



2817 Canal Street  
New Orleans, LA 70119

## New Orleans Regional Transit Authority Board of Commissioners

### Meeting Minutes

---

Tuesday, December 14, 2021

10:00 AM

Virtual

---

#### Regular Board Meeting

The New Orleans Regional Transit Authority's Board of Commissioners hereby certifies that it will convene a meeting on Tuesday, December 14, 2021 electronically via Zoom in accordance with the provisions of La. R.S. 42:17.1(A)(2)(a)-(c).

**1. Call to Order**

**2. Roll Call**

**Commissioners Present:** Chairman Daniels, Commissioner Bryan, Commissioner Neal, Commissioner Raymond, Commissioner Walton, Commissioner Wegner and Commissioner Tillery

**Commissioner Absent:** Commissioner Sarwar

**Present:** Chairman Flozell Daniels, Commissioner Fred Neal, Commissioner Mark Raymond, Commissioner Walt Tillery, Commissioner Laura Bryan, Commissioner Art Walton, and Commissioner Sharon Wegner

**Absent:** Commissioner Mostofa Sarwar

**3. Consideration of Meeting Minutes**

A motion was made by Commissioner Tillery, seconded by Commissioner Wegner and approved. The motion carried by the following vote:

**Aye:** Chairman Daniels, Commissioner Neal, Commissioner Raymond, Commissioner Tillery, Commissioner Bryan, Commissioner Walton, and Commissioner Wegner

**Absent:** Commissioner Sarwar

[Board Meeting Minutes from November 16, 2021]

[21-214](#)

Commissioner Tillery moved and Commissioner Wegner seconded to approve the minutes of November 16, 2021. The motion was adopted unanimously.

#### 4. Reports

##### RTA Chairman's Report

Commissioner Daniels stated that the Board held its retreat with the executive leadership team and this retreat gave the Board the opportunity to step back and look at what has been accomplished over the last year and opportunity to do some mission critical planning for the Agency.

Commissioner Daniels also thanked the Board for being committed to continue to do the difficult work of planning for the future and the oversight of the Agency.

Commissioner Daniels also thanked Alex Wiggins and his staff for doing the necessary work for the retreat.

##### Operations & Administration Committee Chairman's Report

Commissioner Neal stated that he wanted to thank Jose Garcia and staff for accompanying him to the International Boat Show held in November and at this event he had the opportunity to meet the manufactures of the RTA ferries and the builders of the barge.

##### Finance Committee Chairman's Report

Commissioner Raymond stated that at the Finance Committee Meeting staff went into detail regarding the 2022 Budget and the 2022 Budget was approved at the Finance Committee Meeting.

##### Jefferson Parish Report

Commissioner Wegner stated that JP Transit was going to unveil a mural at the Walker Town Bus Terminal on December 16, 2021.

Commissioner Wegner stated that this mural would be used to educate the community and this mural will celebrate the rich heritage of Walker Town Bus Terminal.

##### RTA General Counsel's Report

Sundiata Haley stated that he was going to discuss his report at Executive Session.

#### 5. Selection of the Official Journal

Commissioner Raymond moved and Commissioner Neal seconded to adopt The Advocate as the Official Journal. Resolution No. 21-093 was adopted unanimously.

A motion was made by Commissioner Raymond, seconded by Commissioner Neal and adopted. The motion carried by the following vote:

**Aye:** Chairman Daniels, Commissioner Neal, Commissioner Raymond, Commissioner Tillery, Commissioner Bryan, Commissioner Walton, and Commissioner Wegner

**Absent:** Commissioner Sarwar

[Selection of the Official Journal]

[21-213](#)

Enactment No: 21-093

## 6. Election of Officers

### A. Chairperson

Commissioner Raymond moved and Commissioner Wegner seconded to approve Flozell Daniels as the Chairman of the RTA Board. The motion was approved unanimously.

A motion was made by Commissioner Raymond, seconded by Commissioner Wegner and adopted. The motion carried by the following vote:

**Aye:** Chairman Daniels, Commissioner Neal, Commissioner Raymond, Commissioner Tillery, Commissioner Bryan, Commissioner Walton, and Commissioner Wegner

**Absent:** Commissioner Sarwar

### B. Vice Chairperson

Commissioner Neal moved and Commissioner Wegner seconded to approve Mark Raymond as the Vice-Chairman of the RTA Board of Commissioners. The motion was approved unanimously.

