



CAPITAL AREA TRANSIT SYSTEM

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**MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
AUGUST 18, 2020
4:30 p.m.
Virtually and at the CATS Administrative
Office Building
350 North Donmoor Avenue
Baton Rouge, LA 70806**

MINUTES

I. CALL TO ORDER: Mr. Mark Bellue

Mr. Bellue called the meeting to order.

II. ROLL CALL

Present at the meeting were Messrs. Bellue (physically present), Breaux, Hill, Lambert, and O’Gorman and Mss. Green, Perkins (physically present), and Pierre. Mr. Cohran was absent. Also present were Mr. Bill Deville, CEO; other CATS staff; Creighton Abadie, CATS attorney; and members of the public.

III. APPROVAL OF MINUTES OF JULY 21, 2020 MEETING

Ms. Perkins moved to approve the minutes of the July 21, 2020, meeting and Ms. Pierre seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

IV. PRESIDENT’S ANNOUNCEMENTS

Mr. Bellue read the agenda into the record and noted that public comments would be accepted via email at catsboard@brcats.com until the beginning of the action items section of the agenda. He noted that all public comments would be read into the record.

Mr. Bellue noted that the meeting had been advertised as a virtual meeting and was available via zoom.

Mr. Bellue shared that the September board meeting would be held on the fourth Tuesday, September 22, 2020, to allow for more time to consider the millage roll forward. The board members will be asked to consider the millage roll forward at the meeting in September. If anyone has questions, they should contact either Mr. Bellue or Mr. Deville.

V. ADMINISTRATIVE MATTERS

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

Mr. Deville shared that the agency continues to waive fares and enforce limited seating and rear entry for those without mobility impairments. The agency continues to monitor COVID-19 status, daily ridership trends, and local news conferences and announcements from elected officials.

Mr. Deville noted that the operator barriers should be installed in September.

Ms. Williams noted that there are currently 148 total operators. There are 104 active operators. The remaining operators are out as a result of COVID-19, FMLA, and Workers' Comp.

Ms. Williams let the committee know that ridership for July was 97,366, which is lower than June and remains lower than ridership in 2019. She noted the ridership is expected to increase in August and September with some schools reopening and as the Executive Order changes. The on-time performance was 63.31%. Operations is increasing the focus on street supervision in an effort to increase the OTP. Supervisors will be monitoring arrival and departure times, as well as passenger loads at the transfer centers. Supervisors will be providing their feedback on areas for improvement. The percentage of trips operated in July was 98.32%. The agency operated 202,135 miles. There were 3.0 preventable accidents per 100,000 miles in July and 4,930 mean miles between road calls. There were three mirror taps and three additional accidents that contributed to the preventable accidents for the month.

Ms. McNaylor shared an update on communications efforts since the onset of the COVID-19 pandemic.

It was noted that CATS conducted resident and stakeholder surveys last year, and among the topics covered was the best way to receive

information. The agency learned that many in the community primarily receive their news via social media, The Advocate, and television stations. The Communications Department has worked throughout the year to target both social media and The Advocate, both print and digital, to reach not only customers but also the community at large.

When COVID-19 hit Baton Rouge, CATS wanted to make sure we were reaching our customers and the community in as many ways as possible to inform them of the agency's efforts to provide safe service in the form of additional cleaning, social distancing, and waiving fares.

The Communications Department maintained contact with riders via email updates, as well as website updates; these updates were daily in weeks and months following the pandemic and the subsequent Stay at Home Order.

There have been opportunities with The Advocate – in both print and digital formats – as well as WAFB.com to have paid messaging campaigns that have wide reaching results.

There have been several consecutive campaigns with The Advocate, and the agency has been running print and digital ads for nearly five months at discounted rates to share COVID-19 information.

CATS ads have performed exceptionally well on theadvocate.com, with an engagement rate more than twice the national average.

The Communications Department has continued to use shelter, buses, and the terminal to have print messages posted for customers.

Mr. Deville let the members know that Ms. Thomas is still out but that she is improving.

Mr. Deville informed the board members that Jim Fight resigned his position as Human Resources Director on August 7th, effective immediately. He is now working in Ohio.

