



**MEETING OF THE  
BOARD OF COMMISSIONERS OF  
CAPITAL AREA TRANSIT SYSTEM  
AND  
PUBLIC TRANSPORTATION COMMISSION  
APRIL 15, 2014  
4:30 p.m.  
BREC Administration Building  
6201 Florida Boulevard  
Baton Rouge, LA 70806**

**MINUTES**

**I. CALL TO ORDER: Ms. Donna Collins-Lewis**

Ms. Collins-Lewis called the meeting to order.

**II. ROLL CALL**

Present were all members, namely Messrs. Brandt, Honore, Miller, O’Gorman, and Perret and Mss. Collins-Lewis, Perkins, Pierre, and Ms. Roe. Also present were Mr. Robert Mirabito, CEO; Mr. Conner Burns, CFO; Mr. Bill Deville COO/Project Manager; other CATS staff; Creighton Abadie of Lindsay & Abadie, A.P.L.C., CATS attorney; and members of the public.

**III. INVOCATION**

Ms. Roe gave the invocation

**IV. ANNOUNCEMENT**

Ms. Collins-Lewis announced that the Capital Area Transit System will levy the ad valorem tax millage rate of 10.6 mills for the City of Baton Rouge and for the City of Baker for the year 2014 at its monthly board meeting to be held on May 20, 2014 at 4:30 p.m. at the BREC Administration Building, 6201 Florida Blvd., Commission Room, Baton Rouge, LA, 70806.

**V. APPROVAL OF MINUTES OF MARCH 18, 2014, MEETING**

Mr. Brandt moved to approve the minutes of the March 18, 2014, board meeting and Ms. Perkins seconded. The motion carried without objection.

## **VI. ADMINISTRATIVE MATTERS:**

### **1. Financial statements: Mr. Conner Burns**

**Mr. Burns noted that the 2013 CMAQ grant has been obligated and is at the Department of Labor. There is \$2,025,000 in federal funding available, which will require \$675,000 in local matching funds.**

**He shared that the annual material audit being conducted by LaPorte is ongoing.**

**CATS has been paid all of the taxes paid under protest for 2012 and 2013 from the Sheriff's Department, which was \$954,866.**

**Mr. Burns shared that tax revenues received year-to-date is \$15,084,373 and that CATS has expended \$4,071,493.**

**After further discussion by members, Mr. Burns mentioned the highlights of the financial statements for the month ended March 31, 2014. The total operating expenses were \$1,205,637 and the net balance for the month was \$21,857.**

### **2. CEO report: Mr. Mirabito**

**Mr. Mirabito began his report by thanking the CATS staff, Capital Region Planning Commission, MV Transit and their subcontractors, and RouteMatch for the tireless hours that were committed to making transit history in Baton Rouge.**

**Mr. Mirabito mentioned that the highlights of his written report are contained in the members' packets. Those comments included: CATS has not received the preliminary FMO findings as of the board meeting; a Workers' Compensation audit was completed in March; CATS was notified by the ATU of their intent to renegotiate wages at the end of the first year of the contract; there will be short-fused, minor, and major changes to the revamped system based on the implementation and review by the Staff; CATS will no longer be laying over buses at the Town Square location due to concerns by the Mayor's Office, the DDD, and the Manship Theater; CATS is preparing a fair market lease with LSU for their property adjacent to the LSU Urgent Care Center for \$1,500 per month with a minimum term of 20 years; TransPro will be providing the results of the customer surveys at the May board meeting; CATS met with John Fregonese, author of FuturEBR, to discuss plans for a streetcar from LSU to downtown; total trips for March were 189,722; on-time performance was 72%; and there were nine complaints. He noted this would be the last month to see general numbers as CATS would be utilizing the information obtained by RouteMatch to provide more specific data to the board.**

**Mr. Mirabito informed the board that he met with Together Baton Rouge and a scorecard was mutually created with the following categories: on-time departures; CATS Trax availability; bus signage; new bus shelters; refurbished shelters; reliability; delivery of 12 new buses in 2014; and reduced travel time.**

**Mr. Mirabito suggested that the board put together a committee to meet with staff and determine the long-term solution for the downtown hub.**

There was discussion about new shelters being built and existing shelters being refurbished. Mr. DeVille informed the board that there would be 100 new shelters built and 77 refurbished during 2014. Some of the shelters are being built with DOTD funds and are therefore on the State's timetable.

