



**MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
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JUNE 21, 2016
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. Brandt, Breaux, Cutrera, O’Gorman, Perret, and Mss. Barrett, and Perkins. Mss. Collins-Lewis and Pierre were absent. Also present were Mr. Bill Deville, Interim CEO; Mr. Conner Burns, CFO; Mr. Don Palmer, COO; other CATS staff; and Creighton Abadie of Lindsay & Abadie, A.P.L.C., CATS attorneys; and members of the public.

III. INVOCATION

Ms. Perkins gave the invocation.

IV. APPROVAL OF MINUTES OF MAY 17, 2016, MEETINGS

Ms. Perkins moved to approve the minutes of the May 17, 2016, board meeting and Ms. Barret seconded. The motion was unanimously approved.

V. ADMINISTRATIVE MATTERS:

1. CEO Report: Mr. Bill Deville

Mr. Deville advised the board members that he was changing the format somewhat and would have the executive team report on their areas of the CEO report.

Ms. Kenderlynn Christophe noted CATS made the following departmental hires in May: Administration – 1, Maintenance – 2, Operations – 17 Operators and 1 trainer; and there is an agency assessment currently underway that will meet with employees at every level and in every department of the Agency.

Mr. Burns shared that CATS has signed the Medicaid reimbursement contract, effective July 1, 2016, and all DHH monies owed to CATS will be for December 1, 2015 through June 30, 2016 will be paid; CATS is on budget from a cash and capital perspective; the FTA Triennial Review is complete and this was not a bad review; CATS has received an unmodified audit for the second year in a row, which is the best we can receive.

Mr. Palmer informed the board that there are currently 19 cadets in training and 10 of those will complete training at the end of July; an agreement has been signed with ATU 1546 that will forego arbitration relating to the Discipline Matrix; ADA training has begun with cadet classes and there will be a built-in eight-hour training block dedicated to ADA training, and there will also be refresher courses for all Operators and Mechanics starting at the end of June; the Shop is focusing on windshield/window campaigns in June and new glass has been ordered and installed; preventive maintenance is returning to a normal 6,000 mile schedule and the new measure of ensuring that three buses have preventive maintenance daily has brought half the fleet into compliance with the goal of meeting the FTA requirement of 80% by the end of July; the bus lift project will be completed in one week and all bus bays will be operational; and the Operational Safety and Review Committee (OSRC) was created and met on May 16th.

Mr. Palmer reported there were 211,137 trips in May and 1,108,286 year-to-date. There were 72 complaints, and the on-time performance was 77%. The complaints are broken down as follows: courtesy – 14; facilities/maintenance – 6; passed up – 9; performance – 33; safety – 7; other – 2; and IT/website issues – 1. It is important to note that there are 72 complaints out of 211,137 trips for the month, a percentage of 0.0341%.

Mr. Deville shared that discussions have resumed with LSU for a North Baton Rouge hub and CATS has had discussions with FTA Region VI headquarters regarding the startup authorization and process; CATS is still in talks with Southern University resulting from the lengthy LSU delay; there was an initial engagement with Our Lady of the Lake regarding a potential public/private partnership with the new Children's Hospital, and a discussion of the prospect of merging an access road with a transit hub to possibly replace the temporary Mall of Louisiana hub; CATS is engaged in discussions with the City-Parish Department of Transportation and Drainage Director Stephen Bonnette regarding the Cortana Mall hub and the City may assist CATS in the development of the hub via

Cooperative Endeavor Agreement; CATS has been meeting with mayoral consultant John Fregonese and William Daniel seeking to establish a permanent downtown hub location that can be coordinated with the projected downtown TramLinkBR and parking/land use development, with DDD plans, and with input from CRPC, and this is an ongoing process; and new service standards are being developed and a new service plan is being developed and vetted.

Mr. Deville let the board know that he had executed a contract with Insight Strategies for Organizational Effectiveness and Employee Assessment. The cost of the contract is not to exceed \$47,500 and with travel added, it will not exceed a total of \$50,000.

In the Measures of Success, Mr. Deville provided the following updates: #1: On-Time Performance – 77% for the month, which is tied to the aged fleet and will be improved as new vehicles arrive; #2: Shelter Completion – 17 complete shelters; #3: Transit Hubs –goal is to build two by the end of the year; #4: Fleet Upgrade – four buses are to be delivered in mid-October and eight are to be delivered in mid-December, and strategies are being developed to replace all buses 12 years old or older in a 60-day timespan; and #5: Route Productivity Measures (service standards) – the initial route assessments standards draft is complete and further route redesign and enhancements are being developed and refined.

Mr. Deville noted that there were three new bus wraps – Raising Cane’s, Supreme Rice, and Louisiana Healthcare Connection, and he congratulated Mr. Theo Richards on his continued efforts to grow the advertising program.

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 \$5,081,033. He noted that ECHOs were pulled during the month of May.

He then discussed the highlights of the financial statements. The 2016 year-to-date property tax monies received was \$16,209,168, and the amount expended from that source was \$7,511,070. May operating revenues were \$170,456, and governmental revenues were \$1,989,754, for a total source of funds of \$2,160,210. The total direct operating expenses were \$2,225,530.

