

**NOTICE OF CAPITAL AREA TRANSIT SYSTEM  
REGULAR MEETING OF THE BOARD OF COMMISSIONERS**

**May 28, 2024**

**4:30 pm**

**350 North Donmoor Ave  
Baton Rouge, Louisiana 70806**

**AGENDA**

- 1. CALL TO ORDER: Ms. Melissa deGeneres**
- 2. PLEDGE OF ALLEGIANCE & INVOCATION**
- 3. ROLL CALL: Ms. Jada Davis**
- 4. PUBLIC COMMENT**
- 5. ACTION ITEM – Approval of the April 23, 2024, Board Meeting Minutes – Ms. Melissa deGeneres**
- 6. PRESIDENT’S ANNOUNCEMENTS: Ms. Melissa deGeneres**
- 7. ADMINISTRATIVE MATTERS**
  - a) Executive and Financial Report: Mr. Theo Richards and Executive Staff**
- 8. COMMITTEE REPORTS AND ANY ACTION THEREON**
  - a) Finance & Executive: Ms. Melissa deGeneres**
  - b) Technical, Policies & Practices: Ms. Melissa deGeneres**
  - c) Audit: Mr. John Vukovics**
  - d) Planning: Mr. Patrick Downs (did not meet)**
  - e) Community Relations: Mr. Johnathan Hill**
- 9. NEW BUSINESS**
  - a. Consideration and approval of the Contract Amendment for MV Transportation**
  - b. Consideration and approval of the Contract Amendment for Robert Half**
  - c. Consideration and approval of the Contract Amendment for Chief of Minds**
- 10. EXECUTIVE SESSION - These matters may be discussed in Executive Session**
  - a. Consideration of authorization to enter into contract negotiation with CEO, Theo Ricahrds.**
- 11. REVIEW OF ADMINISTRATIVE ITEMS**
- 12. ADJOURNMENT**



## CATS Board of Commissioners Meeting

Tuesday, April 23, 2024

4:30 pm

### MINUTES

#### CALL TO ORDER

The regular meeting of the CATS Board of Commissioners Meeting was called to order at 4:30 pm by President deGeneres.

#### 1. ROLL CALL

Attendee Name	Title	Status
Carolyn Coleman	Member at Large	Present
Melissa deGeneres	President	Present
Michelle Dennis	Secretary	Present
Patrick Downs	Member	Present
Johnathan Hill	Vice-President	Present
Antoinette Pierre	Member	Present
Tremaine Sterling	Member	Present
Frederick Thomas	Member	Present
John Vukovics	Treasurer	Present

#### 2. Public Comment

none

**APPROVAL April 23, 2024, Monthly Board Minutes**

**RESULT: ACCEPTED**

**MOVER: deGeneres**

**SECONDER: Downs**

**YEAS: Coleman, Dennis, Downs, Hill, Sterling, Thomas, Vukovics, Pierre**

**NAYS:**

**ABSTAIN:**

**ABSENT:**

**APPROVAL – Consideration and approval of the Solicitation #2024-North Transit Center-001**

**RESULT: ACCEPTED**

**MOVER: deGeneres**

**SECONDER: Downs**

**YEAS: Coleman, Dennis, Downs, Hill, Sterling, Thomas, Vukovics, Pierre**

**NAYS:**

**ABSTAIN:**

**ABSENT:**

**APPROVAL – Consideration and approval of the authorization to add Sunnie Hines as signatory on behalf of CATS for all Whitney/Hancock Bank accounts and to remove Eddriene Sylvester as a signatory and recommend authorization for the CEO to execute all documents required by Whitney/Hancock Bank to effectuate these changes.**

