

CATS

CAPITAL AREA TRANSIT SYSTEM

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**MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
SEPTEMBER 17, 2019**

4:30 p.m.

**BREC Administration Building
6201 Florida Boulevard
Baton Rouge, LA 70806**

MINUTES

I. CALL TO ORDER: Mr. Mark Bellue

Mr. Bellue called the meeting to order.

II. ROLL CALL

Present at the meeting were Messrs. Bellue, Brandt, Breaux, Cohran, Lambert and O’Gorman and Mss. Perkins, and Pierre. Ms. Green was absent. Also present were Mr. Bill Deville, CEO; Mr. Charles Odimgbe, DCEO; other CATS staff; Creighton Abadie, CATS attorney; and members of the public.

III. APPROVAL OF MINUTES OF AUGUST 20, 2019 MEETING

Mr. Brandt moved to approve the minutes of the August 20, 2019, meeting and Ms. Perkins seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

IV. PRESIDENT’S ANNOUNCEMENTS

Mr. Bellue reviewed the public comment process.

Mr. Bellue informed those present that there was one item that he expected would be considered in executive session and that public comments would be taken after the meeting resumed.

V. ADMINISTRATIVE MATTERS

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

Mr. Deville provided agency updates and introduced the new Comptroller John Cutrone. He noted that Mr. Cutrone will be in charge of the Finance Department and is leading the management of the agency's finances. Mr. Cutrone comes to CATS with 25 years' experience at various levels of finance and accounting, and he has worked in both the public and private sectors.

Mr. Jim Fight shared that the agency hired 27 cadets who began training on August 26th.

Mr. Fight requested a point of personal privilege and introduced his Human Resources staff and noted that he was appreciative of their efforts.

Ms. Dwana Williams shared that, in Operations, there are currently 130 active operators. There are 140 total operators and the remaining ten are on FMLA and light duty.

Ms. Williams noted that CATS had 224,556 passenger trips in August. There were 1.87 preventable accidents per 100,000 miles, and 746.75 trips cancelled for the month. The percentage of on-time trips was 57.71%, there were 49.4 complaints per 100,000 miles, and there were 4,382.8 mean miles between road calls for the month.

Mr. Deville shared that the microtransit pilot program work continues and CATS hopes to have an RFP ready for solicitation for September, 2019, whereby two North Baton Rouge zones will be merged for a service area in North Baton Rouge that includes the Airport, Southern University, and the City of Baker.

The CATS Board President and several committee chairs were able to meet with Congressman Garret Graves on August 29th to discuss the BRT project as well as other CATS initiatives. The meeting was brief but well received and the Congressman and board members took advantage of the photo opportunity along and inside the newly wrapped BYD electric bus.

Planning staff has been riding several routes to adjust schedules and time points for the upcoming October service adjustment.

The Plank Road BRT Phase One project's final engineering is on hold until the completion of the NEPA process and receiving

environmental approval for the entire Plank Road and Plank-Nicholson BRT projects. The City-Parish has received a signed contract and is now in the City-Parish execution process. The contract has been signed by the Director of Transportation and Drainage and has been forwarded to the Purchasing Department; it is now under review by the Parish Attorney.

Mr. Deville let the board know that management has identified three options that would address the administrative office requirements and hopes to complete choice negotiations this week. Staff is visiting and evaluating each location to determine suitability and cost effectiveness. The facilities that have been identified are adequate in size to fully accommodate all administrative functions and personnel from 5700. Management is looking to execute a 12 to 36 month lease with options immediately within the confines of board governance guidelines as this is an urgent matter.

Mr. Deville presented the August financials and noted that the total current assets as of August 31, 2019 are \$24,764,973. The total assets are \$53,823,513. The total current liabilities are \$5,879,288 and the total liabilities are \$11,917,324.

The operating expenses as of August 31, 2019 are \$2,335,162.

The total CATS-generated operating revenues as of August 31, 2019 are \$229,381. The total non-federal subsidies are \$1,604,873 and the total federal subsidies are \$835,829. The total operating subsidies are \$2,440,702.

VI. COMMITTEE REPORTS AND ANY ACTION THEREON

1. Finance and Executive: Mr. Mark Bellue

Mr. Bellue noted the committee did not meet.

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

Dr. Breaux referred the members to the minutes of the September 5th meeting and shared the highlights. He noted there was discussion of the ADA Paratransit Manual that was updated after the recent triennial review. He shared that the TPP Committee unanimously recommended the manual be approved.

3. Audit: Mr. Cohran

Mr. Cohran noted the committee did not meet.

4. Planning: Mr. Kevin O’Gorman

Mr. O’Gorman noted the committee did not meet but would be scheduling a meeting in the coming weeks prior to the October board meeting.

5. Community Relations: Ms. Linda Perkins

Ms. Perkins referred the members to the minutes of the committee’s September 11th meeting in their packets and shared the highlights of the meeting.

Mr. Bryan Basford of MV Transportation introduced the new General Manager Walter “Lenny” Cooksey. Mr. Basford noted that he has begun his position with MV in Canada and Mr. Cooksey will begin making the reports in October.

Mr. Basford noted that CATS On Demand had 9,118 scheduled trips in August; of those, 505 were cancellations and 233 were no shows, for a total of 8,613 completed trips.

Mr. Basford noted that 48% of the trips were subscription and 52% were demand trips. There were six complaints and the on-timer percentage was 87%.

There was discussion of the vehicle fleet and it was noted there were three road calls and three vehicles had to be towed on their routes.

Mr. Deville requested a moment to recognize an employee for his life-saving efforts on a CATS bus. Ms. Pearlina Thomas recognized Mr. Elijah Pipersburg for his actions to help a bus operator in distress.

