



**MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
October 19, 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 Thomas, Perkins, Green, Bellue and Hill. Virtually Breaux and Cohran. Also present were Mr. Bill Deville, CEO; other CATS staff; and members of the public.

III. APPROVAL OF MINUTES OF September 21, 2021 BOARD MEETING: Ms. Erika Green

Ms. Perkins moved to approve the minutes of the September 21, 2021 meeting and Mr. Hill 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 stated we will start with the Operations Report since there are no new COVID updates. We are continuing to follow all COVID guidelines we are required to comply with.

OPERATIONS: Dwana Williams

Operations Report, Dwana Williams, COO (DW) – Currently there are 113 total operators, 97 active and 16 are inactive. The September Operations challenge winners for on time performance (OTP) are Janice Kinchen, Latesha Carline, Vernon Gilliam, Al Weeden, Cynthia V. Johnson, the September Maintenance challenge winners winner for productivity is James Scott, the September Customer Service challenge winner for least abandon calls is Michelle Scott and Customer Care to Performer is Kimberly Celestine.

If you refer to your attached performance measures you will see our ridership for the month was 82,766, which is less than the previous month due to Hurricane Ida. We also operated 5 reduced days due to the hurricane as we observed Labor Day. Daily ridership on Sunday was at 2600 and weekday ridership was at 3500. Our OTP for the month is lower than this time last year and the previous month. Again this can be attributed to Hurricane Ida for the first couple of weeks of September due to downed power lines and traffic light outages. We also have more traffic in the City due to those residing in our area and as I mentioned last meeting our September Operator class was moved to October 11th. Due to the back log on back ground checks that class has been pushed back to October 25th. I'm happy to report we will have a cadet class of 14 when that class starts.

Our percentage of trips operated again we can attribute that to Hurricane Ida and some of the factors that affected our OTP, we operated at 92% for the month. Preventable accidents for the month for 100,000 miles, we were up from this time last year and less than this time last month, and just a little below our target of 8000.

We have one new mechanic that started this past Monday and held two interviews this past Tuesday and I would also like to welcome Mr. Kelvin Ridgley, our new Maintenance Director, who started September 27th and we look forward to working with him.

Lastly, I want to give appreciation to our customers who trust us to connect them to what matters. We know that there have been some challenges for them out there on the street along with some of the issues we've had to face and we want them to know that we care and appreciate them. I would also like to send out a thank you to our essential and front line employees who have continued their hard work and dedication during these difficult times.

PLANNING AND PROGRAM DEVELOPMENT: Cheri Soileau

The Comprehensive Operational Analysis (COA) is moving forward. We are collecting data. Kinetics that is a sub to HNTB will be here next week. HNTB will be here from November 3rd – 5th again looking at additional traditions and collecting data. We are working on a landing page for the Smart CATS which is what we are calling the initiative. Once it is live we will send out a link for everybody it will be connected to our BRCATS.com website. The Microtransit Project we will talk about later. Plank Nicholson Bus Rapid Transit (BRT) we have the detailed schedule from HNTB we are going to begin to look at public involvement sometime in December as we get closer to some of these deadlines. I will be sharing them with you updates as the work begins. The other thing I want to talk about is the Operations, Administration and Maintenance Facility Feasibility Study, which you will see us coming to you next month. It's a task order with one of our on-call consultants, HDR. This is a study to determine what we are going to do with our facility. The CATS facility to buy everyone in under one place so it's operations, administrations, and maintenance looking at a 25-30 year planning horizon so when we build it we build it for a long time. I know the Federal Government has requirements when you use Federal dollars to build one of these types of facilities. I wanted to bring this to your attention now. We are also going to be going out with an RFP to schedule software and CAD/AVL software so we're excited we've got some exciting projects coming up.

ADMINISTRATIVE UPDATES: Pearlina Thomas

Shelter signage is printed, and posting is underway. Customers will be able to access real time information via QR Code from their smartphone or by texting a short code.

