



CAPITAL AREA TRANSIT SYSTEM

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

**July 20, 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 Bellue, Green, Hill, Perkins, and Thomas. Virtually Breaux, Cohran and Pierre. Also present were Mr. Bill Deville, CEO; other CATS staff; and members of the public.**

**APPROVAL OF MINUTES OF June 14, 2021 SPECIAL MEETING: Ms. Erika Green**

**Mr. Hill moved to approve the minutes of the June 14, 2021 meeting and Ms. Green seconded the motion. Ms. Green invited public comment and there was none. The motion carried unanimously with no abstentions**

**III. APPROVAL OF MINUTES OF June 15, 2021 MEETING: Ms. Erika Green**

**Mr. Bellue moved to approve the minutes of the June 15, 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. PRESIDENT'S ANNOUNCEMENTS: Ms. Erika Green**

No announcements were provided this month.

**V. ADMINISTRATIVE MATTERS**

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

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

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

Ms. Green referred the members to the minutes of the July 15<sup>th</sup> meeting in their packets and reviewed the highlights

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

Dr. Breaux noted the committee did meet on July 16<sup>th</sup>. There were some outstanding concerns with the Title VI policy and those answers had been emailed to both Dr. Breaux and Mr. Hill. Dr. Breaux suggested the full board receive a copy of the responses.

3. **Audit: Mr. Thomas**

Mr. Thomas noted the committee did meet on July 13<sup>th</sup>. P&N provided a presentation of the 2020 audit. In addition, Mr. Thomas noted some policies would be presented from the TPP committee from the Audit committee.

4. **Planning: Vacant.**

Ms. Green noted that the committee did not meet.

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

Ms. Perkins noted the committee did meet on July 14<sup>th</sup>. The minutes were mistakenly excluded and Mr. Richards agreed to send the minutes to the committee. Ms. Perkins invited Ms. Barnes with MV to provide the paratransit report.

Ms. Barnes shared that there were 6,421 scheduled trips and completed 4003 for May. There were three complaints, and there were two road calls for the month.

On-time performance for the month was 89%.

## VII. ACTION ITEMS

### 1. Consideration of approval of HNTB Task 3-Comprehensive Operational Analysis

Ms. Soileau explained the needed of completing the analysis for the agency. There was discussion about the funding of the analysis.

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

### 2. Consideration of approval of Atlas Technical Consultants Task Order 2-18-month extension.

Ms. Soileau explained that Atlas augments our some staff in the planning department. It was confirmed that is grant funding. Ms. Perkins noted that enough information had not been provided and asked it be tabled for one month. Mr. Hill provided questions on date of the current contact vs the proposed. Mr. Butler explained the reasoning for extending the task order and that it's not to exceed amount. The board provided extended discussion on the task order request and the need of additional information.

Mr. Thomas moved the to amend total amount of the request from \$848,646 to \$100,000. Ms. Green seconded the motion. Ms. Green invited public comment and there was none. A roll call vote was conducted. Those voting in favor were Bellue, Cohran, Green, Hill, Thomas, and Pierre. Those voting no where Breaux and Perkins.

### 3. Consideration of approval to update the HVAC System at 2250

Mr. Godwin explained the need of updating the HVAC System.

Ms. Green moved that to update the HVAC System at 2250. Ms. Perkins seconded the motion. Ms. Green invited public comment and there was none. The motion carried.

### 4. Consideration of approval to purchase ASA 5505 Firewall Replacement

**Mr. Simon explained the request of purchasing the ASA 5505 Firewall Replacement.**

**Ms. Green moved the purchase of the ASA 5505 Firewall Replacement. Mr. Cohran seconded the motion. Ms. Green invited public comment and there was none. The motion carried.**

**5. Consideration of approval of renegotiated RouteMatch Annual Warranty Cost**

**Mr. Anthony explained the renegotiated RouteMatch Annual Warranty Cost.**

**Mr. Bellue moved he renegotiated RouteMatch Annual Warranty Cost. Ms. Perkins seconded the motion. Ms. Green invited public comment and there was none. The motion carried.**

**6. Consideration of authorization to negotiate and enter into contract with Cubic Transportation Systems for the contactless fare collection system as a part of the COVID-19 Mitigation Research Grant**

**Ms. Thomas explained the Cubic Transportation Systems for the contactless fare collection system as a part of the COVID-19 Mitigation Research Grant. Ms. Thomas introduced the team and allow representatives from Cubic to provide a presentation. The board provided comments on integration and the use to collect information from other service providers.**

**Ms. Green moved the authorization to negotiate and enter into contract with Cubic Transportation Systems for the contactless fare collection system as a part of the COVID-19 Mitigation Research Grant. Mr. Cohran seconded the motion. Ms. Green invited public comment and there was none. The motion carried.**

**4. VIII. ADJOURNMENT**

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