



**MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
APRIL 18, 2017
4:30 p.m.
BREC Administration Building
6201 Florida Boulevard
Baton Rouge, LA 70806**

MINUTES

I. CALL TO ORDER: Ms. Linda Perkins

Ms. Perkins called the meeting to order. She noted that Mr. Brandt is on vacation and will return next month.

II. ROLL CALL

Present were Messrs. Bellue, Breaux, Cohran, and O’Gorman and Mss. Perkins and Pierre. Messrs. Brandt and Cutrera and Ms. Collins-Lewis were absent. Also present were Mr. Bill Deville, CEO; Mr. Conner Burns, CFO; Mr. Darrell Brown, CAO; Mr. Rod Goldman, COO; 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.

IV. APPROVAL OF MINUTES OF MARCH 21, 2017 MEETING

Mr. O’Gorman moved to approve the minutes of the March 21, 2017, meeting and Ms. Pierre seconded. Ms. Perkins invited public comment and there was none. The motion passed unanimously with no abstentions.

V. PRESIDENT’S ANNOUNCEMENTS

Ms. Perkins introduced and welcomed Mr. Roderick Goldman, the new Chief Operating Officer for CATS. Mr. Deville echoed the welcome from Ms. Perkins and shared that Mr. Goldman’s extensive experience in transit across the country over several decades would be an invaluable addition to the CATS team.

Ms. Perkins reminded the members that the board retreat is scheduled for April 27-28th.

Ms. Perkins also informed the members that CATS has hired a new Human Resources Director, Trina Bowie. Ms. Bowie was not in attendance as she was in a training class.

VI. ADMINISTRATIVE MATTERS

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

Mr. Goldman shared that there are currently 142 operators on the roster and there is a new training class that began on April 3rd. The Operations Department celebrated Driver Appreciation Day on March 17th and has also reestablished the Operator of the Month. This honor is given to two operators monthly who have no disciplinary actions and excellent attendance.

Mr. Goldman noted that CATS is currently evaluating the performance metrics and some processes are being revised; updated information will be provided at the May board meeting.

Mr. Deville shared that the service enhancement plan is underway and meetings are being held with stakeholders to share the information. The plan will come before the board for approval. Mr. Deville noted that plans for the modified BRT are ongoing.

2. Financial Statements: Mr. Conner Burns

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 \$3,538,941.

He then discussed the highlights of the financial statements. The 2017 year-to-date property tax monies received was \$15,752,618, and the amount expended from that source was \$6,848,643. March operating revenues were \$250,857 and governmental revenues were \$4,223,350, for a total source of funds of \$4,474,207. The total direct operating expenses were \$2,151,490.

The year-to-date operating expenses break down as follows: Operations – 50%, Maintenance – 22%, ADA – 11%, Administration – 10%, Customer Care/Facility – 3%, Security – 2%, and Project Administration – 2%.

VII. COMMITTEE REPORTS AND ANY ACTION THEREON

1. Finance and Executive: Ms. Perkins

Ms. Perkins referred the members to the minutes of the committee's April 13th meeting in their packets. She shared the highlights of the meeting and noted that there was no quorum, so no action items were considered for recommendation to the board.

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 but would likely meet in May. The final report is due by June 15th and the auditors will make a presentation to the full board in May or June.

4. Planning: Mr. O'Gorman

Mr. O'Gorman noted the committee did not meet but would likely become very active once the board retreat has concluded and the strategic plan is underway.

5. Community Relations: Ms. Linda Perkins

Ms. Perkins noted the committee did not meet.

Mr. Morgan Landry of Reliant Transportation reported that Reliant provided 7,254 completed rides in March and 91% were on-time. There were 4,590 total hours and one valid customer service complaint.

Mr. Landry noted that Reliant is working to hire and retain quality drivers after the August flood and that this has impacted the on-time performance somewhat.

VIII. ACTION ITEMS

- 1. Authorize Roderick Goldman to sign checks on behalf of CATS for all Whitney Bank accounts and authorize the CEO to execute all documents required by Whitney Bank to effectuate these changes**

Ms. Perkins shared that this is a procedural item. It was noted that after adding Mr. Goldman CATS would have four people who are authorized to sign checks, and that two signatures are required for all checks.