The Public Relations – the video shoot to demonstrate the CATS, Hitachi and Syniverse partnership is being scheduled in the next few weeks. Hitachi and Syniverse plan to use this video in their marketing to show their partnership with CATS. The story boards for the video were shared at the Planning Committee Meeting.

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.

CATS Customer Service and Dispatch received some virtual training on the two-way messaging system. Hitachi is planning an on-site two-day workshop at CATS in the next month.

Phase One is underway, which includes vehicle inspection and pilot testing.

We have received 10 Readers and will begin the prototype installation.

Technical meeting including maintenance and IT are underway.

The Public Relations Campaign is underway with a Media Launch Wednesday, October 27, 2021. The Cubic Transportation System's team will join CATS and our local public relations partners, in person, for the media launch and promotional announcement of this project.

Our Business Development Campaign for the Umo Rewards – Revenue Sharing Program is in development.

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

COMMUNICATIONS:

There's a dedicated web page, contact etc., including a message from the CEO, Mayor Broome, Mayor Waites is

underway. Coletta Barrette and Chris Tyson with Build BR also gave video testimonials. The paid and cable run earned media television communications will run from October 4th – November 13th, radio run dates from Oct 27th – Nov 13th. I would also like to announce that Clay Young arranged for some of the executive staff to attend some churches. Sunday we attend Oasis Christian Church where our CAO spoke and it was well received. Afterwards Bishop Wallace urged the importance of the election. The previous week we were at the New Beacon Light Church for the 8:00 AM worship service where there is a great congregation there as well and Pastor Williams too urged support of the millage renewal.

TECHNOLOGY: Bill Deville, Paul Simon

The technology enterprise system is still on track with the go live for phase one scheduled with financials for the 4th quarter 2021. Finance is completely the user acceptance testing and have begun user training. The HR phase is currently underway.

Finance: John Cutrone

Current Assets \$33,088,112, Restricted Assets \$3,306,895, Liabilities Amount to \$11,575,264, Current Liability \$9,300,030, bringing our Assets and Liabilities to \$45,681,261, moving on to the Income Statement, we had additional cost attributed to Hurricane Ida and also for the advertising for the election coming up. Looking at the Operational expenses we had Operational Revenue \$125,897 compared to a budget of \$174,436. Our local subsidies amount to \$1,739,586 our Federal Subsidies amount to \$443,151, bringing our total revenues to \$2,308,633 compared to a budget of \$2,572,654. Our Operational expenses for the month were \$2,588,822 compared to a budget of \$2,411,309 bringing a variance of \$177,513, the variance are mainly attributed to service expenses and miscellaneous expenses. We had extra cost with Hurricane Ida in fuel cost. There was shortage at that time we had to do pretty costly advertising with the election and the bus wraps for the campaign push kick off. For the month we ended up with a shortfall before depreciation of \$509,340 compared to a budget of \$161,345, year to date we scheduled a surplus of \$240,641 compared to a budget of \$43,995 shortfall.

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 October 19 meeting in their packets and reviewed the highlights.

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: 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 October 13, 2021.

Ms. Barnes was presented the MV Report.

VIII. ACTION ITEMS

1. Consideration of approval for the CATS Microtransit Pilot Project

Ms. Soileau explained the approval for the CATS Microtransit Pilot Project

Ms. Perkins moved the approval for the approval for the CATS Microtransit Pilot Project. 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. Against – none Abstain - none. The motion carried.

2. Consideration of approval for the Disposal of Non-revenue vehicles (supervisor vehicles)

Ms. Soileau explained the approval for the Disposal of Non-revenue vehicles.

Ms. Perkins moved the approval for the approval for the CATS Disposal of Non-revenue vehicles. Mr. Hill 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. Against – none Abstain - none. The motion carried.

IX. ADJOURNMENT

Ms. Perkins moved to adjourn the meeting and Ms. Green seconded the motion. The motion passed unanimously with no abstentions.