



**MEETING OF THE  
BOARD OF COMMISSIONERS OF  
CAPITAL AREA TRANSIT SYSTEM  
AND  
PUBLIC TRANSPORTATION COMMISSION  
FEBRUARY 21, 2017  
4:30 p.m.  
BREC Administration Building  
6201 Florida Boulevard  
Baton Rouge, LA 70806**

**MINUTES**

**I. CALL TO ORDER: Mr. Jim Brandt**

**Mr. Brandt called the meeting to order.**

**II. ROLL CALL**

**Present were Messrs. Bellue, Brandt, Breaux, Cohran, and O’Gorman, and Mss. Collins-Lewis, Perkins, and Pierre. Mr. Cutrera was absent. Also present were Mr. Bill Deville, CEO; Mr. Conner Burns, CFO; Mr. Darrell Brown, CAO; other CATS staff; Creighton Abadie of Lindsay & Abadie, A.P.L.C., CATS attorney; and members of the public.**

**III. INVOCATION**

**Ms. Perkins gave the invocation.**

**Mr. Brandt took a moment to introduce two new board members: Mr. Mark Bellue, who serves on the East Baton Rouge Parish School Board for District 1 and works with LUBA Workers’ Comp in government relations; and Mr. Kahli Cohran, who is a civil engineer and owns Civil Solutions Consulting Group, as well as being an Adjunct Professor at Southern University.**

**IV. NOMINATION AND ELECTION OF OFFICERS**

**Ms. Collins-Lewis, chair of the Nominating Committee, recommended the following slate of officers:  
President – Mr. Jim Brandt**

**Vice-President – Ms. Linda Perkins  
Secretary – Ms. Antoinette Pierre  
Treasurer – Mr. Kevin O’Gorman**

**Ms. Collins-Lewis moved that the nominated slate of officers be approved and Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously.**

**Mr. Brandt thanked the board members for their support. He noted that it has been a pleasure to serve as the President and to work with Mr. Deville in establishing a fleet replacement program and fiscal accountability, among other things.**

**V. APPROVAL OF MINUTES OF JANUARY 17, 2017 MEETING**

**Ms. Perkins moved to approve the minutes of both the January 17, 2017 meeting and Ms. Pierre seconded that motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously.**

**VI. PRESIDENT’S ANNOUNCEMENTS**

**Mr. Brandt noted that the CATS Board would soon be losing its most veteran member in Ms. Donna Collins-Lewis as she moves to the Planning Commission Board. To mark the importance of Ms. Collins-Lewis’s contributions, Mr. Brandt moved that the following resolution be approved:**

**Resolution Honoring Councilwoman  
Donna Collins-Lewis  
February 21, 2017**

**Whereas, Councilwoman Donna Collins-Lewis has served on the Capital Area Transit System Board of Commissioners for eight years – from 2009 until 2017 – and has endeared herself as a champion for public transit and the citizens of Baton Rouge, and**

**Whereas, Ms. Collins-Lewis has demonstrated commitment to moving Baton Rouge and CATS forward with her efforts to secure the first dedicated funding source for CATS in its history, and**

**Whereas, she has been an advocate for transit in her role as a Metropolitan Councilmember and has exhibited true leadership in educating her peers on the importance of sustainable public transit in Baton Rouge, and**

**Whereas, Ms. Collins-Lewis served two terms as President of the CATS Board of Commissioners – 2014 and 2015 – and guided the Agency through this period with a steady hand, and**

**Whereas, Ms. Collins-Lewis supported and pushed for the agency to develop its first comprehensive fleet replacement program to better the service provided, and**

**Whereas, Ms. Collins-Lewis has always put the needs of the customer and the community at the forefront of any decision she has made,**

**Therefore be it resolved by the Board of Commissioners of the Capital Area Transit System that it acknowledges the unending dedication of Councilwoman Donna Collins-Lewis to improving the quality of life for the citizens of Baton Rouge through the betterment of public transportation.**

**Resolution adopted by the CATS Board of Commissioners on Tuesday, February 21, 2017.**

**Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously.**

**Mr. Brandt also shared that the special session of the state legislature was coming to an end and it did not appear that CATS would be negatively impacted by any of the bills at this point.**

