



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

**April 23, 2024**

**4:30 pm**

**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 March 26, 2024, Board Meeting Minutes – Ms. Melissa deGeneres**
- 6. PRESIDENT’S ANNOUNCEMENTS: Ms. Melissa deGeneres**
- 7. ADMINISTRATIVE MATTERS**
  - a) Executive and Financial Report: Mr. Theo Richards and Executive Staff**
- 8. 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**
- 9. NEW BUSINESS**
  - a. Consideration and approval of the Solicitation #2024-Northtransitcenter-001**
  - b. Consideration and approval of the authorization to add Sunnie Hines as signatory on behalf of CATS for all Whitney/Hancock Bank accounts and to remove Eddriene Sylvester as a signatory and recommend authorization for the CEO to execute all documents required by Whitney/Hancock Bank to effectuate these changes.**
- 10. EXECUTIVE SESSION - These matters may be discussed in Executive Session**
- 11. REVIEW OF ADMINISTRATIVE ITEMS**
- 12. ADJOURNMENT**



## CATS Board of Commissioners Meeting

Tuesday, March 26, 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	Secretary	Present
Patrick Downs	Member	Present
Johnathan Hill	Vice-President	Present
Antoinette Pierre	Member	Absent
Tremaine Sterling	Member	Present
Frederick Thomas	Member	Present
John Vukovics	Treasurer	Present

#### 2. Public Comment

none

**APPROVAL February 27, March 11 and March 12, 2024, Monthly Board Minutes**

**RESULT: ACCEPTED**

**MOVER: Coleman**

**SECONDER: Downs**

**YEAS: Coleman, Dennis, Downs, Hill, Sterling, Thomas, Vukovics**

**NAYS:**

**ABSTAIN:**

**ABSENT: Pierre**

**APPROVAL – Consideration and approval of the Renewal of the BRPD Off Duty Security Detail Contract \$279,000.00**

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

**APPROVAL – Consideration and approval of the Renewal of the Finance Manual, Real Property Acquisition, Equal Employment Opportunity, and CEO Contract Authority Policies**

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

**APPROVAL – Enter Executive Session 5:02 pm**

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

**APPROVAL – Exit Executive Session 5:43 pm**

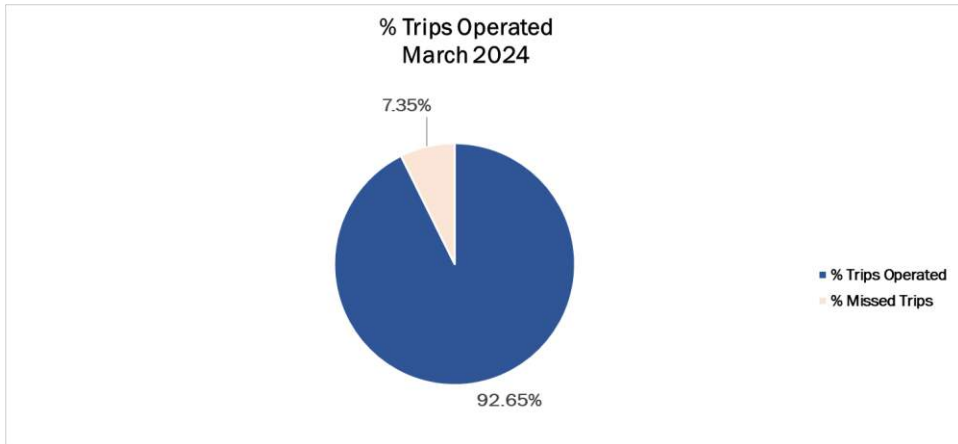
**RESULT: ACCEPTED**  
**MOVER: Coleman**  
**SECONDER: Downs**  
**YEAS: Coleman, Dennis, Downs, Hill, Sterling, Thomas, Vukovics**  
**NAYS:**  
**ABSTAIN:**  
**ABSENT: Pierre**

