



CAPITAL AREA TRANSIT SYSTEM

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**MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
JULY 21, 2020
4:30 p.m.
Virtually and at the CATS Administrative
Office Building
350 North Donmoor Avenue
Baton Rouge, LA 70806**

MINUTES

I. CALL TO ORDER: Mr. Mark Bellue

Mr. Bellue called the meeting to order.

II. ROLL CALL

All members were present at the meeting, namely Messrs. Bellue (physically present), Breaux, Cohran, Hill, Lambert, and O’Gorman (physically present) 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 JUNE 23, 2020 MEETING

Mr. Lambert moved to approve the minutes of the June 23, 2020, meeting and Mr. Hill seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

IV. PRESIDENT’S ANNOUNCEMENTS

Mr. Bellue read the agenda into the record and noted that public comments would be accepted via email at catsboard@brcats.com until the beginning of the action items section of the agenda. He noted that all public comments would be read into the record.

V. ADMINISTRATIVE MATTERS

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

Mr. Deville shared that the agency continues to waive fares and enforce limited seating and rear entry for those without mobility impairments. The agency continues to monitor COVID-19 status, daily ridership trends, and local news conferences and announcements from elected officials.

Mr. Deville noted that Governor Edwards announced the continuation of Phase 2 for COVID recovery and the agency's protocols would continue as they are.

Ms. Williams noted that there are currently 145 total operators. There are 111 active operators. The remaining operators are out as a result of COVID-19, FMLA, and Workers' Comp.

Ms. Williams shared that ridership for June was 110,415, which is slightly higher than ridership in May 2020 but still less than June 2019. The on-time performance was 64.01%. The percentage of trips operated in June was 97.71%. The agency operated 196,474 miles. There were 2.0 preventable accidents per 100,000 miles in June and 7,557 mean miles between road calls.

Ms. Williams informed the members that operations will be working to improve performance measures.

Ms. Thomas shared that the role of Facilities/Contracts Manager, along with Buildings and Grounds, has been moved to Administration, and the Custodial Staff has moved to the Maintenance Department. This will improve efficiency, increase effectiveness, and streamline processes. The Facilities Manager will be able to work more closely with Procurement and employees covered under the Collective Bargaining Agreement will be under Operations.

The current operator training class has 13 cadets who have completed their third party testing, received their CDLs, and are with the line instructors. There is one cadet still in training and six that have joined Operations full time. The cadets will have a thorough review of the employee handbook.

The following positions are being advertised at this time: mechanic, bus operator, maintenance supervisor, information technology

analyst, electronics technician, buildings and grounds crew, and planning and capital projects manager.

The COVID-19 Task Force continues to meet and is working with vendors to keep adequate supplies of PPE stocked for the agency. CATS is preparing for a mask giveaway for customers.

To date, the following supplies have been distributed to CATS employees: 4,470 surgical masks; 310 cloth masks; 1,578, 4-ounce bottles of hand sanitizer; 34,450 pairs of gloves; 3,264, 32-ounce bottles of disinfectant; and 87 cases of pull-roll paper towels.

Mr. Deville shared that CATS has been monitoring the ridership daily since the onset of the Stay at Home Order from Governor Edwards. Ridership trends are down, still in the area of 3,000 daily riders versus the 8,000 daily riders pre-COVID.

There will likely be no new service through the end of the year as a result of COVID.

Mr. Deville noted that a major milestone was accomplished with approvals received from both the State Historic Preservation Office and environmental clearance from the FTA.

Mr. Abadie let the members know that that the sale of property for the North Baton Rouge Transit Center has one remaining hurdle in that the resolution adopted by the LSU Board of Supervisors calls for the signature of F. King Alexander, who is no longer at LSU. Mr. Abadie is hopeful the matter will be resolved by September.

Mr. Deville noted that CATS continues meeting with principals involved in the Baker Park and Ride project.

Mr. Cutrone presented the June financials and noted that the total current assets as of June 30, 2020, are \$34,987,294. The total assets are \$56,599,059. The total current liabilities are \$10,856,141 and the total liabilities are \$14,352,099. The total net assets are \$42,246,960, compared to \$43,669,820 in 2019.

The total operating expenses for the month of June are \$2,203,735.