## **VII. ADMINISTRATIVE MATTERS:**

### **1. Executive Report: Mr. Bill Deville and Executive Staff**

**Before beginning the Executive Report, Mr. Deville noted that CATS would begin recognizing employee milestones on a quarterly basis at board meetings. Employees who reached one-, five-, ten-, and twenty plus-year anniversaries were recognized by CAO Darrell Brown.**

**Mr. Deville and Mr. Brown also took a moment to recognize Mr. Clovis Hayes, the first African-American bus operator at what is now Capital Area Transit System. Mr. Hayes and his family were in attendance at the meeting.**

**In Human Resources, Mr. Darrell Brown noted that CATS made the following hires in January: Operations – 2 Operators and 9 Cadets; and Maintenance – 2 Utility Technicians.**

**Mr. Brown informed the board that, in Operations, all routes are being serviced daily as a result of new vehicles and growing number of operators. CATS assisted with the evacuation of residents from an apartment complex on Cedar Crest due to a fire.**

**Mr. Brown reported that, in Maintenance, preventive maintenance inspections (PMIs) are at 93%.**

**Mr. Brown reported there were 216,552 trips in January and 216,552 year-to-date. There were 68 complaints, and the on-time performance was 82%. The complaints are broken down as follows: courtesy – 17; facilities/maintenance – 8; IT/website issues – 3; other – 2; passed up – 9; performance – 20; and safety – 9. It is important to note that there are 68 complaints out of 216,552 trips for the month, a percentage of 0.031%.**

**Mr. Deville shared that, in Service Planning, Phase One of the Service Improvement Projects implementation is planned for no later than the end of the second quarter 2017. The current proposal is going through governmental compliance review. Phase Two of the project, the Comprehensive Operational Analysis (COA) is in process. Phase One of the Florida Boulevard modified BRT projects planning is underway. Phase Two of the modified BRT plan is Plank Road and is in the planning stages.**

**Mr. Deville noted that, in Facilities Planning, CATS is engaged with LSU and FTA Region VI Headquarters regarding the startup authorization and process for the North Baton Rouge hub. CATS is awaiting Our Lady of the Lake to reconvene the talks for the Children's Hospital for the South Baton Rouge hub. In light of recent developments at the Cortana Mall site, CATS is reevaluating the East Baton Rouge hub to determine the best location long-term. Discussions are underway for the Downtown hub locations.**

**Mr. Deville informed the board that the COO search status is ongoing and he hopes to have a resolution by the next board meeting. The Strategic Plan process is underway with CEO Vision Narrative, Operations, Capital, and Financial planning projects. The 2017 Board Retreat has been set for April 27-28 and is being finalized with CATS staff. The paratransit service contract is under review for a proposed short-term rate increase for approximately three months to allow CATS to issue an RFP and to award a new contract by June. The new website is being built and the expected launch is late May.**

**Mr. Deville noted that the Southwest Transit Association's annual conference in Baton Rouge that was put on in conjunction with CATS just wrapped up. The event was highly successful and featured a panel discussion with Mayor-President Sharon Weston Broome, Transportation Secretary Dr. Shawn Wilson, BRAF Executive Vice President John Spain, NORTA CEO Justin Augustine, and CATS CEO Bill Deville.**

**2. Financial Statements: Mr. Conner Burns**

**Mr. Burns shared that one-half of the certificate of indebtedness had been received and would be closed March 1<sup>st</sup>. He also noted that the \$3 million of board reserves were replenished.**

**Mr. Burns described the highlights of the written report contained in the members' packets showing the status of grants. The balance of grant funds remaining was \$4,149,538.**

**He then discussed the highlights of the financial statements. The 2017 year-to-date property tax monies received was \$1,676,296, and the amount expended from that source was \$1,200,000. January operating revenues were \$202,247 and governmental revenues were \$1,362,583, for a total source of funds of \$1,564,830. The total direct operating expenses were \$2,117,142.**

**The year-to-date operating expenses break down as follows: Operations – 52%, Maintenance – 19%, ADA – 11%, Administration – 11%, Customer Care/Facility – 3%, Security – 2%, and Project Administration – 2%.**

## **VIII. COMMITTEE REPORTS AND ANY ACTION THEREON**

### **1. Finance and Executive: Mr. Brandt**

**Mr. Brandt referred the members to the minutes of the committee’s February 16<sup>th</sup> meeting in their packets. He shared the highlights of the meeting and noted that there the action items would be discussed later in the meeting. He informed the board that all the action items left F&E with positive recommendations.**