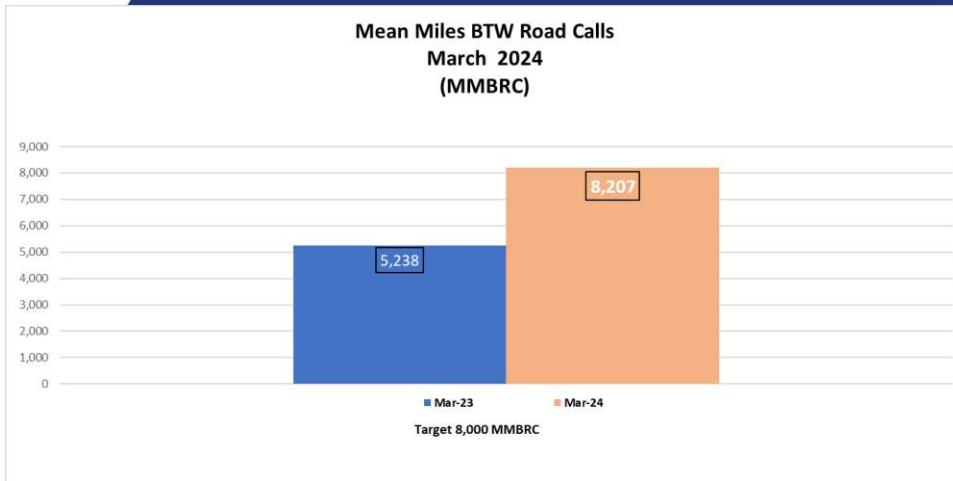
**Adjournment**  
Coleman/deGeneres

**April 2024  
 Executive Report  
 Theo Richards and CATS Staff**

**OPERATIONS: James Payton**

**90 Active Operators  
 7 Cadets currently in training**





**PREVENTABLE ACCIDENTS**  
**March 2024**

**3.9**

**PER 100,000 MILES**

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

- Plank-Nicholson Bus Rapid Transit
  - North Transit Center-2 Bids Received
  - See Action Item for Approval
- Lynx by CATS-March 2024
  - 5,352 Completed rides
  - 8 minute average ride time
  - 19 minute average ETA
  - 245 new accounts created
  - 94 new rides taken
  - 4.1 Utilization
- Empower Baton Rouge
  - Finalizing report from both public outreach sessions
  - Ranking projects
- Site Selection-Operations/Administration/Maintenance Facility
  - Scope of Services from CSRS to assist in identifying property

**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
- Technology
  - Successful ribbon cutting on Wednesday, March 13
- Procurement
  - Paratransit – Under Contract – Services Transition May 1
  - North Transit Center – Lowest bidder received

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

**Capital Area Transit System  
Balance Sheet  
March 31, 2024**

	<b>3/31/2024</b>	<b>3/31/2023</b>
<b>ASSETS</b>		
<b>Current Assets:</b>		
Cash and Cash Equivalents	12,351,836	12,047,494
Accounts Receivable	687,428	340,901
Property Tax Receivable	25,270,846	17,096,324
Due from Governments	6,092,029	4,348,248
Inventory	1,086,636	1,276,526
Prepaid Expenses and Other Assets	777,441	202,056
<b>Total Current Assets:</b>	<b>46,266,216</b>	<b>35,311,549</b>
<b>Restricted Assets:</b>		
Cash and Cash Equivalents	343,722	3,310,883
<b>Total Restricted Assets:</b>	<b>343,722</b>	<b>3,310,883</b>
Net Pension Asset, Long-Term	2,578,254	1,164,137
Equipment, Net	29,080,165	19,880,931
<b>Total Assets</b>	<b>78,268,357</b>	<b>59,667,500</b>
<b>LIABILITIES AND NET ASSETS</b>		
<b>Current Liabilities</b>		
Accounts Payable and Accrued Expenses	3,320,795	1,112,705
Accrued Payroll and Tax Liabilities	405,812	812,117
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)	17,586,138	13,921,000
<b>Total Current Liabilities</b>	<b>23,101,320</b>	<b>18,210,496</b>
<b>Long-Term Liabilities</b>		
Capital Lease Payable, Less Current Portion	161,793	291,937
Estimated Liabilities	3,038,132	722,260
<b>Total Long-Term Liabilities</b>	<b>3,199,925</b>	<b>1,014,197</b>
<b>Total Liabilities</b>	<b>26,301,245</b>	<b>19,224,692</b>
<b>Net Assets:</b>		
Investments in Capital Assets, Net of Related Debt	28,629,822	19,015,126
Restricted Cash and Cash Equivalents	343,722	3,310,883
Unrestricted	22,993,568	18,116,799
<b>Total Net Assets:</b>	<b>51,967,112</b>	<b>40,442,808</b>
<b>Total Liabilities And Net Assets</b>	<b>78,268,357</b>	<b>59,667,500</b>



