



**NOTICE OF CAPITAL AREA TRANSIT SYSTEM
SPECIAL MEETING OF THE BOARD OF COMMISSIONERS
September 27, 2022
4:00 p.m.
350 North Donmoor Ave
Baton Rouge, Louisiana 70806**

AGENDA

- I) CALL TO ORDER: Mr. Kahli Cohran**
- II) ROLL CALL: Mr. Theo Richards**
- III) APPROVAL OF MINUTES OF September 20, 2022, MONTHLY BOARD MEETING: Mr. Kahli Cohran**
- IV) PRESIDENT'S ANNOUNCEMENTS: Mr. Kahli Cohran**
- V) ACTION ITEM – Consideration of approval of the 6 Month Van Lease Contract with MV for ADA Accessible Vehicles**
- VI) ADJOURNMENT**



CATS August Board of Commissioners Meeting

Tuesday, September 15, 2022

4:30 pm

MINUTES

1. CALL TO ORDER

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

2. ROLL CALL

Attendee Name	Title	Status
Dr. Peter Breaux	Member	Present
Carolyn Coleman	Member	Present
Kahli Cohran	President	Absent
Melissa DeGeneres	Treasurer	Present
Patrick Downs	Member	Present
Johnathan Hill	Member	Present
Linda Perkins	Vice-President	Present
Antoinette Pierre	Secretary	Present

3. APPROVAL OF MINUTES OF August 16, 2022, BOARD MEETING Ms. Linda Perkins
M/S/C (Pierre/Hill) to recommend the approval of the August 16, 2022, Monthly Board Meeting Minutes

RESULT: ACCEPTED – Approval of August 16, 2022, monthly board minutes

MOVER: Antoinette Pierre

SECONDER: Johnathan Hill

YEAS: Breaux, Coleman, DeGeneres, Downs, Hill, Perkins, Pierre

NAYS:

ABSTAIN:

ABSENT: Cohran

4. PRESIDENT’S ANNOUNCEMENTS: Mr. Kahli Cohran
None

5. ADMINISTRATIVE MATTERS

Operations – James Payton

Operators - 104 total operators, 98 active, 6 inactive.

5 Cadets are in training and 2 of those are with line instructors

Culture of Accountability Training- for the month of August was on respect August 27th CATS provided transportation for the Fathers on a Mission organization for their 2022 employment and resource fair.

Mr. Payton provided an update on the monthly performance measures.

Planning and Program Development – Cheri Soileau

Plank-Nicholson Bus Rapid Transit

100% design for North Transit Center - submitted

ITB for construction-September

Notice to Proceed-January 2023

Working with City-Parish regarding permitting (for construction), Traffic Signal Prioritization

Lynx by CATS KPIs included

Ridership increasing

Fares-August 29, 2022

Areas of Persistent Poverty Grant (competitive)

WSP will be primary consultant for this project

Beginning preliminary work with WSP to lay out scope and schedule

Human Resources – Keith Cunningham

Implemented Improvements

Constructed enhancements to the existing onboarding and offboarding checklist to ensure a positive employee experience while maintaining compliance

Implemented internal controls to mitigate risk associated with missed pension deductions and delayed enrollment

Partnered with finance to establish a collaborate approach as it relates to system updates

Ongoing hiring initiatives

CEO – Dwana Williams

The CEO did not execute any contracts in August.

Capital Area Transit System and Local Union 1546 Amalgamated Transit Union Labor Agreement was signed on August 26, 2022.

APTA's Transform Conference will be in Seattle, Washington October 9 – 12, 2022.

Detian Chen presented the August financials and noted that the total current assets as of August 31, 2022, are current assets \$31,699,062. The total assets are \$57,338,479. The total current liabilities are \$13,955,676 and the total liabilities are \$15,543,742. The total net assets are \$44,794,738. The total liabilities and net assets are \$57,338,479

The total operating expenses for the month of August are \$2,978,842

The total CATS-generated operating revenues for the month as of August 31, 2022, are \$163,846. The total non-federal subsidies for the month are \$1,685,452 and the total federal subsidies are \$1,087,436.