A motion was made by Commissioner Neal, seconded by Commissioner Wegner and adopted. The motion carried by the following vote:

**Aye:** Chairman Daniels, Commissioner Neal, Commissioner Raymond, Commissioner Tillery, Commissioner Bryan, Commissioner Walton, and Commissioner Wegner

**Absent:** Commissioner Sarwar

### C. Committee Assignments

#### **Executive Committee:**

Mark Raymond - Chairman  
Flozell Daniels  
Fred Neal  
Sharon Wegner

#### **Finance Committee:**

Mark Raymond - Chairman  
Walter Tillery  
Dr. Mostofa Sarwar  
Arthur Walton  
Sharon Wegner

#### **Operations and Administration Committee:**

Fred Neal - Chairman

Sharon Wegner  
Laura Bryan  
Walter Tillery

**7. RTA Chief Executive Officer's Report**

Alex Wiggins thanked the staff for their dedication during 2021 and 98% of the employees was compliant with the COVID-19 shots.

Alex Wiggins reported that staff still need to work on On-Time Performance and Customer Service.

Alex Wiggins reported that RTA held its Annual Meeting on Friday and at this meeting maintenance, operators and retirees were acknowledged. The employees of the year for the maintenance employee and operators employee was selected by their peers.

Alex Wiggins stated that on December 11, 2021 the Canal Streetcar went back into full service.

Alex Wiggins stated that the Federal Government mask mandate was extended until March 2022.

**8. DBE Report**

Adonis Expose' reported that \$19,999,770 in contracts were awarded out of that award \$7,321,457 was awarded to DBE Prime Contract Firms and \$78,902 was awarded to SBE Prime Contractors. The total DBE participation was 37%.

**Recently Closed Solicitations - (11/2)**

RFP 2021-025 Facility Maintenance & Construction Support Services	100% SBE
RFP 2021-027 Leadership & Change Management Training	100% SBE
RFP 2021-028 Classification, Compensation, Health & Retirement Benefits Consultant	100% SBE

**Current Solicitation**

IFB 2021-031 Napoleon Facility Renovation & Upgrade	30.8%
---	-------

Adonis Expose' reported that every three years the RTA sets a DBE Goal and the current DBE Goal is 30%.

In keeping with the requirements of 49 CFR Part 26, an Overall DBE goal has to be developed for DBE participation in DOT - assisted contracting by RTA.

FTA recipients that expect to award more than \$250,000 in FTA funds in prime contracts (excluding transit vehicle purchases) in a Federal fiscal year are required to set three-year goals for DBE participation for this DOT-assisted work.

The projects that are included in the goal setting are anticipated projects that RTA will expend with FTA funds. Any other funds that are used for projects are not included in the DBE goal setting.

FTA assisted contracting for Fiscal Years 2020-2022 consisted of eight construction projects. Total dollars per major projects budgeted are listed:

A recipient's failure to meet its DBE goal by the end of the fiscal year will require a Shortfall Analysis. The purpose of the DBE Shortfall Analysis is to identify the reasons the recipient failed to meet its DBE goal in a fiscal year.

To obtain an accurate count of *ready, willing and able* DBEs, a project is examined and its "scope of services" are detailed for the purpose of defining the type of work and skill-sets necessary to complete the scheduled work.

Each work type is assigned a six-digit NAICS Code. Contracting dollars are estimated for each work type on a project basis.

Louisiana Unified Certified Program Directory to identify the number of registered DBEs willing to perform work in Greater New Orleans area based on the relevant NAICS code.

County Business Patterns (CBP) data from the U.S. Census to identify total number of businesses in the metropolitan statistical area.

Consider past participation on similar projects.

Compute Base Figure - a base figure is developed to determine the relative availability of DBEs to perform work.

**Step 1 Formula:**

$$\begin{array}{c} \text{DBEs / All firms (including DBEs)} \\ = \\ \text{Relative Availability (Base Figure)} \end{array}$$

Determine the relative availability of ready, able, and willing DBEs compared to total number of ready, able, and willing company

Weighting Your Base Figure - to ensure the overall goal accurately reflects the scope of work. It takes into account the relative size of the anticipated contract.