Mr. Bellue moved that Roderick Goldman be authorized to sign checks on behalf of CATS for all Whitney Bank accounts and that William J. Deville is hereby authorized to execute all documents required by Whitney Bank to effectuate this change, and that the “Resolution of a State or Local Government Operating Under Authority of a Board, Council or Other Type of Governing Body” attached hereto as Exhibit A is hereby adopted. Mr. O’Gorman seconded the motion. Ms. Perkins invited public comment and there was none. The motion passed unanimously with no abstentions.

RESOLUTION OF A STATE OR LOCAL GOVERNMENT OPERATING UNDER AUTHORITY OF A BOARD, COUNCIL OR OTHER TYPE GOVERNING BODY

Whitney Bank, also dba Name: Capital Area Transit System,
Hancock Bank Address: 2250 Florida Blvd
 City, State and ZIP: Baton Rouge, LA 70802

- A. We, the undersigned, certify that: we are the President and Secretary/Clerk of the above-named State or Local Government (hereinafter referred to as the "Governing Authority") duly created, organized, and operating under the Constitution and Laws of the State of Louisiana. Federal Employer ID Number 720755868 and; that the following is a true, correct, and certified copy of a resolution adopted at a meeting of the Governing Authority, properly called and duly held on _____ and; that this resolution has been properly entered into the minutes of the Governing Authority, having not been modified or rescinded.
- B. To be resolved that:
- (1) The Financial Institution named above is designated as a depository for the funds of this Governing Authority:
 - (2) This resolution shall continue to have effect until _____press written notice of its recession, modification, or cancellation has been received and recorded by this Financial Institution:
 - (3) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of the Governing Authority with this Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed:
 - (4) Any of the persons named below, so long as they are acting in a representative capacity as agents of the Governing Authority, are authorized to make any and all contracts, agreements, stipulations and orders which they may deem advisable and necessary to open an Account(s) with the Financial Institution and for the effective exercise of powers over said account(s) for the transacting of all business concerning funds deposited in, moneys borrowed from, or other business transacted by and between this Governing Authority and said Financial Institution and; to endorse checks and orders for the payment of moneys and withdrawal of funds on deposit with this Financial Institution, subject to any restriction(s) stated below. The Governing Authority agrees to, shall be bound by, and otherwise be liable for, the terms and conditions of all such contracts, agreements, stipulations and orders. It shall be the responsibility of the Governing Authority to provide written notice to this Financial Institution should the authority of any of the agents it has so authorized to transact business on its behalf has been terminated. This Financial Institution shall incur no liability for acting in good faith upon the representations of said agents until such notice is properly given:
 - (5) Any and all prior resolutions adopted by this governing authority and certified to this Financial Institution as governing the operation of the Governing Authority's account(s), are in full force and effect unless supplemented or modified by this authorization;
 - (6) The Governing Authority agrees to the terms and conditions of any account agreement, properly opened by any authorized representative of the Governing Authority and authorizes the Financial Institution named above, at any time, to charge the Governing Authority for all checks, drafts, or other orders, for the payment of moneys, drawn on the Financial Institution:
- C. Each person named below (name and title) is authorized to exercise the powers granted herein on all accounts opened under this Agreement and accompanying Master Signature Card on behalf of the Governing Authority:

Jeanette Eckert, _____

FConnerBurnsJr., _____

William J Deville _____

- D. I further certify that the Governing Authority has, and at the time of adoption of this resolution did have, full power and lawful authority to adopt the foregoing resolution(s) and to confer the powers granted to the person(s) named herein:

IN WITNESS WHEREOF, we have hereunto affixed our signatures as of

(date).

