



**MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
AUGUST 18, 2015
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 Messrs. Brandt, Breaux, O’Gorman, and Perret and Mss. Collins-Lewis, Perkins, Pierre and Roe. Mr. Honore was absent. Also present were Mr. Robert Mirabito, CEO; Mr. Conner Burns, CFO; Mr. Bill Deville COO/Project Manager; other CATS staff; Wendell Lindsay and Creighton Abadie of Lindsay & Abadie, A.P.L.C., CATS attorney; and members of the public.

III. INVOCATION

Ms. Roe gave the invocation.

IV. APPROVAL OF MINUTES OF JULY 21, 2015, MEETING

Mr. Brandt moved to approve the minutes of the June 16, 2015, board meeting and Mr. O’Gorman seconded the motion. The motion was unanimously approved.

V. ADMINISTRATIVE MATTERS:

1. CEO Report: Mr. Bob Mirabito

Mr. Mirabito mentioned the highlights of his written report contained in the members' packets. His comments included: CATS made one hire in Administration, two in Maintenance, and eight in Operations and one Operations Manager; the Medicaid revenue for July approached \$40,000; CATS is finalizing a contract with First Data to enable e-commerce on the website, allowing our customers to pre-purchase passes; CATS is waiting on the obligation of funding for its shelter project on Florida, Harding, and Scenic, and the FTA has requested information on the status of all Blue Bird buses, which was provided on August 7th; negotiations on a new contract with the union will continue on September 22-24; CATS should take delivery of the two Gillig buses from Lafayette by the end of the month; Victorious Gold has completed the on-site review of the Maintenance Department and we expect their recommendations in four to six weeks; CATS participated in a meeting at Angola Prison to learn about its mechanic training and certification program; CATS has agreed to provide access to the terminal as a stop for MegaBus and will receive \$2,500 monthly for this access; we have completed the redesign of the training for operators and the four CATS trainers have been certified and are conducting classes that all current operators will complete; CATS is working with Baton Rouge Police Department on crisis intervention training for operators and to be a presence on buses in the community whenever possible; CATS received an update from LSU on the proposed lease in north Baton Rouge and it was communicated that LSU is considering adjusting the lease payment to make the lease conform to the NPV requirements of the FTA; CATS continues discussions with a retailer at Cortana Mall on the lease of an empty building for its transfer hub, and the alternative is to expand the bus pull-out on the ring road to handle six buses and allow for transfers on the same side of the street; the administration is asking the board to order an additional eight new buses from Gillig for delivery in 2016, and the approval is contingent upon CATS issuing an ITB for the buses or having Gillig move to the Louisiana State Contract; work has begun on the implementation of the new temporary downtown hub at Third and Lafayette Streets, and the City-Parish Traffic Engineer and Planning Director have given their go-ahead; and CATS is still working with the State to gain access to the restrooms at the Visitors Center.

There were 229,758 total passenger trips in July, 88 complaints, and the on-time performance was 78%. The complaints break down as follows: courtesy – 20; facilities – 6; passed up – 17; performance – 33; safety – 9; IT/website issues – 1; and other - 2. The increase in complaints is a result of the improved Customer Care process that retrieves more complaints in a centralized location; it is important to note that there are 88 complaints from 229,758 trips for the month, a percentage of 0.0383%.

Mr. DeVille gave a summary of the MV Status Report and noted that things are winding down in the last five months of the contract. Mr. DeVille shared that there is an ongoing assessment of requirements for transit service schedule changes and developing plans for implementing the next service change, including the relocation of the downtown hub to Third and Lafayette. It was noted that the FHWA successfully flexed the funding to FTA Region 6 to allow the funded shelter grant awarded to CATS to be given to CATS directly. Mr. DeVille shared that the implementation of placards will begin in the fourth quarter of 2015.

2. Financial Statements: Mr. Conner Burns

Mr. Burns described the highlights of the written financial report showing the status of grants contained in the members' packets, and stated that the balance of the grants was \$5,575,234.

