



**MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
September 21, 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 Green, Hill, Thomas, Pierre and Perkins. Virtually Breaux, Cohran, and Lambert. Also present were Mr. Bill Deville, CEO; other CATS staff; and members of the public.

III. APPROVAL OF MINUTES OF August 17, 2021 BOARD MEETING: Ms. Erika Green

Ms. Perkins moved to approve the minutes of the August 17, 2021 meeting and Ms. Green 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 noted we are continuing to follow all COVID mandates and protocols from the Governor and the Mayor. In addition, CATS has completed its employee COVID 19 Vax survey, and is reviewing the results concurrently as it begins to apply ever changing revised and updated government requirements; CATS is researching ways to plan for developing and implementing a vaccination and testing procedure that allows CATS to continue its mandated essential transit services while complying with Federal, State, and Local regulations (literally as they change with frequency due to the new COVID variant). We will continue to keep you all updated on efforts to keep employees and the public safe.

OPERATIONS: Dwana Williams

Ms. Williams reported there are 120 total operators, 104 active; 16 inactive. The August Operations challenge winners for OTP are Al Weeden, Gloria Banks, Sheila Bennett, Janice Kinchen, and Demetrius LaMark. The August Maintenance challenge winner for productivity is Paul Robertson. The August Customer Service challenge for least abandoned calls and Top Performer is Prestin Pleasant.

The performance measures for the month of August: Ridership decreased for the month. We were closed from August 29th – 31st. During Hurricane Ida CATS staff was placed on 24 hour emergency standby for transportation just in case residents needed transportation. We shuttled about 20 residents from the Raising Cane Center to visit and feed their pets twice a day. We would like to send out accommodations to staff and to MOHSEP for all of their help.

The on time performance (OTP) we lost a week due to the hurricane, along with the 3 days I mentioned, we lost other time due to down power lines, downed trees and no traffic signals. All of these circumstances affected our OTP for the month as well.

CATS working with HR to get some new operators in and some new mechanics. HR interviewed 15 operator candidates and 12 have been identified so far. As far as mechanics we have 8 prospects 6 have been interviewed and 3 have been offered a position.

Percentage of trips operated was impacted by the hurricane as well.

The preventable accidents per 100,000 miles were up for this month from last month and from this time last year, but we are still below our target of 2.5.

The mileage is down from this time last month and this time last year.

Lastly, the mean mile between road calls is higher than this time last year. Still lower than our goal of 8000 but maintenance is working to get those vehicles up and running again.

PLANNING AND PROGRAM DEVELOPMENT: Cheri Soileau

Ms. Soileau reported the Comprehensive Operational Analysis (COA) is underway. CATS now have a tag line “SmartCATS: A Blueprint for Stronger Connections – we will do some public engagement, but we will coordinate it very carefully with the CATS Connect campaign and the BRT public engagement.

Currently gathering existing conditions, which include the origin/destination study and other pertinent data. In a couple of weeks we plan to have an origin destination study, asking customers where are you going and where are you coming from, to get a handle on back end data that we are collecting. North Baton Rouge/Baker Microtransit Pilot Project – You will hear more about it next month. We have identified a vendor. This is a pilot project that will serve locations within the City of Baker and specific locations outside of Baker, including Baton Rouge Metropolitan Airport, ExxonMobil Chemical complex, Southern University, Lane Regional Medical Center and the new Scotlandville Transfer Facility at Scotland Avenue/Scenic Highway/Swan. This is a yearlong project with options for 2 one-year extensions. This is the first of its kind to see how this service is received and to examine all issues regarding the service delivery.

Plank-Nicholson Bus Rapid Transit – the BUILD Grant is fully executed. We will have internal meetings with HNTB and the City Parish for coordination. This project is slated to be in place by December 2024.

ADMINISTRATIVE UPDATES: Pearlina Thomas

Ms. Thomas reported shelter signage is printed, and posting is underway with Buildings and Grounds. Customers will be able to access real time information via QR Code from their smartphone or by texting a short code. The Public Relations – Video launch to demonstrate the CATS, Hitachi and Syniverse partnership is delayed by travel restrictions due to the rise in COVID cases nationwide. 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. This is on time. The renewal for this contract will come to the Board at the October meeting for implementation in November. The contract was from loaded to cover the cost of software, equipment, coordination, etc. We are moving into a place where the renewal will only need to cover service fees. This is the reason we did a one year contract with annual renewals.

The contracts are executed for the Contactless Payment Project. Phase One is underway, which includes vehicle inspection and pilot testing. Some efforts to launch the marketing and public relations campaign were postponed in August due to Cubic's Business Development Team being placed under COVID-19 travel restrictions and CATS along with our local partners responding to multiple storm related emergencies (Hurricane Ida, Tropical Storm Nicholas). Our Public Relations / Engagement team is meeting to design a marketing strategy to roll out this project that we are looking forward to launching in October.

There were several CATS Cares Community Engagements, that CATS was to participate in August 2021. CATS Cares produced another of the video series to highlight CATS employees and their contributions internally and externally to positively promote the Agency. CATS Cares is in the first phase of launching social media platforms that connect to existing CATS social media to create the path for positive messaging to share community engagement and volunteer efforts of CATS' employees.

COMMUNICATIONS: Amie McNaylor

Ms. McNaylor reported the breakdown of CATS Connect education drive. A brief power presentation was presented. CATS has been gathering testimonials from stakeholders and customers. The landing page on the website has been updated with all the resources. Also on the CATS website there is a link to the resource library that will take the community to all of the materials produced by CATS Connect. We have distributed 2500 push cards. The bus wraps and the bus shelter ads are being produces this week. A short video was presented. Concluding the video the commissioners requested additional information with the complete team of consultants on the project.