President

Secretary/Clerk

Printed Name

Printed Name

EXHIBIT A

MASTER SIGNATURE CARD FOR DEPOSITORY ACCOUNTS ANNEXED TO AND MADE PART OF THE RESOLUTION OF A STATE OR LOCAL GOVERNMENT OPERATING UNDER AUTHORITY OF A BOARD, COUNCIL OR OTHER TYPE GOVERNING BODY

Listing of Accounts
("listed Accounts")

Customer Name: Capital Area Transit System

Account Subtitle	Account#
1. E Commerce	47551428
2. Health Insurance	37435266
3. FTA	37435282
4. Worker's Compensation	37435401
5. Payroll	37435274
6. General	37435290
7. Business Liability	37435436
8. Hotel Motel Tax Receipts	48933758
9. Passenger Receipts	44060555
10. Medicaid Reimbursements	48229147
11. Property Tax Fund	46795870

**MASTER SIGNATURE CARD FOR DEPOSITORY ACCOUNTS
ANNEXED TO AND MADE PART OF THE RESOLUTION OF A
STATE OR LOCAL GOVERNMENT OPERATING UNDER
AUTHORITY OF A BOARD, COUNCIL OR OTHER TYPE
GOVERNING BODY**

Customer Information:

Select One: New Account Update (Add/Delete) Signers Supersede Existing
Signature Card

Governing Authority Name/
Customer Name: Capital Area Transit System

Address: 2250 Florida Blvd City, State, ZIP: Baton Rouge, LA 70802

Phone Number: 225-389-8920 Tax ID Number: 72-0755868

The undersigned certifies to Bank that (1) he/she is authorized to sign this Master Signature Card For Depository Accounts ("Signature Card") on behalf of Customer that are listed on Exhibit A (hereinafter referred to as Listed Accounts) and certifies that all statements made on this Signature Card are correct and in accordance with Customer's internal account authorization, organizational and governing documents; (2) each signature presented on this Signature Card is the signature of the named person, who is authorized to sign and otherwise act on behalf of Customer and all Listed Accounts with respect to the accounts listed in this Signature Card. The Customer on its behalf and on behalf of all Listed Accounts, acknowledges receipt of, and agrees to be bound by the Bank's Deposit Agreement, Terms and Conditions, as may be amended by Bank from time to time.

Authorized Signature	Officer Title	Date
Authorized Signature	Officer Title	Date
Authorized Signature	Officer Title	Date
Authorized Signature	Officer Title	Date
Authorized Signature	Officer Title	Date

2. Authorize the CEO to declare computer equipment as surplus

Ms. Perkins noted that this was also a procedural item. Mr. Deville shared that all the equipment listed is well beyond useful life.

Ms. Pierre moved that the following resolution be adopted and Mr. O’Gorman seconded that motion.

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

BE IT RESOLVED that the items listed in the document attached hereto as Exhibit A 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.

**Computer Equipment Requested to be Declared as Surplus – April
2017**

Tag number	Item description
6080	Dell Precision
5275	Dell Precision
5275	Dell Monitor
6100	Dell Optiplex 745
6111	Dell Monitor
5506	Dell Precision
5524	Dell Precision
5522	Hp Color LaserJet Printer
5532	Dell Optiplex 745
5533	Dell Optiplex 745
5500	Dell Optiplex GX270
5534	Dell Optiplex 745
5483	Compaq 340
6118	Laser Fax
5511	Dell Precision
5555	Dell Precision
6091	HP LASERJET 1300
6086	HP LASERJET P2035
6083	HP LASERJET P2015
6053	HP ProDisplay P221
5459	Dell Optiplex GX270
6054	Dell Monitor
6112	Dell Monitor
5486	Dell Optiplex GX270
516	xw 6000 hp
6114	Samsung monitor

Ms. Perkins invited public comment and there was none. The motion passed unanimously with no abstentions.

- 3. Adopt the 2016 Louisiana Compliance Questionnaire and authorize Board officers to execute the Compliance Questionnaire**

Mr. Abadie shared that this is something that is required to complete the annual material audit. It states that CATS has remained compliant in all necessary areas. It was noted that the questionnaire has been reviewed by various departments as well as legal counsel.

Dr. Breaux moved that the following resolution be adopted and Mr. Bellue seconded that motion.

