

**NOTICE OF CAPITAL AREA TRANSIT SYSTEM  
ANNUAL MEETING OF THE BOARD OF COMMISSIONERS  
March 26, 2024  
4:30 p.m.  
350 North Donmoor Ave  
Baton Rouge, Louisiana 70806**

- 1. AGENDA**
- 2. CALL TO ORDER: Ms. Melissa deGeneres**
- 3. ROLL CALL: Mr. Theo Richards**
- 4. PUBLIC COMMENT**
- 5. NOMINATION AND ELECTION OF OFFICERS: Ms. Melissa deGeneres**
- 6. ADJOURNMENT**

**NOTICE OF CAPITAL AREA TRANSIT SYSTEM  
REGULAR MEETING OF THE BOARD OF COMMISSIONERS**

**March 26, 2024**

**4:30 pm**

**(Following immediately the Annual Meeting)**

**350 North Donmoor Ave**

**Baton Rouge, Louisiana 70806**

**AGENDA**

- 1. CALL TO ORDER: Ms. Melissa deGeneres**
- 2. PLEDGE OF ALLEGIANCE & INVOCATION**
- 3. ROLL CALL: Ms. Jada Davis**
- 4. PUBLIC COMMENT**
- 5. ACTION ITEM – Approval of the February 27, 2024 Board Meeting Minutes – Ms. Melissa deGeneres**
- 6. ACTION ITEM – Approval of the March 11, 2024 Special Board Meeting Minutes – Ms. Melissa deGeneres**
- 7. ACTION ITEM – Approval of the March 12, 2024 Special Board Meeting Minutes – Ms. Melissa deGeneres**
- 8. PRESIDENT’S ANNOUNCEMENTS: Ms. Melissa deGeneres**
- 9. ADMINISTRATIVE MATTERS**
  - a) Executive and Financial Report: Mr. Theo Richards and Executive Staff**
- 10. COMMITTEE REPORTS AND ANY ACTION THEREON**
  - a) Finance & Executive: Ms. Melissa deGeneres**
  - b) Technical, Policies & Practices: Ms. Melissa deGeneres**
  - c) Audit: Mr. John Vukovics**
  - d) Planning: Mr. Patrick Downs**
  - e) Community Relations: Mr. Johnathan Hill**
- 11. NEW BUSINESS**
  - a. Consideration and approval of the Renewal of the BRPD Off Duty Security Detail Contract**
  - b. Consideration and approval of the Renewal of the Finance Manual, Real Property Acquisition, Equal Employment Opportunity, and CEO Contract Authority Policies**
- 12. EXECUTIVE SESSION - These matters may be discussed in Executive Session**
  - a. Litigation update in the matter entitled “Shirley Garner versus Capital Area Transit System” Suit No. 682134 on the docket of the 19th Judicial District Court.**
  - b. Review of CATS Safety Assessment**
- 13. REVIEW OF ADMINISTRATIVE ITEMS**

# CATS

CAPITAL AREA TRANSIT SYSTEM

Connecting you to what matters.

## 14. ADJOURNMENT



## CATS Board of Commissioners Meeting

Tuesday, February 27, 2024  
4:30 pm

### MINUTES

#### CALL TO ORDER

The regular meeting of the CATS Board of Commissioners Meeting was called to order at 4:30 pm by President deGeneres.

#### 1. ROLL CALL

Attendee Name	Title	Status
Carolyn Coleman	Member at Large	Present
Melissa deGeneres	President	Present
Michelle Dennis	Member	Present
Patrick Downs	Secretary	Present
Johnathan Hill	Member	Present
Antoinette Pierre	Vice-President	Present
Tremaine Sterling	Member	Present
Frederick Thomas	Member	Present
John Vukovics	Treasurer	Present

#### 2. Public Comment

Provided by

**APPROVAL – January 30, 2024, Monthly Board Minutes**

**RESULT: ACCEPTED**  
**MOVER: deGeneres**  
**SECONDER: Coleman**  
**YEAS: Coleman, Dennis, Downs, Hill, Pierre, Sterling, Thomas, Vukovics**  
**NAYS:**  
**ABSTAIN:**  
**ABSENT:**

**APPROVAL – Consideration and approval of the Renewal for Mansfield Oil  
Contract \$2,092,340.00**

**RESULT: ACCEPTED**  
**MOVER: deGeneres**  
**SECONDER: Coleman**  
**YEAS: Coleman, Dennis, Downs, Hill, Pierre, Sterling, Thomas, Vukovics**  
**NAYS:**  
**ABSTAIN:**  
**ABSENT:**

**APPROVAL – Consideration and approval of the Renewal for Caerus Advisors  
Contract \$150,000.00**

**RESULT: ACCEPTED**  
**MOVER: deGeneres**  
**SECONDER: Vukovics**  
**YEAS: Coleman, Dennis, Downs, Hill, Pierre, Sterling, Thomas, Vukovics**  
**NAYS:**  
**ABSTAIN:**  
**ABSENT:**