**"Weighted" Formula:**

$$\begin{array}{c} (\text{Project's percentage of total budget}) \times (\text{DBEs / All firms}) \\ = \\ \text{Base Figure} \end{array}$$

## 9. 2022 Proposed Budget Presentation

### Strategic Mobility Plan Goals

Earn Trust

Be Equitable

Prioritize the Rider Experience

Be Reliable

Connect to Opportunities

Support a Sustainable, Healthy Region

### CY2022 Goals and Capital Initiatives

#### Investing in the Customer Experience

Expand number of Bus Shelters

Building Interim Downtown Transit Center

Improving Customer-facing Technology

Substantial Completion on the Canal St. Ferry Terminal Project

Revamping Fare Structure

Implementation of Prioritized New Links Recommendations

Gizelle Banks reported that the 2022 proposed budget has an Operating Revenue of \$96.3 Million which represents a 7.8% increase.

### RTA Proposed 2022 Budget Sources

Operating Revenues	96,313,505
Government Operating Assistance	37,981,735
Non-Operating Federal Sources	9,416,339
Other Local Sources	9,830,282
FEMA Funded Project Worksheets	984,562
<b>Total Sources</b>	<b>\$164,526,423</b>

### RTA Proposed 2022 Budget Uses

Operating Expenses	115,761,808
TMSEL Legacy Costs	2,124,600
Maritime Expenses (unfunded)	8,372,072
Capital Expenditures	29,222,141
FEMA Funded Project Worksheets	984,562
Debt Service	8,061,240
<b>Total Uses</b>	<b>\$164,526,423</b>

### Operating Expenditures

Total Operating Expenses - \$115 Million

891 Full Time Equivalents in budget (occupied and vacant)

Casualty and Liability insurance include claims reserves

TMSEL Retirement costs - \$2.1 Million

Projected COVID funding for Operating - \$14.6 Million and additional \$8.3 million in Maritime Operating and

**Capital an Marine Time Expenditures**

Capital Expenditures for a total of \$22.9 million in COVID Funding.

Capital Expenditures include projects that are expected to begin or continue in CY2022

Most projects are partially funded (about 80%) with federal and/or state government grants.

There is also a projected local match required in CY22 of \$9.8 million

Maritime Operations exceed the level of State and Federal Funding for CY22 Budget by approximately \$8.3 million.

**Government Assistance and Debt Services**

Government Assistance for Preventative Maintenance of \$14.9 million and COVID funding of \$22.9 million leave a net revenue of \$8 million before debt service

Debt Service Expenditures \$8 million in CY22

RTA will evaluate operational and capital needs prior to spending the additional \$59 million allocated ARP (COVID) funding.

RTA CY2022 Budget

[21-194](#)

Commissioner Raymond moved and Commissioner Tillery seconded to adopt the 2022 Proposed Budget. Resolution 21-094 was adopted unanimously.

A motion was made by Commissioner Raymond, seconded by Commissioner Tillery and adopted. The motion carried by the following vote:

**Aye:** Chairman Daniels, Commissioner Neal, Commissioner Raymond, Commissioner Tillery, Commissioner Bryan, Commissioner Walton, and Commissioner Wegner

**Absent:** Commissioner Sarwar  
Enactment No: 21-094

**10. Review of Proposed RTA Cash Reserve Policy**

**Purpose**

The Cash Reserve Fund ensures the RTA remains in a position to respond to varying economic circumstances and unforeseen changes (i.e., Disasters, Pandemics, Accidents,) that may potentially have a negative impact on RTA’s financial status.