**RESOLUTION OF BOARD OF COMMISSIONERS OF CAPITAL
AREA TRANSIT SYSTEM ADOPTING THE 2016 LOUISIANA
COMPLIANCE QUESTIONNAIRE**

BE IT RESOLVED that the 2016 Louisiana Compliance Questionnaire attached hereto as Exhibit A is hereby adopted and the appropriate board officers as forth therein are authorized to execute the questionnaire.

Ms. Perkins invited public comment and there was none. The motion passed unanimously with no abstentions.

- 4. Authorize the purchase of real property located on Airline Highway from Louisiana State University and the State of Louisiana and authorize the Board President to execute all documents required to purchase the property**

Mr. Deville shared that creating four transit hubs makes it easier for customers to have shorter trips and wait times.

It was noted that this must also be approved by the LSU Board of Supervisors and the purchase will be contingent upon an environmental clearance from the Federal Transit Administration.

Mr. Bellue moved that the following resolution be adopted and Mr. O’Gorman seconded.

**RESOLUTION AUTHORIZING THE BOARD PRESIDENT TO
PURCHASE PROPERTY FROM THE LSU BOARD OF
SUPERVISORS AND THE STATE OF LOUISIANA**

BE IT RESOLVED that the Capital Area Transit System Board President is hereby authorized to purchase the property described below from the Louisiana State University Board of Supervisors and the State of Louisiana for the sum of Two Hundred Thirty Five Thousand and 00/100 (\$235,000.00) Dollars and under such terms and conditions that he deems appropriate, and he is authorized to execute all documents required to effectuate the purchase:

A certain tract or parcel of ground situated in the Third Ward of the Parish of East Baton Rouge, State of Louisiana, in a subdivision known as ADDITION TO SUBURB LOUDON, which said lot is designated on the official map of said subdivision made by A.G. Munding, C.E. and Surveyor, dated July 18, 1940, a copy of which is attached to a Sale with Mortgage from Mrs. Beulah Lee Gordon Loudon to Mrs. Joyce Rosenberg Harrison and Mr. Carl Aulton Harrison, dated January 25, 1943, passed before Glenn S. Darsey, Notary Public, on file in the Office of the Clerk and Recorder of East Baton Rouge Parish as Original 82, Bundle 1535, as TRACT NUMBER "G", and Tract "G" having a front on the North side of Airline Highway of 217.75 feet by a depth on the West line of 678.97 feet, a depth on the East line of 785.05 feet and a width in the rear and along an unnamed street of 188 feet,

LESS AND EXCEPT the Northern 1.17 acres thereof, which 1.17 acre parcel was sold by Carl A. Harrison and Joyce R. Harrison to Earl Jennings by act of sale dated September 5, 1946, recorded in COD677, page 2, official records of East Baton Rouge, Louisiana.

Said property conveyed herein is also shown on the map attached as Exhibit A to a Cash Sale recorded as Original 107, Bundle 12225 of the records of the Clerk of Court and Recorder of Mortgages for the East Baton Rouge Parish, Louisiana, as :South 2.414 Ac. Of Tract G." (herein the "Property")

Ms. Perkins invited public comment and there was none. The motion passed unanimously with no abstentions.

5. Adopt and levy the ad valorem tax millage rate of 10.6 mills for the City of Baton Rouge for the year 2017

Mr. Abadie noted that this is an annual requirement.

Ms. Pierre moved to adopt the following resolution and Dr. Breaux seconded that motion.

RESOLUTION

BE IT RESOLVED, by the Board of Commissioners of Capital Area Transit System that the following millage(s) are hereby levied on the 2017 tax roll on all property subject to taxation in the City of Baton Rouge by Capital Area Transit System:

Capital Area Transit System tax in the City of Baton Rouge MILLAGE
10.6 mills

BE IT FURTHER RESOLVED that the proper administrative officials of the Parish of East Baton Rouge, State of Louisiana, be and they are hereby empowered, authorized, and directed to spread said taxes, as hereinabove set forth, upon the assessment roll of said Parish for the year 2017, and to make the collection of the taxes imposed for and on behalf of the taxing authority, according to law, and that the taxes herein levied shall become a permanent lien and privilege on all property subject to taxation as herein set forth, and collection thereof shall be enforceable in the manner provided by law.