**RESULT: ACCEPTED**

**MOVER: Hill**

**SECONDER: Coleman**

**YEAS: Dennis, Downs, deGeneres, Thomas, Vukovics, Pierre, Sterling**

**NAYS:**

**ABSTAIN:**

**ABSENT:**

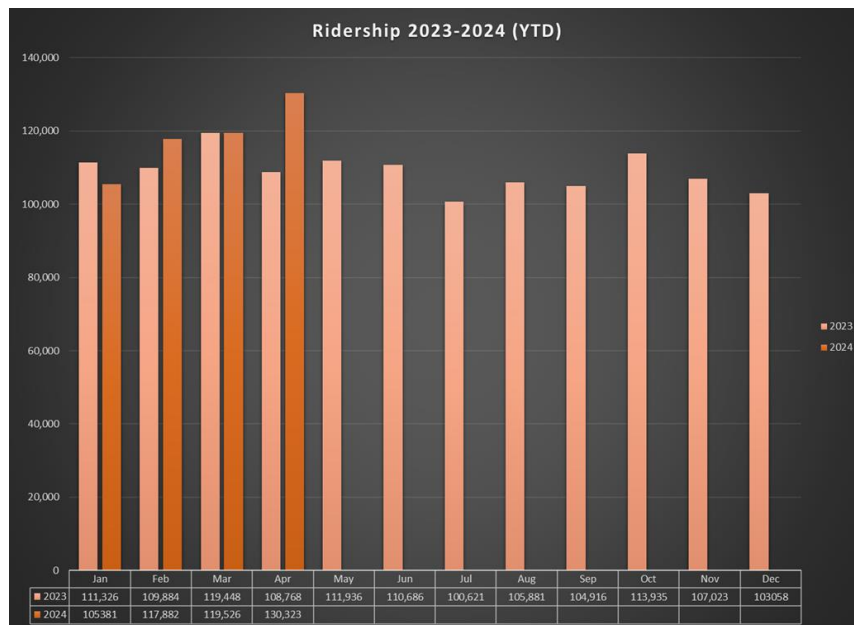
**Adjournment**

**Coleman/deGeneres**

## May 2024 Executive Report Theo Richards and CATS Staff

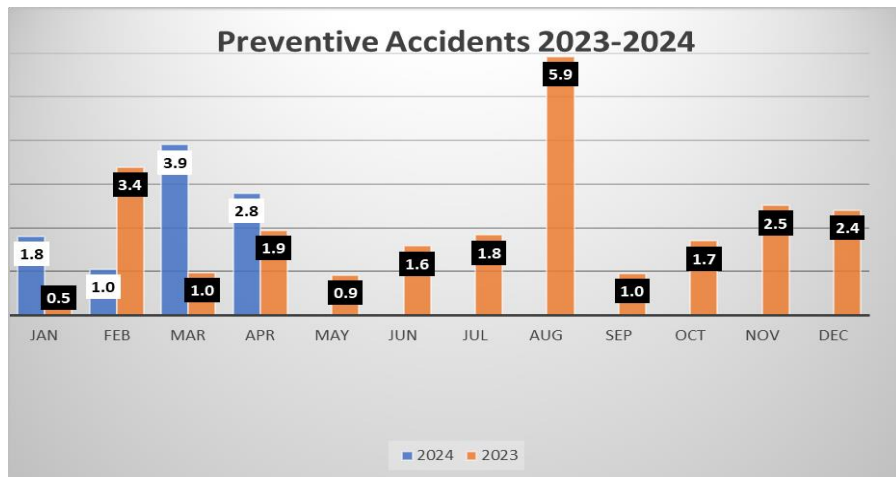
### OPERATIONS: *James Payton*

**89 Active Operators**  
**6 Cadets currently in training**





**MMBRC April 2024 7,680**



**PREVENTABLE ACCIDENTS**

**April 2024**

**2.8 PER 100,000 MILES**

## PLANNING AND PROGRAM DEVELOPMENT: *Cheri Soileau*

- Plank-Nicholson Bus Rapid Transit
  - Received approval of Letter of No Prejudice from FTA Region 6
  - Executing contract with Build Commercial LLC
  - Corridor and Station Bid
    - City/Parish is overseeing this project
    - Low Bid: \$51,000,000
- Empower Baton Rouge/Envision Florida Corridor
  - Finalizing report from both public outreach sessions
  - Ranking projects
  - Review Existing Conditions Report
- RFQs Out for Bid

- General Planning Consultant (GPC)- Due June 14, 2024
- Contract Administration & Construction Engineering Inspection Services- Due June 21, 2024

## LYNX BY CATS



### INTERIM CEO NOTES: *Theo Richards*

- Triennial Results
  - CATS received feedback from our 1/11/24 submissions and have presented service policies to TPP for final approval.
- Audit 2022
  - Staff presented a status update at the Audit Committee Meeting. Report is included in the packet.
- IRS
  - The attorney will have the protest completed next week for final review.
- Community Engagement
  - EBRCOA Senior Skip Day
- Technology
  - Successful ribbon cutting on Wednesday, March 13
- Procurement
  - Paratransit – Under Contract – Services Transition May 1
  - North Transit Center – Lowest bidder received

