



CAPITAL AREA TRANSIT SYSTEM

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**MEETING OF THE  
BOARD OF COMMISSIONERS OF  
CAPITAL AREA TRANSIT SYSTEM  
AND  
PUBLIC TRANSPORTATION COMMISSION  
FEBRUARY 23, 2021  
4:30 p.m.  
Virtually and at the  
CATS Administrative Building  
350 North Donmoor  
Baton Rouge, LA 70806**

**MINUTES**

**I. CALL TO ORDER: Mr. Mark Bellue**

Mr. Bellue called the meeting to order.

**II. ROLL CALL: Ms. Amie McNaylor**

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

**III. NOMINATION AND ELECTION OF OFFICERS: Mr. Mark Bellue**

Mr. Bellue took a moment of personal privilege as he would no longer be President and expressed his appreciation for the support of the board members over the last two years while he has served as President.

Ms. Green shared that the Nominating Committee recommended the following slate of officers: President – Erika Green; Vice-President – Kahli Cohran; Treasurer – vacant; and Secretary – Antoinette Pierre.

There were no nominations from the floor.

**Mr. Lambert moved that the full board accept the slate of officers as proposed and Mr. Hill seconded the motion.**

**It was noted that a Treasurer would be appointed in March.**

**Ms. Perkins thanked Mr. Bellue for his service and congratulated the officers on their election. She stressed the need to portray themselves as officers and to include all board members on their decisions.**

**Ms. Green stated that Mr. Bellue's sacrifice is noted and appreciated.**

**IV. APPROVAL OF MINUTES OF DECEMBER 15, 2020 MEETING: Mr. Mark Bellue**

**Mr. Bellue moved to approve the minutes of the January 19, 2021 meeting and Ms. Green seconded the motion.**

**V. PRESIDENT'S ANNOUNCEMENTS: Ms. Erika Green**

**There were no President's announcements from either Ms. Green or Mr. Bellue.**

**VI. ADMINISTRATIVE MATTERS**

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

**Mr. Deville congratulated the new officers and thanked Mr. Bellue for his service.**

**Mr. Deville let the board know that the agency continues to monitor COVID cases. He shared that there will be a 30-day notice given to the public before resuming fare collections.**

**Ms. Williams noted that there are currently 140 total operators. There are 115 active operators. There are 25 inactive operators and 14 who are out for various reasons.**

**The January Operations challenge winners for OTP were Gloria Banks, Alfred Weeden, Re'ena Byrd, Janice Kinchen, and Corneshia Sharper.**

**The January Maintenance challenge winner for productivity was James Stewart.**

**The January Customer Service challenge winner for least abandoned calls was Emily Maten.**

**Ms. Williams let the members know that ridership for January was 100,271. This is a 52% reduction in ridership from January 2020. The on-time performance for the month was 78.35%. This is the highest it has been in a very long time.**

**The percentage of trips operated in January was 98.67%. The agency operated 196,689 miles, which is indicative of the service provided. There was one preventable accident per 100,000 miles in January, and there were 5,620 mean miles between road calls.**

**There was a question of how many operators are needed to be at full capacity and it was noted that CATS needs to hire approximately 15 additional operators. The agency is trying to schedule a training class for March.**

**Mr. Hill commended staff and operators for the increase in OTP. Ms. Williams noted that it is a collective effort.**

**Ms. Soileau noted that the Planning Committee will receive the final draft of the Strategic Plan at its next meeting, along with a draft of the Capital Improvement Plan.**

**CATS is working with CSRS and the City-Parish to monitor the potential Amazon fulfillment center at Cortana.**

**There is a feasibility study RFP for the Baker Transit Center.**

**The metropolitan transportation plan is underway with CRPC and CATS is beginning the discussion regarding regional transit relevant to CRPC's plan.**

**The Planning Department is beginning to look at shelters to refurbish and replace.**

**Ms. Thomas noted that she met with BRCC to identify training and certification opportunities for CATS employees.**

**CATS was awarded a \$337,000 grant from the FTA Public Transportation COVID-19 Mitigation Research Demonstration Grant Program that will be used to implement contactless fare payment.**

**CATS continues to meet with Hitachi's production team on the development of phase one of the project with the AIM grant.**

**The Council on Aging remains closed during COVID-19. CATS will resume its partnership on a senior intern post-pandemic.**

**CATS has had preliminary meetings with Pierlott & Associates for the CATS Disadvantaged Business Enterprise plan and goal. Meetings are taking place to discuss changes to the plan and to work on setting new goals for projects that will use federal funding from October 2020 through September 2023.**


**CATS is working with the Louisiana Department of Health and Hospitals, through Our Lady of the Lake, to allow CATS operators and front line employees to immediately receive the vaccine as non-law enforcement first responders.**

**Accidents and injuries have remained about the same as last month but are still lower than pre-COVID levels.**

**Forum 225 announced Theo Richards as the 2021 Baton Rouge Young Professional Original honoree. This is awarded because of his work with CATS as well as City Year Baton Rouge, IDEA Public Schools, Mid-City Redevelopment Alliance, and Volunteer in Public Schools.**