**Objectives**

To sustain operations through delays in payments of committed funding and to accept grants and reimbursable contracts without jeopardizing ongoing operations

To ensure the long-term sustainability of the organization by preventing chronic cash flow crises

To create an internal line of credit to manage cash flow and maintain financial flexibility

**Policy**

The targeted amount to be attained and maintained in the Cash Reserve Fund is 25% of the Annual Operating Expenses or 3 months expenses on average

Short-term borrowing from the cash reserve fund shall be for a period of no more than ( 12) months and a repayment plan must be submitted with request

The designated amount of the cash reserve fund will be calculated yearly and submitted for approval with the annual budget

**Use of Cash Reserve**

Working capital lag

Future capital improvements

Federal funding shortfalls

Cash flow challenges (short-term only)

**Management of Cash Reserve**

Unplanned and unexpected events

The CFO or designee is responsible for managing the fund

Funds borrowed from reserve for longer than 90 days should be replenished through a re-payment plan

CEO can authorize use of the funds up to \$250K

Deputy CEO and CFO must

Complete Request to Utilize Cash Reserve Funds Form

Include repayment means and schedule

Submit request to Board (if over \$250K)

**11. RTA Investment Policy Update****Purpose**

To update guidelines for prudent management and safeguarding of RTA's Investments (existing policy 1997)

Ensure compliance with investment practices as outlined in LA R.S 33:2955

Safely Invest RTA's unrestricted capital

**Objectives**

Ensure the preservation of capital

Mitigate Credit Risk and Interest Rate Risk in the investment portfolio

Growth of investment portfolio (principal and interest)

Maintain sufficient liquidity

**Suitable Investments**

Outline suitable investments guided by LA R.S. 33:2955, (i,e T-bills, bonds)

Ensure Diversification of portfolio by capping percentage of investment types (i.e. no one investment type to exceed 10% of portfolio)

Policy Applies to the investment of unrestricted funds not held under any bond resolutions/security agreements

**Delegation of Authority**

Investment Program to be managed by CEO, CFO, DCEO, with no one person allowed to make investment decisions and carry out transactions

Management will recommend to the Board the amount of contributions necessary for the Investment Portfolio

Board approves management of Investment Portfolio and maintains oversight of investment plans and retention of investment managers

**Management/Custodian**

Allow for utilization of external investment management companies and establish minimum professional requirements for advisors



Establish Internal controls to ensure that agency's assets are protected from loss. To include conflicts of interests, separation of duties, written confirmation of transactions (wires, etc.)

### **Reporting and Performance**

CFO shall periodically report the status of the Investment Portfolio to the Finance Committee Quarterly evaluation of Investment Portfolio in consultation with Investment Manager, Finance Committee, CEO, CFO and DCEO

## 12. RTA Permanent Fare Adjustment

In response to Commissioner Walton, Chase Haislip reported that during the month of July, August, September and November the RTA saw a 10%-15% increase in the amount of fare revenue associated with the monthly passes and this increase was for the standard monthly pass due to the reeducation in price from \$55.00 to \$45.00.

In response to Commissioner Walton, Chase Haislip reported that the Senior and Youth passes were approximately 2% of the RTA's total fare revenue and now the total fare increased to over 10%.

In response to Commissioner Walton, Alex Walton reported that staff was aggressively marketing the new fare structure.

Commissioner Neal stated that it was a great thing that the RTA has eliminated the .25 transfer fee.

In response to Commissioner Neal, Chase Haislip reported that the rules for the transfer will stay the same.

Chase Haislip reported that once the RTA upgrade its fare technology this will open the door for different fare initiatives.

