



## CATS August Board of Commissioners Meeting

Tuesday, August 16, 2022

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 Kahli Cohran.

#### 1. ROLL CALL

Attendee Name	Title	Status
Dr. Peter Breaux	Member	Present
Carolyn Coleman	Member	Present
Kahli Cohran	President	Present
Melissa DeGeneres	Treasurer	Present
Patrick Downs	Member	Present
Johnathan Hill	Member	Present
Linda Perkins	Vice-President	Present
Antoinette Pierre	Secretary	Present

#### 2. APPROVAL OF MINUTES OF JULY 19, 2022, BOARD MEETING Mr. Kahli Cohran **M/S/C (Hill/Downs)** to recommend the approval of the July 19, 2022, Monthly Board Meeting Minutes

**RESULT: ACCEPTED – Approval of July 19, 2022, monthly board minutes**  
**MOVER: Johnathan Hill**  
**SECONDER: Patrick Downs**  
**YEAS: Breaux, Coleman, Cohran, DeGeneres, Downs, Hill, Perkins, Pierre**  
**NAYS:**  
**ABSTAIN:**  
**ABSENT:**

#### 3. PRESIDENT’S ANNOUNCEMENTS: Mr. Kahli Cohran

Mr. Cohran announced Ms. DeGeneres would serve as Treasurer for the remainder of the term.

#### 4. ADMINISTRATIVE MATTERS

Operations – James Payton

Operators - 109 total operators, 100 active, 9 inactive.

Currently a Cadet class of 5 is in progress. Next class is scheduled for Aug. 29<sup>th</sup>

Culture of Accountability Training- for the month of July was Personal productivity.  
 Other ongoing training is conflict resolution and Smith System training  
 Top Performers on low performing routes for the 2<sup>nd</sup> quarter Brandon Smith, Shontell Chenevert,  
 Cynthia Cummings, Gloria Banks, Henry Devold, Lori Cage  
 Planning and Program Development – Cheri Soileau  
 Plank-Nicholson Bus Rapid Transit  
 North Transit Center-100% design (end of August)  
 ITB for Construction-September  
 NTP: January 2023  
 Construction: 1 year  
 9 35' Electric Buses  
 August Board approval for purchase  
 Comprehensive Operational Analysis  
 Draft Final Routes Scenario (Planning Committee)  
 Terminal (2222 Florida) – relocation opportunities  
 Lynx-KPIs are included for July 2022  
 Procurement – Keith Cunningham  
 Original Equipment Manufacturer Vendors and single source vendor file documentation  
 requirements have been established and are being fully implemented  
 Emergency Procurement process has been documented in an addendum to the  
 Procurement Manual to ensure compliance with state law  
 Procurement Training for Procurement staff is ongoing. All CATS employees involved in  
 the creation of purchase requisitions are be trained as it relates to defined needs  
 Professional Contract Closeout has begun and will be an ongoing effort. Standardized  
 letters are being utilized for contract issuance and closeout  
 DBE Participation has been documented as defined in the August Board Memo -  
 Procurement  
 CEO – Dwana Williams  
 Three contracts were executed for the month of July. Collective Bargaining agreement is  
 being finalized for review. 2021 Audit is complete and NTD is in the process of being  
 finalized. The interim CEO attended the Annual COMTO Conference and Theo Richards  
 presented at the SWTA Summer U training.  
 Finance Report –  
 Dwana Williams presented the July financials and noted that the total current assets as of  
 July 31, 2022, are current assets \$36,045,936. The total assets are \$59,535,126. The  
 total current liabilities are \$15,478,864 and the total liabilities are \$17,496,129. The  
 total net assets are \$42,065,996 The total liabilities and net assets are \$59,535,126.  
 The total operating expenses for the month of July are \$3,069,027  
 The total CATS-generated operating revenues for the month as of July 31, 2022, are  
 \$190,937. The total non-federal subsidies for the month are \$1,685,452 and the total  
 federal subsidies are \$1,124,099  
 The total operating revenues as of July 31, 2022, are \$3,000,488  
 The net operations balance for the month as of July 31, 2022, is a deficit of (\$297,689).