The total CATS-generated operating revenues for the month as of June 30, 2020, are \$70,178. The total non-federal subsidies for the month are \$2,007,609 and the total federal subsidies are \$2,282,411. The net operations balance as of June, 2020, is \$1,927,313.

VI. COMMITTEE REPORTS AND ANY ACTION THEREON

1. Finance and Executive: Mr. Mark Bellue

Mr. Bellue referred the members to the highlights of the minutes of the July 16th meeting and shared the highlights. He noted that all the action items to be presented were recommended for approval by the committee.

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

Dr. Breaux noted the committee did not meet.

3. Audit: Mr. Cohran

Mr. Cohran noted the committee did not meet.

4. Planning: Mr. Kevin O’Gorman

Mr. O’Gorman referred the members to the highlights of the minutes of the July 15th meeting and shared the highlights. He noted that the committee was updated on service planning, BRT, transit centers, and task orders for the on-call consultants.

5. Community Relations: Ms. Linda Perkins

Ms. Perkins noted that the committee had not met since March as a result of COVID-19.

Mr. Cooksey shared that ridership on CATS On Demand has decreased as a result of COVID-19.

Mr. Cooksey noted that CATS On Demand had 3,935 scheduled trips in May. Of those, 112 were cancellations and 157 were no shows, for a total of 3,823 completed trips.

The on-time performance for the month was 84.6%.

VII. ACTION ITEMS

It was noted by Mr. Bellue that no written public comments were submitted.

1. Consideration of authorization to renew website redesign and hosting services contract with Covalent Logic

Ms. McNaylor shared that the website was redesigned by Covalent Logic and they have continued to host the site.

This is the third year of the contract and it allows for a revamp and additional functionalities to be built in the content management of the site.

It was noted that the hosting fee is \$4,000 annually and that a refresh of the site and additional functionality is approximately \$10,000. The agency is asking to renew the contract at a cost not to exceed \$16,000.

Ms. Perkins moved that the CEO is authorized to renew the website redesign and hosting services contract with Covalent Logic for an amount not to exceed \$16,000 and Ms. Pierre seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously.

It was noted that Thomas Cating is the new Procurement Manager for the agency.

2. Consideration of authorization to execute task order for Atlas Technical Consultants for Program Management

Ms. Thomas noted that they will work with CATS to develop procedures and standards used to govern overall management of the project, which will include project initiation, document controls and reporting, communications controls, schedule management, budget management, and project identification and prioritization.

It was noted they will work to augment CATS staff as well as to provide program management.

Ms. Perkins moved that the CEO is authorized to execute a task order with Atlas Technical Consultants for program management services through July 21, 2021, at a cost not to exceed \$354,770 and Mr. Cohran seconded the motion. Mr. Lambert abstained. Mr. Bellue invited public comment and there was none. The motion passed with one abstention.

3. Consideration of authorization to execute task order for HNTB Corporation for Transit Development Plan

Ms. Thomas shared that the task order for HNTB encompasses project management, public/stakeholder engagement coordination,

organizational review, transit vision and strategic plans, proposed capital program, funding strategies, and an implementation plan.

The first task will be primarily focused on transit vision, strategic plans and the proposed capital program.

Ms. Perkins moved that the CEO is authorized to execute a task order with HNTB Corporation for transit development plan services through July 21, 2021, at a cost not to exceed \$350,000 and Mr. Hill seconded the motion. Mr. Lambert abstained. Mr. Bellue invited public comment and there was none. The motion passed with one abstention.

4. Consideration of authorization to execute task order for The Goodman Corporation for Microtransit implementation

Ms. Thomas shared that The Goodman Corporation will be working on project management and final report production, review of accessible transit conditions, stakeholder engagement/public outreach, developing accessible transit options, and the implementation plan.

The first project to be undertaken will be to rework and rebid the microtransit service project. This will be done with a proprietary tool developed by Cambridge Systematics.

Ms. Perkins moved that the CEO is authorized to execute a task order with The Goodman Corporation for microtransit implementation services through July 21, 2021, at a cost not to exceed \$160,000 and Ms. Pierre seconded the motion. Mr. Lambert abstained. Mr. Bellue invited public comment and there was none. The motion passed with one abstention.

VIII. PUBLIC COMMENT

There were no public comments.

X. ADJOURNMENT

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