 – Friday, June 19
(Fixed-Route and Paratransit)

This Ridership Appreciation Month, CAT wants to thank you for choosing to ride with us! We appreciate your patience as we transition to new systems and make improvements. Keep an eye out for service changes coming this summer that will help strengthen reliability and better serve our community.

Friday, June 19:
Reminder, CAT will run on a holiday schedule.

For Service Alerts:
Text RIDE CAT to 41411

What's Next for CAT?

The Marketing and Communications Department is working diligently to rebrand CAT's image in the community. Activities for July include:

- Second CAT Mobility Paratransit Quarterly Meetings – Tentative Dates: July 30 (In-Person) and 31 (Virtual)

Agenda Item No. 6.1

Safety Update

The report or supporting materials for this agenda item were not available when the agenda packet was distributed. This placeholder preserves the agenda order and may be replaced when materials become available

Presented By:
Shavondra S. Ceasar
Acting Safety, Security, and
Risk Manager



Agenda Item No. 6.1

Human Resources Update

The report or supporting materials for this agenda item were not available when the agenda packet was distributed. This placeholder preserves the agenda order and may be replaced when materials become available

Presented By:
Shavondra S. Ceasar
HR Manager

Agenda Item No. 6.2

Service Delivery (Operations) Update

The report or supporting materials for this agenda item were not available when the agenda packet was distributed. This placeholder preserves the agenda order and may be replaced when materials become available

Presented By:
Dr. Emmanuel Twumasi
Chief Operating Officer

Agenda Item No. 6.3

Planning, Infrastructure, Development Update

The report or supporting materials for this agenda item were not available when the agenda packet was distributed. This placeholder preserves the agenda order and may be replaced when materials become available

Presented By:
Mark Gladhill,
Interim Planning Officer

Agenda Item No. 6.4

Financial Service Update

The report or supporting materials for this agenda item were not available when the agenda packet was distributed. This placeholder preserves the agenda order and may be replaced when materials become available

Presented By:
Gloria Royal,
Interim Chief Financial
Officer



Agenda Item No. 7.1

ATU Local 1324 Leadership

The report or supporting materials for this agenda item were not available when the agenda packet was distributed. This placeholder preserves the agenda order and may be replaced when materials become available

Presented By:
Donya Swinton, ATU Local
President

Agenda Item No. 7.2

State & Local Governmental Affairs

The report or supporting materials for this agenda item were not available when the agenda packet was distributed. This placeholder preserves the agenda order and may be replaced when materials become available

Presented By:
Georgia Public Affairs

Agenda Item No. 7.3

Federal Governmental Affairs

The report or supporting materials for this agenda item were not available when the agenda packet was distributed. This placeholder preserves the agenda order and may be replaced when materials become available

Presented By:
Squire Patton Boggs

STATE OF GEORGIA
COUNTY OF CHATHAM

Executive Session Affidavit

AFFIDAVIT OF PRESIDING OFFICER AND/OR BOARD OF DIRECTORS

Detric Leggett, Board Chairman and presiding officer of the Chatham Area Transit Authority (CAT), Board of Directors, being duly sworn, states under oath that the following is true and accurate to the best of his/her knowledge and belief:

1.

The CAT Board of Directors met in a duly advertised meeting on Tuesday, July 28, 2026.

2.

During such meeting, the board voted to go into executive session and instruct the Presiding Officer to execute an affidavit pursuant to O.C.G.A. § 50-14-4 (b).

3.

The executive session was called to order at _____ a.m./p.m.

4.

The subject matter of the closed portion of the meeting was devoted to the following matter(s) within the exceptions provided in the open meetings law:

☒ Consultation with the CAT attorney or other legal counsel to discuss pending or potential litigation, settlement, claims, administrative proceedings, or other judicial actions brought or to be brought by or against CAT or any officer or employee or in which CAT or any officer or employee may be directly involved as provided in O.C.G.A. § 50-14-2(1)

☐ Discussion of tax matters made confidential by state law as provided by O.C.G.A. § 50-14-2(2) and (insert the citation to the legal authority making the tax matter confidential) _____

☐ Discussion or voting on

☐ Authorizing a settlement as provided in O.C.G.A. § 50-14-3(b)(1)(A)

☐ Authorizing negotiations to purchase, dispose of, or lease property as provided in O.C.G.A. § 50-14-3(b)(1)(B)

☐ Authorizing an appraisal as provided in O.C.G.A. § 50-14-3(b)(1)(C)

☐ Entering a contract for the purchase, disposal of, or lease of property as provided in O.C.G.A. § 50-14-3(b)(1)(D)

☐ Entering into an option to purchase, dispose of, or lease property as provided in O.C.G.A. § 50-14-3(b)(1)(E)

☐ Discussion or deliberation on the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of an agency officer or employee as provided in O.C.G.A. § 50-14-3(b)(2)

☐ Interviewing candidates for executive positions as provided in O.C.G.A. § 50-14-3(b)(2)

☐ Other (describe the exemption to the open meeting law): _____
_____ as provided in (insert the citation to the legal authority exempting the topic) _____.

5.

☐ During the course of the closed session devoted to exempt topics, an incidental remark regarding a non-exempt topic or an attempt to discuss a non-exempt topic was made.

☐ The attempt was immediately ruled out of order and attempts to discuss same ceased immediately.

☐ The attempt was immediately ruled out of order. However, the comments did not cease, so the closed/executive session was immediately adjourned without discussion or action being taken regarding any nonexempt topic.

6.

Minutes were taken of this meeting and will be filed and held for in-camera inspection only.

This 28th day of July, 2026.

This affidavit is being executed pursuant to O.C.G.A. § 50-14-4 (b).

This 28th day of July 2026.

Detric Leggett, Chairman
Chatham Area Transit Authority
Chatham County, Georgia

Board Member

Board Member

Board Member

Board Member

Board Member

Board Member

Board Member

Board Member

Sworn to and subscribed before me on this 28th day of July 2026.

Notary Public

My commission expires:

[SEAL]