**FINANCE:** See attached financial report for the month.

**Capital Area Transit System  
Balance Sheet  
March 31, 2024**

	<u>3/31/2024</u>	<u>3/31/2023</u>
<b>ASSETS</b>		
<b>Current Assets:</b>		
Cash and Cash Equivalents	12,351,836	12,047,494
Accounts Receivable	687,428	340,901
Property Tax Receivable	25,270,846	17,096,324
Due from Governments	6,092,029	4,348,248
Inventory	1,086,636	1,276,526
Prepaid Expenses and Other Assets	777,441	202,056
<b>Total Current Assets:</b>	<b>46,266,216</b>	<b>35,311,549</b>
<b>Restricted Assets:</b>		
Cash and Cash Equivalents	343,722	3,310,883
<b>Total Restricted Assets:</b>	<b>343,722</b>	<b>3,310,883</b>
Net Pension Asset, Long-Term	2,578,254	1,164,137
Equipment, Net	29,080,165	19,880,931
<b>Total Assets</b>	<b>78,268,357</b>	<b>59,667,500</b>
<b>LIABILITIES AND NET ASSETS</b>		
<b>Current Liabilities</b>		
Accounts Payable and Accrued Expenses	3,320,795	1,112,705
Accrued Payroll and Tax Liabilities	405,812	812,117
Accrued Compensated Absences	740,213	901,503
Claims Payable and Related Liabilities	759,814	889,303
Capital Lease Payable	288,550	573,869
Deferred Revenue (Grants/Prop Tax)	17,586,138	13,921,000
<b>Total Current Liabilities</b>	<b>23,101,320</b>	<b>18,210,496</b>
<b>Long-Term Liabilities</b>		
Capital Lease Payable, Less Current Portion	161,793	291,937
Estimated Liabilities	3,038,132	722,260
<b>Total Long-Term Liabilities</b>	<b>3,199,925</b>	<b>1,014,197</b>
<b>Total Liabilities</b>	<b>26,301,245</b>	<b>19,224,692</b>
<b>Net Assets:</b>		
Investments in Capital Assets, Net of Related Debt	28,629,822	19,015,126
Restricted Cash and Cash Equivalents	343,722	3,310,883
Unrestricted	22,993,568	18,116,799
<b>Total Net Assets:</b>	<b>51,967,112</b>	<b>40,442,808</b>
<b>Total Liabilities And Net Assets</b>	<b>78,268,357</b>	<b>59,667,500</b>

Capital Area Transit System  
Statement of Operating Budget vs. Actual  
For the Period Ended March 31, 2024