**APPROVAL – Consideration and approval of the Robert Half Contract \$80,000.00**

**RESULT: ACCEPTED**  
**MOVER: deGeneres**  
**SECONDER: Vukovics**  
**YEAS: Coleman, Dennis, Downs, Hill, Pierre, Sterling, Thomas, Vukovics**  
**NAYS:**  
**ABSTAIN:**  
**ABSENT:**

**APPROVAL – Consideration and approval of the Atlas Technical Consultant Contract \$56,250.00**

**RESULT: ACCEPTED**  
**MOVER: deGeneres**  
**SECONDER: Downs**  
**YEAS: Coleman, Dennis, Downs, Hill, Pierre, Sterling, Thomas, Vukovics**  
**NAYS:**  
**ABSTAIN:**  
**ABSENT:**

**APPROVAL - Consideration and approval of the RFP 2023 – ADA Paratransit-010**

**RESULT: DEFERRED**  
**MOVER: deGeneres**  
**SECONDER: Coleman**  
**YEAS:**  
**NAYS:**  
**ABSTAIN:**  
**ABSENT:**

**Adjournment**

Pierre/deGeneres



**CATS Board of Commissioners**  
**Special Board Meeting**  
Monday, March 11, 2024  
3:45pm – 6:50pm

**MINUTES**

**CALL TO ORDER**

The CATS Special Board Meeting was called to order at 3:45pm by Commissioner DeGeneres.

**1. ROLL CALL**

Attendee Name	Title	Status
Carolyn Coleman	Commissioner	Present
Melissa DeGeneres	Board President	Present
Michelle Dennis	Commissioner	Present
Patrick Downs	Board Secretary	Present
Johnathan Hill	Commissioner	Present
Antoinette Pierre	Board Vice-President	Present
Tremaine Sterling	Commissioner	Present
Frederick Thomas	Commissioner	Present
John Vukovics	Board Treasurer	Present

Also in attendance: Keith Cunningham (Legal Counsel), John Lewis (Transpro), Frank Martin (Transpro)

**2. Public Comment**

- a. Rob Miller
- b. Loruhamah Collins

**3. APPROVAL – RFP 2023 – ADA Paratransit-010**

<p><b>RESULT: ACCEPTED</b> <b>MOVER: deGeneres</b> <b>SECONDER: Downs</b> <b>YEAS: Dennis, DeGeneres, Hill, Sterling, Downs</b> <b>NAYS: Vukovics</b> <b>ABSTAIN:</b> <b>ABSENT: Coleman, Thomas, Pierre</b></p>
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**4. Presentation by Theo Richards, CEO Candidate**

5. Motion to enter into Executive Session to interview CEO Candidate Theo Richards

**RESULT: ACCEPTED – Approval to enter Executive Session to interview Theo Richards**  
**MOVER: Hill**  
**SECONDER: deGeneres**  
**YEAS: Dennis, DeGeneres, Hill, Sterling, Downs, Vukovics**  
**NAYS:**  
**ABSTAIN:**  
**ABSENT: Coleman, Pierre, Thomas**

6. Motion to exit Executive Session for the interview of Theo Richards

**RESULT: ACCEPTED – Approval to exit Executive Session for the interview of Theo Richards**  
**MOVER: Hill**  
**SECONDER: deGeneres**  
**YEAS: Dennis, DeGeneres, Hill, Sterling, Downs, Pierre, Thoams, Vukovics**  
**NAYS:**  
**ABSTAIN:**  
**ABSENT: Coleman**

7. Presentation by Ivan Maldonado, CEO Candidate

8. Motion to enter into Executive Session to interview CEO Candidate Ivan Maldonado

**RESULT: ACCEPTED – Approval to enter Executive Session at 5:55pm to interview Ivan Maldonado**  
**MOVER: Hill**  
**SECONDER: deGeneres**  
**YEAS: Dennis, DeGeneres, Hill, Sterling, Downs, Pierre, Thoams, Vukovics, Coleman**  
**NAYS:**  
**ABSTAIN:**  
**ABSENT:**



9. Motion to exit Executive Session for the interview of CEO Candidate Ivan Maldonado

**RESULT: ACCEPTED – Approval to exit Executive Session for the interview of Ivan Maldonado**

**MOVER: Hill**

**SECONDER: deGeneres**

**YEAS: Dennis, DeGeneres, Hill, Sterling, Downs, Pierre, Thoams, Vukovics, Coleman**

**NAYS:**

**ABSTAIN:**

**ABSENT:**

10. Meeting adjourned at 6:50pm

DRAFT



**CATS Board of Commissioners**  
**Special Board Meeting**  
 Tuesday, March 12, 2024  
 4:00pm – 6:30pm

**MINUTES**

**CALL TO ORDER**

The CATS Special Board Meeting was called to order at 4:10pm by Commissioner DeGeneres.

**ROLL CALL**

Attendee Name	Title	Status
Carolyn Coleman	Commissioner	Present
Melissa DeGeneres	Board President	Present
Michelle Dennis	Commissioner	Present
Patrick Downs	Board Secretary	Present
Johnathan Hill	Commissioner	Present
Antoinette Pierre	Board Vice-President	Present
Tremaine Sterling	Commissioner	Absent
Frederick Thomas	Commissioner	Present
John Vukovics	Board Treasurer	Present

Legal Counsel was also present: Keith Cunningham.