**Ms. Perkins congratulated Ms. Thomas on the grant award and Mr. Richards on his award.**

**Mr. Deville stated that the search for a new Human Resources Director is concluding with Gallagher and two finalists are being considered.**



**CATS is wrapping up obtaining its education information and materials needed for the Communications Action Plan to run concurrently with outside millage tax renewal PAC organization plans. The plan will be carried out by the CEO and his management team with guidance and support from Atlas/Emergent Method/Clay Young Enterprises.**

**The timeline for the October vote is as follows: CIP and revenue projections completed by HNTB in February; CIP and revenue projections presented to the board in April; CATS Board to vote on the final ballot language in May; early voting takes place September 25<sup>th</sup> through October 2<sup>nd</sup>; election day is October 9<sup>th</sup>. There is also an election that takes place on March 26, 2022, and on April 30, 2022.**

**It was requested by Ms. Green at the January F&E meeting that the advertising revenue for 2020 and the projection for 2021 be provided, and that information is as follows: 2020 actual was \$491,973; 2021 projection is \$476,009.**

**Mr. Cutrone presented the January financials and noted that the total current assets as of January 31, 2021, are \$43,272,164. The total assets are \$67,004,205. The total current liabilities are \$20,484,515 and the total liabilities are \$23,371,588. The total net assets are \$43,632,616. The total liabilities and net assets are \$67,004,205.**

**The total operating expenses for the month of January are \$2,243,702.**

**The total CATS-generated operating revenues for the month as of January 31, 2021, are \$45,162. The total non-federal subsidies for the month are \$1,599,586 and the total federal subsidies are \$313,093.**

**The total operating revenues as of January 31, 2021 are \$1,957,841.**

**The net operations balance as of January 31, 2021, is a deficit of \$515,012.**

**2. Introduction and initial audit communications by Postlethwaite & Netterville: Tiffani Dorsa**

**Ms. Dorsa let the members know that P&N is required to provide this communication to the board members.**

**P&N policies and procedures are designed to provide reasonable assurance that the firm and its personnel comply with applicable professional independence standards. The policies address financial interests, business and family relationships, and non-audit services that may be thought to bear on independence. P&N is not aware of any circumstances that have impaired its independence.**

**The audit planning process entails understanding the operations of the last year; understanding of internal control to determine the nature, timing, and extent of audit procedures; risk assessment process at the account-balance or class-of-transactions level; and evaluation of the design effectiveness of internal control over financial reporting and the assessment of control risk.**

**The concept of materiality is the maximum aggregate amount of misstatements, which if not detected and not corrected, would cause the firm to modify its opinion on the financial statements. There are both quantitative and qualitative considerations.**

**The auditors have responsibilities that consist of forming and expressing an opinion; does not relieve management or those charged with governance of their responsibilities; to provide**

reasonable, not absolute assurance of detecting material misstatements; to gain a basic understanding of the internal control policies and procedures to design an effective and efficient audit approach; to inform the Board of any material illegal acts uncovered; render an opinion on the financial statements that they are presented fairly in all material respects; and to gather appropriate and sufficient evidence to gain reasonable assurance that the financial statements are free from material misstatement, whether due to error or fraud.

It was noted that this is the third year that P&N has been the audit firm for the agency.

It was noted that the CATS pension is audited by another firm, and preliminary discussions have taken place to ensure a timely receipt of that audit to be incorporated.

## **VII. COMMITTEE REPORTS AND ANY ACTION THEREON**

### **1. Finance and Executive: Mr. Mark Bellue**

Mr. Bellue noted that the committee did not meet due to the lingering effects of the ice storm and inclement weather.

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

Dr. Breaux noted that the committee did not meet.

### **3. Audit: Mr. Cohran**

Ms. Green referred the members to the minutes of the February 3<sup>rd</sup> meeting in their packets and provided highlights.

### **4. Planning: Mr. Kevin O’Gorman**

Mr. O’Gorman referred the members to the minutes of the January 27<sup>th</sup> meeting in their packets. He noted that the committee received updates on BRT, MovEBR coordination, and program management.

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

Ms. Perkins noted that the committee did not meet. She commended Ms. Williams for all the work she is doing.

## **VIII. ACTION ITEMS**

**1. Consideration of adoption of 2020 Louisiana Compliance Questionnaire and authorization for board officers to execute the Compliance Questionnaire**

**It was noted that the questionnaire is an audit requirement and is done annually.**

**Mr. Bellue moved that the Louisiana Compliance Questionnaire be adopted and that the board officers be authorized to execute the Compliance Questionnaire and Ms. Pierre seconded the motion.**

**Ms. Green shared that her desire is to have open communication from both herself and the administration to share updates. She noted that any board member with questions or concerns should share those with her.**

**IX. ADJOURNMENT**

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