	Current Month				Year to Date				2024 Annual Budget
	Budget	Actual	Variance	% Var	Budget	Actual	Variance	% Var	
Operating Revenues									
Passenger Paid Fares	92,667	96,370	3,703	4.00%	278,000	290,042	12,042	4.33%	1,112,000
Special Transit Fares (Contract)	1,250	0	(1,250)	-100.00%	3,750	1,200	(2,550)	-68.00%	15,000
ADA/Paratransit Revenue	7,500	8,034	534	7.11%	22,500	25,034	2,534	11.26%	90,000
Advertising Revenue	48,104	57,506	9,402	19.55%	144,313	193,315	49,002	33.96%	577,250
Interest Income	4,167	21,562	17,396	417.49%	12,500	51,167	38,667	309.34%	50,000
Other Agency Revenue	15,087	26,017	10,930	72.45%	45,260	60,321	15,061	33.28%	181,040
<b>Total CATS Generated</b>	<b>168,774</b>	<b>209,489</b>	<b>40,715</b>	<b>24.12%</b>	<b>506,323</b>	<b>621,079</b>	<b>114,757</b>	<b>22.66%</b>	<b>2,025,290</b>
Non Federal Revenue									
Hotel/Motel Tax	100,833	100,833	0	0.00%	302,500	302,500	0	0.00%	1,210,000
Parish Transportation Fund	45,833	45,833	(0)	0.00%	137,500	137,500	(0)	0.00%	550,000
Property Tax Revenue	1,959,915	1,959,915	(0)	0.00%	5,879,745	5,879,745	0	0.00%	23,518,980
<b>Total Non Federal</b>	<b>2,106,582</b>	<b>2,106,581</b>	<b>(0)</b>	<b>0.00%</b>	<b>6,319,745</b>	<b>6,319,744</b>	<b>0</b>	<b>0.00%</b>	<b>25,278,980</b>
Federal Operating Subsidies									
FTA - Formula Grants/PM	298,333	552,624	254,291	85.24%	895,000	1,219,896	324,896	36.30%	3,580,000
FTA - Project Administration	70,000	245,798	175,798	251.14%	210,000	245,798	35,798	17.05%	840,000
FTA - Planning	107,708	(49,226)	(156,934)	-145.70%	323,125	74,246	(248,879)	-77.02%	1,292,500
FTA - Operating	363,084	51,891	(311,193)	-85.71%	1,089,252	104,209	(985,043)	-90.43%	4,357,008
FTA - Cares Grant	49,333	0	(49,333)	-100.00%	147,999	0	(147,999)	-100.00%	591,996
<b>Total Federal Operating</b>	<b>888,459</b>	<b>801,088</b>	<b>(87,371)</b>	<b>-9.83%</b>	<b>2,665,376</b>	<b>1,644,149</b>	<b>(1,021,227)</b>	<b>-38.31%</b>	<b>10,661,504</b>
<b>Total Operating Revenue</b>	<b>3,163,815</b>	<b>3,117,158</b>	<b>(46,657)</b>	<b>-1.47%</b>	<b>9,491,444</b>	<b>8,584,973</b>	<b>(906,470)</b>	<b>-9.55%</b>	<b>37,965,774</b>
FTA - Capital Projects	643,000	1,356,664	713,664	110.99%	1,929,000	1,357,430	(571,570)	-29.63%	7,716,000
FTA - ARP	0	0	0	0.00%	0	0	0	0.00%	-
<b>Total Federal Capital</b>	<b>643,000</b>	<b>1,356,664</b>	<b>713,664</b>	<b>110.99%</b>	<b>1,929,000</b>	<b>1,357,430</b>	<b>(571,570)</b>	<b>-29.63%</b>	<b>7,716,000</b>
<b>TOTAL SOURCES OF REVENUE</b>	<b>3,806,815</b>	<b>4,473,822</b>	<b>667,007</b>	<b>17.52%</b>	<b>11,420,444</b>	<b>9,942,403</b>	<b>(1,478,040)</b>	<b>-12.94%</b>	<b>45,681,774</b>



Operating Expenses

Labor	1,215,163	1,135,843	79,320	6.53%	3,645,490	3,338,369	307,121	8.42%	14,581,960
Fringe Benefits	505,771	492,745	13,025	2.58%	1,517,313	1,746,572	(229,260)	-15.11%	6,069,250
Causality and Liability	161,250	32,303	128,947	79.97%	483,750	285,962	197,788	40.89%	1,935,000
Services	368,765	347,715	21,050	5.71%	1,106,296	909,944	196,353	17.75%	4,425,185
Purchased Transportation	425,000	349,552	75,449	17.75%	1,275,001	984,051	290,950	22.82%	5,100,004
Materials & Supplies	341,498	379,557	(38,059)	-11.14%	1,024,495	883,663	140,832	13.75%	4,097,980
Utilities	23,344	22,063	1,281	5.49%	70,033	68,089	1,943	2.78%	280,130
Miscellaneous Expenses	114,814	331,347	(216,534)	-188.60%	344,441	450,150	(105,709)	-30.69%	1,377,765
Leases and Rentals	8,208	8,014	194	2.36%	24,625	24,233	392	1.59%	98,500
Total Operating Expenses	3,163,815	3,099,141	64,674	2.04%	9,491,444	8,691,032	800,411	8.43%	37,965,774
FTA - Capital Projects	643,000	0	643,000	100.00%	1,929,000	0	1,929,000	100.00%	7,716,000
Net SURPLUS/(DEFICIT) Before Depreciation	0	1,374,681	1,374,681		0	1,251,371	1,251,371		0
Depreciation	229,151	444,485	(215,334)	-93.97%	687,453	1,333,454	(646,001)		2,062,359
NET BALANCE SURPLUS/(DEFICIT)	(229,151)	930,196	1,159,347	-505.93%	(687,453)	(82,083)	605,371	-88.06%	(2,062,359)