He then discussed the highlights of the financial statements. The 2015 year-to-date property tax monies received was \$15,823,355, and the amount expended from that source was \$10,090,302. July operating revenues were \$231,967 and governmental revenues were \$1,868,930 for a total source of funds of \$2,100,897. The total direct operating expenses were \$2,074,976.

Mr. Burns compared revenues with July revenues of previous years: July 2015 - \$231,967; July 2014 - \$208,356; July 2013 - \$165,123; and July 2012 - \$215,438. The first seven months average from previous years is as follows: 2015 - \$282,778; 2014 - \$171,863; 2013 - \$172,548; and 2012 - \$174,121.

The year-to-date operating expenses break down as follows: Operations – 50%, Maintenance – 21%, ADA – 11%, Administration – 10%, Customer Care/Security – 4%, Facilities Maintenance – 2%, and Project Administration – 2%.

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 August 13th 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 referred the members to the minutes of the committee's August 11th meeting in their packets. She shared the highlights and noted that Ms. Roe had revisions she would like incorporated into the CATS Travel Policy that the TPP Committee was recommending for approval.

3. Audit: Mr. O'Gorman

Mr. O'Gorman noted there was no meeting for the month but Mr. John Murray of LaPorte CPAs was in attendance to provide a summary report to the board members.

Mr. LaPorte shared that CATS was much improved in its audit from 2013 to 2014.

It was noted that, as of December 31, 2014, CATS' total current assets were \$21,469,997; there were \$34,386,461 in total assets and deferred outflows of resources. There were \$6,371,132 in total liabilities and a total net position of \$28,015,329.

Mr. Murray shared that, of the seven 2013 audit findings, all but one was resolved; the controls over cash disbursements were partially resolved. Of the twenty FMO findings, 17 have been resolved, two have not been resolved, and one has been partially resolved.

4. Planning: Mr. Perret

Mr. Perret referred the members to the minutes of the committee's August 7th meeting in their packets. He shared the highlights of the meeting. He also shared that, as a general practice, CATS sends a mechanic to inspect any vehicle CATS is considering owning to ensure it is in good enough shape to carry our customers. He noted that work continues on the strategic plan.

5. Community Relations and Reliant Transportation Group representative

Ms. Roe referred the members to the minutes of the committee's August 12th meeting in their packets. She noted that for July, there were 18 applications submitted; of those, three were conditional, and three were ineligible. During the month 20 applicants were certified. It was noted that there is carry-over each month from applicants who apply in one month but may not come to be certified until the next month. There were seven recertifications in July.

Mr. Morgan Landry, Reliant's Baton Rouge Operations Manager, reported that Reliant provided 7,705 completed rides in July, 95% were on-time, the total hours were 4,822, and there were zero complaints.

VIII. ACTION ITEMS

1. Authorize the CEO to purchase eight additional new buses

Mr. Mirabito noted that the fleet management program was introduced in the strategic plan and calls for 12 new buses annually. He shared that these buses will be purchased through one of the following options: cash, financing, or a combination of cash and financing.

Ms. Collins-Lewis invited public comment and Nora Mercer said it was past time to order new buses, so order as many as possible.

Ms. Roe moved that the CEO be authorized to purchase eight additional new buses for 2016 delivery, to be purchased using cash, financing, or a combination of cash and financing. Mr. Brandt seconded the motion and it carried unanimously.

2. Authorize the CEO to renew the existing contract for claims adjuster services with Baton Rouge Brown for an additional year and to issue an RFP for adjuster services for the period following the renewal period

It was noted that this was an existing contract that would have an hourly rate change for the Adjuster Hourly Rate, Clerical Hourly Rate and the File Origination Fee.

Ms. Collins-Lewis invited public comment. There was no public comment.

Mr. Perret moved to authorize the CEO to renew the existing contract for claims adjuster services with Baton Rouge Brown for an additional year and to issue an RFP for adjuster services for the period following the renewal period and Ms. Perkins seconded. The motion carried without objection.