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

**Dr. Breaux noted the committee did not meet.**

### **3. Audit: Mr. O’Gorman**

**Mr. O’Gorman noted the committee did not meet.**

### **4. Planning: Mr. Perret**

**Mr. Brandt noted the committee did not meet.**

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

**Ms. Perkins noted the committee did not meet.**

**Ms. Nacosha Phillips, Office Manager of Reliant Transportation, reported that Reliant provided 7,022 completed rides in January and 90% were on-time. There were 4,959 total hours, 7% of rides were no-shows, and there were 6 valid complaints.**

## **IX. ACTION ITEMS**

### **1. Approve renewal of comprehensive general liability insurance policy with Travelers Property Casualty Insurance Company and QBE Specialty Insurance Company through Arthur J. Gallagher Risk Management Services, Inc.**

**Mr. Burns noted that Arthur J. Gallagher is the agent of record for CATS and is in the third year of their contract.**

**The cost for the renewal is \$87,369.46.**

**Ms. Pierre moved that the CEO is authorized to renew the comprehensive general liability insurance policy for 2017 with Travelers Property Casualty Insurance Company and QBE Specialty Insurance Company through Arthur J. Gallagher Risk**

Management Services, Inc. and to execute any documents required for the renewal. Mr. O’Gorman seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously.

2. Authorize the CEO to declare certain furniture items and two parts cleaners as surplus

It was noted that this is a procedural matter that must be fulfilled in order for CATS to send items to auction and/or have them declared scrap.

Ms. Collins-Lewis moved to approve the following resolution and Ms. Perkins seconded that motion:

**RESOLUTION OF BOARD OF COMMISSIONERS OF CAPITAL AREA  
TRANSIT SYSTEM DECLARING CERTAIN ITEMS AS SURPLUS PROPERTY**

**BE IT RESOLVED** that the following items are declared surplus property and that the CEO of Capital Area Transit System (CATS) is authorized to have the items disposed of as he deems fit:

tag 6415	grey 2 drawer file cabinet	handles missing - cabinet is locked and we have no key--not usable	6415 picture
tag 0399	Podium---brown wooden	Not stable--wood chipped in several places--not usable	tag 0399
tag 5478	3 drawer beige steel file cabinet	Has handles--bottom drawer is taped--not usable	tag 5478
Hospitals 35104	5 drawer steel file cabinet beige	First drawer opens but the other 4 drawers do not open	Hospitals 35104
tag 0332	2 drawer steel file cabinet beige	drawers will not open SCRAP	Tag 0332
2 drawer steel file cabinet		Rusted bottom; no key	No tag 1
4 red plastic chairs		one has no back on the chair; all are full of grease and not usable	No tag 2 a & b
Two shelf brown side cabinet - wood		not stable and very dirty	No tag 3 a & b
Black cloth chair with 2 arm rests		Wobbly; leather on arm rests is torn	No tag 4 a b & c
5 drawer steel file cabinet--beige		Drawers are taped up; very unstable; not functional	No tag 5 a & b
5 drawer steel file cabinet--beige		Last 4 drawers do NOT open; unstable	No tag 6 a & b
Bar stool with metal legs		Seat is covered with a plastic garbage bag; not usable	No tag 7

		Rusted at the bottom. Something was screwed on the side that is now missing; no key;		
2 drawer beige steel file cabinet - letter size			No tag 8 a b & c	
2 drawer steel file cabinet--legal size --light grey		Can't open drawers--dented in several areas	No tag 9 a b & c	
Black cloth roller chair--5 legs		Cloth all torn - chair is filthy; not usable	No tag 10 a	
Black cloth roller chair		Wobbly; seat torn	No tag 11 a & b	
4 drawer beige file cabinet--Audit is one of the labels on this cabinet		2 drawers will not close	No tag 12 a b & c	
4 drawer lateral file cabinet--steel lock bar on right side--beige		Drawers one and 4 do not open	No tag 13 a b c & d	
Executive size desk---wooden looking cover		Pieces missing--will not stand on its own; table cover scratched	No tag 14 a & b	
5 drawer Dark beige file cabinet		2 rods missing; lock broken; no key; banged up	No tag 15 a b & c	
5 drawer lateral steel file cabinet		Drawers do not open; bottom drawer bows out; not usable	No tag 16 a & b	
4 drawer black steel file cabinet		good		12
Extension of a desk		okay		29
Admiral television		okay		31
Wooden side table - executive size		okay		35
Blue topped picnic table		okay		36
Wooden dark extension--has fake drawers		appears to need something to hold it up		37
Desk top		can't find legs but top is in good condition		39
wooden veneer cabinet		okay		40
picnic table		okay		45
picnic table		okay		46
picnic table		okay		47
picnic table		okay		48
0369	4 drawer steel file cabinet--lateral	Okay		
0378	Small wooden printer table	Okay		
0401	Smaller executive desk	Okay		
0409	Executive dark brown--wooden desk	Okay		
0429	Cherry wood executive desk	Good		
0434	Executive bookcase brown wood	Good		
0460	4 drawer beige steel file cabinet	Okay		
0468	4 drawer file cabinet--beige	Okay		

