



**MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
JANUARY 21, 2014
4:30 p.m.
BREC Administration Building
6201 Florida Boulevard
Baton Rouge, LA 70806**

MINUTES

I. CALL TO ORDER: Mr. Dalton Honore

Mr. Honore called the meeting to order.

II. INVOCATION

Ms. Roe gave the invocation.

III. ROLL CALL

Present were all members, namely Messrs. Brandt, Honore, Miller, new board member Kevin O’Gorman, and Perret and Mss. Collins-Lewis, Perkins, Pierre, and Ms. Roe. Also present were Mr. Robert Mirabito, CATS 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 attorneys; and members of the public.

IV. APPROVAL OF MINUTES OF DECEMBER 17, 2013, MEETING

Mr. Brandt moved to approve the minutes of the December 17, 2013, board meeting and Mr. Miller seconded. All members voted in favor except Ms. Roe, who abstained because she was absent at that meeting.

V. ADMINISTRATIVE MATTERS:

1. Financial statements: Mr. Conner Burns

Mr. Burns described the new statement providing grants' balances contained in the meeting packets and said it will be updated monthly. It was noted that there are no upcoming sunsets for grants; the earliest is October 2014. Mr. Burns shared that the approximately \$1.5 million match needed for grants has been allotted in the budget. In response to Mr. Miller's comments, he said that he would provide a capital budget.

After further discussion by members, Mr. Burns mentioned the highlights of the financial statements for the month ended December 31, 2013. Mr. Miller suggested that it may be appropriate to further divide the categories of expense and Ms. Roe suggested that it may be appropriate for the Finance & Executive Committee to consider this and general budget parameters.

2. CEO report: Mr. Mirabito

Mr. Mirabito mentioned the highlights of his written report contained in the members' packets. Those comments included: there were nine new hires in Operations; there were four new hires in Maintenance; Jeanette Eckert has been assigned to Grants as well as Compliance; Abby Hannie will take over for Public Relations when Clay Young's contract expires in February; Mr. Mirabito and Mr. Honore will meet with the Legislative Auditors to hear their preliminary findings; the plaintiffs in the tax lawsuit have applied to the Louisiana Supreme Court to review the decision of the Court of Appeals dismissing the suit; work has begun to expand the system to 30 routes with the support of MV; 12 new buses are on schedule to arrive, and one arrived today from Gillig; the proposed 2014 CATS Performance Indicators are attached to his written report; total trips for 2013 were slightly higher than 2012; customer complaints were slightly lower for the year comparison; and the on-time performance slipped from 76% to 75% for the year.

Mr. Mirabito then introduced Mr. DeVille, the COO and new service implementation project manager. Mr. DeVille noted that steps for the expanded service are progressing as anticipated and discussed the topics listed on his written outline included in the member packets. There was a discussion afterwards, including new shelters and communication of plans. Mr. Brandt suggested that in future reports Mr. DeVille present a schedule showing each major task with time deadlines and other relevant information. Mr. DeVille said he would do so.

VI. MR. O'GORMAN WELCOMED

Mr. Honore thanked Mr. O’Gorman for joining the board and welcomed his input. Mr. Gorman said he was delighted to be on the board and looked forward to working with the other members.

Mr. Honore also thanked Messrs. Mirabito, Burns, and DeVille for their responsiveness to all that has been asked of them.

VII. COMMITTEE REPORTS AND ANY ACTION THEREON

1. Finance and Executive: Mr. Honore

Mr. Honore referred the members to the minutes of the committee’s January 16 meeting in their packets. He shared that the committee discussed Mr. Fowler’s prior appointment of Ms. Roe to chair the Nominating Committee for the February election of board officers, the CEO Report, the financial statements, and the approval of several action items to 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 January 17 meeting in their packets. She noted that Mr. Mirabito gave an overview of recent history of the committee, and the group discussed policies in place. A list of current policies was requested of Ms. Buchanan and will be discussed at the next meeting.