**Capital Area Transit System**  
**Balance Sheet**  
**April 30, 2024**

	<u>4/30/2024</u>	<u>4/30/2023</u>
<b>ASSETS</b>		
<b>Current Assets:</b>		
Cash and Cash Equivalents	9,951,672	11,689,106
Accounts Receivable	385,241	277,842
Property Tax Receivable	24,953,807	16,731,661
Due from Governments	7,080,109	4,583,218
Inventory	1,153,420	1,382,977
Prepaid Expenses and Other Assets	703,856	167,276
<b>Total Current Assets:</b>	<b>44,228,105</b>	<b>34,832,079</b>
<b>Restricted Assets:</b>		
Cash and Cash Equivalents	360,470	3,310,883
<b>Total Restricted Assets:</b>	<b>360,470</b>	<b>3,310,883</b>
Net Pension Asset, Long-Term	2,578,254	1,164,137
Equipment, Net	28,574,616	19,657,955
<b>Total Assets</b>	<b>75,741,445</b>	<b>58,965,055</b>
<b>LIABILITIES AND NET ASSETS</b>		
<b>Current Liabilities</b>		
Accounts Payable and Accrued Expenses	2,297,771	1,521,666
Accrued Payroll and Tax Liabilities	563,018	1,677,585
Accrued Compensated Absences	740,213	901,503
Claims Payable and Related Liabilities	759,814	889,303
Capital Lease Payable	291,937	573,869
Deferred Revenue (Grants/Prop Tax)	14,714,625	12,732,042
<b>Total Current Liabilities</b>	<b>19,367,378</b>	<b>18,295,967</b>
<b>Long-Term Liabilities</b>		
Capital Lease Payable, Less Current Portion	161,793	291,937
Estimated Liabilities	2,978,973	722,260
<b>Total Long-Term Liabilities</b>	<b>3,140,766</b>	<b>1,014,197</b>
<b>Total Liabilities</b>	<b>22,508,144</b>	<b>19,310,164</b>
<b>Net Assets:</b>		
Investments in Capital Assets, Net of Related Debt	28,120,887	18,792,150
Restricted Cash and Cash Equivalents	360,470	3,310,883
Unrestricted	24,751,945	17,551,858
<b>Total Net Assets:</b>	<b>53,233,302</b>	<b>39,654,891</b>
<b>Total Liabilities And Net Assets</b>	<b>75,741,445</b>	<b>58,965,055</b>

Capital Area Transit System  
Statement of Operating Budget vs. Actual  
For the Period Ended April 30, 2024

	Current Month				Year to Date				2024 Annual Budget
	Budget	Actual	Variance	% Var	Budget	Actual	Variance	% Var	
Operating Revenues									
Passenger Paid Fares	92,667	101,007	8,340	9.00%	278,000	391,049	113,049	40.67%	1,112,000
Special Transit Fares (Contract)	1,250	600	(650)	-52.00%	3,750	1,800	(1,950)	-52.00%	15,000
ADA/Paratransit Revenue	7,500	8,500	1,000	13.33%	22,500	33,534	11,034	49.04%	90,000
Advertising Revenue	48,104	27,188	(20,917)	-43.48%	144,313	220,502	76,190	52.79%	577,250
Interest Income	4,167	18,281	14,114	338.74%	12,500	69,448	56,948	455.59%	50,000
Other Agency Revenue	15,087	88	(14,999)	-99.42%	45,260	60,409	15,149	33.47%	181,040
<b>Total CATS Generated</b>	<b>168,774</b>	<b>155,663</b>	<b>(13,112)</b>	<b>-7.77%</b>	<b>506,323</b>	<b>776,742</b>	<b>270,420</b>	<b>53.41%</b>	<b>2,025,290</b>
Non Federal Revenue									
Hotel/Motel Tax	100,833	100,833	0	0.00%	302,500	403,333	100,833	33.33%	1,210,000
Parish Transportation Fund	45,833	45,833	(0)	0.00%	137,500	183,333	45,833	33.33%	550,000
Property Tax Revenue	1,959,915	1,959,915	(0)	0.00%	5,879,745	7,839,659	1,959,914	33.33%	23,518,980
<b>Total Non Federal</b>	<b>2,106,582</b>	<b>2,106,581</b>	<b>(0)</b>	<b>0.00%</b>	<b>6,319,745</b>	<b>8,426,326</b>	<b>2,106,581</b>	<b>33.33%</b>	<b>25,278,980</b>
Federal Operating Subsidies									
FTA - Formula Grants/PM	298,333	461,172	162,839	54.58%	895,000	1,681,068	786,068	87.83%	3,580,000
FTA - Project Administration	70,000	121,779	51,779	73.97%	210,000	367,577	157,577	75.04%	840,000
FTA - Planning	107,708	2,262	(105,446)	-97.90%	323,125	76,508	(246,617)	-76.32%	1,292,500
FTA - Operating	363,084	57,237	(305,847)	-84.24%	1,089,252	161,446	(927,806)	-85.18%	4,357,008
FTA - Cares Grant	49,333	0	(49,333)	-100.00%	147,999	0	(147,999)	-100.00%	591,996
<b>Total Federal Operating</b>	<b>888,459</b>	<b>642,451</b>	<b>(246,008)</b>	<b>-27.69%</b>	<b>2,665,376</b>	<b>2,286,600</b>	<b>(378,776)</b>	<b>-14.21%</b>	<b>10,661,504</b>
<b>Total Operating Revenue</b>	<b>3,163,815</b>	<b>2,904,695</b>	<b>(259,120)</b>	<b>-8.19%</b>	<b>9,491,444</b>	<b>11,489,668</b>	<b>1,998,224</b>	<b>21.05%</b>	<b>37,965,774</b>
FTA - Capital Projects	643,000	0	(643,000)	-100.00%	1,929,000	1,357,430	(571,570)	-29.63%	7,716,000
FTA - ARP	0	0	0	0.00%	0	0	0	0.00%	-
<b>Total Federal Capital</b>	<b>643,000</b>	<b>0</b>	<b>(643,000)</b>	<b>-100.00%</b>	<b>1,929,000</b>	<b>1,357,430</b>	<b>(571,570)</b>	<b>-29.63%</b>	<b>7,716,000</b>
<b>TOTAL SOURCES OF REVENUE</b>	<b>3,806,815</b>	<b>2,904,695</b>	<b>(902,120)</b>	<b>-23.70%</b>	<b>11,420,444</b>	<b>12,847,098</b>	<b>1,426,654</b>	<b>12.49%</b>	<b>45,681,774</b>