**Capital Area Transit System  
Statement of Operating Budget vs. Actual  
For the Period Ended March 31, 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	96,370	3,703	4.00%	278,000	290,042	12,042	4.33%	1,112,000
Special Transit Fares (Contract)	1,250	0	(1,250)	-100.00%	3,750	1,200	(2,550)	-68.00%	15,000
ADA/Paratransit Revenue	7,500	8,034	534	7.11%	22,500	25,034	2,534	11.26%	90,000
Advertising Revenue	48,104	57,506	9,402	19.55%	144,313	193,315	49,002	33.96%	577,250
Interest Income	4,167	21,562	17,396	417.49%	12,500	51,167	38,667	309.34%	50,000
Other Agency Revenue	15,087	26,017	10,930	72.45%	45,260	60,321	15,061	33.28%	181,040
<b>Total CATS Generated</b>	<b>168,774</b>	<b>209,489</b>	<b>40,715</b>	<b>24.12%</b>	<b>506,323</b>	<b>621,079</b>	<b>114,757</b>	<b>22.66%</b>	<b>2,025,290</b>
<b>Non Federal Revenue</b>									
Hotel/Motel Tax	100,833	100,833	0	0.00%	302,500	302,500	0	0.00%	1,210,000
Parish Transportation Fund	45,833	45,833	(0)	0.00%	137,500	137,500	(0)	0.00%	550,000
Property Tax Revenue	1,959,915	1,959,915	(0)	0.00%	5,879,745	5,879,745	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>6,319,745</b>	<b>6,319,744</b>	<b>0</b>	<b>0.00%</b>	<b>25,278,980</b>
<b>Federal Operating Subsidies</b>									
FTA - Formula Grants/PM	298,333	552,624	254,291	85.24%	895,000	1,219,896	324,896	36.30%	3,580,000
FTA - Project Administration	70,000	245,798	175,798	251.14%	210,000	245,798	35,798	17.05%	840,000
FTA - Planning	107,708	(49,226)	(156,934)	-145.70%	323,125	74,246	(248,879)	-77.02%	1,292,500
FTA - Operating	363,084	51,891	(311,193)	-85.71%	1,089,252	104,209	(985,043)	-90.43%	4,357,008
FTA - Cares Grant	49,333	0	(49,333)	-100.00%	147,999	0	(147,999)	-100.00%	591,996
<b>Total Federal Operating</b>	<b>888,459</b>	<b>801,088</b>	<b>(87,371)</b>	<b>-9.83%</b>	<b>2,665,376</b>	<b>1,644,149</b>	<b>(1,021,227)</b>	<b>-38.31%</b>	<b>10,661,504</b>
<b>Total Operating Revenue</b>	<b>3,163,815</b>	<b>3,117,158</b>	<b>(46,657)</b>	<b>-1.47%</b>	<b>9,491,444</b>	<b>8,584,973</b>	<b>(906,470)</b>	<b>-9.55%</b>	<b>37,965,774</b>
<b>Federal Capital</b>									
FTA - Capital Projects	643,000	1,356,664	713,664	110.99%	1,929,000	1,357,430	(571,570)	-29.63%	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>1,356,664</b>	<b>713,664</b>	<b>110.99%</b>	<b>1,929,000</b>	<b>1,357,430</b>	<b>(571,570)</b>	<b>-29.63%</b>	<b>7,716,000</b>
<b>TOTAL SOURCES OF REVENUE</b>	<b>3,806,815</b>	<b>4,473,822</b>	<b>667,007</b>	<b>17.52%</b>	<b>11,420,444</b>	<b>9,942,403</b>	<b>(1,478,040)</b>	<b>-12.94%</b>	<b>45,681,774</b>