1. Presentation by Mikel Oglesby, CEO Candidate
2. Motion to enter into Executive Session to interview CEO Candidate Mikel Oglesby

**RESULT: ACCEPTED – Approval to enter Executive Session at 4:30pm to interview Mikel Oglesby**  
**MOVER: Coleman**  
**SECONDER: Vukovics**  
**YEAS: Coleman, deGeneres, Dennis, Downs, Hill, Sterling, Thomas, Vukovics**  
**NAYS:**  
**ABSTAIN:**  
**ABSENT: Pierre**

3. Motion to exit Executive Session for the interview of Mikel Oglesby

**RESULT: ACCEPTED – Approval to exit Executive Session at 5:35pm for the interview of Mikel Oglesby**  
**MOVER: Coleman**  
**SECONDER: Vukovics**  
**YEAS: Coleman, deGeneres, Dennis, Downs, Hill, Sterling, Thomas, Pierre Vukovics**  
**NAYS:**  
**ABSTAIN:**  
**ABSENT:**

4. Motion to recommend Theo Richards for CATS' next CEO

**RESULT: ACCEPTED –**  
**MOVER: Hill**  
**SECONDER: Coleman**  
**MOVER: Coleman**  
**SECONDER: Vukovics**  
**YEAS: Coleman, deGeneres, Dennis, Downs, Hill, Sterling, Thomas, Pierre**  
**NAYS: Vukovics**  
**ABSTAIN:**  
**ABSENT:**

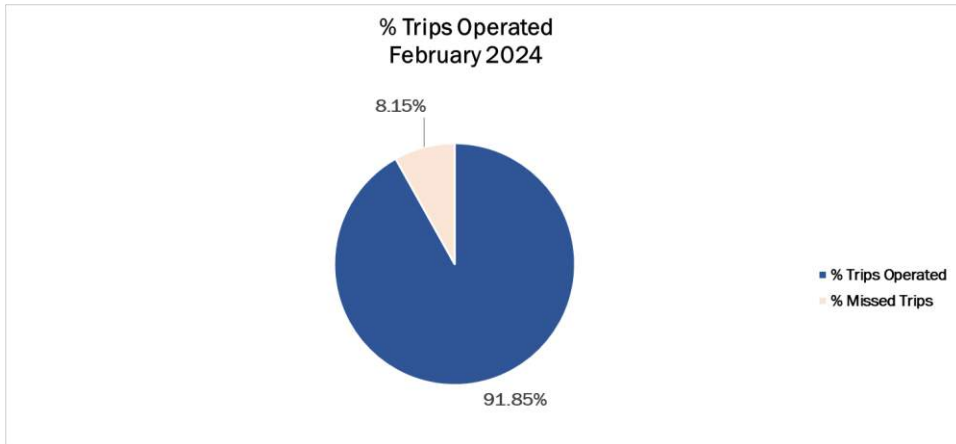
5. Meeting adjourned at 6:30pm

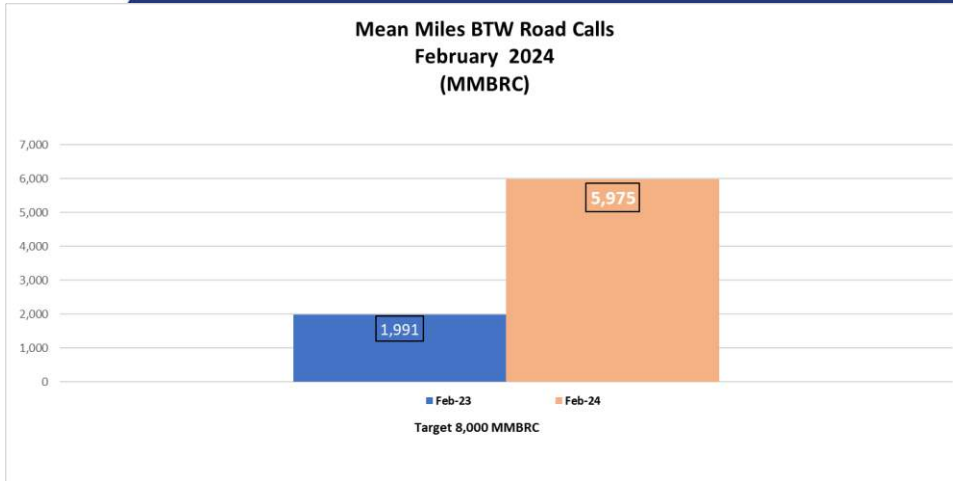
## March 2024 Executive Report Theo Richards and CATS Staff

