



CAPITAL AREA TRANSIT SYSTEM

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**MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
NOVEMBER 16, 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 presents at the meeting were: Cohran, Perkins, Thomas, Hill, Lambert, Bellue, Breaux and Pierre. Also present were Mr. Bill Deville, CEO; other CATS staff; and members of the public.

III. APPROVAL OF MINUTES OF OCTOBER 19, 2021 MEETING: Ms. Erika Green

Ms. Perkins moved to approve the minutes of the October 19, 2021 meeting and Mr. Hill seconded the motion. Mr. Cohran invited public comment and there was none. The motion carried unanimously with no abstentions.

IV. PRESIDENT'S ANNOUNCEMENTS: Ms. Erika Green

Mr. Cohran did not have any announcements. Mr. Cohran congratulated the staff on the election.

V. ADMINISTRATIVE MATTERS

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

Mr. Deville noted mass Transit users are still required to wear masks under national and local government mandate.

Ms. Williams noted that there are currently 112 total operators. There are 100 active operators. There are 12 inactive operators who are out for various reasons.

The October Operations challenge winners for OTP are Janice Kinchen, LaTasha Carline, Vernon Gilliam, Al Weeden, Cynthia V. Johnson.

The October Maintenance challenge winner for productivity is James Scott.

The October Customer Service challenge for least abandoned calls is Michelle Scott.

The October Customer Care Top Performer is Kimberly Celestine.

Ms. Williams provided an overview of the October performance measures.

Ms. Soileau noted HNTB has met with Operations staff and evaluated terminal area (Florida) and Board members.

Contract documents are underway for North Baton Rouge/Baker Microtransit Pilot Project.

Public engagement for Bus Rapid Transit will start in January 2022.

Ms. Thomas noted Hitachi filmed a promotional video with Mr. Deville on November 10.

Phase one is underway for contactless pay. Prototype has been installed and technical meetings are conducted weekly.

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

Ms. Thomas noted a Gallagher Benefits Specialist will be on site to educate employees on the insurance plan.

Mr. Cutrone presented the October financials and noted that the total current assets as of October 31, 2021, are \$30,197,032. The total assets are \$54,162,860. The total current liabilities are \$6,954,888 and the total liabilities are \$9,230,122. The total net

assets are \$44,932,738. The total liabilities and net assets are \$54,162,860.

The total operating expenses for the month of October are \$2,845,248.

The total CATS-generated operating revenues for the month as of are \$211,291. The total non-federal subsidies for the month are \$1,739,586 and the total federal subsidies are \$457,466.

The total operating revenues as of October 31, 2021 are \$2,408,323.

The net operations balance for the month as of October 31, 2021, is a surplus of \$(434,925). The net operations balance for the year is a deficit of (\$666,076).

VI. COMMITTEE REPORTS AND ANY ACTION THEREON

1. Finance and Executive: Ms. Erika Green

Mr. Cohran noted the committee did not meet.

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

Dr. Breaux noted that the committee did not meet.

3. Audit: Mr. Cohran

Mr. Thomas noted the committee did not meet.

4. Planning: Mr. Kahli Cohran

Mr. Cohran noted the committee did meet and referred the members to the minutes in their packets.

5. Community Relations: Ms. Linda Perkins

Ms. Perkins referred the members to the minutes of the November meeting in their packets. Ms. Perkins introduced Ms. Barnes to conduct the MV report.

VII. ACTION ITEMS

1. Consideration of approval of the Unarmed Security Services Contract

Ms. Thomas explained the rfp process and selection for the unarmed security services contract. Ms. Thomas noted the selection committee recommends Diamond Security Service.

Mr. Hill moved the approval of the Diamond Security Services as the Unarmed Security Service and Ms. Pierre seconded the motion. Mr. Cohran invited public comment and there was none. The motion passed unanimously with no abstentions.

2. Consideration of approval of the 2022 Health Benefits Contract

Ms. Thomas explained process taken to selection the new health benefits provided. Also, that the union was part of the selection process.

Mr. Bellue moved the approval of the Blue Cross Blue Shield as the 2022 Health Benefits provided and Ms. Pierre seconded the motion. Mr. Cohran invited public comment and there was none. The motion passed unanimously with no abstentions.

3. Consideration of approval of the purchase of six 30-foot BYD Buses

Mr. Godwin noted a solicitation was done by ITB. CATS received two competitive bids, one from BYD and Creative Bus Sales. After reviewing both bids, BYD met the scope of work and was the lowest price of the two bidders.

Mr. Thomas moved the approval of the purchase of six 30-foot BYD Buses and Mr. Hill seconded the motion. Mr. Cohran invited public comment and there was none. The motion passed unanimously with no abstentions.

4. Consideration of approval of the HDR Approval Feasibility Study Operations/Administration/Maintenance Task Order

Mr. Soileau discussed the project and its scope. The scope for this project includes facility assessment/condition, facility programming, facility master planning and final report with recommendations.

Mr. Hill moved the approval of the HDR Approval Feasibility Study Operations/Administration/Maintenance Task Order and Mr. Thomas seconded the motion. Mr. Cohran invited public comment and there was none. The motion passed with Mr. Lambert abstaining.

5. Consideration of approval of the Insurance of the Lease Buses

Mr. Thomas discussed the project and the need of the insurance.

Ms. Pierre moved the approval of the Insurance of the Lease Buses and Mr. Cohran seconded the motion. Mr. Cohran invited public comment and there was none. The motion passed unanimously with no abstentions.

Ms. Pierre moved the approval of extending the CATS Boarding to 6:30 pm and Ms. Perkins seconded the motion. Mr. Cohran invited public comment and there was none. The motion passed unanimously with no abstentions.

6. Consideration of approval of the 2nd year contract renewal for Hitachi two-way message services

Ms. Thomas discussed the project and the existing scope. There was discussion around the difference between Two-way messaging and contactless pay. The board requested an updated by presented at the monthly Community Relations meeting.

Mr. Bellue moved the approval of the 2nd year contract renewal for Hitachi two-way message services and Mr. Cohran seconded the motion. Mr. Cohran invited public comment and there was none. The motion passed unanimously with no abstentions.

7. Consideration of approval of the Atlas Technical Consultants, LLC Task Order 3

Mr. Soileau discussed the project and the existing work performed. There was extensive dialogue between board and staff on the task order and it's need.

Mr. Thomas moved the approval of the amending the action item to \$110,000 until February 15, 2022, and Mr. Cohran seconded the motion. Mr. Cohran invited public comment and there was none. A roll call vote was conduct. In favor, Bellue, Breaux, Cohran, and Thomas. Opposed, Hill & Perkins. Abstaining, Lambert and Pierre. Motion carries.

VIII. ADJOURNMENT

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