



CAPITAL AREA TRANSIT SYSTEM

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**MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
JANUARY 19, 2021
4:30 p.m.
BREC Administration Building
6201 Florida Boulevard
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

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

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

Ms. Perkins moved to approve the minutes of the December 15, 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. Mark Bellue

1. Appointment of Nominating Committee

Mr. Bellue thanked those assembled for attending the meeting.

Mr. Bellue reviewed the COVID-19 restrictions in place per BREC guidelines. He noted that any members of the staff and public who wished to attend the meeting would be able to use the available seating in the Commission Room as well as in the hallway.

Mr. Bellue noted that the annual election of officers will take place at the February meeting.

He shared that Vice President Erika Green would chair the Nominating Committee.

Any board member wishing to chair a committee and/or be an officer should let Ms. Green know.

V. ADMINISTRATIVE MATTERS

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

Mr. Deville let the board know that operator barriers have been installed on all vehicles. Electronics Technician Chris McAllister installed barriers and CATS is grateful for his ownership of this project.

While CATS still plans to resume fare collections on February 1, 2021, there may be a delay given the increase in COVID-19 cases in Baton Rouge.

CATS is taking precautions with safety given the threats to the Capitol.

The vaccinations are in phase 1C for the agency's frontline workers.

Ms. Williams noted that there are currently 143 total operators. There are 116 active operators. There are 13 inactive operators and 14 who are out for various reasons.

The agency has implemented a new initiative to honor an Operator of the Year. This inaugural year's recipient is Sheila Bennett. Ms. Bennett has the highest OTP for 2020, and she also had perfect attendance, zero accidents or incidents for three years, along with stellar customer service.

Cynthia Vessel Johnson was the runner-up with the second highest OTP.

Ms. Williams shared that Operations, Maintenance, and Customer Service will have monthly challenges in 2021 to increase performance and productivity. The Operations Department will compete for highest OTP, the Maintenance Department will compete for best performance, and Customer Service will compete for the least number of abandoned calls.

Ms. Williams let the members know that ridership for December was 100,521. This is in line with agency expectations. CATS will be increasing frequency on several routes that will increase ridership. The on-time performance for the month was 76.59%. This is the highest it has been in a very long time. It was noted that CATS is still monitoring individual and route OTP to identify issues that need to be corrected.

The percentage of trips operated in December was 98.49%. The agency operated 197,791 miles, which is indicative of the service provided. There was one preventable accident per 100,000 miles in December, and there were 5,817 mean miles between road calls.

Ms. Soileau informed the board that staff is working towards the February 2021 service change; this will be part of biannual service changes to address customer needs and route improvement moving forward.

She noted that Route 44 – Florida will see an increase in peak-time frequency from 30 to 20 minutes. Route 57 – Sherwood Forest will see an increase in peak-time frequency from 60 to 45 minutes.

Staff is in discussion with the DDD regarding the implementation date for Route 16 Capitol Park Trolley. This is tentatively slated for a summer implementation.

HNTB is preparing a Transit Development Plan and a draft was submitted to staff. An executive work session was held in early January. The Planning Committee will receive an update at its January meeting.

Executive staff is still talking through the organizational assessment that was conducted by HNTB.

A copy of the Service Standards Manual will be presented to the Planning Committee meeting at its January meeting.

The Goodman Corporation submitted a final report for Microtransit that is under internal review.

HDR is completing the KPIs that will be submitted to staff for internal review.

Staff is beginning to work on the information required for the National Transit Database (NTD) annual submission. The deadline for submission is April 30, 2021.

Ms. Soileau noted that a new planner is working with CATS. Antonio Carriere is part of the Atlas Technical on-call team.

Mr. Deville recognized the Human Resources Department for their work to conduct and complete open enrollment for health insurance.

Mr. Deville stated that once all is in order with health insurance compliance for the 2021 start up, CATS will be getting with Gallagher and the ATU to begin again to bring in the better, less costly Blue Cross Blue Shield plan. Mr. Deville noted that the ATU is expressing interest in the better plan but will be offering exceptions for consideration.

CATS general counsel has responded to the lawsuit filed by Mr. Wright with procedural objections that have yet to be heard by the court.

CATS was awarded a grant for increasing COVID-19 safety and implementing contactless fare.

Mr. Deville stated that the Communications Department has finalized a 2021 Communications Plan and asked Ms. McNaylor to provide an overview.

Ms. McNaylor shared that the Plan, while “final”, will be an evolving document that grows as opportunities arise for the agency.

The Plan has a focus on internal communication for the year to ensure all CATS employees are made aware of events. There is also a detailed and focused plan for external communication that ranges from surveys and campaigns to social media and pop ups with customers.

Mr. Cutrone presented the December year-end financials and noted that the total current assets as of December 31, 2020, are \$25,808,149. The total assets are \$49,542,203. The total current liabilities are \$3,829,391 and the total liabilities are \$6,716,464. The total net assets are \$43,194,344. The total liabilities and net assets are \$49,542,203

The total operating expenses for the month of December are \$3,111,310.

The total CATS-generated operating revenues for the month as of December 31, 2020, are \$55,304. The total non-federal subsidies for the month are \$1,219,832 and the total federal subsidies are \$1,105,659.