### OPERATIONS: *James Payton*

**90 Active Operators**

**2 Cadets currently in training**





## PREVENTABLE ACCIDENTS

February 2023

1.0

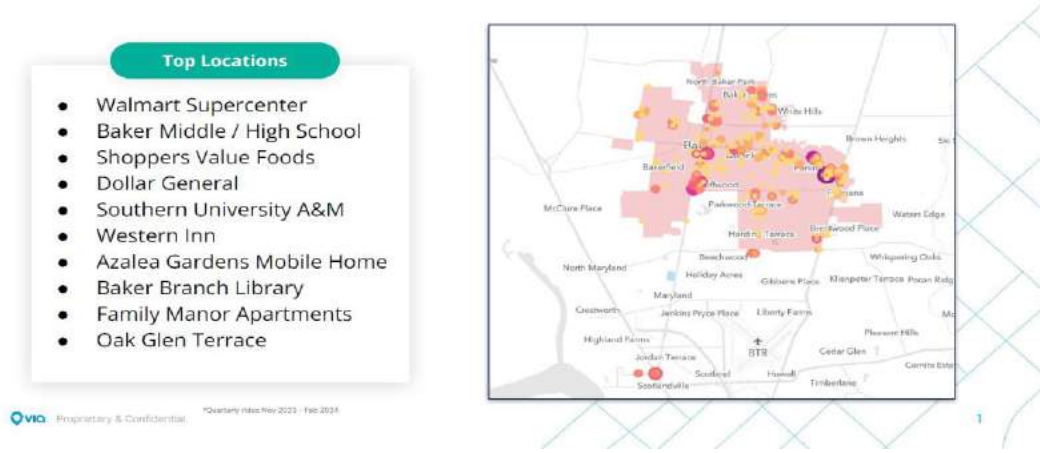
PER 100,000 MILES

### PLANNING AND PROGRAM DEVELOPMENT: *Cheri Soileau*

- Reimaging Florida Boulevard (Route Restoration Grant)
  - Existing Conditions document-under review
- Empower Baton Rouge
  - Next Meetings
    - March 14 – virtual
    - March 19 – In person
    - Stakeholder meetings held
- Plank-Nicholson Bus Rapid Transit
  - Station Permits-Approved by DOTD
  - North Transit Center-Bids due April 8
  - Station & Corridor-Bids due April 9
- Lynx by CATS-February 2024
  - 5,3209 Completed rides
  - 8 minute average ride time
  - 37% of rides shared
  - 21 minute average ETA
  - 258 new accounts created
  - 96 new rides taken

March 2024

## LYNX by CATS Top Origins & Destinations



### INTERIM CEO NOTES: *Theo Richards*

- Triennial Results
  - CATS received feedback from our 1/11/24 submissions and have presented service policies to TPP for final approval.
- Audit 2022
  - Staff presented a status update at the Audit Committee Meeting. Report is included in the packet.
- IRS
  - The attorney will have the protest completed next week for final review.
- Community Engagement
  - EBRCOA Senior Skip Day
  - Baton Rouge Blues Festival (Potentially)
- Technology
  - Success ribbon cutting on Wednesday, March 13
- Procurement
  - Paratransit – Currently under protest
  - North Transit Center – Bid Closes April 2024

**FINANCE:** See attached financial report for the month.



March 21, 2024

**Subject: Justification for Changing Monthly Board Meeting Date**

I am writing to propose a change to the monthly board meeting date from the third Tuesday to the fourth Tuesday of each month. This adjustment is crucial for several reasons in that it will enhance the efficiency and accuracy of financial reporting to the board and other entities.

First, changing the meeting date will allow more time for the Finance team to gather and process documentation regarding actual revenues and expenditure. Currently, we rely on preparing estimates which may necessitate adjustments in subsequent months. By shifting the meeting date, we can present financials to the board based on actuals rather than drafts of estimates. This will significantly improve the reliability and transparency of the financial information provided.

Second, the timing of receiving revenue collections and vendor invoices often falls in the middle of the month. This poses a challenge as it limits the Finance staff's capacity to process invoices and revenue collections in time for the current meeting schedule. By rescheduling the meeting to the fourth Tuesday of each month, the Finance team will have adequate time to thoroughly process invoices and revenue collections, ensuring that the financial reports presented to the board are comprehensive and accurate.

In summary, changing the monthly board meeting date to the fourth Tuesday of each month will allow Finance staff to provide final financials with actual posted numbers, eliminating the need for accruals and adjusting entries in subsequent months. This adjustment will align with our commitment to transparency and accountability in financial reporting.

Your consideration of this proposal is greatly appreciated. Please feel free to reach out if you have any questions or require further clarification.

Thank you for your attention to this matter.

Theo Richards  
*Chief Executive Officer*  
**Capital Area Transit System**  
2250 Florida Blvd  
Baton Rouge, LA 70802



Date: March 20, 2024  
F&E Meeting: March 21, 2024  
Board Meeting: March 26, 2024

## **MEMORANDUM**

**TO:** Capital Area Transit System Finance & Executive Committee  
**THROUGH:** Theo Richards, CEO  
**FROM:** Eddriene Sylvester, CFO  
**SUBJECT:** February 2024 - Monthly Financial Summary

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### **Operating Revenues:**

CATS self-generated operating revenues were \$35,000 above the monthly budgeted amount. The main drivers of this positive variance were advertising revenue and interest income.

Total source of revenues for the month was \$3.15 million versus \$3.80 million budgeted resulting in a negative variance of \$653,000. Receipt of the federal grant revenues in capital projects was not received because no capital projects expenditures were incurred for reimbursement. Capital projects grant reimbursement revenues are entirely driven on incurred capital project expenditures

An insignificant amount of \$766 in FTA – Capital Project is related to a reimbursement of Tyler Munis software expense.