The total operating revenues as of August 31, 2022, are \$2,936,735

The net operations balance for the month as of August 31, 2022, is a deficit of (\$271,258).

6. COMMITTEE REPORTS AND ANY ACTION THEREON

1. Finance and Executive: Mr. Kahli Cohran

Mr. Cohran noted the minutes are in the packet

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

Noted the committee did not meet.

3. Audit:

Noted the committee did not meet.

4. Planning: Mr. Downs.

Noted the committee did not meet.

5. Community Relations: Ms. Linda Perkins

Ms. Perkins noted the committee did meet on and the minutes for August 14, 2022.

Action Items

7. **APPROVAL** of the Bridgestone of America Tire Lease **M/S/C (Downs/ DeGeneres)** to recommend the approval of the Bridgestone of America Tire Lease.

RESULT: ACCEPTED – Approval of Bridgestone of America Tire Lease
MOVER: Patrick Downs
SECONDER: Melissa DeGeneres
YEAS: Breaux, Coleman, DeGeneres, Downs, Hill, Perkins, Pierre
NAYS:
ABSTAIN:
ABSENT: Cohran

8. **APPROVAL** of the Title VI Plan **M/S/C (DeGeneres /Hill)** to recommend the approval of the Title VI Plan

RESULT: ACCEPTED – Approval of the Title VI Plan
MOVER: Melissas DeGeneres
SECONDER: Jonathan Hill
YEAS: Breaux, Coleman, DeGeneres, Downs, Hill, Perkins, Pierre
NAYS:
ABSTAIN:
ABSENT: Cohran

9. **APPROVAL** of the RockIt Science Contract

M/S/C (DeGeneres /Hill) to recommend approval of the RockIt Science Contract

RESULT: ACCEPTED – Approval of the RockIt Science Contract.
MOVER: Melissa DeGeneres
SECONDER: Patrick Downs
YEAS: Breaux, Coleman, DeGeneres, Downs, Hill, Perkins, Pierre
NAYS:
ABSTAIN:
ABSENT: Cohran

10. **APPROVAL** of the authorization to add Theodore Richards as signatory on behalf of CATS for all Whitney/Hancock Bank accounts and to remove William Deville and John Cutrone as a signatory and recommend authorization for the CEO to execute all documents required by Whitney/Hancock Bank to effectuate these changes.
M/S/C (Hill/DeGeneres) to recommend the authorization of bank signatory changes.

RESULT: ACCEPTED – Approval of the authorization of bank signatory changes.
MOVER: Johnathan Hill
SECONDER: Melissa DeGeneres
YEAS: Breaux, Coleman, DeGeneres, Downs, Hill, Perkins, Pierre
NAYS:
ABSTAIN:
ABSENT: Cohran

APPROVAL to enter into executive session to discuss agenda item XI.
M/S/C (Pierre/ DeGeneres) to recommend entering into executive sessions to discuss agenda item XI.

RESULT: ACCEPTED – Approval of executive session started at 5:20 pm
MOVER: Antoinette Pierre
SECONDER: Melissa DeGeneres
YEAS: Breaux, Coleman, DeGeneres, Downs, Hill, Perkins, Pierre
NAYS:
ABSTAIN:
ABSENT: Cohran

APPROVAL to end executive session
M/S/C (Downs/ Pierre) to recommend ending executive session

RESULT: ACCEPTED – Approval of to end executive session at 5:45 pm
MOVER: Patrick Downs
SECONDER: Antoinette Pierre
YEAS: Breaux, Coleman, DeGeneres, Downs, Hill, Perkins, Pierre
NAYS:
ABSTAIN:
ABSENT: Cohran

11. **APPROVAL** of the authorization to accept the payment of a judgment rendered by the Middle District of Louisiana, Honorable R. Bourgeois in the amount of \$24,564.08 in the matter of Carver v. CATS. This matter came before the agency under the direction of then CEO Bill Deville and not the current administration. This matter was handled by outside counsel and was recently brought to the agency's attention as a judgment granted by the courts.
M/S/C (Hill, Coleman) to recommend the acceptance of the judgement.

