

CATS

CAPITAL AREA TRANSIT SYSTEM

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**MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
OCTOBER 17, 2017**

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

All members were present, namely Messrs. Bellue, Brandt, Breaux, Cohran, O’Gorman, and Thomas and Mss. Green, Perkins, and Pierre. Also present were Mr. Bill Deville, CEO; Mr. Rod Goldman, COO; Mr. Conner Burns, CFO; Mr. Darrell Brown, CAO; other CATS staff; Creighton Abadie of Lindsay Abadie, A.P.L.C., CATS attorney; and members of the public.

III. INVOCATION

Ms. Perkins gave the invocation.

IV. APPROVAL OF MINUTES OF SEPTEMBER 19, 2017 MEETING

Ms. Perkins moved to approve the minutes of the September 19 2017, meeting and Mr. Thomas seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

V. PRESIDENT’S ANNOUNCEMENTS

Mr. Brandt reviewed the public comment policy.

VI. ADMINISTRATIVE MATTERS

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

Ms. Bowie shared that the following hires were made in September: Administration – 1 Procurement Analyst; Maintenance – 2 Utility Technicians; and Customer Care – 1 Supervisor.

Ms. Bowie noted that CATS reviewed offers from potential insurance providers on October 10th.

It was noted that the Human Resources Department began anti-sexual harassment training on October 9th as well as reviewing the Social Media policy with all employees.

Mr. Goldman shared that, in Operations, there are currently 134 Operators on the roster and 127 are active. The Operators of the Month for September were LaDonna Robertson and Grace Cooper.

Mr. Goldman reported that ridership for September was 234,237. He noted the mean miles between mechanical failures were 1,809; the mean miles between road calls were 5,979.8. There were 218 trips cancelled in September, and 99.3% of trips operated. The on-time performance metric is still being revised, but by the current measurement, CATS was at 85% on time. There were 4.2 preventable accidents per 100,000 miles in September. There were 27.7 complaints per 100,000 boardings in September; there were 65 total complaints for the month.

Mr. Goldman noted that supervisors in Operations would be assigned certain routes in an effort to increase service quality.

Mr. Goldman shared an update on the Comprehensive Operational Analysis (COA) process and noted that staff hopes to have a solicitation completed by the end of the fourth quarter.

Mr. Deville shared that hub progress was ongoing, and CATS is currently working with the FTA to obtain the necessary approval required to finalize the sale of land for the North Baton Rouge hub.

Mr. Deville notified the board that CATS was awarded a \$500,000 FTA NoLo grant for Proterra electric buses as the initial step in upgrading the fleet to include electric buses for the modified BRT line.

Mr. Burns noted the balance of grant funds remaining was \$9,606,959.

September operating revenues were \$256,376; the total governmental revenues were \$2,612,662, for a total source of funds of \$2,869,038. The total direct operating expenses for September were \$2,459,763.

The property tax collected year-to-date is \$16,869,534, and the amount expended year-to-date is \$16,043,643.

The year-to-date operating expenses breakdown is as follows: Operations – 50%; Maintenance – 20%; Administration – 12%; ADA Paratransit – 11%; Facility and Customer Care – 3%; Project Administration – 2%; and Security – 2%.

VII. COMMITTEE REPORTS AND ANY ACTION THEREON

1. Finance and Executive: Mr. Jim Brandt

Mr. Brandt referred the members to the minutes of the committee's October 12th meeting in their packets. He shared the highlights and noted that the action items would be considered later in the meeting.

Mr. Brandt noted that he would be asking the board to defer the health insurance action item in order to give the ATU more time to review the proposal; if deferred, this item would be taken in November.

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

Dr. Breaux noted that the committee did not meet.

3. Audit: Mr. Kevin O'Gorman

Mr. O'Gorman noted that the committee did not meet.

4. Planning: Mr. Kevin O'Gorman

Mr. O'Gorman referred the members to the minutes of the September 21st meeting in their packets. He shared the highlights and noted that the majority of the discussion centered on the upcoming Plank Road modified BRT route and the Government Street project. He shared there was also discussion concerning future hub planning.

5. Community Relations: Ms. Linda Perkins

Ms. Perkins noted that the committee did not meet.

Mr. Rob Miller of Reliant Transportation reported that Reliant provided 6,481 rides in September and 95% were on time. There were 4,200 total service hours and one valid complaint.

VIII. ACTION ITEMS

1. Consideration of moving the November board meeting date to November 14, 2017

Mr. Brandt reported that there was concern of having a quorum if the meeting was held on its regular date, and therefore he recommended the meeting be moved to the second Tuesday in November on November 14th.

Mr. Brandt moved that the November meeting of the CATS Board of Commissioners be moved to November 14, 2017, and Mr. Cohran seconded the motion. Mr. Brandt invited public comment and there was none. The motion carried unanimously with no abstentions.

2. Consideration of renewing the health insurance policy with United Healthcare for 2018

This item was deferred to the November board meeting.

IX. PUBLIC COMMENTS

There were no public comments.

X. ADJOURNMENT

Ms. Perkins moved to adjourn the meeting and Mr. Cohran seconded the motion. The motion passed unanimously with no abstentions.