Operating Expenses

Labor	1,215,163	1,087,985	127,178	10.47%	3,645,490	4,426,354	(780,864)	-21.42%	14,581,960
Fringe Benefits	505,771	552,768	(46,998)	-9.29%	1,517,313	2,299,341	(782,028)	-51.54%	6,069,250
Causality and Liability	161,250	179,235	(17,985)	-11.15%	483,750	465,197	18,553	3.84%	1,935,000
Services	368,765	420,037	(51,272)	-13.90%	1,106,296	1,329,981	(223,684)	-20.22%	4,425,185
Purchased Transportation	425,000	599,738	(174,737)	-41.11%	1,275,001	1,583,789	(308,788)	-24.22%	5,100,004
Materials & Supplies	341,498	377,486	(35,988)	-10.54%	1,024,495	1,261,149	(236,654)	-23.10%	4,097,980
Utilities	23,344	20,976	2,368	10.14%	70,033	89,065	(19,033)	-27.18%	280,130
Miscellaneous Expenses	114,814	77,818	36,996	32.22%	344,441	527,968	(183,527)	-53.28%	1,377,765
Leases and Rentals	8,208	8,014	194	2.36%	24,625	32,247	(7,622)	-30.95%	98,500
Total Operating Expenses	3,163,815	3,324,059	(160,244)	-5.06%	9,491,444	12,015,091	(2,523,648)	-26.59%	37,965,774
FTA - Capital Projects	643,000	0	643,000	100.00%	1,929,000	0	1,929,000	100.00%	7,716,000
Net SURPLUS/(DEFICIT) Before Depreciation	0	(419,364)	(419,364)		0	832,007	832,007		0
Depreciation	229,151	444,485	(215,334)	-93.97%	687,453	1,777,938	(1,090,485)	-	2,062,359
NET BALANCE SURPLUS/(DEFICIT)	(229,151)	(863,848)	(634,697)	276.98%	(687,453)	(945,931)	(258,478)	37.60%	(2,062,359)



## CATS Finance & Executive Committee Meeting

Thursday, May 23, 2024  
4:00 pm

### MINUTES

#### CALL TO ORDER

The CATS Finance & Executive Meeting was called to order at 4:00 pm by Commissioner Hill.