### **Operating Expenses:**

Operating expenses were in line with the budgeted amount for February that resulted in a slight positive variance of \$22,000. Fringe benefits came in \$100,000 above budgeted this is due to the cost of uniforms and trainee pay. Materials and supplies came in \$124,000 above budgeted due to increase cost in fuel in February.

However, the increase in fringe benefits and materials and supplies were offset by lower spending in labor and miscellaneous expenses.

### **Capital Projects:**

Capital project expenditures were not incurred due to several reasons, including waiting on the bid for the North Transit Center, invoices not received for farebox upgrade, and bus pads and relief vehicles have not been procured.

### **Net Balance:**

Net surplus for February totals \$12,444.



**Capital Area Transit System  
Balance Sheet  
February 29, 2024**

	<u>2/29/2024</u>	<u>2/28/2023</u>
<b>ASSETS</b>		
<b>Current Assets:</b>		
Cash and Cash Equivalents	12,622,727	15,054,779
Accounts Receivable	659,394	286,580
Property Tax Receivable	25,697,585	17,407,198
Due from Governments	3,740,427	4,318,476
Inventory	1,120,331	1,092,111
Prepaid Expenses and Other Assets	780,746	171,600
<b>Total Current Assets:</b>	<b>44,621,209</b>	<b>38,330,746</b>
<b>Restricted Assets:</b>		
Cash and Cash Equivalents	301,101	3,310,883
<b>Total Restricted Assets:</b>	<b>301,101</b>	<b>3,310,883</b>
Net Pension Asset, Long-Term	2,578,254	1,164,137
Equipment, Net	19,609,555	19,813,040
<b>Total Assets</b>	<b>67,110,120</b>	<b>62,618,806</b>
<b>LIABILITIES AND NET ASSETS</b>		
<b>Current Liabilities</b>		
Accounts Payable and Accrued Expenses	1,906,041	1,244,008
Accrued Payroll and Tax Liabilities	501,900	1,052,223
Accrued Compensated Absences	740,213	901,503
Claims Payable and Related Liabilities	759,814	889,303
Capital Lease Payable	288,550	573,869
Deferred Revenue (Grants/Prop Tax)	19,231,400	15,614,000
<b>Total Current Liabilities</b>	<b>23,427,918</b>	<b>20,274,905</b>
<b>Long-Term Liabilities</b>		
Capital Lease Payable, Less Current Portion	161,793	291,937
Estimated Liabilities	3,097,291	722,260
<b>Total Long-Term Liabilities</b>	<b>3,259,084</b>	<b>1,014,197</b>
<b>Total Liabilities</b>	<b>26,687,002</b>	<b>21,289,102</b>
<b>Net Assets:</b>		
Investments in Capital Assets, Net of Related Debt	19,159,212	18,947,235
Restricted Cash and Cash Equivalents	301,101	3,310,883
Unrestricted	20,962,805	19,071,587
<b>Total Net Assets:</b>	<b>40,423,118</b>	<b>41,329,704</b>
<b>Total Liabilities And Net Assets</b>	<b>67,110,120</b>	<b>62,618,806</b>

**Capital Area Transit System**  
**Statement of Operating Budget vs. Actual**  
**For the Period Ended February 29, 2024**