RESULT: ACCEPTED – Approval of the authorization to enter into an amended legal services contract with Breazeale, Sachse & Wilson, LLP.

MOVER: Johnathan Hill

SECONDER: Carolyn Coleman

YEAS: Breaux, Coleman, DeGeneres, Downs, Hill, Perkins, Pierre

NAYS:

ABSTAIN:

ABSENT: Cohran

12. **APPROVAL** of the authorization to allow legal counsel to seek out recouping funds from the suit without litigation.
M/S/C (Coleman, DeGeneres) to recommend the authorization to allow legal counsel to seek out recouping funds from the suit without litigation.

RESULT: ACCEPTED – Approval of the authorization of legal counsel recouping funds.

MOVER: Carolyn Coleman

SECONDER: Melissa DeGeneres

YEAS: Breaux, Coleman, DeGeneres, Downs, Hill, Perkins, Pierre

NAYS:

ABSTAIN:

ABSENT: Cohran

13. Adjournment
M/S/C (Pierre, Coleman)



Date: September 26, 2022
Special Board Meeting: September 27, 2022

BOARD MEMORANDUM

FOR INFORMATION ONLY

TO: Capital Area Transit System Finance & Executive Committee
THROUGH: Interim CEO, Dwana Williams
FROM: ADA Manager, Karen D. Denman
SUBJECT: 6 Month Van Lease Contract with MV for ADA Accessible Vehicles

Project/Contract: Lease Vans for CATS on Demand Paratransit Service
Project/Contract Date(s): October 1, 2022 through March 31, 2023
Renewal options (Yes/No): No Extensions
If yes, what year/option: 6 Months.
Project/Contract Amount: Not to exceed \$120,000.00 over the 6 month contract.
Budgeted project (Yes/No): Yes, operating expense
Grant(s) Funded (Yes/No): Yes
If yes, note the grant number: LA-2019-030
Policy-Related Action: (Yes/No): No

EXECUTIVE SUMMARY:

The majority of CATS On Demand vehicles have met or exceeded their estimated “useful life” span. As a result, we are seeing the current vehicles breakdown and/or be in need of repairs more and more often. Additionally, two of the most common issues we see - lack of air conditioning and broken vehicle lifts - put our medically fragile passengers at risk of potential injury.

While the Board has approved the purchase of 10 additional ADA vehicles, these new vehicles are not estimated to arrive until February or March of 2023.

In order to fill the gap between now and the arrival of the new ADA vehicles, we would like to lease 6 ADA compliant vehicles from MV Transportation, for a total of 6 months. These lease vehicles will allow CATS On Demand to meet more requests for paratransit, provide more reliable service, and help protect our passengers.

RECOMMENDATION:

Approval to enter a contract with MV Transportation, to lease CATS 6 ADA vehicles for 6 months for CATS On Demand service.

Project/Contract Amount: Not to exceed \$120,000.00

Karen D. Denman

Karen D. Denman (Sep 26, 2022 15:15 CDT)

Project Manager approval



James J. Iron (Sep 26, 2022 16:51 CDT)

Supervisor approval

Thomas Cating

Thomas Cating (Sep 27, 2022 08:51 CDT)

Procurement approval

Detian Chen

Detian Chen (Sep 27, 2022 09:11 CDT)

Finance approval

Dwana Williams

Dwana Williams (Sep 27, 2022 10:11 CDT)

CEO approval



September 26, 2022

CATS Procurement Department did the request for quote on September 1, 2022. As a resort Enterprise was not able to meet our needs. Their vehicles were not ADA accessible and the majority of our passengers utilize some type of mobility aid.

Creative Bus Sale required a 12 month lease and because MV operators would be driving the vehicles the insurance would not cover them.

Due to the urgency of needing vehicles on September 22, 2022 MV was able to come up with 6 of their vehicles that were not being used and they are able to provide a Turn Key service. CATS on Demand are in desperate need of vehicles because our passengers have to ride in hot vehicles, because the AC is not cooling the vehicles. Passengers have to ride for a long time, because of the leak of vehicles. Most of the vehicles have reached there useful lives, Lift issues, most need major repairs.