3. **Award the public relations contract and authorize the CEO to enter into a contract with the successful proposer**

Mr. Mirabito referred members to Ms. Efferson’s memorandum providing details of this procurement. It was noted that there were eight firms to submit proposals, and the top four firms were invited to give presentations. The contract will consist of six tasks – crisis management and campaign/marketing strategy; public relations; graphic design; photography (photographer/videographer/editing); media planning; and miscellaneous.

The Proposal Evaluation Committee is recommending that Covalent Logic be awarded the Public Relations contract. Ms. Stafford Wood, founder and CEO, was present and introduced herself to the board. She noted that they would work with CATS to continue to improve processes and shared that public relations is about improving communication to stakeholders, including internal stakeholders.

Ms. Collins-Lewis invited public comment. Tracy Williams asked if changes would be communicated to the public, and he was told they would be. Champagne Starr said there was no need for public relations if the agency is doing its job.

Mr. Brandt moved that Covalent Logic be awarded the public relations contract and that the CEO be authorize to enter into a contract with Covalent Logic for public relations for a period of one year, not to exceed \$50,000, with the option for four one-year renewals, and under such additional terms and conditions as the CEO determines. Ms. Roe seconded the motion and it carried unanimously.

4. **Authorize the CEO to enter into a contract with Tillage Construction for the purchase of nine bus lifts**

It was noted that this was an Invitation to Bid (ITB), so it would be awarded to the lowest bidder. Tillage Construction, LLC, was the low bidder for the purchase of nine bus lifts at a cost of \$1,229,000, plus optional pricing of \$19,485 for nine remote operator stations. The other bid received was for \$1,338,000. Ms. Efferson stated that Tillage Construction is a certified DBE.

It was noted that the lifts being purchased are movable in the event of relocation/redoing of the maintenance facility.

Ms. Collins-Lewis invited public comment. There was no public comment.

Ms. Roe moved that Tillage Construction be awarded the bus lift contract and that the CEO be authorized to purchase from Tillage Construction nine bus lifts and nine remote control operator stations for a total price of \$1,248,485 and Ms. Perkins seconded. The motion carried without objection.

5. **Approve the CATS Travel Policy**

There was discussion of language revisions to the CATS Travel Policy.

Ms. Collins-Lewis invited public comment. There was no public comment.

Mr. Perret moved to refer the CATS Travel Policy back to committee and Mr. Brandt seconded the motion. Voting yes were Messrs. Brandt, Breaux, O’Gorman, and Perret and Mss. Collins-Lewis, Perkins, and Pierre. Ms. Roe voted no. The motion carried.

6. Accept the 2014 audit from LaPorte CPAs

Ms. Collins-Lewis asked for public comment. There was no public comment.

Mr. O’Gorman moved to accept the 2014 audit from LaPorte CPAs. Mr. Perret seconded the motion and it carried unanimously.

IX. PUBLIC COMMENTS

Mr. Dupuy has been riding CATS for three or four months. He waited through 12 buses for the Mall of Louisiana to L’Auberge bus; he had to wait through 12 buses for the Government bus; the on-time performance has not improved; the system needs to be revised; and the customer service representatives take the phone off the hook.

Nora Mercer said that she waited 90 minutes for the No. 44 line to get to this board meeting; it took 2 hours for the No. 18 bus at College and Bennington; the No. 18 line is too long; the bus should run until midnight; and drivers use their cell phones.

Champagne Starr said she expected better of the system after all the promises that were made; she is ashamed of the system; there is no bus in her area on Sundays; the Cortana to Sherwood bus “disappeared” on June 1st; there is never a supervisor available; she was asked to leave the terminal by police after asking for a supervisor; Ms. Greenlee is never available; and the customer service representatives are rude.

Mr. DeVille shared that anyone bringing specific incidents to the board meeting should come with as much information as possible, including, but not limited to: bus number, route number, date, time of day, operator badge number, and direction of travel.

X. ADJOURN

Ms. Roe moved to adjourn the meeting. Ms. Perkins seconded, and the motion carried unanimously. There being no further business, the meeting adjourned.