	Current Month				Year to Date				2024 Annual Budget
	Budget	Actual	Variance	% Var	Budget	Actual	Variance	% Var	
<b>Operating Revenues</b>									
Passenger Paid Fares	92,667	101,963	9,297	10.03%	185,333	193,672	8,339	4.50%	1,112,000
Special Transit Fares (Contract)	1,250	600	(650)	-52.00%	2,500	1,200	(1,300)	-52.00%	15,000
ADA/Paratransit Revenue	7,500	83	(7,417)	-98.89%	15,000	17,000	2,000	13.33%	90,000
Advertising Revenue	48,104	77,652	29,548	61.43%	96,208	135,809	39,600	41.16%	577,250
Interest Income	4,167	20,999	16,832	403.97%	8,333	29,605	21,272	255.26%	50,000
Other Agency Revenue	15,087	2,456	(12,631)	-83.72%	30,173	34,305	4,131	13.69%	181,040
<b>Total CATS Generated</b>	<b>168,774</b>	<b>203,753</b>	<b>34,979</b>	<b>20.73%</b>	<b>337,548</b>	<b>411,591</b>	<b>74,042</b>	<b>21.94%</b>	<b>2,025,290</b>
<b>Non Federal Revenue</b>									
Hotel/Motel Tax	100,833	100,833	0	0.00%	201,667	201,667	0	0.00%	1,210,000
Parish Transportation Fund	45,833	45,833	0	0.00%	91,667	91,667	0	0.00%	550,000
Property Tax Revenue	1,959,915	1,959,915	0	0.00%	3,919,830	3,919,830	0	0.00%	23,518,980
<b>Total Non Federal</b>	<b>2,106,582</b>	<b>2,106,581</b>	<b>0</b>	<b>0.00%</b>	<b>4,213,163</b>	<b>4,213,163</b>	<b>0</b>	<b>0.00%</b>	<b>25,278,980</b>
<b>Federal Operating Subsidies</b>									
FTA - Formula Grants/PM	298,333	667,272	368,939	123.67%	596,667	667,272	70,606	11.83%	3,580,000
FTA - Project Administration	70,000	0	(70,000)	-100.00%	140,000	0	(140,000)	-100.00%	840,000
FTA - Planning	107,708	123,472	15,764	14.64%	215,417	123,472	(91,945)	-42.68%	1,292,500
FTA - Operating	363,084	52,317	(310,767)	-85.59%	726,168	52,317	(673,851)	-92.80%	4,357,008
FTA - ARP	49,333	0	(49,333)	-100.00%	98,666	0	(98,666)	-100.00%	591,996
<b>Total Federal Operating</b>	<b>888,459</b>	<b>843,062</b>	<b>(45,397)</b>	<b>-5.11%</b>	<b>1,776,917</b>	<b>843,062</b>	<b>(933,856)</b>	<b>-52.55%</b>	<b>10,661,504</b>
<b>Total Operating Revenue</b>	<b>3,163,815</b>	<b>3,153,396</b>	<b>(10,418)</b>	<b>-0.33%</b>	<b>6,327,629</b>	<b>5,467,815</b>	<b>(859,813)</b>	<b>-13.59%</b>	<b>37,965,774</b>
<b>Total Federal Capital</b>									
FTA - Capital Projects	643,000	766	(642,234)	-99.88%	1,286,000	766	(1,285,234)	-99.94%	7,716,000
FTA - ARP	0	0	0	0.00%	0	0	0	0.00%	-
<b>Total Federal Capital</b>	<b>643,000</b>	<b>766</b>	<b>(642,234)</b>	<b>-99.88%</b>	<b>1,286,000</b>	<b>766</b>	<b>(1,285,234)</b>	<b>-99.94%</b>	<b>7,716,000</b>
<b>TOTAL SOURCES OF REVENUE</b>	<b>3,806,815</b>	<b>3,154,163</b>	<b>(652,652)</b>	<b>-17.14%</b>	<b>7,613,629</b>	<b>5,468,582</b>	<b>(2,145,047)</b>	<b>-28.17%</b>	<b>45,681,774</b>
<b>Operating Expenses</b>									
Labor	1,215,163	1,052,306	162,858	13.40%	2,430,327	2,202,526	227,801	9.37%	14,581,960
Fringe Benefits	505,771	607,281	(101,511)	-20.07%	1,011,542	1,253,827	(242,285)	-23.95%	6,069,250
Causality and Liability	161,250	138,711	22,539	13.98%	322,500	253,658	68,842	21.35%	1,935,000
Services	368,765	391,360	(22,595)	-6.13%	737,531	562,228	175,302	23.77%	4,425,185
Purchased Transportation	425,000	392,637	32,364	7.61%	850,001	634,500	215,501	25.35%	5,100,004
Materials & Supplies	341,498	465,144	(123,646)	-36.21%	682,997	504,106	178,891	26.19%	4,097,980
Utilities	23,344	21,232	2,112	9.05%	46,688	46,026	663	1.42%	280,130
Miscellaneous Expenses	114,814	64,843	49,971	43.52%	229,628	118,803	110,825	48.26%	1,377,765
Leases and Rentals	8,208	8,204	4	0.05%	16,417	16,218	198	1.21%	98,500
<b>Total Operating Expenses</b>	<b>3,163,815</b>	<b>3,141,719</b>	<b>22,096</b>	<b>0.70%</b>	<b>6,327,629</b>	<b>5,591,892</b>	<b>735,737</b>	<b>11.63%</b>	<b>37,965,774</b>
<b>Total Federal Capital</b>									
FTA - Capital Projects	643,000	0	643,000	100.00%	1,286,000	0	1,286,000	100.00%	7,716,000
<b>Net SURPLUS/(DEFICIT) Before Depreciation</b>	<b>0</b>	<b>12,444</b>	<b>12,444</b>		<b>0</b>	<b>(123,310)</b>	<b>(123,310)</b>		<b>0</b>



**CATS Finance & Executive Committee Meeting**  
 Thursday, March 21, 2024  
 4:00 pm

**MINUTES**

**CALL TO ORDER**

The CATS Finance & Executive Meeting was called to order at 4:00 pm by Commissioner deGeneres.

1. **ROLL CALL**

Attendee Name	Title	Status
Carolyn Coleman	Member at Large	Absent
Melissa deGeneres	President	Present
Michelle Dennis	Member	Present
Patrick Downs	Secretary	Present
Johnathan Hill	Member	Absent
Antoinette Pierre	Vice-President	Absent
Tremaine Sterling	Member	Absent
Frederick Thomas	Member	Absent
John Vukovics	Treasurer	Absent

2. **President’s Announcement**  
None

3. **Executive and Financial Reports**  
The Executive Report by CATS Executive Staff was presented.

