



**MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
August 17, 2021
4:30 p.m.
Virtually and at the
CATS Administrative Building
350 North Donmoor
Baton Rouge, LA 70806**

MINUTES

I. CALL TO ORDER: Ms. Erika Green

Ms. Green called the meeting to order.

II. ROLL CALL: Mr. Theo Richards

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

III. APPROVAL OF MINUTES OF July 20, 2021 BOARD MEETING: Ms. Erika Green

Ms. Green moved to approve the minutes of the July 20, 2021 meeting and Mr. Thomas seconded the motion. Ms. Green invited public comment and there was none. The motion carried unanimously with no abstentions

V. PRESIDENT'S ANNOUNCEMENTS: Ms. Erika Green

No announcements were provided this month.

VI. ADMINISTRATIVE MATTERS

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

Mr. Deville noted the dates of the governor's proclamation. All employees, Board members visitors, vendors, contractors, and the general public are encouraged to be vaccinated in order to enter transit vehicles, offices, transit hubs and facilities owned, leased, or controlled by CATS. They are strongly encouraged to participate in the CATS For Shots Program (currently being developed);

OPERATIONS: Dwana Williams

Currently we have 122 total operators, 106 active; 16 inactive. The July Operations challenge winners for OTP are Cynthia V. Johnson, Tammie Wilson, Latesha Carline, Al Weeden, Quinatora Gray.

The July Maintenance challenge winner for productivity is Brandon Thomas.

The July Customer Service challenge for least abandoned calls is Sylvia Franklin.

The July Customer Care Top Performer is Prestin Pleasant. Monthly ridership for the month of July 2021 is lower than the month of July 2020 and lower than the previous month. We are looking to see an increase in ridership now that school has started. This time last year we know the fares were free, which had an effect on ridership so again we are looking forward to seeing how the start of school will affect ridership. We also know that is the last two weeks for the month of July ridership increase. I believe it is due to parents shopping for school. Our On Time Performance (OTP) is higher than this time last year and higher than the previous month. We had a service change July 18th of this year as we saw a difference in the times so we has to adjust some of the running times in the schedule. Now we see an increase in OTP due to some of the route changes. We had four (4) detours for the month that impacted out OPT as well as five (5) temporary construction sites that we faced on a day to day during the week days. Our percentage of trips operated for the month of July were at 94.84, which is lower that this time last year and lower that this time last month. We also attribute some of these numbers to the fleet issues we've had a hard time getting parts.

Preventable accidents per 1,000,000 miles, we are lower than this time last year and lower than the previous month. We are just making sure each operator is familiar with the 5 keys to smith system.

Mileage for the month is higher than this time last year and higher than this time last month. The mileage is higher because we have more trips and July has 31 days versus June having 30 days.

Lastly our mean miles between road calls for the month are higher than this time last year and on average for the same time last month. We are looking for our mean miles between road calls to be higher in the month of August with the repairs to some of the buses.

PLANNING AND PROGRAM DEVELOPMENT: Cheri Soileau

Build Granthas been signed as of Friday and HNTB has issued a notice to proceed. BTR will be in revenue service 4th quarter 2024. The Comprehensive Operational Analysis (COA) kicked off. We will send out a Board Pole, we want the Board to be engaged so look for some possible dates in the month of September to meet with the HNTB team and our public engagement folks on how we are going to move forward and what to expect. We will have outreach, branding and a webpage on our CATS site for that we are mobilizing for an origin and destination study and anticipating completion May 2022. It really depends on if COVID puts us back or how we proceed forward.

ADMINISTRATIVE UPDATES: Pearlina Thomas

AIM Grant Two-Way Messaging Project

The Public Relations – Video launch to demonstrate the CATS, Hitachi and Syniverse partnership is delayed by travel restrictions due to the rise in COVID cases nationwide. Phase Two is underway now and should be wrapped up at the end of the Third Quarter. This will allow CATS to have two-way communications with customers.

With the completion of phase two marketing and additional communication platforms will be introduced like targeting coupons for businesses near CATS stops and special events like, Touchdown Express, Southern and LSU games, etc.

COVID-19 Mitigation Research Grant Contactless Payment Project

The contract between CATS and Cubic Transportation Systems (Cubic) is in final negotiations with the respective lawyers. CATS and Cubic have started technical meetings to determine product installation, data management and financial collection and reporting requirements.

CATS is continuing to work with Baton Rouge Community College (BRCC) to have Customer Service and Vehicle Maintenance Classes as a part of our Workforce Solutions Program.

CATS Cares Community Engagement and Wellness we had a number of activities in the month of July, which we were able to make all of them including the line dancing classes, which was a great way to get employees motivated to move and get excited about exercising.