#### 1. ROLL CALL

Attendee Name	Title	Status
Carolyn Coleman	Member at Large	Absent
Melissa deGeneres	President	Present
Michelle Dennis	Secretary	Absent
Patrick Downs	Member	Absent
Johnathan Hill	Vice-President	Absent
Antoinette Pierre	Member	Absent
Tremaine Sterling	Member	Absent
Frederick Thomas	Member	Absent
John Vukovics	Treasurer	Present

#### 2. President's Announcement

None

#### 3. Public Comment

None

#### 4. ACTION ITEMS

- Consideration and approval of the Contract Amendment for MV Transportation
- Consideration and approval of the Contract Amendment for Robert Half
- Consideration and approval of the Contract Amendment for Chief of Minds

#### 5. Adjournment



## CATS Technical Policies and Practices Committee Meeting

Thursday, May 23, 2024  
3:00 pm

### MINUTES

#### CALL TO ORDER

The TPP Committee Meeting was called to order at 3:00 pm by Commissioner deGeneres

#### 1. ROLL CALL

Attendee Name	Title	Status
Carolyn Coleman	Member at Large	Absent
Melissa deGeneres	President	Present
Michelle Dennis	Member	Absent
Patrick Downs	Secretary	Absent
Johnathan Hill	Member	Absent
Antoinette Pierre	Vice-President	Absent
Tremaine Sterling	Member	Absent
Frederick Thomas	Member	Absent
John Vukovics	Treasurer	Absent

#### 2. Introduction

Commissioner deGeneres welcomed everyone gathered for the May TPP Committee Meeting.

#### 3. Old Business

Mr. Richards noted the staff is requesting approval of the Finance Policy Manual, Real Property Acquisition and Equal Employment Opportunity Policies. Mr. Cunningham will make some revisions to the current CEO Contract Authority Policy.

#### 4. New Business

#### 5. Other

- Bylaws– No action taken. -
- CEO Evaluation – No action taken. - Mr. Cunningham will engage an outside party to assist with drafting the CEO contract and evaluation.
- Board Governance – No action taken.

The meeting is adjourned.



## CATS Community Relations Committee Meeting

Thursday, May 23, 2024

2:00 pm

### MINUTES

#### CALL TO ORDER

The Community Relations Committee Meeting was called to order at 2:00 pm by Committee Commissioner Hill

#### 1. ROLL CALL

Attendee Name	Title	Status
Carolyn Coleman	Member at Large	Absent
Melissa deGeneres	President	Absent
Michelle Dennis	Member	Absent
Patrick Downs	Secretary	Absent
Johnathan Hill	Member	Present
Antoinette Pierre	Vice-President	Absent
Tremaine Sterling	Member	Absent
Frederick Thomas	Member	Present
John Vukovics	Treasurer	Absent

#### 2. Introduction

Mr. Hill welcomed everyone gathered for the May Community Relations Committee Meeting.

#### 3. CATS on Demand Transition

The CATS on Demand service transition continued in April. Due to the transition of roles and providers, April's along with May's report will be shared during the June community relations meeting.

#### Certifications – Karen Denman

Ms. Denman noted 19 applications were mailed out, X applications were completed and received, 12 were certified and 1 was recertified for March. Thirty-six customers were granted temporary ridership or deemed ineligible for service. Ten applications were received from other agencies. Ms. Denman reported that the number of temporary certifications was higher than normal due to the service transition. Ms. Denman also informed everyone that CATS On Demand will receive an award from a local organization for

#### 4. Customer Service / Complaints – Syliva Franklin

Ms. Franklin noted that for the month there were 11 contacts, four were valid. In addition, it was noted the call center was offered 21,829 and answered 21,720. In addition, the monthly average for productivity was 99.5%.

5. CATS Communications update – Jada Davis

Ms. Davis noted the engagement rate for each social media platform in comparison to our peer agencies. CATS had one positive and one negative media coverage.

6. Lynx by CATS – Brandon Songy

The average ride time is 8 minutes. 273 accounts were created in April. Lynx completed 7,005 rides and 94 of those were new rides taken.

The meeting is adjourned.





Date: May 20, 2024  
F&E Committee Meeting: May 23, 2024  
Board Meeting: May 28, 2024

## BOARD MEMORANDUM

### ACTION ITEM

**TO:** Capital Area Transit System Board of Commissioners

**THROUGH:** CEO, Theo Richards

**FROM:** Karen D. Denman, ADA Manager

**SUBJECT:** Final Payment of MV Transportation Services

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**Project/Contract:** MV Transportation

**Project/Contract Date(s):** November 1, 2023, thru April 30, 2024

**Renewal options (Yes/No):** No

**If yes, what year/option:**

**Project/Contract Amount:** Final Payment

**Budgeted project (Yes/No):** Yes

**Grant(s) Funded (Yes/No):** No

**If yes, note the grant number:** n/a

### RECOMMENDATION:

ADA Paratransit Department is requesting a final payment to MV Transportation services rendered for the month of April 30, 2024. The total cost of the invoice is \$241,704.72, the amount that's needed to pay the invoice in full is \$166,376.79 overage due to increase in ridership.