CEO Update: Bill Deville

Mr. Deville noted due to Hurricane Ida, the election date for the dedicated millage renewal has been moved from October 9th, to November 13th

Finance: John Cutrone

The balance sheet month of August 2021 our current assets are \$34,455,659, Restricted Assets are \$3,309,416, bring our Total Assets to \$58,855,745, Our Current Liabilities are \$10,581,891, Long Term and Short Term Liabilities are \$12,857,125, giving Total Assets Net Liabilities \$45,998,620 The Budget Sheet – Operating Revenue is \$229,649 compared to a budget of \$174,436 with a variance of \$55,213. The variance being we had some fuel cost from the state we ended up collecting so we recognized it in August. Local Subsidies are \$1,739,586 compared to a budget of \$1,587,459, Federal Subsidies are \$2,341,273 compared to a budget of \$2,401,154, and Total Operating Expenses are \$2,283,251 compared to a budget of \$2,459,828 leaving a Net Surplus for the month of \$58,022 and a Total Surplus of \$2,667,271 before depreciation.

VII. COMMITTEE REPORTS AND ANY ACTION THEREON

1. Finance and Executive: Ms. Erika Green

Ms. Green referred the members to the minutes of the September 16th meeting in their packets and reviewed the highlights. Noted minutes were listed in the packet.

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

Dr. Breaux noted the committee did not meet.

3. Audit: Mr. Thomas

Mr. Thomas noted the committee did not meet.

4. Planning: Vacant.

Mr. Cohran noted the committee did meet and the minutes are listed in the board packet for review.

5. Community Relations: Ms. Linda Perkins

Ms. Perkins noted the committee did meet on and the minutes are in the packets. Ms. Barnes presented the MV monthly report.

VIII. ACTION ITEMS

1. Consideration of approval of the Rockit Science Contract

Ms. McNaylor explained the renewal of the contract. Commissioner Perkins requested a monthly breakdown of the services provided by the contact. Commissioner Pierre requested a total amount spent on the advertising. In addition Commissioner Green requested a line item summary of media spent with advertising and the consultants. Mr. Thomas moved the approval of the Rockit Science Contract. Mr. Lambert seconded the motion. Ms. Green invited public comment and there was none. A roll call vote was held. In favor, Cohran, Lamber, Thomas, Green, and Hill. Against – Pierre and Perkins Abstain - none. The motion carried.

2. Consideration of approval of the General Liability Insurance

No action was taken.

3. Consideration of approval of the Lease Bus Insurance

No action was taken.

4. Adopt and levy the ad valorem tax millage rate of 10.06 mills for the City of Baton Rouge for the year 2021

**Mr. Moore read into record the ad valorem tax millage rate of 10.06 mills for the City of Baton Rouge for the year 2021. BE IT RESOLVED, by the Board of Commissioners of Capital Area Transit System that the following millage(s) are hereby levied on the 2021 tax roll on all property subject to taxation in the City of Baton Rouge by Capital Area Transit System: MILLAGE Capital Area Transit System tax in the City of Baton Rouge 10.6 mills
BE IT FURTHER RESOLVED that the proper administrative officials of the Parish of East Baton Rouge, State of Louisiana, be and they are hereby empowered, authorized, and directed to spread said taxes, as hereinabove set forth, upon the assessment roll of said Parish for the year 2021, and to make the collection of the taxes imposed for and on behalf of the taxing authority, according to law, and that the taxes herein levied shall become a permanent lien and privilege on all property subject to taxation as herein set forth, and collection thereof shall be enforceable in the manner provided by law.**

Ms. Green moved the ad valorem tax millage rate of 10.06 mills for the City of Baton Rouge for the year 2021 . Mr. Thomas seconded the motion. Ms. Green invited public comment and there was none. A roll call vote was held. In favor, Breaux, Cohran, Green, Hill, Lambert, Thomas, Perkins, and Pierre. Against – none Abstain - none. Absent – Bellue. The motion carried.

5. Adopt and levy the ad valorem tax millage rate of 9.6 mills for the City of Baker for the year 2021

Mr. Moore read into record the ad valorem tax millage rate of 9.6 mills for the City of Baker for the year 2021. BE IT RESOLVED, by the Board of Commissioners of Capital Area Transit System that the following millage(s) are hereby levied on the 2021 tax roll on all property subject to taxation in the City of Baker by Capital Area Transit System: MILLAGE Capital Area Transit System tax in the City of Baker 10.6 mills.

BE IT FURTHER RESOLVED that the proper administrative officials of the Parish of East Baton Rouge, State of Louisiana, be and they are hereby empowered, authorized, and directed to spread said taxes, as hereinabove set forth, upon the assessment roll of said Parish for the year 2021, and to make the collection of the taxes imposed for and on behalf of the taxing authority, according to law, and that the taxes herein levied shall become a permanent lien and privilege on all property subject to taxation as herein set forth, and collection thereof shall be enforceable in the manner provided by law.

Ms. Green moved the ad valorem tax millage rate of 10.06 mills for the City of Baker for the year 2021 . Ms. Perkins seconded the motion. Ms. Green invited public comment and there was none. A roll call vote was held. In favor, Breaux, Cohran, Green, Hill, Lambert, Thomas, Perkins, and Pierre. Against – none Abstain - none. Absent – Bellue. The motion carried.

IX. ADJOURNMENT

Ms. Green invited public comment. Mr. Moore noted there were three documents submitted and were not germane to any of the action items presented on the board agenda. Mr. Moore did inform the individuals that completed those documents, the comments had to be germane to the action items presented on the agenda. Mr. Moore advise the issues were not germane to issue and the meeting should conclude. Ms. Perkins motioned for adjournment. Seconded by Ms. Green. Meeting adjourn.