**Operating Expenses**

Labor	1,215,163	1,135,843	79,320	6.53%	3,645,490	3,338,369	307,121	8.42%	14,581,960
Fringe Benefits	505,771	492,745	13,025	2.58%	1,517,313	1,746,572	(229,260)	-15.11%	6,069,250
Causality and Liability	161,250	32,303	128,947	79.97%	483,750	285,962	197,788	40.89%	1,935,000
Services	368,765	347,715	21,050	5.71%	1,106,296	909,944	196,353	17.75%	4,425,185
Purchased Transportation	425,000	349,552	75,449	17.75%	1,275,001	984,051	290,950	22.82%	5,100,004
Materials & Supplies	341,498	379,557	(38,059)	-11.14%	1,024,495	883,663	140,832	13.75%	4,097,980
Utilities	23,344	22,063	1,281	5.49%	70,033	68,089	1,943	2.78%	280,130
Miscellaneous Expenses	114,814	331,347	(216,534)	-188.60%	344,441	450,150	(105,709)	-30.69%	1,377,765
Leases and Rentals	8,208	8,014	194	2.36%	24,625	24,233	392	1.59%	98,500
<b>Total Operating Expenses</b>	<b>3,163,815</b>	<b>3,099,141</b>	<b>64,674</b>	<b>2.04%</b>	<b>9,491,444</b>	<b>8,691,032</b>	<b>800,411</b>	<b>8.43%</b>	<b>37,965,774</b>
FTA - Capital Projects	643,000	0	643,000	100.00%	1,929,000	0	1,929,000	100.00%	7,716,000
<b>Net SURPLUS/(DEFICIT) Before Depreciation</b>	<b>0</b>	<b>1,374,681</b>	<b>1,374,681</b>		<b>0</b>	<b>1,251,371</b>	<b>1,251,371</b>		<b>0</b>



**CATS Finance & Executive Committee Meeting**  
 Thursday, April 18, 2024  
 4:00 pm

**MINUTES**

**CALL TO ORDER**

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

1. ROLL CALL

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

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 Solicitation #2024-Northtransitcenter-001

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

Adjournment  
Hill/Coleman



**CATS Audit Committee Meeting**  
 Thursday, April 18, 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	Present
Melissa deGeneres	President	Absent
Michelle Dennis	Member	Present
Patrick Downs	Secretary	Absent
Johnathan Hill	Member	Present
Antoinette Pierre	Vice-President	Absent
Tremaine Sterling	Member	Absent
Frederick Thomas	Member	Absent
John Vukovics	Treasurer	Present

2. Introduction

Commissioner Vukovics welcomed everyone gathered for the April 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
2022-016	Receipts/Collections
2022-019	Credit Cards
2022-021	Debt Service

4. 2023 Audit Update

Sunnie Hines provided an update on the 2023 Audit.

The meeting is adjourned.



**CATS Planning Committee Meeting**  
 Thursday, April 18, 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	Absent
Michelle Dennis	Member	Present
Patrick Downs	Secretary	Present
Johnathan Hill	Member	Absent
Antoinette Pierre	Vice-President	Absent
Tremaine Sterlin	Member	Absent
Frederick Thomas	Member	Present
John Vukovics	Treasurer	Absent

2. **Introduction**

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

**EmpowerBR – Cheri Soileau**

Next Steps-Empower Baton Rouge

Final Report

Listing of Projects

Projects will include those not necessarily CATS' responsibility

Envision Florida Boulevard

Existing Condition Report under review

Next Step

Meeting with Perkins & Will-Build Baton Rouge's consultant team

**Service Change**

Schedule Change: Sunday, July 7th

Reduction of service on routes 10, 15, 16, 23, 47 and 60

COA Phase 1: October 2024

More in line with the 2025 opening of the BRT

One predictable service change

Updated timeline to be delivered

**COA – October 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

2 Bids

RFP for Construction Management Services

Stations & Corridor

Bid due: April 18

Revenue Service: October 2025

**LYNX by CATS / Microtransit**

The average ride time is 8 minutes. 245 accounts were created in March. Lynx completed 5,352rides and 94 of those were new rides taken