MV was able to show a price comparison with Creative and Enterprise for the leasing of the vehicles. Also, they will be able to continue providing services for CATS on Demand in order to provide the best service possible.

The funding for this project will come from Grant # LA-2019-030

MV VEHICLES-WC ACCESSIBLE

ONE TIME COSTS	Total
TRANSPORT/TRANSFER OF VEHICLES	\$ 8,443.92
INSTALLATION	\$ 6,288.96
TABLETS	\$ -
MOUNTS	\$ 1,206.35
DRIVE CAM	\$ 1,009.15
TOTAL One Time Costs	\$ 16,948.39
MONTHLY COST PER VEHICLE	
Average Monthly Depreciation and Interest	\$ 342.19
Driver Mate & Tablet Support	\$ 164.27
Monthly Mileage Allocation	\$ 729.46
Maintenance	\$ 1,321.51
TOTAL Monthly Costs Per Vehicle	\$ 2,557.44
Monthly Cost for 6 vehicles per month	\$ 15,344.64
Monthly Cost for 6 months	\$ 92,067.81
TOTAL Costs	\$ 109,016.20

Vehicle#	Current Mileage	Model year
9927	76,876	2019
9906	184,702	2018
9902	187,853	2018
9910	193,314	2018
9920	200,423	2018
9924	153,720	2019

9. Contractor will prepare and provide all monthly management and operations reports required by CATS to meet all CATS, State and Federal transit reporting requirements. All required reports will be submitted to CATS within 10 days of the end of the reporting months.

D. CATS PARATRANSIT RIGHTS AND RESPONSIBILITIES

1. **PLANNING:** CATS will have the exclusive right to plan the general operation of CATS Paratransit system, including, but not necessarily limited to, the right to determine and modify from time to time the following matters:

- a) Service delivery parameters including routes, trip assignment policies and stop locations
- b) Times of day services are to be rendered
- c) Service areas in which Paratransit service is to operate
- d) Data collection and data reporting procedures and formats, preparation of planning documents, budgets, grant applications and related documentation
- e) Advertising, promotion, public information, and customer feedback process
- f) Performance standards to which Contractor shall either strive to achieve or be held responsible by CATS within reason.
- g) Introduce and implement supplemental service contract(s) to provide backup capacity on an as required basis. (For example, in the event of break-downs, accidents, paratransit vehicles running late, unavailability of Contractor Operators, or peak overloads). Supplemental contracts would be considered in close consultation with Contractor. Supplemental service Contractors could serve as Contractors directly to CATS or as a subcontractor to Contractor.

2. **OPERATIONS & MANAGEMENT SUPERVISION:** CATS reserves certain rights with respect to oversight and monitoring of the performance of Contractor as follows:

- a) CATS reserves the right to monitor the process by which records and reports, as required by CATS and the contract, are developed, maintained and retained by Contractor.
- b) CATS reserves the right to monitor the performance and conduct of employees performing the duties related to the provision of Paratransit service, as required by CATS and the contract.
- c) CATS may install on any vehicles any equipment or accessories deemed necessary or appropriate by CATS, such as video equipment, to monitor the quality of service delivered by Contractor.
- d) CATS will establish written operational rules with Contractor that are reasonable for the operation of the Paratransit system. To help ensure that the service delivered by Contractor is in compliance with the ADA and the terms of the Contract, and the operational rules may be amended with any changes to any state/federal laws governing paratransit service.
- e) CATS may require daily manual passenger counts and/or other special counts/surveys to be conducted by vehicle operators or other appropriate staff, per applicable state and federal regulations (i.e. NTD).
- f) CATS will require that Contractor complete all operations, management, and/or performance reports required by federal (NTD) regulations governing Paratransit service and the use of applicable equipment/vehicles for its provision, unless otherwise directed by CATS. Reports must be submitted to CATS within the first ten (10) days of each month. Retention of all materials required for completing such reports must be maintained by Contractor for at least five (5) years from the expiration/termination date

*Amendment
to Contract*