



CAPITAL AREA TRANSIT SYSTEM

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**MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION**

January 18, 2022

4:30 p.m.

BREC Administration Building

6201 Florida Blvd

Baton Rouge, LA 70806

MINUTES

I. CALL TO ORDER: Mr. Kahli Cohran

Mr. Cohran called the meeting to order.

II. ROLL CALL: Mr. Theo Richards

Members present at the meeting were Commissioner Breaux, Cohran, Coleman, Hill, Thomas, Perkins, Pierre Also present were Mr. Bill Deville, CEO; other CATS staff; and members of the public.

III. APPROVAL OF MINUTES OF December 14, 2021 BOARD MEETING: Mr. Kahli Cohran

Mr. Thomas moved to approve the minutes of the December 14, 2021 meeting and Mr. Hill seconded the motion. Mr. Cohran invited public comment and there was none. The motion carried unanimously with no abstentions

V. PRESIDENT'S ANNOUNCEMENTS: Mr. Kahli Cohran

Mr. Cohran asked Commissioner Hill to open the meeting up with prayer. Mr. Cohran discussed need of a board retreat, the vacant seats on the board, and the CEO evaluation committee. Serving on

the Evaluation committee is Commissioner Cohran, Thomas, and Hill.

VI. ADMINISTRATIVE MATTERS

1. Executive and Financial Report: Mr. Bill Deville and Executive Staff COVID-19 UPDATES: Bill Deville

Mr. Deville noted that CATS has implemented phase two of its Covid 19 policy and is actively collecting data on vaccinations within the agency.

OPERATIONS: Dwana Williams

Ms. Williams noted that there are currently 111 total operators, 92 active and 19 inactive for various reasons.

The December Operations challenge winners for OTP are Latesha Carline, Paul King, Juanita Sanford, Tammie Wilson, and Al Weeden.

Top Overall OTP 2021 is Al Weeden and the Operator of the Year 2021 is Cynthia V. Johnson

The December Maintenance challenge winner for productivity is Jacob Lands.

Maintenance Productivity of the Year 2021 is James Scott.

The December Customer Service challenge for least abandoned calls is Agnes Brown.

The December Customer Care Top Performer is Darlene Paul.

Customer Care of the Year 2021 is Emily Maten.

Operations and Maintenance employees collected toys for the Probation and Parole office.

CATS is partnering with (CAPARC), Capital Area Re-Entry Coalition for Transportation.

Service changes went into effect on January 16, 2022.

PLANNING AND PROGRAM DEVELOPMENT: Cheri Soileau

Cheri noted the Comprehensive Operational Analysis (COA) underway. With public outreach starting in late winter/spring 2022.

CATS is waiting on the final contract with for the North Baton Rouge/Baker Microtransit Pilot Project. We hope to have services started soon.

BRT North Transit Center/Station kick-off meeting was January 13, 2022

Operations, Administration, and Maintenance Facility Feasibility Study is underway.

ADMINISTRATIVE UPDATES: Theo Richards

Hitachi was on site in December to provide in person training with dispatchers and customer service representatives. A marketing plan is underway along with creating SOP for the service. Goal is to be live by the end of the first quarter.

The contactless technical calls are taking place week. We are waiting on card designs, along with materials for the vehicles. Service should be live by the end of the second quarter.

COMMUNICATIONS: Theo Richards

Continuing to engage Operations to make sure Rider Alters are updated on the website, and on social media. Worked with operations to ensure the website was updated for the January service changes. Director of Communications position has been posted.

TECHNOLOGY: Bill Deville, Paul Simon

The Phase 1 - Financials of Tyler ERP implementation is LIVE. The Phase 2 – HCM (Human Resources) is continuing with data conversions and system configuration. Phase 2 HCM (HR) is still on track to go LIVE the second quarter of 2022.

Finance: John Cutrone

John Cutrone presented the December financials and noted that the total current assets as of December 31, 2021, are current assets \$26,493,636. The total assets are \$50,545,200. The total current

liabilities are \$3,417,762 and the total liabilities are \$5,692,995. The total net assets are \$44,852,205. The total liabilities and net assets are \$50,545,200.

The total operating expenses for the month of November are \$2,858,039.

The total CATS-generated operating revenues for the month as of December 31, 2021, are \$215,309. The total non-federal subsidies for the month are \$1,739,586 and the total federal subsidies are \$1,105,876.

The total operating revenues as of December 31, 2021 are \$3,060,770.

The net operations balance for the month as of December 31, 2021, is a surplus of 202,731. The net operations balance for the year is a deficit of (\$56,420).

BD if there are no questions Madame President, this concludes our Executive Report.

VII. COMMITTEE REPORTS AND ANY ACTION THEREON

1. Finance and Executive: Mr. Kahli Cohran

Mr. Cohran noted the committee did not meet.

2. Technical, Policies and Practices: Dr. Peter Breaux

Dr. Breaux noted the committee did not meet.

3. Audit: Mr. Thomas

Mr. Thomas noted the committee did not meet.

4. Planning: Mr. Cohran.

Ms. Cohran noted the minutes were in the packet.

5. Community Relations: Ms. Linda Perkins

Ms. Perkins noted the committee did meet on and the minutes for January 12, 2021.

Ms. Barnes was presented the MV Report.

VIII. ACTION ITEMS

1. Consideration of approval of the Atlas Task Order Three Addendum

Mr. Thomas moved for the approval Atlas Task Order Three Addendum. Mr. Cohran seconded the motion. Mr. Cohran invited public comment and there was none. A roll call vote was held. A roll call vote was held. In favor, Cohran, Hill, and Thomas . Against – Breaux and Perkins Abstain - Coleman. Absent – Bellue, Lambert, and Pierre. The motion carried.

2. Consideration of approval for the renewal of Mansfield Oil Contract

Mr. Cohran moved the approval for the approval for the renewal of Mansfield Oil Contract. Mr. Thomas seconded the motion. Mr. Cohran invited public comment and there was none. A roll call vote was held. In favor, Breaux, Cohran, Coleman, Hill, Thomas, Perkins and Pierre. Against – none Abstain - none. Absent – Bellue and Lambert. The motion carried.

IX. ADJOURNMENT

Mr. Thomas moved to adjourn the meeting and Mr. Cohran seconded the motion. The motion passed unanimously with no abstentions.