Mr. Richards shared that the COVID-19 Task Force continues to meet and is working with vendors to keep adequate supplies of PPE stocked for the agency. CATS is preparing for a mask giveaway for customers. He noted that the committee is working on a COVID-19 policy that he hopes to have completed and ready for board review in September.

Mr. Gaudet shared that the current level of service will continue through the end of the year.

It was noted that the run-cut pick for September will tweak certain routes and run time adjustments in response to ridership, route checking, scheduling reassessment, on-time-performance, stakeholders' requests, etc. It will also provide operators an opportunity to sign up for new routes/work days that will operate until the first run pick of 2021.

Mr. Gaudet informed the board that there will be added recovery time now that can be utilized to increase schedule adherence when ridership increases. He noted that more buses will be waiting longer for now so that the time can be used later.

Mr. Gaudet shared that RouteMatch has always had challenges and those issues persist. Mr. Deville noted that Mr. Anthony has done a tremendous job getting RouteMatch to be as effective as possible.

Mr. Deville let the members know that the task orders have been executed with Atlas Technical, HNTB, and The Goodman Corporation. He shared that the project manager with Atlas, Jonathan Charbonnet, has office space at the Donmoor location.

Mr. Deville noted that the competitive selection and approval of Tyler Technologies as the CATS ERP system is complete. Additionally, the competitive selection and approval of Intueor Consulting, Inc. to manage the implementation of Tyler ERP is complete.

The agency is seeking scheduling/AVL system software and is participating in multiple demos from potential vendors.

Mr. Abadie shared that the LSU Board of Supervisors would pass a new resolution for the sale of the property in North Baton Rouge and it should be done by September.

Mr. Deville let the board know that the agency was able to submit its data for the National Transit Database (NTD) annual report.

It was noted that emergency generators were being installed at 2250 ahead of the heart of hurricane season and that a switch would be installed at the Donmoor location.

Mr. Cutrone presented the July financials and noted that the total current assets as of July 31, 2020, are \$34,830,484. The total assets

are \$56,226,165. The total current liabilities are \$9,234,652 and the total liabilities are \$12,730,610. The total net assets are \$43,495,555.

The total operating expenses for the month of July are \$2,297,236.

The total CATS-generated operating revenues for the month as of July 31, 2020, are \$43,946. The total non-federal subsidies for the month are \$1,577,407 and the total federal subsidies are \$2,153,629. The net operations balance as of July 31, 2020, is \$1,248,594.

There was discussion of the board-restricted reserves being replenished and Mr. Cutrone noted that it would be reflected in the financials for the following month.

VI. COMMITTEE REPORTS AND ANY ACTION THEREON

1. Finance and Executive: Mr. Mark Bellue

Mr. Bellue referred the members to the highlights of the minutes of the August 13th meeting and shared the highlights. He noted that all the action items to be presented were recommended for approval by the committee.

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

Dr. Breaux noted the committee did not meet.

3. Audit: Mr. Cohran

It was noted the committee did not meet.

4. Planning: Mr. Kevin O’Gorman

Mr. O’Gorman noted the committee did not meet but had a meeting scheduled for Friday, August 21st.

5. Community Relations: Ms. Linda Perkins

Ms. Perkins referred the members to the highlights of the minutes of the August 12th meeting and shared the highlights.

Ms. Perkins took a moment and let the board members know that Ke’Lin Dillard, daughter of Karen Denman, had passed away the evening prior. Mr. Cooksey noted that Ms. Dillard worked for MV and was respected by all who knew her.

Mr. Cooksey shared that CATS On Demand is performing well despite the challenges faced by the COVID-19 pandemic.

There were 4,486 scheduled trips in July. Of those, 4,468 were completed; 18 were cancellations and 126 were no-shows.

Mr. Cooksey noted that 38% of the trips were subscription and 62% were demand trips.

It was noted there were zero valid complaints for the month.

The on-time percentage for the month of July was 92.8%.

Mr. Cooksey let the board know that four new paratransit vans had been delivered to MV and were a great asset to the fleet.

