

2250 Florida Boulevard  
Baton Rouge, LA 70802  
PHONE: 225.389.8920



## EXECUTIVE STAFF

**Bill Deville**  
*Chief Executive Officer*

**Darrell Brown**  
*Chief Administrative Officer*

**Dwana Williams**  
*Chief Operations Officer*

## EXECUTIVE REPORT

July 2019

Bill Deville and Executive Staff

### HUMAN RESOURCES: *Jim Fight*

- CATS hired 23 individuals who attended the Behind the Wheel job fair in June, with the breakdown of hires as follows:
  - Bus Operator – 12
  - Maintenance Helper – 2
  - Mechanic – 1
  - Utility Technician – 4
  - Customer Care Representative – 3
  - Custodian – 1
- Orientation began June 24, 2019 for the new hires.
  - The new hire orientation has been revamped to reflect relevant agency information.
- CATS is currently advertising nationally for the positions of Director of Operations and Comptroller and are being posted both on the CATS website as well as Transit Talent, Passenger Transport, and Indeed.

### OPERATIONS AND MAINTENANCE: *Dwana Williams*

- Operations now has 127 active.
- See attached Performance Measures.

### CEO NOTES: *Bill Deville*

- Will Scott & Company, an executive search firm specializing in transit industry hires, developed profiles on 26 candidates for the newly created Deputy Chief Executive Officer (DECO) position, and a decision has been made on that hire.
- Charles Odimgbe has been selected as the DCEO for the agency. Mr. Odimgbe started on July 9<sup>th</sup> and we look forward to the improvements he will help the agency realize.
- The Buy America audit firm updated CATS that of the 20 items listed as requiring documentation, there are two remaining items needed: electric battery receipt documents and a copy of the FMVS plate. Staff presented those items last week.
- CEO has requested from FTA the permission to use the BRT electric buses in regular, non-BRT revenue service until the Plank BRT revenue service can begin next year.
- CATS CEO was designated to get two letters of support for the Plank-Nicholson BRT Corridor BUILD Grant application, and that assignment was achieved on July 9<sup>th</sup> with letters from Mike Edwards, Executive Director of the Baton Rouge Metropolitan Airport, and Baker Mayor Darnell Waites.
- At the CEO's request, Human Resources is advertising for a Comptroller to manage the Finance Department. The Director of Planning and Program

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Development is seeking to hire an applicant with strong grants management, writing, and financial skills set.

### **PLANNING AND GRANTS: *Garrick Rose***

- CATS met with Build Baton Rouge (BBR) to discuss transit oriented development opportunities along Plank Road and Florida Boulevard.
- The agency submitted a Bus and Bus Facilities grant application for rolling stock.
- Planning and Operations staff are driving the bus routes to identify timing, traffic, and other possible issues that could affect performance.
- Staff has provided needed information for the BUILD grant application and is reviewing draft versions. The application is due July 15<sup>th</sup>.
  - The project team is currently securing letters of support from Louisiana's congressional delegation.
- Pierlott & Associates will be onsite July 15-19 to assist with the review of items, including Financial Management and Financial Capacity for the upcoming Triennial Review.
- The agency is addressing comments from the National Transit Database submission.
- Planning and Operations continue to prepare for the July service adjustments.

### **FACILITIES PLANNING: *James Baker or Garrick Rose***

#### **North Baton Rouge Transit Center:**

- Legal counsel for CATS is working with LSU officials to complete certain legal requirements prior to executing the purchase agreement. LSU is notifying heirs of the intent to sell and counsel is waiting for this process to be completed before CATS can proceed.

#### **East Baton Rouge Transit Center – Cortana-Walmart Transit Center:**

- Construction is underway at the Cortana Transit Center and the passenger loading area is also proceeding.
- Inclement weather has caused some minor delays but construction continues at the site.
- Transit furnishings, such as benches, bike racks, light fixtures, and trash bins, which are the longer lead time items, have been ordered.

### **BUS RAPID TRANSIT:**

#### **Plank Road BRT, Phase One:**

- The HNTB design group, with input from CATS and the City-Parish DPW, is finalizing the BUILD grant application.
- It has been agreed that advancing the final engineering phase of Plank Road Phase One is subject to environmental clearance for the entire Plank-Nicholson BRT Project. Based on HNTB's assessment, the environmental approval is projected to be received in the fall.

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- The Plank Road Phase One progress is subject to the NEPA process and environmental approval.

### **Plank-Nicholson BRT:**

- CATS and the City-Parish are finalizing the federal-to-local mix cost estimate and proposed funding sources for the BUILD application.
- HNTB, working with CATS and the City-Parish, will prepare support documentation to secure environmental clearance for the Plank (Phase One) and Plank-Nicholson (Phase Two) BRT projects. A Categorical Exclusion is anticipated, permitting both phases to proceed.