VII. ACTION ITEMS

1. Consideration of authorization for the CEO to renew strategic creative partner Rockit Science contract

Ms. McNaylor shared with the board that CATS was near the end of the first year of the contract with Rockit Science and that it has been a productive partnership. She noted that strides had been made in efforts to promote the agency and more work remains over the coming years.

Rockit Science performs graphic design work, photography, videography, market strategy, and media planning for the agency. In

addition to the brand awareness that has been developed, Rockit Science will be working with CATS on a focused education outreach campaign and internal customer campaigns throughout the year.

CATS staff is recommending the first renewal option be exercised with a cost not to exceed \$160,000 for the period of October 1, 2019 through September 30, 2020.

Mr. Brandt moved that the CEO is authorized to renew the strategic creative partner contract with Rockit Science for a period of one year and an amount not to exceed \$160,000 and Ms. Perkins seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

2. Consideration of authorization for the CEO to renew the RouteMatch annual technical support, warranty, and technical contract for a period of one year

Ms. Sanchez let the board know that this is a renewal of a contract with RouteMatch to provide warranty and technical support for the software and technology utilized on CATS vehicles. The price was negotiated to a lower amount of \$165,052 for twelve months.

There was discussion concerning the RouteMatch contract as well as the on-call services “bench” solicitation. It was noted that the agency is currently considering options that would replace RouteMatch; it would likely take 12-15 months to create a scope of work, solicit and evaluate proposals, and make a contract award.

Ms. Perkins moved that the CEO is authorized to enter into a contract with RouteMatch for annual technical support, warranty, and technical services for a period of one year and an amount of \$165,052 and Mr. Bellue seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

3. Consideration of authorization to add John Cutrone as signatory on behalf of CATS for all Whitney/Hancock Bank accounts and to remove Jeanette Eckert as signatory and consideration of authorization for the CEO to execute all documents required by Whitney/Hancock Bank to effectuate these changes

Mr. Deville noted that this is a requirement of Whitney Bank and that the addition of Mr. Cutrone and the removal of Ms. Eckert should be the last amendment for some time. The four authorized signatories

will be Messrs. Deville, Odimgbe, and Cutrone and Ms. Dwana Williams.

Mr. Cohran moved that the CEO is authorized to remove Jeanette Eckert as a signatory and add John Cutrone as a signatory for all Whitney/Hancock Bank accounts and that the CEO is authorized to execute all documents required by Whitney/Hancock Bank to effectuate these changes. Ms. Pierre seconded the motion. Mr. Bellue 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 Hancock Bank
Capital Area Transit System
2250 Florida Boulevard
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 72-0755868, 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 September 17, 2019 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 express 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 borrowing by or on behalf of the Governing Authority with this Financial Institution prior to the adoption of the 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 transaction of all business concerning funds deposited in, money 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 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, 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 this 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 this 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:**

**John Cutrone, Comptroller
William J. "Bill" Deville, Chief Executive Officer
Charles Odimgbe, Deputy Chief Executive Officer
Dwana Williams, Chief Operating Officer**

- 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 September 17, 2019.

Mark Bellue, CATS Board President
Amie McNaylor, CATS Board Assistant Secretary

4. Consideration of approval of CATS ADA Paratransit Manual

Ms. Thomas shared that the revisions made to the CATS ADA Paratransit Manual were done at the recommendation of the auditors with the FTA Triennial Review. The changes have been approved by the FTA and the manual must be adopted by the CATS Board of Commissioners before it can be submitted to the FTA.

Dr. Breaux moved that the CATS ADA Paratransit Manual be adopted and Mr. Lambert seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

5. Consideration of authorization for the CEO to enter into a lease for new office space for CATS

Mr. Deville shared that staff has been working to find office space for the administrative staff that has been displaced since August 8th.

Mr. Deville noted that a building has been identified at 350 North Donmoor Avenue. The building has 10,875 square feet and the cost for the first year will be \$89,718.72. The cost for the second year will be \$92,437.56 and the third year cost will be \$95,156.28.

There was considerable discussion about the state of the building, the inspection status, and the cost of the building. There were suggestions that a commercial building inspection be completed and that the last tenant be contacted to determine the feasibility of the building. There was also a question as to how long the building had been vacant. It was strongly urged that the staff ensure the building will be suitable and safe and all proper measures taken to ensure this is the best decision for the agency.

Mr. O’Gorman moved that the CEO is authorized to enter into a three year lease with the owner of the property located at 350 North Donmoor Avenue at a cost not to exceed \$277,312.56 and with such other terms and conditions as the CEO deems appropriate and Mr.

Cohran seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

- 6. Consideration of authorization for the CEO to settle the claims of Lionel Hayes and Sharon Chambers 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 669,306, Sec. 22; and that Lionel Hayes and Sharon Chambers are the plaintiffs and Capital Area Transit System is the defendant.)**

Mr. Brandt moved to enter into executive session to discuss this pending litigation. Mr. Lambert seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions. At this point, the board entered into executive session.

Following the executive session, Mr. Brandt moved that the CEO is authorized to settle the claims of Lionel Hayes for the sum of thirty one thousand and 00/100 (\$31,000.00) plus court costs and the claims of Sharon Chambers for the sum of eighteen thousand five hundred and 00/100 (\$18,500.00) plus court costs each 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. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

X. PUBLIC COMMENTS

XI. ADJOURNMENT

Mr. Cohran moved to adjourn the meeting and Mr. O’Gorman seconded the motion. The motion passed unanimously with no abstentions.