Mr. Bellue noted that the period for public comments had concluded and that no public comments had been submitted.

VII. ACTION ITEMS

- 1. Consideration of authorization to amend the settlement and judgement payment policy to increase the balance threshold for payments in full and to increase the contribution to the fund for 2020**

Mr. Abadie informed the members that all settlements are paid quarterly, and when a settlement balance reaches \$2,000 or less, it is paid in full. By increasing this threshold to \$5,000, over 30 settlements will be paid in full.

Mr. Cutrone noted that there are administrative costs for both CATS and Mr. Abadie involved with each quarterly payment and increasing the threshold would reduce costs.

If the threshold is increased, the funds required pay the balances due would exceed the current quarterly contribution balance. Messrs. Cutrone and Abadie are recommending that the budget for this quarter only be increased from \$75,000 to \$150,000 to enable CATS to pay in full all settlements with balances of \$5,000 and below while leaving funds available to make payments on the remaining settlements.

Ms. Perkins moved that the following resolution be adopted and Ms. Pierre seconded the motion. Mr. Bellue invited public comment and there was none. A roll call vote was taken. The motion passed unanimously.

**RESOLUTION OF CATS BOARD OF COMMISSIONERS
AMENDING EARLIER ADOPTED PROCEDURE FOR
PAYING SETTLEMENTS AND JUDGMENTS**

BE IT RESOLVED by the Board of Commissioners of Capital Area Transit System that it hereby amends the resolution originally adopted on July 20, 2004, as amended in 2005, 2011, and 2016, and 2018 that provides for a procedure for paying settlements and judgments, by amending the language as follows:

Under the heading of “Settlement Payment Procedure”, amend Section 5(B) to the following:

- B.** If after the quarterly budget allocation the Settlement Account balance is greater than the total amount of approved settlements, then the settlements shall be paid in full. If the total amount of settlements is greater than the Settlement Account balance, then any settlements (or the remaining amounts to be paid on individual settlements) which are \$5,000.00 or less per claimant shall be paid from the balance in the Settlement Account to the extent funds are available to do so. If there are not adequate funds available, such claimants shall be paid on a prorata basis. If funds remain in the Settlement Account after the payment of these \$5,000.00 or less claims, then the amount of the balance shall be divided by the total monetary amount of the settlements then payable and the resulting percentage will be applied to each settlement to calculate the amount to be paid to each claimant. This procedure will be repeated at the end of each quarter.

BE IT FURTHER RESOLVED that this amendment shall be effective for payments made at the end of the third quarter of 2020 and shall continue thereafter.

BE IT FURTHER RESOLVED that the 2020 CATS budget is amended to increase the funds placed into the settlement fund for the third quarter of 2020 only by an additional \$75,000.00.

- 2.** Consideration of authorization to renew tire lease contract with Bridgestone America Tires

Mr. Godwin shared that CATS has a three year tire lease contract with Bridgestone America Tires; this is the first of two, one-year renewals available on the contract. The renewal is not to exceed \$200,000.

Ms. Perkins moved that the CEO is authorized to renew the tire lease contract with Bridgestone America Tires for a period of one year, to be effective from September 1, 2020 to August 31, 2021, and for an amount not to exceed \$200,000. Ms. Pierre seconded the motion. Mr. Bellue invited public comment and there was none. A roll call vote was taken. The motion passed unanimously.

3. Consideration of authorization to extend period for compliance contract with Pierlott & Associates, LLC until March 31, 2021

Mr. Deville reported that the work being done by Pierlott & Associates was halted as a result of COVID-19 when travel became untenable.

The contract with the firm has expired and it is necessary to add more time. There will be no additional costs associated with the contract.

Mr. Deville recommended that the contract be extended to March 31, 2021 to allow for ample time to complete the work within the current virus-mandated restraints.

Ms. Perkins moved that the CEO is authorized to extend the time period only on the compliance support contract for Pierlott & Associates until March 31, 2021 and Mr. Hill seconded the motion. Mr. Bellue invited public comment and there was none. A roll call vote was taken. The motion passed unanimously.

VIII. PUBLIC COMMENT

There were no public comments.

X. ADJOURNMENT

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