



CAPITAL AREA TRANSIT SYSTEM

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**MEETING OF THE  
BOARD OF COMMISSIONERS OF  
CAPITAL AREA TRANSIT SYSTEM  
AND  
PUBLIC TRANSPORTATION COMMISSION**

**December 14, 2021**

**4:30 p.m.**

**Virtually and at the  
CATS Administrative Building  
350 North Donmoor  
Baton Rouge, LA 70806**

**MINUTES**

**I. CALL TO ORDER: Ms. Erika Green**

**Ms. Green called the meeting to order.**

**II. ROLL CALL: Mr. Theo Richards**

**Members present at the meeting were Commissioner Thomas, Cohran, Lambert, Pierre, Green, Bellue and Hill. Virtually Breaux. Also present were Mr. Bill Deville, CEO; other CATS staff; and members of the public.**

**III. APPROVAL OF MINUTES OF November 16, 2021 BOARD MEETING: Ms. Erika Green**

**Ms. Pierre moved to approve the minutes of the November 16, 2021 meeting and Ms. Green seconded the motion. Ms. Green invited public comment and there was none. The motion carried unanimously with no abstentions**

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

**Ms. Green acknowledged and thanked Commissioner Bellue and Lambert for their years of service to the CATS Board of**

**Commissioners.**

**VI. ADMINISTRATIVE MATTERS**

- 1. Executive and Financial Report: Mr. Bill Deville and Executive Staff  
COVID-19 UPDATES: Bill Deville**

**Mr. Deville acknowledged and thanked Commissioner Green for her years of service to the CATS Board of Commissioners.**

**OPERATIONS: Dwana Williams**

**Ms. Williams noted that there are currently 112 total operators, 97 active and 15 inactive for various reasons.**

**Ms. Williams noted that the November Operations Challenge winners were Paula King, LaTasha Carline, Bobbie Horton, Kiera Wilson, and Tammie Wilson.**

**The November Maintenance challenge winner will be announced in January.**

**The November Customer Service challenge winner was Delecnia Marshall and the Customer Service Top Performer is Michelle Scott.**

**Ms. Williams operations performance measures less than this time last than last year but it is the third highest of the year. We saw increased ridership on three routes.**

**On Time Performance (OTP) lower than this time last year but higher than the past three (3) months. Traffic congestion and pressure points affect OTP.**

**Percentage of trips operated 93.97% down from this time last year and up the last three months. Cadet class of 13, one was fast tracked because he was a previous employee and is currently in service. Of the 12 – six (6) went with line instructors this past Tuesday (December 7, 2021). The other six (6) are doing their behind the wheel training so they can be scheduled for their third party test out between December 14<sup>th</sup> – 20<sup>th</sup>. We are looking for a new class to start January 8<sup>th</sup>.**

**Preventable accidents is lower than this time last year, but slightly higher than our 2.5 goal for the month.**

**Mileage for the month is higher than this time last year and lower than the previous month.**

**Mean Miles between road calls is lower than this time last year but higher than the previous month. We did not meet our 8000 goals.**

**We are seeing some relief with recovering some of the parts we were writing on and we have some spare parts in maintenance.**

**PLANNING AND PROGRAM DEVELOPMENT: Cheri Soileau**  
**Cheri Soileau announced the planning report that was given out at the Planning Committee Meeting. If you want to go through it just send me an email. We will set up a time and we will bring in the consultants to do it and to explain everything to you. This is a snapshot of what is out there. The next step is public outreach which we will be in January and February.**

**The Microtransit contract was sent to River North. It's a 12 week start up process.**

**Public outreach is beginning on the Bus Rapid Transit in January.**

**Operations, Administration and Maintenance Feasibility will begin in January.**

**ADMINISTRATIVE UPDATES: Pearlina Thomas**

**Hitachi will be on site this week for in person training and also work on developing on a customer marketing plan.**

**Contactless payment is moving along with development of education campaign and business development.**

**The CATS procurement attended the LA procurement conference on scholarship.**

**We have some events listed from CATS Cares that we participated in last month.**

**We provided transportation from the Leo S. Butler center Christmas parade.**

**Ms. Thomas introduced the owner of Diamond Security, CATS new unarmed security services.**

**COMMUNICATIONS:**

Continuing to engage Operations to make sure Rider Alters are updated on the website, and on social media. I'm working on yearly recaps for Mr. Deville, our staff and customers; otherwise I think everything else is covered in your packet.

**TECHNOLOGY: Bill Deville, Paul Simon**

The technology enterprise system is still on track with the go live for phase one scheduled with financials for the 4th quarter 2021.

Finance is completely the user acceptance testing and have begun user training. The HR phase is currently underway.

**Finance: John Cutrone**

John Cutrone presented the November financials and noted that the total current assets as of November 30, 2021, are current assets \$27,766,621. The total assets are \$51,841,460. The total current liabilities are \$4,889,744 and the total liabilities are \$7,164,978. The total net assets are \$44,676,482. The total liabilities and net assets are \$51,841,460.

The total operating expenses for the month of November are \$2,487,136.

The total CATS-generated operating revenues for the month as of November 30, 2021, are \$180,175. The total non-federal subsidies for the month are \$1,739,586 and the total federal subsidies are \$685,495.

The total operating revenues as of November 30, 2021 are \$2,460,031.

The net operations balance for the month as of November 30, 2021, is a deficit of (\$27,105). The net operations balance for the year is a deficit of (\$256,256).

BD if there are no questions Madame President, this concludes our Executive Report.