**ADA Consent Decree - Update**

4 templates have been delivered

Routes targeted

10 – Scenic Hwy

22 – Winbourne Ave

47 – Highland Rd

Service Standards regarding spacing, ridership and feasibility in use



## CATS Community Relations Committee Meeting

Thursday, April 18, 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	Absent
Michelle Dennis	Member	Present
Patrick Downs	Secretary	Absent
Johnathan Hill	Member	Present
Antoinette Pierre	Vice-President	Absent
Tremaine Sterling	Member	Absent
Frederick Thomas	Member	Present
John Vukovics	Treasurer	Absent

#### 2. Introduction

Mr. Hill welcomed everyone gathered for the April Community Relations Committee Meeting.

#### 3. CATS on Demand Transition

Rivernorth provided an update on the CATS on Demand service transition. The team noted on going recruitment of employees, outreach to the current ridership and review of potential facility.

#### 4. Certifications – Karen Denman

Ms. Denman noted 26 applications were mailed out, 8 applications were completed and received, 21 were certified and 0 was recertified for March. There were no customers granted temporary ridership or deemed ineligible for service. 0 applications were received from other agencies. In addition, ridership has increased from 5324 in 2023 to 5730 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 13 contacts, 1 were valid. One commendation was provided for February. Commissioner Hill noted an additional commendation should have been provided for the operator who assisted a customer at the bus stop. Ms. Johnson will be invited to the full board meeting. In addition, it was noted the call center was offered 24,231 and answered 24,990. 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 six positive and four neutral media coverage.

7. Lynx by CATS – Brandon Songy

The average ride time is 8 minutes. 245 accounts were created in March. Lynx completed 5,352rides and 94 of those were new rides taken.

8. EmpowerBR – Cheri Soileau

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

The meeting is adjourned.





Date: April 16, 2024  
 F&E Meeting: April 18, 2024  
 Board Meeting: April 23, 2024

## ACTION ITEM

**TO:** Capital Area Transit System Finance & Executive Committee  
**THROUGH:** Interim CEO, Theo Richards  
**FROM:** Cheri Soileau, AICP, Director, Planning & Program Development  
**SUBJECT:** Award of Construction for the North Transit Center

**Project/Contract** Build Commercial LLC

**Project/Contract Date(s):** May 2024-September 2025

**Renewal options (Yes/No):** No

**If yes, what year/option:** N/A

**Project/Contract Amount:** \$4,078,000

**Budgeted project (Yes/No):** Yes

**Grant(s) Funded (Yes/No):** Yes

**If yes, note the grant number:** Various-5307, STP, UrbanFlex

**Policy-Related Action: (Yes/No):** Yes- Priority 1- Mobility and Ridership; Priority 3- Capital Investment; and 4-Community Stewardship

**RECOMMENDATION:** Approval to award Build Commercial LLC the contract for the construction of the North Transit Center, the northern terminus of the Plank-Nicholson Bus Rapid Transit line, on Airline Highway.

### **EXECUTIVE SUMMARY:**

CATS advertised the Invitation to Bid (ITB) on the CATS' website (28 vendors, 12 DBE); State Purchasing LAPAC (820 vendors, SEBD 95, Small E 51, DVSE 6); and Central Bidding (50 views). The bid closed on April 8, 2024, at 10 am. Two bids were received. One from Build Commercial LLC for \$4,078,000 and one from VPG for \$7,500,000. Both bids were deemed to be responsive and responsible. Since this was an ITB, the lowest bid was chosen.

**FISCAL IMPACT:** This project has been budgeted for the past two fiscal years and all funding is in place to proceed with construction. There is also, at minimum, a ten (10) percent contingency in place for any cost changes for materials or personnel or any natural or man-made delays.