0480	Green easel	Good
0496	4 drawer steel file cabinet beige	Okay
0511	stand alone desk 2 drawer	Okay
0517	Sony computer monitor	Okay
0568	4 drawer beige steel file cabinet	Okay
0570	Executive credenza--brown wood	Good
0571	Dark cherry wood computer desk	Okay
0584	4 drawer beige steel file cabinet	Okay
5446	4 drawer steel file cabinet black	Okay
5450	2 drawer lateral file cabinet--wooden cherry	Okay
5468	4 drawer steel file cabinet	Okay
5469	4 drawer light grey steel file cabinet	Third drawer does not close
5498	Dark brown wood executive size desk	Okay
5499	Brown wood hutch top	Right side of top fell off but could be fixed
6073	Black chair--armed sides	a little torn on chair back
6414	3 drawer wooden file cabinet	very good
6473	1 of 6 red chairs - cloth	good except for scratches on arms
6474	1 of 6 red chairs - cloth	good except for scratches on arms
6475	1 of 6 red chairs - cloth	good except for scratches on arms
6476	1 of 6 red chairs - cloth	good except for scratches on arms
6477	1 of 6 red chairs - cloth	good except for scratches on arms
6478	1 of 6 red chairs - cloth	good except for scratches on arms
6479	Wooden shelving unit	shelf behind door is missing
6481	Computer table - wooden	okay
6482	Wooden shelving unit	okay
6484	Wooden shelving unit	okay
6498	2 drawer wooden brown lateral file cabinet	okay
82984	Light brown wood hutch top	one piece broke off but piece is here for repair
205-261	Printer table brown wood	shelf missing
826-3687?	5 drawer lateral file cabinet beige	okay
826-36876	5 drawer lateral file cabinet beige	okay
99801-2052261	Printer table brown wood	scratches---otherwise okay

Two LiftKleen Part Cleaner No. LKD60.

**Mr. Brandt invited public comment and there was none. The motion passed unanimously.**

**3. Approve Jeanette Eckert as Records Officer**

**It was noted that this is a state requirement for all public agencies to have a Records Officer.**



**Ms. Perkins moved that Jeanette Eckert be designated as the Records Officer for Capital Area Transit System and Mr. O’Gorman seconded that motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously.**

**X. PUBLIC COMMENTS**

**At this point, since the last action item is expected to be discussed in executive session, a suggestion was made to have the public comments taken ahead of the last action item. There was no objection to amending the agenda to take up public comments at this time.**

**There were no public comments.**

**IX. ACTION ITEMS – CONTINUED**

- 4. Authorization for the CEO to settle the claim of Harry Boss under the terms of the settlement and judgment 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 19<sup>th</sup> Judicial District Court and is Suit Number 653,726, Sec. 26; and that Harry Boss is the plaintiff and Capital Area Transit System is the defendant.)**

**Mr. Brandt moved to enter executive session to discuss the pending litigation and possible settlement of each matter. Ms. Perkins seconded the motion, there were no public comments, and the motion passed unanimously.**

**Upon returning from executive session, Mr. Brandt moved that the CEO is authorized to settle the claim of Harry Boss for the sum of Thirteen Thousand Ninety-Two and 00/100 (\$13,092.00) Dollars under the terms and conditions of the settlement and judgment payment policy adopted by the Board on July 20, 2004 as amended. Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously.**

**XI. ADJOURN**

**Ms. Perkins moved to adjourn the meeting. Ms. Collins-Lewis seconded, and the motion carried unanimously.**