### **Single-Fare Rides (Bus and Streetcar)**

Single-Ride Fare - \$1.25

Single-Ride Fare w/Transfer - \$1.25

Single-Ride Express Fare -

Single-Ride Express Fare w/Transfer -

Single-Ride Senior/disabled Fare - 0.40

Single-Ride (Youth/K-12) - 0.50

### **Single-Fare Rides (Ferry)**

Single Ride Ferry One Fare - \$ 2.00

Single Ride Senior/Disabled Ferry Only Fare - \$1.00

Single-Ride Ferry Only Vehicle Driver Fare - \$ 2.00

Single-Ride Ferry Only Vehicle Driver Plus Trailer Fare - \$5.00

Single-Ride Senior/Disabled Ferry Only Vehicle Driver Fare - \$1.00

Single-Ride Senior/Disabled Ferry Only Vehicle Driver Plus Trailer - \$4.00

Single-Ride Ferry Only Vehicle Additional Passenger Fare - \$1.00

### **1-DAY Pass**

1-Day Jazzy Pass (*Revised Structure Usable on All Modes*) - \$ 3.00

1-Day Jazzy Pass (Senior/Disabled) - 0.80

1-Day Jazzy Pass (Youth / K-12) - \$1.00

Regional Ride - \$ 6.00

**3-DAY PASS**

3-Day Jazzy Pass (*Revised Structure Usable on All Modes*) - \$8.00

**5-DAY PASS**

5-Day Jazzy Pass -

**7-DAY PASS**

7-Day Jazzy Pass (*Revised Structure Usable on All Modes*) - \$15.00

**31-DAY PASS**

31-Day Jazzy Pass (*Revised Structure Usable on All Modes*) - \$45.00

31-Day Jazzy Pass (Senior/Disabled - \$14.00

31-Day Jazzy Pass (Youth / K-12) - \$18.00

A motion was made by Commissioner Raymond, seconded by Commissioner Wegner and adopted. The motion carried by the following vote:

**Aye:** Chairman Daniels, Commissioner Neal, Commissioner Raymond, Commissioner Tillery, Commissioner Bryan, Commissioner Walton, and Commissioner Wegner

**Absent:** Commissioner Sarwar

RTA Permanent Fare Change

[21-191](#)

Commissioner Raymond move and Commissioner Wegner seconded to adopt the RTA Permanent Fare Adjustment. Resolution 21-095 was adopted unanimously.

Enactment No: 21-095

**13. Consent Agenda**

Commissioner Raymond moved and Commissioner Tillery seconded to adopt the Consent Agenda. Resolution 21-092 was adopted unanimously.

A motion was made by Commissioner Raymond, seconded by Commissioner Tillery and adopted. The motion carried by the following vote:

**Aye:** Chairman Daniels, Commissioner Neal, Commissioner Raymond, Commissioner Tillery, Commissioner Bryan, Commissioner Walton, and Commissioner Wegner

**Absent:** Commissioner Sarwar

Crowd Control Change Order Canal Street Ferry Terminal

[21-192](#)

Commissioner Raymond moved and Commissioner Tillery seconded to adopt the Crowd Control Change Order Canal Street Ferry Terminal. Resolution 21-097 was adopted unanimously.

Enactment No: 21-097

Trapeze Software Support Maintenance

[21-197](#)

Commissioner Raymond moved and Commissioner Tillery seconded to adopt the Trapeze Software Support Maintenance. Resolution 21-098 was adopted unanimously.

Enactment No: 21-098

On-Site Bus Maintenance Service

[21-201](#)

Commissioner Raymond moved and Commissioner Tillery seconded to adopt the On-Site Bus Maintenance Service. Resolution 21-099 was adopted unanimously.

Enactment No: 21-099

**14. New Business (UNANIMOUS VOTE REQUIRED TO CONSIDER)**

None.

**15. Audience Questions and Comments**

PLEASE NOTE: Persons wishing to submit public comments must either enter their full name in the chat sections of the Zoom meeting to provide comments during the meeting or email your comments to [rtaford@rtaforward.org](mailto:rtaford@rtaforward.org) to have your comments read aloud at the meeting.

None.

**16. Executive Session (2/3RDS VOTE TO Consider)**

Commissioner Walton moved and Commissioner Wegner seconded to go into Executive Session regarding

Amalgamated Transit Union 1560

The motion was adopted unanimously.

A motion was made by Commissioner Walton, seconded by Commissioner Wegner and approved. The motion carried by the following vote:

**Aye:** Chairman Daniels, Commissioner Neal, Commissioner Raymond, Commissioner Tillery, Commissioner Bryan, Commissioner Walton, and Commissioner Wegner

**Absent:** Commissioner Sarwar

Amalgamated Transit Union 1560

**17. Adjournment**

Commissioner Raymond moved and Commissioner Tillery seconded adjourn the Board Meeting of December 14, 2021. The motion was approved unanimously.

A motion was made by Commissioner Raymond, seconded by Commissioner Tillery and adjourned. The motion carried by the following vote:

**Aye:** Chairman Daniels, Commissioner Neal, Commissioner Raymond, Commissioner Tillery, Commissioner Bryan, Commissioner Walton, and Commissioner Wegner

**Absent:** Commissioner Sarwar