The year-to-date operating expenses break down as follows: Operations – 48%, Maintenance – 23%, ADA – 10%, Administration – 12%, Customer Care/Facility – 4%, Security – 2%, and Project Administration – 1%.

VI. PRESIDENT’S ANNOUNCEMENTS

Mr. Brandt announced that the Service Equity Analysis for Route 15 would be complete in June and there may be a recommendation to modify or eliminate the service for the July F&E and board meetings. CATS is working on a renewal of the Covalent contract for consideration at the July meeting. There will be consideration of the service standards in July. Mr. Brandt noted that there is a TramLink meeting that begins at 5:00 p.m. today.

He congratulated Mr. Al Weeden and Mr. Chris Huddleston on their elections as President and Vice President, respectively, of the ATU Local 1546. Mr. Brandt concluded by mentioning that Mr. Deville was honored as a Father "Role Model" by a number of non-profit organizations in New Orleans during Father's Day weekend festivities.

VII. COMMITTEE REPORTS AND ANY ACTION THEREON

1. CEO Search Committee: Mr. Ken Perret

Mr. Perret shared that the deadline for applications closed on June 20th and CATS would wait a few days to see if any applications came via US Mail postmarked before June 20th. He noted there are approximately 17 candidates who appear meet the criteria listed in the job posting. Mr. Perret stated that the applications would be made public. There will be a CEO Search Committee meeting scheduled in July to establish the criteria by which the candidates will be evaluated.

Ms. Barret suggested video submissions once the candidates have been narrowed. This would allow the candidates to answer the same questions without having to schedule telephone interviews.

2. Finance and Executive: Mr. Brandt

Mr. Brandt referred the members to the minutes of the committee's June 16th meeting in their packets. He shared the highlights of the meeting and noted action items would be discussed later in the meeting. He let the board know that each of the action items was recommended for approval by the Committee.

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

Dr. Breaux noted the committee did not meet.

4. Audit: Mr. O'Gorman

Mr. O'Gorman referred the members to the minutes of the committee's June 16th meeting in their packets.

Mr. John Murray of LaPorte CPAs presented the audit report for the year ending December 31, 2015. He noted that CATS received an unmodified (previously called a "clean") report.

He shared that CATS ended 2015 with \$21,232,010 in total current assets. There were \$3,004,341 in total current liabilities.

There were two findings; one for controls over credit card transactions and one for accounts receivable aging.

5. Planning: Mr. Perret

Mr. Perret noted the committee did not meet. He shared that CATS is progressing in various areas but that progress can be slow and frustrating.

6. Community Relations: Ms. Linda Perkins

Ms. Perkins referred the members to the minutes of the committee's June 15th meeting in their packets. She shared that CATS continues to receive large numbers of applications for CATS On Demand service and that Ms. Denman continues to recertify clients monthly.

Mr. Rob Miller of Reliant Transportation reported that Reliant provided 7,423 completed rides in May, 95% were on-time, the total hours were 4,702, and there were five valid complaints.

Mr. Miller shared that, of the rides provided in May, 47% were to places of employment, 32% were medical appointments, 10% were for shopping trips, and 11% were all other trips.

VIII. ACTION ITEMS

1. Authorize the CEO to award TAP shelter construction project to Tillage Construction

It was noted that this was an Invitation to Bid (ITB) and that two firms responded to the solicitation: Tillage Construction, LLC and The Luster Group, LLC. Tillage Construction's bid was \$240,500, and The Luster Group's bid was \$249,500. As an ITB, the award goes to the lowest responsive and responsible bidder, which was Tillage Construction, LLC. Ms. Efferson shared that Vanessa Dargin would be the Project Manager for this contract.

Mr. Brandt invited public comment and there was none. Mr. Cutrera moved that Tillage Construction, LLC be awarded the TAP shelter construction project and that the CEO be authorized to enter into a contract with Tillage Construction, LLC in the amount of \$240,500. Ms. Perkins seconded the motion and it carried without objection.

2. Authorize advertisement of public notice for millage roll forward consideration

Mr. Abadie noted that this is a reassessment year, which occurs every four years, and this is the first time CATS has gone through this process since the property tax was passed. In the past, CATS has assessed its maximum millage rate of 10.6 mills that generates approximately \$16,500,000 annually. Due to reassessment, the CATS millage rate will be reduced 10.23 mills so as to generate the same amount of money annual as last year. If CATS rolls forward to its maximum millage rate of 10.6 mills, this would generate approximately an additional \$660,000 annually.

If CATS wants to roll forward, a public notice must run by July 15th and there would be a public hearing in August.

Mr. Brandt invited public comment and there was none. Mr. Perret moved that the CEO is authorized to begin the process required for Board consideration of rolling forward the millage rates in 2016 including, but not limited to, running the required advertisements and holding the required public hearing. Mr. O’Gorman seconded the motion and it carried unanimously.

IX. PUBLIC COMMENTS

Brian, a customer, shared that some buses have lifts that do not work. He also requested service on Greenwell Springs Road and Monterey. He asked that there be consideration of having Route 17 detour by the Perkins Road Overpass area.

X. ADJOURN

Ms. Perkins moved to adjourn the meeting. Ms. Barrett seconded, and the motion carried unanimously.