4. **ACTION ITEMS**  
Recommend the approval of the Renewal of the BRPD Off Duty Security Detail Contract

<p><b>RESULT: DEFERRED</b>  <b>MOVER:</b>  <b>SECONDER:</b>  <b>YEAS:</b>  <b>NAYS:</b>  <b>ABSTAIN:</b>  <b>ABSENT:</b></p>
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Adjournment  
DeGeneres/Downs



**CATS Technical Policies and Practices Committee Meeting**

Thursday, March 21, 2024  
3:00 pm

**MINUTES**

**CALL TO ORDER**

The TPP Committee Meeting was called to order at 3:00 pm by Commissioner deGeneres

1. ROLL CALL

Attendee Name	Title	Status
Carolyn Coleman	Member at Large	Absent
Melissa deGeneres	President	Present
Michelle Dennis	Member	Absent
Patrick Downs	Secretary	Present
Johnathan Hill	Member	Absent
Antoinette Pierre	Vice-President	Absent
Tremaine Sterling	Member	Absent
Frederick Thomas	Member	Absent
John Vukovics	Treasurer	Absent

2. Introduction

Commissioner deGeneres welcomed everyone gathered for the March TPP Committee Meeting.

3. Old Business

Mr. Richards noted the staff is requesting approval of the Finance Policy Manual, Real Property Acquisition and Equal Employment Opportunity Policies. Mr. Cunningham will make some revisions to the current CEO Contract Authority Policy.

4. New Business

5. Other

- a. Bylaws– No action taken. -
- b. CEO Evaluation – No action taken. - Mr. Cunningham will engage an outside party to assist with drafting the CEO contract and evaluation.
- c. Board Governance – No action taken.

The meeting is adjourned.



**CATS Audit Committee Meeting**  
 Thursday, March 21, 2024  
 3:30 pm

**MINUTES**

**CALL TO ORDER**

The Audit Committee Meeting was called to order at 3:30 pm by Commissioner Vukovics

1. **ROLL CALL**

Attendee Name	Title	Status
Carolyn Coleman	Member at Large	Absent
Melissa deGeneres	President	Present
Michelle Dennis	Member	Absent
Patrick Downs	Secretary	Present
Johnathan Hill	Member	Absent
Antoinette Pierre	Vice-President	Absent
Tremaine Sterlin	Member	Absent
Frederick Thomas	Member	Absent
John Vukovics	Treasurer	Absent

2. **Introduction**

Commissioner deGeneres welcomed everyone gathered for the March Audit Committee Meeting.

3. **2022 Audit Update and Corrective Action Plan Review**

The committee voted to recommend the following items to the board for closure.

The staff provided an update on the existing findings ready for closure.

Audit Finding #	Audit Finding Description
2022-013	Board Minute Documentation

4. **2023 Audit Update**

No update provided.

The meeting is adjourned.



## CATS Planning Committee Meeting

Thursday, March 21, 2024

2:00 pm

### MINUTES

#### CALL TO ORDER

The Planning Committee Meeting was called to order at 2:00 pm by Commissioner Downs.

#### 1. ROLL CALL

Attendee Name	Title	Status
Carolyn Coleman	Member at Large	Absent
Melissa deGeneres	President	Present
Michelle Dennis	Member	Absent
Patrick Downs	Secretary	Present
Johnathan Hill	Member	Absent
Antoinette Pierre	Vice-President	Absent
Tremaine Sterlin	Member	Absent
Frederick Thomas	Member	Absent
John Vukovics	Treasurer	Absent

#### 2. Introduction

Commissioner Downs welcomed everyone gathered for the March Planning Committee Meeting.

#### **EmpowerBR – Cheri Soileau**

Outreach:

Virtual Stakeholder Meetings (2)

Virtual Listening Session

225 Event

Gardere Kite Fest & East Egg Hunt

In Person Listening Event

2250: Lobby of Administration Building

#### **March 2024 Service Change**

Schedule changes to routes 10, 15, 16, 23, 47 and 60

Awaiting deliverables from The Master Scheduler

Bus Operator Paddle Sheets

Bid Runs and Roster

GTFS import/export for Avail

Date to be confirmed once deliverables are received and reviewed

Current Operator Sign Up: 102

Proposed Operator Sign Up: 89

**COA - JULY 2024 SERVICE CHANGE**

Staff meeting every Tuesday to discuss changes and strategies for implementation, informing the public and proceeding with Metro Council and Board approvals  
Sunday, July 7th, 2024 – Implementation

**PLANK-NICHOLSON BUS RAPID TRANSIT**

North Transit Center  
Bids due: April 8  
Stations & Corridor  
DOTD Permits- Approved  
Bid due: April 9  
Revenue Service: October 2025

**LYNX by CATS / Microtransit**

The average ride time is 8 minutes. 258 accounts were created in February. Lynx completed 5,209 rides and 96 of those were new rides taken. Average wait time is 21 minutes and 37% of the rides are shared.