The total operating revenues as of December 31, 2020 are \$2,380,795.

The net operations balance as of December 31, 2020, is a deficit of \$959,820.

Mr. Cutrone noted that the Hotel/Motel Tax was \$179,236 less than what was budgeted for the year.

The total year-end operating revenues were \$40,561,523. The total year-end operating expenses were \$28,201,373.

CATS was under budget \$704,515 for the year. The year-end surplus was \$9,610,373.

VI. COMMITTEE REPORTS AND ANY ACTION THEREON

1. Finance and Executive: Mr. Mark Bellue

Mr. Bellue referred the members to the minutes of the January 14th meeting in their packets. He noted that all of the action items were unanimously recommended for approval by the committee.

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

Dr. Breaux noted that the committee did not meet.

3. Audit: Mr. Cohran

Mr. Cohran noted the committee did not meet but will be scheduling a meeting in the coming weeks.

4. Planning: Mr. Kevin O’Gorman

Mr. O’Gorman referred the members to the minutes of the December 18th meeting in their packets. He noted that the committee received updates on BRT, MovEBR coordination, and program management.

Mr. O’Gorman noted that the next meeting is scheduled for January 27th.

5. Community Relations: Ms. Linda Perkins

Ms. Perkins invited Mr. Hill to give the report as she was not in attendance.

Mr. Hill referred the members to the minutes of the January 13th meeting in their packets.

He noted that the complaints decreased in both total concerns and valid concerns from 2019 to 2020. There were 1,075 total concerns in 2019 with 360 valid as compared to 546 total concerns in 2020 with 121 valid.

The Call Center had a completion rate of 87%. Mr. Hill noted that industry standard is 85-87%. The Call Center has a goal of 90% completion.

Ms. Crystal Wilson of MV Transportation noted that CATS On Demand had 4,190 scheduled trips for December 2020, compared to 8,366 scheduled trips in December 2019.

Ms. Wilson shared that there was one valid complaint for the month. There was one road call for December.

Ms. Wilson noted that the on-time performance for the month was 94.43%.

Ms. Wilson notified the board that MV has hired five new drivers who are in class this week. The goal is to have ten additional drivers by February; there are currently seven.

VII. ACTION ITEMS

1. Consideration of amending February board meeting date

Mr. Bellue noted that the February board meeting is scheduled for February 16th, which is Mardi Gras. Even though the holiday will look different this year, it was suggested that it may be better to move the meeting to the fourth Tuesday in February.

Ms. Perkins moved that the February meeting of the CATS Board of Commissioners be moved to Tuesday, February 23, 2021 and Mr. Hill

seconded the motion. Mr. Bellue invited public comment and there was none. The motion carried unanimously with no abstentions.

2. Consideration of authorization to purchase seven, 35-foot Gillig diesel buses

Mr. Godwin stated that CATS entered into a contract with Gillig Corporation in February 2016 and it expires on February 10, 2021.

He noted that the Gillig buses purchased in 2011 and 2013 will reach their useful life in 2023.

CATS is requesting Board approval to purchase seven Gillig diesel buses with four to be delivered in 2023 and three to be delivered in 2024.

There will be no payment for the buses until they are delivered to CATS in 2023 and 2024.

Mr. Lambert moved that the CEO is authorized to purchase seven, 35-foot Gillig diesel buses for a total cost not to exceed \$3,489,166 and Mr. Cohran seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

3. Consideration of authorization to renew property and general liability insurance with Stone Insurance

Ms. Thomas shared that staff is recommending the insurance policies for general liability, property, inland marine, and police professional liability be renewed with Stone Insurance at a cost not to exceed \$64,762.74.

Mr. Lambert moved that the CEO is authorized to renew the property and general liability insurance with Stone Insurance for a period of one year and a cost not to exceed \$64,762.74 and Ms. Pierre seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

4. Consideration of authorization to renew executive liability insurance with Stone Insurance

Ms. Thomas noted that staff is recommending the insurance policies for executive liability insurance coverage with Stone Insurance be renewed at a cost not to exceed \$48,672.42.

Ms. Pierre moved that the CEO is authorized to renew the executive liability insurance with Stone Insurance for a period of one year and a total cost not to exceed \$48,672.42 and Mr. Lambert seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

5. Consideration of authorization to renew government entities liability insurance with Stone Insurance

Ms. Thomas noted that staff is recommending the insurance policies for CATS government entities and board professional liability risk coverage with Stone Insurance be renewed at a cost not to exceed \$2,200. She noted that this item does not require Board approval as it falls under the CEO's contract authority, but the President has requested to see this item in the past.

Ms. Perkins moved that the CEO is authorized to renew the government entities liability insurance with Stone Insurance for a period of one year at a cost not to exceed \$2,200 and Mr. Lambert seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

Ms. Green asked for a point of personal privilege. She noted that this was a national day of memorial for those lost to COVID-19. She shared that in the last 308 days, Baton Rouge has lost 599 people to the virus.

Ms. Green asked for a moment of silence for those who have been lost to COVID-19.

VIII. ADJOURNMENT

Ms. Green moved to adjourn the meeting and Ms. Pierre seconded the motion. The motion passed unanimously with no abstentions.