## 5. COMMITTEE REPORTS AND ANY ACTION THEREON

### 1. Finance and Executive: Mr. Kahli Cohran

Mr. Cohran noted the minutes are in the packet

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

Dr. Breaux noted the minutes are in the packet

3. Audit:

Noted the committee did not meet.

4. Planning: Mr. Downs.

Mr. Downs noted the minutes are in the packet

5. Community Relations: Ms. Linda Perkins

Ms. Perkins noted the committee did meet on and the minutes for

July 13, 2022.

6. Action Items

1. APPROVAL of the purchase of nine (9) electric vehicles and eleven (11) charging stations from Gillig, for the BRT Plank-Nicholson BRT Project.  
**M/S/C (Downs/Hill)** to recommend the purchase of nine (9) electric vehicles and eleven (11) charging stations from Gillig, for the BRT Plank-Nicholson BRT Project.

**RESULT: ACCEPTED – Approval of Bus Purchase**

**MOVER: Patrick Downs**

**SECONDER: Johnathan Hill**

**YEAS: Breaux, Coleman, Cohran, DeGeneres, Downs, Hill, Perkins, Pierre**

**NAYS:**

**ABSTAIN:**

**ABSENT:**

2. APPROVAL of the 2021 Annual Audit.

**M/S/C (Downs/Pierre)** to recommend the approval of the 2021 Annual Audit

**RESULT: ACCEPTED – Approval of the 2021 Annual Audit**

**MOVER: Patrick**

**SECONDER: Antoinette Pierre**

**YEAS: Breaux, Coleman, Cohran, DeGeneres, Downs, Hill, Perkins, Pierre**

**NAYS:**

**ABSTAIN:**

**ABSENT:**

3. APPROVAL of the Collective Bargaining Agreement.  
**M/S/C (Coleman/DeGeneres)** to recommend approval of the Collective Bargaining Agreement.

**RESULT: ACCEPTED – Approval of the Collective Bargaining Agreement.**  
**MOVER: Carolyn Coleman**  
**SECONDER: Melissa DeGeneres**  
**YEAS: Breaux, Coleman, Cohran, DeGeneres, Downs, Hill, Perkins, Pierre**  
**NAYS:**  
**ABSTAIN:**  
**ABSENT:**

4. APPROVAL of the WSP Task Order 1, NTE \$645,000.  
**M/S/C (DeGeneres/Hill)** to recommend the approval of WSP Task Order 1, NTE \$645,000.

**RESULT: ACCEPTED – Approval of the WSP Task Order 1, NTE \$645,000.**  
**MOVER: Melissa DeGeneres**  
**SECONDER: Johnathan Hill**  
**YEAS: Breaux, Coleman, Cohran, DeGeneres, Downs, Hill, Perkins, Pierre**  
**NAYS:**  
**ABSTAIN:**  
**ABSENT:**

5. APPROVAL of the authorization to enter into an amended (return to original legal hourly fee, include board representation with council investigation and not to exceed amount of \$120,000) legal services contract with Breazeale, Sachse & Wilson, LLP.  
**M/S/C (Cohran, Downs)** to recommend the authorization to enter into an amended legal services contract with Breazeale, Sachse & Wilson, LLP.

**RESULT: ACCEPTED – Approval of the authorization to enter into an amended legal services contract with Breazeale, Sachse & Wilson, LLP.**  
**MOVER: Kahli Cohran**  
**SECONDER: Patrick Downs**  
**YEAS: Breaux, Cohran, DeGeneres, Downs, Pierre**  
**NAYS: Coleman, Perkins**  
**ABSTAIN: Hill**  
**ABSENT: Downs & Pierre**

6. Adjournment