**ADA Consent Decree - Update**

Template bus pad delivered, awaiting delivery the remaining 5 templates  
Route 47 – Highland Rd to receive the first round of pads  
~50 bus stops targeted to be removed  
Focus on ridership, spacing and sensitive use areas



## CATS Community Relations Committee Meeting

Thursday, March 21, 2024

1:00 pm

### MINUTES

#### CALL TO ORDER

The Community Relations Committee Meeting was called to order at 1:00 pm by Committee Commissioner Hill

#### 1. ROLL CALL

Attendee Name	Title	Status
Carolyn Coleman	Member at Large	Absent
Melissa deGeneres	President	Present
Michelle Dennis	Member	Absent
Patrick Downs	Secretary	Absent
Johnathan Hill	Member	Present
Antoinette Pierre	Vice-President	Absent
Tremaine Sterlin	Member	Absent
Frederick Thomas	Member	Absent
John Vukovics	Treasurer	Absent

#### 2. Introduction

Mr. Hill welcomed everyone gathered for the March Community Relations Committee Meeting. In addition, he noted that for 2024 he would like to see the Community Relations Committee grow and potentially redefine its scope.

#### 3. MV Transportation Report – Representative Leslie Barnes

No report provided

#### 4. Certifications – Karen Denman

Ms. Denman noted 33 applications were mailed out, 15 applications were completed and received, 21 were certified and 0 was recertified for February. There were no customers granted temporary ridership or deemed ineligible for service. 4 applications were received from other agencies. In addition, ridership has increased from 4572 in 2023 to 5788 in 2024. Also, Ms. Denman reported that 24% of trips were for dialysis, 24% for employment and 14% Adult Daycare.

#### 5. Customer Service / Complaints – Syliva Franklin



Ms. Franklin noted that for the month there were 10 contacts, 0 were valid. One commendation was provided for February. Commissioner Hill noted an additional commendation should have been provided for the operator who provided the Free Clinic Shuttle Service. In addition, it was noted the call center was offered 24,543 and answered 24,394. In addition, the monthly average for productivity was 99.39%.

6. CATS Communications update – Jada Davis

Ms. Davis noted the engagement rate for each social media platform in comparison to our peer agencies. CATS had no media coverage. Commissioner Hill requested definitions be provided for the updated terms being presented.

7. Lynx by CATS – Brandon Songy

The average ride time is 8 minutes. 258 accounts were created in February. Lynx completed 5,209 rides and 96 of those were new rides taken. Average wait time is 21 minutes and 37% of the rides are shared.

8. EmpowerBR – Cheri Soileau

Cheri provided an update on the past listening sessions and next steps.

The meeting is adjourned.

## **Executive Director Contract Authority Policy**

**Issue Date:** March 21, 2024

**Effective Date:**

**Revised Date(s):**

**Approved By:**

**Approval Date:**

### **I. Purpose and Scope**

The purpose of this policy is to establish clear guidelines for the Executive Director's authority regarding procurement contracts, ensuring efficiency and adherence to the Board's oversight role and the Louisiana Public Bid Law.

### **II. Policy Statements**

#### 1. Professional Service Contracts:

- The Executive Director may execute sole-source and professional services contracts up to a value of \$ 50, 000.

#### 2. Contract Supplements:

- The Executive Director may execute supplemental agreements on board-approved contracts up to a value of \$50, 000.00 or 10% of the original contract value, whichever is less.
- Only one supplemental agreement is permitted per contract without prior board approval.
- Subsequent supplements will require board authorization before execution.

#### 3. Active Sole-Source Contracts:

- The Executive Director may have a maximum of five active sole-source contracts at any given time.

#### 4. Reporting:



- The Executive Director shall include all executed contracts, both sole-source and supplements, in their regular report to the Board of Directors.

**II. Review and Updates**

- This policy shall be reviewed annually by the Board of Directors and updated when necessary to maintain compliance with the Louisiana Public Bid Law.

**III. Ownership**

CATS Board of Commissioners



Board Meeting: March 26, 2024

## BOARD MEMORANDUM

### ACTION ITEM

**TO:** Capital Area Transit System Board of Commissioners  
**THROUGH:** CEO, Theo Richards  
**FROM:** Risk and Safety Manager, Ravena Budwine  
**SUBJECT:** Baton Rouge Police Department, Contract Renewal

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**Project/Contract:** Baton Rouge Police Department, Security  
**Project/Contract Date(s):** April 1, 2024 through June 30, 2024  
**Renewal options (Yes/No):** Yes  
**Project/Contract Amount:** \$93,000.00  
**Budgeted project (Yes/No):** Yes  
**Grant(s) Funded (Yes/No):** No

#### EXECUTIVE SUMMARY:

Baton Rouge Police Department off-duty officers provide CATS with security detail as follows:

- An Officer is assigned to rotate between CATS terminal, 2250 Florida Blvd location, CATS hubs and shelters 24hrs per day.
- An Officer is assigned to 350 North Donmoor location 6:00am to 9:00am Monday through Friday.
- An officer is assigned to be present at CATS Board Meetings and Public Events.

#### RECOMMENDATION:

Given the above, CATS Risk and Safety Manager recommends extending the contract with Baton Rouge Police Department Off-Duty Police Officers through the next quarter.

**STRATEGIC PLAN/GOALS:** Safety first. Getting riders from one point to the next, while keeping riders, employees, and the community safe.



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#### Project Manager approval



Rhonda Kimbel (Mar 20, 2024 10:28 CDT)

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#### Procurement approval



Eddriene Sylvester (Mar 20, 2024 10:29 CDT)

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#### Finance approval



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#### CEO approval