



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.

III. 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

IV. 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

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

Bill Deville, CEO

No COVID updates, except to say tomorrow, Friday, July 16th, we are meeting with Dr. Breaux and the Technical, Policy, and Practices (TPP) Committee to discuss the CATS Pandemic Policy. We will provide an update to the Board after the TPP meeting.

Operations Report: Dwana Williams, COO

For the month of June 2021 we are reporting a total of 122 Operators, 110 are active and 12 are inactive for various reasons. June Operations challenge winners for the on time performance (OTP) for the month are Mr. Al Weeden, Ms. Gloria Banks, Ms. Nakeisha Brown, Ms. Cynthia Johnson, and Ms. Demetrius LaMark. The June Maintenance challenge winner for productivity is Mr. Kenneth Landry. The June Customer Service challenge winner for lease abandon calls was Ms. Nicole Varist and our Customer Care Top Performer is Ms. Sylvia Franklin.

Performance Measures for our monthly ridership for June 2021 is slightly down from June 2020, but higher than the previous month in May. OTP for the month was at 66.15%, which is higher than this time last year but slightly lower than this time last month. We're continuing our efforts and working to improve our OTP. We have Street Supervisors out there performing headway checks, just to see if there are some issues operators may be having out there on the street. We do know we have several routes affected with the construction going on in our service areas. We are working to get OTP up the best we can.

Percentage of trips operated for the month are a little lower than last year, but are a little higher than this time last month. We operated at 99.44%. A class of cadets that just started July 6th and we are working with HR to get another class started either at the end of September or beginning of October. Preventable accidents for the month were at 2.2, which is below our target of 2.5 and we're still working with operators to help improve our preventable accidents for the month.

Mean miles between road calls is down from the previous year and down from this time last month. That's due to a nationwide shortage, which I mentioned last month, with parts. We're having a hard time getting parts in. Maintenance us talking to some of our peer agencies to see if that can get some parts or share information on where they are getting parts.

Planning Report, Cheri Soileau, Director of Planning
Comprehensive Operational Analysis (COA) we scheduled a July 29th kick off meeting.

The Build Grant for the BRT has not yet been signed that I am aware of, so we're still waiting for that so we can move forward on the Bus Rapid Transit (BRT).

Staff is beginning to discuss the September service change because we will have the COA going on, we are going to look at frequency and timing only on our schedules rather than starting to change routes then come back less than a year and start changing routes again. CRPC will do the service equity analysis for downtown Baton Rouge so we reinstate the downtown circulator of the Capital Park Trolley for that.

The RFP for the Baker Microtransit Project is out and the deadline is July 22nd. We've had four (4) firms ask questions. Hopefully we will have at least two (2) of those firms submit submissions and the evaluation committee is meeting around July 26th to look at the submission and make a determination.

Mr. Deville noted on the Build Grant, I spoke with the City Parish contractor, HNTB, and they fell the Build Grant will be executed by the Secretary of Department of Transportation in the next two weeks. We will keep you posted on this process.

Administrative Report: Pearlina Thomas, CAO

AIM Grant, Two-Way Messaging Project – CATS, Hitachi and Syniverse are partnering on the creation of an educational video highlighting our project and commitment to innovation. 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. With the completion of phase two marketing and additional communication platforms will be introduced like targeting coupons for businesses near CATS stops and special events like Touchdown Express, Southern and LSU games, etc.

COVID-19 Mitigation Research Grant, Contactless Payment Project – the marketing and public relations team: CATS, Cubic Transportation Systems, Clay Young Enterprise and BRoad Innovative Marketing Firm, Those folks were introduced at our last Board meeting, are meeting weekly to develop a multilevel marketing campaign to introduce CATS' new contactless fare collection system to our community. The first CATS-UMO partnership press event is Wednesday, August 25, 2021.

CATS is continuing to work with Baton Rouge Community College (BRCC) on the curriculum development and acceptance apprenticeship requirements as a part of our Workforce Solutions Program.

CATS Cares Community Engagement and Wellness Initiative participated in two community events with Mayor Pro Temp LaMont Cole – Metro Councilmember District 7: Pedaling for Peace, Friday, June 25th and the Meet Your Neighbor Block Party, Saturday, June 26th.

The CATS Cares Wellness Initiative is dedicated to establishing and maintaining an environment that promotes general health by supporting the adoption of attitudes that contribute to positive well-being by providing information, activities and community and personal services designed to support healthy lifestyle choices. With this initiative we are finding creative ways to get our employees to move and get excited about exercising. This month we are doing line dancing lessons at 350 N. Donmoor. All CATS employees have five (5) opportunities to attend the line dancing classes.

Communications Report: Amie McNaylor, Director of Communications

BYD partnership with CATS shot a testimonial video, which took place yesterday. We will be able to use that video on our website

and on our social channels to promote and emphasize our commitment to building a modernized and reliable fleet, which is one of the pillars of our CATS Connect campaign.

The Covalent website hosting contract is up for renewal later on this agenda.

Communications worked with Planning on Title VI and will continue to work to make sure we are in compliance on everything we need to do there.

Pearlina mentioned CATS is working with Hitachi and Syniverse to create a promotional video similar to the BYD video. This is another opportunity to highlight our commitment to the future and we are excited about this innovative project.

Bill Deville, CEO

CATS has completed the National Transit Database (NTD) Report, which is critical and imperative to our funding. I want to say, kudos to the staff who hung in there to get the NTD report complete after we received deadline extensions after such a hard COVID year.

The year-end audit was completed by P&N the other day and will be brought to the Board at the next meeting. Commissioner Thomas held his Audit Committee meeting so he will update the Board on the Audit at that time.