3. Audit: Mr. Honore

Mr. Honore noted that it has not been necessary for this committee to meet.

4. Planning: Mr. Perret

Mr. Perret referred the members to the items covered in the minutes of the committee’s January 14 meeting in their packets, including discussions relating to working with Together Baton Rouge on the correct budget amount for a score/report card on new service implementation, Future EBR’s recommendation for a streetcar line in the LSU/South Baton Rouge area, proposals for light rail service to New Orleans, and assistance from CRPC. He stated Mr. Miller and Ms. Pierre had been added to the committee.

5. Community Relations: Ms. Roe and Mr. Melvin Caesar

Ms. Roe referred the members to the minutes of the committee’s January 15 meeting in their packets. She noted there were 50 new applications for paratransit service in November and 46 in December. 13 were certified in November and 7 in December.

The committee is concerned that, because of federal law, the expansion of the regular system will commensurately increase the paratransit service, and that CATS must gear up to meet this new demand.

She reported that the committee will consider CATS' telephone system and service at its next meeting.

At this point, Ms. Roe moved to extend the meeting past 6:00 and Ms. Perkins seconded. The motion carried unanimously.

Mr. Caesar of Reliant Transportation reported that the completed rides (5,424) were down because of the holiday schedule. The on-time performance was 95% and the total hours were 3,385.

VII. ACTION ITEMS

1. Authority to purchase bus wash from bow bidder

Mr. Mirabito explained that this procurement was by bid, and the only bid was from PSECO, Inc. The cost will be \$51,293.90, and CATS will install the bus wash.

Mr. Brandt moved to authorize the purchase of a bus wash from low bidder PSECO, Inc. Ms. Roe seconded the motion, and it carried without objection.

2. Authority to award external audit contract

Mr. Burns explained the proposed procurement and referred the members to the memorandum by Ms. Efferson describing the steps taken and the particulars of the recommended award. Mr. Burs stated the contract would be for yearly audits over a three-year term, with CATS having the option to extend for each of two additional years. LaPorte CPA has performed the audits the last four years.

Two firms, Postlethwaite & Netterville and LaPorte CPA and Business Advisors, submitted proposals. Postlethwaite scored slightly higher than LaPorte without the cost factored in the score, but LaPorte was rated higher when scores were added.

Ms. Roe moved to authorize awarding the external audit contract to LaPorte CPA and Business Advisors for a one-year contract with the option for two, one-year renewals. Mr. Perret seconded and the motion carried unanimously.

3. Authority to purchase up to 10 vans for paratransit services from state contact

Mr. Mirabito stated that the system expansion was going to dictate the need for new paratransit vehicles, and CATS currently has ten vehicles that have reached their useful life. In discussions with the Maintenance Department as well as Reliant Transportation, it has been determined that eight-passenger, two-wheelchair vans will serve the needs. Of the vehicles requested, up to five would be replacement and up to five would be expansion vehicles. Because these would be purchased from the state contract, they could be here in thirty days. He referred members to the purchase requisition document included in their packets providing pricing and detailed information.

Ms. Roe moved to authorize the purchase of up to ten vans and related equipment per the purchase requisition and Ms. Collins-Lewis seconded. The motion carried without objection.

4. Authority to purchase general liability and casualty insurance

Mr. Burns shared that Travelers Insurance was the only company to respond to CATS' solicitation. He referred members to the detailed description in their packets and noted that the only change to the current coverage is the addition of Employment Practices Liability. There is a 5.3% increase in cost over last year.

Ms. Roe moved to authorize the purchase of general liability and casualty insurance with the addition of the Employment Practices Liability from Travelers Insurance as provided in the proposal. Mr. Perret seconded, and the motion carried unanimously.

IX. PUBLIC COMMENTS

Mr. Honore invited comments from the board and then from the public. There were none.

X. ADJOURNMENT

There being no further business, Ms. Perkins moved to adjourn. Mr. Perret seconded, and the motion was approved without objection.