



CAPITAL AREA TRANSIT SYSTEM

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**MEETING OF THE  
BOARD OF COMMISSIONERS OF  
CAPITAL AREA TRANSIT SYSTEM  
AND  
PUBLIC TRANSPORTATION COMMISSION**

**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 Green, Hill, Perkins, Bellue, and Cohran. Virtually Breaux and Lambert. Also present were Mr. Bill Deville, CEO; other CATS staff; and members of the public.**

**III. APPROVAL OF MINUTES OF MARCH 16, 2021 MEETING: Ms. Erika Green**

**Ms. Perkins moved to approve the minutes of the March 16, 2021 meeting and Mr. Bellue seconded the motion. Ms. Green invited public comment and there was none. The motion carried unanimously with no abstentions.**

**IV. APPROVAL OF MINUTES OF MARCH 30, 2021 RETREAT: Ms. Erika Green**

**Ms. Perkins moved to approve the minutes of the March 30, 2021 meeting and Ms. Green seconded the motion. Ms. Green invited public comment and there was none. The motion carried unanimously with no abstentions.**

**IV. PRESIDENT’S ANNOUNCEMENTS: Ms. Erika Green**

**Ms. Green noted that board meetings would be hybrid moving forward.**

**Ms. Green welcomed Ashley Mitchell has been hired as the new Human Resources Director.**

**V. ADMINISTRATIVE MATTERS**

**1. Executive and Financial Report: Mr. Bill Deville and Executive Staff**

**Mr. Deville let the board know that the governor announced that the state has moved into Phase 3 and this will be in effect until at least April 28<sup>th</sup>. CATS will resume fare collection on May 16, 2021.**

**Ms. Williams noted that there are currently 130 total operators. There are 112 active operators. There are 18 inactive operators who are out for various reasons.**

**The March Operations challenge winners for OTP are Al Weeden, Aaron Williams, Gloria Banks, Quinatora Gray, and Sophia Spruel.**

**The March Maintenance challenge winner for productivity is James Scott.**

**The March Customer Service challenge for least abandoned calls is Emily Maten.**

**The March Customer Care Top Performer is Emily Maten.**

**Ms. Williams let the members know that ridership for February was 102,631. The on-time performance for the month was 74.01%. The percentage of trips operated in March was 97.76%. The agency operated 208,837 miles, which is indicative of the service provided. There were 1.0 preventable accidents per 100,000 miles in February, and there were 8,353 mean miles between road calls.**

**Ms. Soileau noted CATS is working with the bike ped plan and CRPC.**

**CATS scheduled to meet with HNTB next week to discuss the BRT.**

Planning is scheduled to meet with the architects tomorrow to discuss the Baker Transit Center.

Ms. Thomas noted that CATS had 15 employees completed the business writing 101 course in partnership with BRCC.

The AIM Grant is now in phase two with a go live in May.

The Covid mitigation grant is still under review.

Lastly, CATS time filed their DBE Goals with FTA.

Mr. Cutrone presented the March financials and noted that the total current assets as of March 31, 2021, are \$43,426,791. The restricted cash assets \$3,459,776. The total assets are \$67,000,525. The total current liabilities are \$21,371,524. The total net assets are \$45,628,731.

The total operating expenses for the month of March are \$1,816,056.

The total CATS-generated operating revenues for the month as of March 31, 2021, are \$60,271. The total non-federal subsidies for the month are \$1,739,586.

The total operating revenues as of March 31, 2021 are \$3,860,571.

CATS received \$3,687,479 through the CRRSAA federal grant.

The operations expenses were \$2,051,950. The surplus for the month of March was \$1,579,469 with a year-to-date surplus of \$1,289,902.

## **VI. COMMITTEE REPORTS AND ANY ACTION THEREON**

### **1. Finance and Executive: Ms. Erika Green**

Ms. Green referred the members to the minutes of the April 15th meeting in their packets. She reviewed the highlights and noted that the committee recommended all items to be approved by the full board.

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

Dr. Breaux noted that the committee did not meet.

### **3. Audit: Mr. Cohran**

Mr. Cohran noted that the committee did not meet. However, he had conversations with Controne and P&N regarding the audit.

4. **Planning: Vacant.**

Ms. Green noted that the committee did not meet.

5. **Community Relations: Ms. Linda Perkins**

Ms. Perkins referred the members to the minutes of the Wednesday April 14<sup>th</sup> meeting in their packets. Ms. Perkins welcomed Lesile Barnes, with MV, to give the paratransit report.

Ms. Barnes shared that there were 4,248 scheduled trips for February. There was three complaint, and there were two road calls for the month.

On-time performance for the month was 83%.

**VII. ACTION ITEMS**

1. **Consideration of approval to dispose of surplus vehicles**

Ms. Soileau explained the needed of disposing the surplus vehicles. There was discussion about the method of disposing the surplus vehicles and amount of proceeds collected on sale.

Mr. Hill moved that dispose of surplus vehicles. Ms. Perkins seconded the motion. Ms. Green invited public comment and there was none. The motion carried.

2. **Consideration of renewal of automated fuels and oils dispensing services contract with Mansfield Oil Company of Gainesville, Inc.**

Mr. Godwin explained this contract renewal was established in 2014 in partnership with the City of Baton Rouge.

Ms. Perkins moved the renewal of automated fuels and oils dispensing services contract with Mansfield Oil Company of Gainesville, Inc. Ms. Perkins seconded the motion. Ms. Green invited public comment and there was none. The motion carried.

3. **Consideration of authorization to enter a new legal services contract with Breazeale, Sachse & Wilson, LLP (This matter might possibly be**

discussed in Executive Session. As required by the Open Meeting Law, this notice is hereby given that an open meeting would have a detrimental effect on pending litigation/employment arbitrations and negotiations with respect to the collective bargaining agreement.)

Public comment was given by Stanley Smalls. Smalls stated he submitted his concerns about M. Foster on March 28th. He expressed concern about close session for this action item.

Ms. Perkins moved to go into executive session. Mr. Cohran seconded the motion. Ms. Green invited public comment and there was none. The motion carried.

Board of Commissioners entered executive sessions.

Board of commissioners meeting ended executive session and resumed the meeting at 6:17 pm.

Mr. Bellue moved to authorize Breazeale, Sachse & Wilson, LLP for litigation services with an up to \$300 per hour rate for one month. No second was provided. none. Ms. Green invited public comment and there was none. The motion carried. The motion failed.

Mr. Cohran moved to authorize new legal services contract with Breazeale, Sachse & Wilson, LLP. Ms. Perkins seconded the motion. Ms. Green invited public comment and there was none. The motion carried.

Public comments were provided by S. Smalls

4. **VIII. ADJOURNMENT**

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