**Project/ Amount Requested:** \$166,376.79

Karen D. Denman  
Karen D. Denman (May 21, 2024 10:03 CDT)

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**Project Manager approval**

James Payton  
James Payton (May 21, 2024 11:26 CDT)

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**Supervisor approval**

Sunnie Hines  
Sunnie Hines (May 21, 2024 15:10 CDT)

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**Finance approval**

[Signature]

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**CEO approval**



Date: May 21, 2024  
F&E Committee: May 23, 2020  
Board Meeting: May 28, 2024

## CATS BOARD MEMORANDUM

### BOARD ACTION ITEM

**TO:** Capital Area Transit System Board of Commissioners  
**THROUGH:** Theo Richards, CEO  
**FROM:** Theo Richards, CEO  
**SUBJECT:** To extend contract with Robert Half for temporary financial consulting services

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**Project/Contract:** Financial consulting services

**Project/Contract Date(s):** February 1, 2024 – August 31, 2024

**Renewal options (Yes/No):** No

**If yes, what year/option:** N/A

**Project/Contract Amount:** \$80,000

**Budgeted project (Yes/No):** Yes

**Grant(s) Funded (Yes/No):** No

**If yes, note the grant number:** N/A

**Policy-Related Action: (Yes/No):** No

### **RECOMMENDATION:**

Requesting the F&E Committee and the CATS Board of Commissioners to approve additional funding for the Robert Half contract in the amount of \$80,000, in order to provide continuity for temporary financial consulting services.

### **PROJECT/CONTRACT SUMMARY:**

Funding will continue to pay for the hourly wages of two (2) temporary contractors for the positions of CFO and Financial Analyst. The CFO is responsible for the 2023-year end close out, assist with the monthly financials, and complete financial reporting to complete the National Transit Database (NTD) and the 2023 Financial audits. Financial Analyst assists with the daily financial job duties essential to operate, as well as to maintain a separation of duties in the Finance Division. Also, this position assists with the financial configuration of Munis.

**BACKGROUND:**

CATS is actively recruiting a permanent Chief Finance Officer.

**CONTRACT AMOUNT: \$80,000**

I am requesting approval from the F&E committee and CATS Board of Commissioners approve additional funding for the contract with Robert Half to continue the essential financial operations of CATS. This will allow time to make decisions to fill the critical Chief Finance Officer position in the Finance Department.

DRAFT

Date: May 21, 2024  
F&E Committee: May 23, 2024  
Board Meeting: May 28, 2024

## CATS BOARD MEMORANDUM

### BOARD ACTION ITEM

**TO:** Capital Area Transit System Board of Commissioners  
**THROUGH:** Theo Richards, CEO  
**FROM:** Theo Richards, CEO  
**SUBJECT:** Additional Funding – Chief Of Minds

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**Project/Contract:** Human Resources Consulting Services

**Project/Contract Date(s):** March 1, 2024 – December 31, 2024

**Renewal options (Yes/No):** No

**If yes, what year/option:** N/A

**Project/Contract Amount:** \$50,000

**Budgeted project (Yes/No):** No

**Grant(s) Funded (Yes/No):** No

**If yes, note the grant number:** N/A

**Policy-Related Action: (Yes/No):** No

### **RECOMMENDATION:**

Requesting the F&E Committee and the CATS Board of Commissioners to approve additional funding for the Chief Of Minds contract in the amount of \$50,000, in order to provide continuity for temporary human resources consulting services.

### **PROJECT/CONTRACT SUMMARY:**

Chief of Minds has been providing human resources consulting services and solutions to support the organizations' initiatives and needs. They have been guiding the Human Resources Department in its day-to-day operations, while presenting findings and recommendations. They are in the process of assisting the Agency with developing standard operating procedures. Chief of Minds is also assisting the Agency in recruiting a permanent Human Resources Director. Additional services are required in order to address critical gaps and inadequacies in the Department infrastructure.

**CONTRACT AMOUNT: \$50,000**

I am requesting approval from the F&E committee and CATS Board of Commissioners to provide additional funding for the contract with Chief Of Minds to continue essential and critical functions in the Human Resources department.

DRAFT