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

**1. Finance and Executive: Ms. Erika Green**

Ms. Green referred the members to the minutes of the December 9th meeting in their packets and reviewed the highlights.

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

Dr. Breaux noted the committee met on December 2<sup>nd</sup> with two presentations. One presentation was regarding the updated pandemic policy and updated audit findings by the comptroller.

**3. Audit: Mr. Thomas**

Mr. Thomas noted the committee did not meet.

**4. Planning: Mr. Cohran.**

Ms. Cohran noted the minutes were in the packet.

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

Mr. Hill noted the committee did meet on and the minutes for December 8, 2021.

Ms. Barnes was presented the MV Report.

**VIII. ACTION ITEMS**

- 1. Consideration of approval of the CATS 2022 proposed budget  
Mr. Cutrone explained the proposed CATS 2022 Budget.**

Mr. Thomas moved for the approval CATS 2022 proposed budget. Mr. Hill seconded the motion. Ms. Green invited public comment and there was none. A roll call vote was held. A roll call vote was held. In favor, Bellue, Cohran, Green, Hill, Thomas, Breaux, Lambert, & Pierre. Against – none Abstain - none. Absent – Perkins. The motion carried.

- 2. Consideration of approval for the P&N Purchase Order Adjustment  
Mr. Cutrone and P&N explained the purchase order adjustment for the current P&N contract.**

Mr. Lambert moved the approval for the approval for the P&N Purchase Order Adjustment. Mr. Bellue seconded the motion. Ms. Green invited public comment and there was none. A roll call vote was held. In favor, Bellue, Cohran, Green, Hill, Thomas, Breaux, Lambert, & Pierre. Against – none Abstain - none. Absent – Perkins. The motion carried.

- 3. Consideration of approval for the amendment of the Intueor Contract**

**Mr. Doucet explained the amendment for the current Intueor contract.**

**Mr. Cohran moved the approval for the approval for the amendment of the Intueor Contract. Mr. Thomas seconded the motion. Ms. Green invited public comment and there was none. A roll call vote was held. In favor, Bellue, Cohran, Green, Hill, Thomas, Breaux, Lambert, & Pierre. Against – none Abstain - none. Absent – Perkins. The motion carried.**

- 4. A resolution providing for canvassing the returns and declaring the result of the election held in the City of Baton Rouge, State of Louisiana, on Saturday, November 13, 2021, for the purpose of authorizing the renewal of the levy and collection of a 10.6 mills ad valorem tax on all the property subject to taxation within the boundaries of the City of Baton Rouge, State of Louisiana, for a period of ten (10) years, commencing with the tax collection for the year 2022, and annually thereafter, to and including the year 2031, to provide funds to be used entirely and exclusively for the purpose of improving the availability and quality of public transportation for the City of Baton Rouge, including decreasing wait times, improving the efficiency of routes, and improving signs and shelters, and to provide funds for the operation and maintenance and acquisition needs of the Capital Area Transit System to provide transportation service; and providing for other matters in connection therewith.**

**President Green the resolution read into record.**

**Mr. Lambert moved the approval for the resolution. Mr. Hill seconded the motion. Ms. Green invited public comment and there was none. A roll call vote was held. In favor, Bellue, Cohran, Green, Hill, Thomas, Lambert, & Pierre. Against – none Abstain - none. Absent – Perkins & Breaux. The motion carried.**

- 5. A resolution providing for canvassing the returns and declaring the result of the election held in the City of Baker, State of Louisiana, on Saturday, November 13, 2021, for the purpose of authorizing the renewal of levy and collection of a 10.6 mills ad valorem tax on all the property subject to taxation within the boundaries of the City of Baker, State of Louisiana, for a period of ten (10) years, commencing with the tax collection for the year 2022, and annually thereafter, to and including the year 2031, to provide funds to be used entirely and exclusively for the purpose of improving the availability and quality of public transportation for the City of Baker, including decreasing wait times, improving the efficiency of routes, and improving signs and shelters, and to provide funds for the operation, maintenance,**

and acquisition needs of the Capital Area Transit System to provide transportation service; and providing for other matters in connection therewith.

President Green read the resolution into record.

Ms. Pierre moved the approval for the resolution. Ms. Green seconded the motion. Ms. Green invited public comment and there was none. A roll call vote was held. In favor, Bellue, Cohran, Green, Hill, Thomas, Lambert, & Pierre. Against – none Abstain - none. Absent – Perkins & Breaux. The motion carried.

6. Consideration of authorization to settle the claims of Chekita White under the terms of the settlement and judgement payment policy adopted by the Board on July 20, 2004 as amended. (This matter might possibly be discussed in executive session. As required by the Open Meeting Law, notice is hereby given that this claim is pending in the 19th Judicial District Court and is Suit Number 678,662, Section 22; and that Chekita White is the plaintiff and Capital Area Transit System and Raquita Joseph are the defendants.)

Ms. Pierre moved to enter to executive session. Mr. Lambert seconded the motion. Ms. Green invited public comment and there was none. A roll call vote was held. In favor, Bellue, Cohran, Green, Hill, Thomas, Lambert, & Pierre. Against – none Abstain - none. Absent – Perkins & Breaux. The motion carried.

Executive session ended and the board meeting resumed at 6:15 pm

Ms. Green moved the approval for the authority to the general counsel to settle the claim with Chekita White. Mr. Thomas seconded the motion. Ms. Green invited public comment and there was none. A roll call vote was held. In favor, Bellue, Cohran, Green, Hill, Thomas, Lambert, & Pierre. Against – none Abstain - none. Absent – Perkins & Breaux. The motion carried.

## **IX. ADJOURNMENT**

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