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

### **1. Finance and Executive: Ms. Collins-Lewis**

Ms. Collins-Lewis referred the members to the minutes of the committee's April 10<sup>th</sup> meeting in their packets. She shared the highlights of the meeting and noted action items would be discussed later in the meeting.

### **2. Technical, Policies and Practices: Ms. Perkins**

Ms. Perkins noted that the committee would not meet until May to allow for focus on the system expansion. She shared that she has been in regular contact with Ms. Buchanan.

### **3. Audit: Mr. Miller**

Mr. Miller referred the members to the minutes of the committee's April 10<sup>th</sup> meeting in their packets and noted the material audit was ongoing.

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

Mr. Perret referred the members to the minutes of the committee's April 8<sup>th</sup> meeting in their packets. There was discussion of alternative fuel options for buses. Mr. Perret shared that the committee would gather information for fleet alternatives and the economic impacts of various alternatives.

### **5. Community Relations: Ms. Roe and Mr. Melvin Caesar**

Ms. Roe referred the members to the minutes of the committee's April 9<sup>th</sup> meeting in their packets and noted the highlights. She thanked Mr. DeVille for attending and discussing the customer service during the rollout. She stated there were 65 new applications for paratransit service in March, with 25 being certified. Five were ineligible and 28 have not scheduled appointments.

Mr. Caesar of Reliant Transportation reported that the completed paratransit rides were 6,732. The on-time performance was still in the 95% range. Total hours increased by 3% to 4,084. There was one customer complaint.

Mr. Caesar noted that Mr. Mirabito worked with the Lighthouse for the Blind, who was no longer covered in the new service area to ensure they continued to receive service.

## **VIII. ACTION ITEMS**

- 1. Authorize the CEO to extend the Automated Fuels Dispensing Services contract with FuelTrac for six months from May 1, 2014, until October 31, 2014**

**Mr. Mirabito noted that CATS was supposed to be on the City-Parish contract but was mistakenly omitted, so the RFP was reissued. This extension should cover the time necessary for the process to be completed.**

**There were no public comments on this item. Ms. Roe moved to authorize the CEO to extend the Automated Fuels Dispensing Services contract with FuelTrac for six months from May 1, 2014, until October 31, 2014. Mr. Honore seconded the motion and it passed unanimously.**

**2. Authorize the CEO to order six new buses for 2015**

**It was noted that CATS needs to continue replacing its buses as the fleet continues to age. It was determined that CATS needs to replace 12 buses annually over the next four years, then eight annually from the fifth year forward. Federal funding is needed, but earmarks are gone and the discretionary funds are disappearing. CATS will need to use formula grants for buses instead of preventive maintenance as has been the practice in the past.**

**While there is a need for 12 buses, CATS currently has grant money for six, and there are six available from the Monroe procurement that CATS can piggyback on as was done previously. The buses will cost approximately \$420,000 each and it will take approximately 18 months to build the buses to specifications.**

**There were no public comments on this item. Ms. Roe moved to authorize the CEO to purchase six new buses for 2015 and Ms. Collins-Lewis seconded. The motion carried without objection.**

## **IX. PUBLIC COMMENTS**

**Ms. Collins-Lewis asked if there were any comments from the public.**

**Mr. Donald Smith informed the board members that when it rains there are water leaks in some of the buses and he is happy to hear CATS will be ordering new ones.**

**Father Pat Mascarella asked that all the board members use their microphones to speak so they can be heard throughout the room. He shared that any shelters to be built must be ADA compliant. He noted that the Cortana Wal-Mart is not compliant. He thanked everyone for their hard work as well as the work to continue serving the Lighthouse to the Blind.**

**John Katoe, Senior Vice President of MV, commended the staff and the board for the expansion on March 30<sup>th</sup> and said it was a great accomplishment. He has been in transit for 35 years and this is one of the best rollouts he has seen.**

**Mr. Perret moved to extend the meeting past 6:00 p.m. Mr. Brandt seconded, and hearing no public comments, the motion passed unanimously.**

**Jim Mitchell noted that it is a long walk from the Town Square to DOTD, and that buses need to travel across downtown. CATS should consider the Welcome Center as a location.**

**Mr. Brandt noted that it is the board's direction as expressed at the F & E meeting that the CEO is charged with developing a cost analysis to determine the total costs to reimplement the entire system due to changing the downtown stop from Town Square to another location.**

**X. ADJOURNMENT**

**There being no further business, Mr. Honore moved that the meeting be adjourned. Ms. Pierre seconded the motion, and hearing no public comments, it was unanimously approved.**