Reminder we are continuing to work diligently with our CATS Connect and CATS Cares Campaigns leading to educate the general public as we get closer to our referendum. A quick reminder, early voting is scheduled for September 25th – October 2nd and Election Day is Saturday, October 9, 2021.

Finance Report: John Cutrone, Comptroller

Financials for June 2021, starting off with the Balance Sheet, current assets are at \$40,136,229, Restricted Cash - \$3,304,671, Total Assets \$64,987,967, Current Liabilities \$15,829,565, Total Liabilities \$18,104,799, making our Assets Net Liabilities \$46,883,168.

Commissioner M. Thomas (MT) – the year end audit we were up assets \$10,000,000 the previous year, now were only up 6, is there a reason?

John Cutrone (JC) – maybe due to audit adjustments, I will have to check compared to last year

MT – Well I know the restricted assets \$3 million – that will be half of it

JC – Right

MT – I want to know if there is something else

JC – It could be a couple of million in the bus funding with us not collecting fares, but I will check it and get back to you

Bill Deville (BD) – we have the AARP funding, which we have not recognized yet

JC – Yes, that is a portion of it, we will look at it when we finalize the amendment to the budget should be wrapping that up within the next month – month in a half

The Income Statement for the month of June we have \$151,508 of operating revenue compared to a budget of \$174,436 we began to collect fares again and we have less ridership than we anticipated so there is a major variance there, we received subsidies in the amount of \$1,739,586, Federal subsidies in the amount of \$303,099 bringing the total revenue budget to \$2,194,193 compared to a budget of \$2,572,654, our operational expenses were \$2,175, 813 compared to a budget of \$2,411,309 bringing the savings verses budget to \$235,496, our surplus for the month of June was \$18,380 with a year to date operational surplus of \$2,853,956.

Commissioner Kahli Cohran (KC) – as we look at the budget for this year, I think we will need to make some adjustments as we look at our audit; are we at the point to look at some variances that maybe over the threshold, so what is our schedule to revisit that?

JC – We are waiting for the union contract to be finalized. That way we can do it all at the one time. With the new rates we will be close so we are looking to do it the next month – month in a half. That way we knock it out all at one time.

BD – Madame President, I neglected to mention Intueor came in to do an audit of the current process with Tyler Technologies on the technical side of the ERP training and implementation preparation. I expect to have that report soon.

KC – you mentioned TPP, have the items we talked about at the Audit Committee meeting yesterday, been added to the TPP agenda for tomorrow?

Theo Richards (TR) – No, not yet. John will need more time to formalize those policies.

KC – The TPP will formalize these policies they need to know they need to take this up as an action item.

TR – I will circle back with John.

BD – Madame President, this concludes our Executive Report

VII. COMMITTEE REPORTS AND ANY ACTION THEREON

1. Finance and Executive: Ms. Erika Green

Ms. Green referred the members to the minutes of the July 15th 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 16th. 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. In addition, it was noted a public hearing has to be held for the Title VI policy.

3. Audit: Mr. Thomas

Mr. Thomas noted the committee did meet on July 13th. 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 14th. 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 4,537 scheduled trips and completed 4003 for May. There were two complaints, and there were zero road calls for the month.

On-time performance for the month was 88%.

VIII. ACTION ITEMS

1. Consideration of approval of Atlas Technical Consultants Task Order 2

Ms. Soileau explained the extending the Atlas task order. There was discussion about the funding of the analysis.

Mr. Bellue moved the approval of Atlas Technical Consultants Task Order 2. Mr. Thomas seconded the motion. Ms. Green invited public comment and there was none. A roll call vote was held. In favor, Mr. Bellue, Mr. Cohran, Ms. Green, Mr. Hill, Mr. Thomas. Against, Dr. Breaux and Ms. Perkins. Abstain, Mr. Lambert. Motion passes.

2. Consideration of approval for the renewal of website hosting and support services contract with Covalent Logic

Ms. McNaylor explained the renewal of the website hosting and support services contract with Covalent Logic.

Ms. Green moved the approval for the renewal of the website hosting and support services contract with Covalent Logic. Mr. Thomas seconded the motion. Ms. Green invited public comment and there was none. The motion carried.

3. Consideration of approval for the Angel Trax camera upgrade

Mr. Clark explained the Angel Trax camera upgrade. There was some discussion on how many vehicles were getting upgraded and that our entire fleet would be on one system.

Mr. Hill moved the approval for the Angel Trax camera upgrade Mr. Cohran seconded the motion. Ms. Green invited public comment and there was none. The motion carried.

4. Consideration of approval for the disposal of bus shelters

Ms. Soileau explained the disposal of bus shelters.

Ms. Green moved the approval for the disposal of bus shelters. Mr. Bellue seconded the motion. Ms. Green invited public comment and there was none. The motion carried.

5. Consideration of approval of the CATS Title VI Policy

Ms. Soileau explained the approval of the CATS Title VI Policy

Ms. Green moved the approval of the CATS Title VI Policy. Mr. Bellue seconded the motion. Ms. Green invited public comment and there was none. The motion carried.

6. Consideration of approval to designate The Advocate as the official journal of CATS as set forth in the CATS Bylaws

Mr. Richards explained the approval to designate The Advocate as the official journal of CATS as set forth in the CATS Bylaws

Ms. Green moved the approval of the approval to designate The Advocate as the official journal of CATS as set forth in the CATS Bylaws. Mr. Hill seconded the motion. Ms. Green invited public comment and there was none. The motion carried.

IX. ADJOURNMENT

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

DRAFT