The foregoing resolution was read in full, the roll was called on the adoption thereof, and the resolution was adopted by the following votes:

YEAS:

NAYS:

ABSTAINED:

ABSENT:

Ms. Perkins invited public comment and there was none. The motion passed unanimously with no abstentions.

6. **Adopt and levy the ad valorem tax millage rate of 10.6 mills for the City of Baker for the year 2017**

Mr. Abadie noted that this is an annual requirement.

Ms. Pierre moved to adopt the following resolution and Mr. Cohran seconded that motion.

RESOLUTION

BE IT RESOLVED, by the Board of Commissioners of Capital Area Transit System that the following millage(s) are hereby levied on the 2017 tax roll on all property subject to taxation in the City of Baker by Capital Area Transit System:

Capital Area Transit System tax in the City of Baker

MILLAGE
10.6 mills

BE IT FURTHER RESOLVED that the proper administrative officials of the Parish of East Baton Rouge, State of Louisiana, be and they are hereby empowered, authorized, and directed to spread said taxes, as hereinabove set forth, upon the assessment roll of said Parish for the year 2017, and to make the collection of the taxes imposed for and on behalf of the taxing authority, according to law, and that the taxes herein levied shall become a permanent lien and privilege on all property subject to taxation as herein set forth, and collection thereof shall be enforceable in the manner provided by law.

The foregoing resolution was read in full, the roll was called on the adoption thereof, and the resolution was adopted by the following votes:

YEAS:

NAYS:

ABSTAINED:

ABSENT:

Ms. Perkins invited public comment and there was none. The motion passed unanimously with no abstentions.

Since it is expected that the remaining two items would be discussed in executive session, Mr. O’Gorman moved that the order of the agenda be moved to take public comments ahead of actions items 7 and 8, and Ms. Pierre seconded that motion. Ms. Perkins invited public comment and there was none. The motion passed unanimously with no abstentions.

IX. PUBLIC COMMENTS

Mr. Ralph Carter said that there is no change in how CATS is run even as managers come and go. He shared that buses routinely leave people and the supervision is rude.

X. ACTION ITEMS – CONTINUED

Ms. Perkins noted that the next two action items involved pending litigation and based on Mr. Abadie’s recommendation, should be considered in executive session. Ms. Pierre moved that the board enter into executive session to consider the pending litigation and Dr. Breaux seconded the motion. Ms. Perkins invited public comment

and there was none. The motion passed unanimously with no abstentions.

7. **Authorization for the CEO to settle the claim of Alicia Bailey 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 19th Judicial District Court and is Suit Number 635,582, Sec. D; and that Alicia Bailey is the plaintiff and Capital Area Transit System and Melissa Savoie are the defendants.)**

Upon returning from executive session, Mr. O’Gorman moved that the CEO is authorized to settle the claim of Alicia Bailey for the sum of Thirty Two Thousand Five Hundred and 00/100 (\$32,500.00) Dollars under the terms and conditions of the settlement and judgment payment policy adopted by the Board on July 20, 2004 as amended. Dr. Breaux seconded the motion. Ms. Perkins invited public comment and there was none. The motion passed unanimously with no abstentions.

8. **Authorization for the CEO to settle the claim of Isis Lebray 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 19th Judicial District Court and is Suit Number 652,908, Sec. 26; and that Isis Lebray is the plaintiff and Capital Area Transit System and Jasmine Converse are the defendants.)**

Mr. O’Gorman moved that the CEO is authorized to settle the claim of Isis Lebray for the sum of Twelve Thousand Three Hundred Fifty-Four (\$12,354.00) Dollars under the terms and conditions of the settlement and judgment payment policy adopted by the Board on July 20, 2004 as amended. Mr. Bellue seconded the motion. Ms. Perkins invited public comment and there was none. The motion passed unanimously with no abstentions.

XI. ADJOURN

Ms. Perkins moved to adjourn the meeting. Mr. O’Gorman seconded the motion, and the motion passed unanimously with no abstentions.