CATS Cares participated in a number community events in the month of July.

COMMUNICATIONS: Amie McNaylor

The CATS Connects communications team continues to meet regarding various aspects of the media campaign. Print, digital, television, and radio advertising is being finalized, as well as social media, shelter ads, and three bus wraps that will be done in the coming weeks.

We are continuing to get rider testimonials have been, and continue to be collected to be shared.

We have begun to share again the mask requirements, COVID efforts, mandates, etc., in advertising and on social media; this will continue as long as necessary in light of Governor Edwards's new proclamation.

Members of staff will present at the Baton Rouge Lodging Association to discuss the CATS Connects campaign.

TECHNOLOGY: Bill Deville, Paul Simon

The Tyler Technology Enterprise System

The implementation of CATS' new ERP system, Tyler Munis, is still on track to go live with Phase 1 Financials during the 4th quarter of 2021 and Phase 2 HCM (Human Resource) on January 1st, 2022. For Finance, we are currently in the User Acceptance Testing stage which will be followed by End User Training then preparations for system go-live. On the HCM (HR) phase, we are currently running configuration and power user training, followed immediately by data conversions.

Ms. Trina Bowie began as Interim HR Director effective August 2nd; her contract period ends no later than December 31st, 2021; She replaces Ms. Amy Cannon whose contract ran out; Ms. Bowie will be eligible to apply for the permanent HR Director position;

CATS continues to work on the educational campaign and develop materials. All of the videos and testimonials we've been working on will come out soon. We plan to really get the campaign kicked up after Labor Day. Remember Election Day is October 9th and early voting starts September 25th through October 2nd.

Finance: John Cutrone

The Balance sheet, current assets \$36,009,348, Restrictive Cash Assets \$3,304,671, bringing our Total Assets to

\$60,633,839, Current Liabilities \$12,107,781, Total Liabilities \$14,383,015, Bringing our Total Net Assets to \$46,250,824 Looking at the Income Statement – Operational Revenue of \$159,256 with a budget of \$174,436, the bus fare revenue is a little lower that we projected. Our Local Subsidies amounted to \$1,739,586 our Federal Subsidies amounted to \$273,548 bringing our Total Revenue to \$2,172,390 compared to a budget of \$2,401,154

Our operational revenue was \$2,575,583 for the month compared to a budget of \$2,459,828 that variance there were in the buckets of insurances and professional services. With all of that the operational deficit was \$403,193 for the month leaving a surplus of \$2,610,325.

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

VII. COMMITTEE REPORTS AND ANY ACTION THEREON

1. Finance and Executive: Ms. Erika Green

Ms. Green referred the members to the minutes of the August 12th meeting in their packets and reviewed the highlights. Noted the committee recommended the two action items.

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

Dr. Breaux noted the committee did meet on.

3. Audit: Mr. Thomas

Mr. Cohran and Mr. Thomas noted the committee did not meet.

4. Planning: Vacant.

Ms. Green noted that the committee did not meet.

5. Community Relations: Ms. Linda Perkins

Ms. Perkins noted the committee did meet on and the minutes for July/August are in the packets. Also, Ms. Perkins thanked the call center for their productivity.

Ms. Barnes was not present to provide the MV Report.

VIII. ACTION ITEMS

1. Consideration of approval to increase the fees for CYE 2020 Audit & Reporting Services

Mr. Thomas explained the increase in fees for the audit and reporting services.

Mr. Bellue moved the approval of increase the fees for CYE 2020 Audit & Reporting Services. Mr. Thomas seconded the motion. Ms. Green invited public comment and there was none. A roll call vote was held. In favor, Bellue, Cohran, Green, Hill, Thomas, Breaux, Perkins, Lambert & Pierre. Against – none Abstain - none. The motion carried.

2. Consideration of approval for the 2nd year renewal after initial 3-year Contract for Bridgestone Tire Lease

Mr. Godwin explained the renewal of the tire lease renewal.

Ms. Green moved the approval for 2nd year renewal after initial 3-year Contract for Bridgestone Tire Lease. Ms. Perkins seconded the motion. Ms. Green invited public comment and there was none. A roll call vote was held. In favor, Bellue, Cohran, Green, Hill, Thomas, Breaux, Perkins, Lambert & Pierre. Against – none Abstain - none. The motion carried.

IX. ADJOURNMENT

Ms. Green invited public comment and Mr. Smalls provided comment regarding the open meeting laws. Mr. Smalls stated board members should have their camera on during the meeting. Ms. Green asked that we include the zoom link on the public notice moving forward. Ms. Perkins moved to adjourn the meeting and Ms. Pierre seconded the motion. The motion passed unanimously with no abstentions.