

CATS

CAPITAL AREA TRANSIT SYSTEM

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**MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION**

JANUARY 15, 2019

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 at the meeting, namely Messrs. Bellue, Brandt, Breaux, Cohran, Lambert, and O’Gorman and Mss. Green, Perkins, and Pierre. Also present were Mr. Bill Deville, CEO; Mr. Darrell Brown, CAO; other CATS staff; Creighton Abadie, CATS attorney; and members of the public.

III. APPROVAL OF MINUTES OF DECEMBER 18, 2018 MEETING

Ms. Perkins moved to approve the minutes of the December 18, 2018, meeting and Ms. Pierre seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

IV. PRESIDENT’S ANNOUNCEMENTS

Mr. Brandt introduced the new CATS Board member Laurence Lambert. He shared that Mr. Lambert is principal at Vectura Consulting Services, LLC and is a graduate of LSU.

Mr. Brandt congratulated Mr. Bellue and Ms. Pierre on their reappointments to the board and noted that Mr. Thomas was not reappointed. He recognized Mr. Thomas's dedication to the agency during his time on the board.

Mr. Brandt shared that the agency would begin serving the new Ochsner medical facility on January 16th.

Mr. Brandt provided a review of the public comment process.

V. SAFETY MOMENT

Ms. Simpson shared a safety moment centered on tips for transit operators.

VI. ADMINISTRATIVE MATTERS

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

Ms. Dwana Williams shared that, in Operations, there are currently 131 active operators.

Ms. Williams updated the members on the performance measures. She noted that CATS had 203,627 passenger trips in December. There were 1.9 preventable accidents per 100,000 miles. Ms. Williams shared that there were 385 trips cancelled in December of the approximately 35,000 trips for the month. The percentage of on-time trips was 66.0%. There were 41.7 complaints per 100,000 miles in December. Ms. Williams shared that there were 1,305.1 miles between mechanical failures and 4,377.5 miles between road calls.

Mr. Deville reported that, in 2018, CATS experienced a new level of stakeholder support and was able to successfully be awarded several grants facilitating a number of projects and programs. He shared that the agency was invited to participate in a number of collaborative projects for the betterment of the Baton Rouge area.

CATS has several projects planned for 2019, notably including the Service Improvement Plan scheduled for February 24th. CATS is working with Will Scott & Company to do an executive search for a Chief Operating Officer and hopes to have qualified candidates by early second quarter.

The first BRT project is underway with BYD electric buses scheduled for delivery in March. The Plank Road BRT revenue service is slightly delayed to near the end of 2019 to work in the major joint Transit

Oriented Development project, the Plank-Nicholson BRT Corridor Small Starts project in collaboration with City-Parish and the Redevelopment Authority.

Operations and Communications is working to determine how to best utilize the new electric buses once they are ready for revenue service, between their arrival and the beginning of BRT revenue service.

CATS will be implementing its first microtransit pilot project. TransLoc is working with the agency to study the possible areas for implementation.

Postlewaite & Netterville CPA firm confirmed they will arrange a team of accounting practice and finance software auditors to review and confirm changes made by the Finance staff.

Ms. Rhonda Williams shared that CATS had \$172,543 in self-generated revenue for December. There was \$1,564,583 in non-federal revenue and \$369,800 in federal revenue for a total of \$2,106,926 in operating revenue for December. Year to date the agency has collected \$27,045,216 in total operating revenue.

The operating expenses for December were \$1,897,066. Year to date the agency has spent \$25,937,627 in operating expenses.

Ms. Williams reported on the Key Performance Indicators for December and noted that in grants, CATS has received the initial "Recipient Information Request" for the upcoming Triennial Review.

The agency spent \$95,221 in overtime in December that is primarily related to operator terminations, which have led to supervisors filling trips where possible.

It was noted there was no update on the Medicaid process.

Ms. Williams shared that the farebox committee plans to reconvene in January to discuss the recommendations made by the committee.

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 January 10th meeting in their packets. He shared the highlights and noted that the action items would be considered later in the meeting.

He noted that the action item to consider waiving fares was discussed in the meeting and the committee members were unanimous in their desire to recommend the full board approve waiving fares for the first week of revenue service for the improvement implementation.

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

Dr. Breaux noted the committee did not meet.

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 meeting in the near future to discuss the two year capital budget.

5. Community Relations: Ms. Linda Perkins

Ms. Perkins noted the committee did not meet.

Mr. Bryan Basford of MV Transportation noted that there were 7,217 scheduled trips; of those, 671 were cancellations and 232 were no-shows. There were four complaints for the month and the on-time percentage was 94.6%.

Mr. Basford let the board members know that CATS On Demand is now operating with 21 total vehicles in the fleet and that the CATS Maintenance Department does great work keeping the fleet running as some of the vehicles are aged.

VIII. ACTION ITEMS

1. Consideration of approval to extend adjuster claims services contract with Brown Claims Management Group, LLC

Mr. Brown noted that this renewal is being recommended by CATS staff. He shared that the CATS Project Manager determined it is in the best interest of the agency to renew and extend the contract for a period of one year. CATS has allowed Brown Claims to apply the Consumer Price Index (CPI), which will result in an increase of 2.23% to the adjuster hourly rate, the clerical hourly rate, and the file origination fee.

Mr. Abadie let the board members know that Brown Claims has been a good partner to CATS and to Mr. Abadie in liability cases.

Mr. Bellue moved that the CEO is authorized to renew the adjuster claims services contract with Brown Claims Management Group, LLC for a period of one year and Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

2. Consideration of adoption of 2019 CATS Strategic Plan

Ms. McNaylor shared that the revisions to the 2019 Strategic Plan were centered on goals and action items. The goals and action items completed in 2018 were replaced with the goals and action items listed in the new plan. She noted there were no changes to the priorities, core values, or mission statement.

It was noted that the plan had been reviewed by both the Planning and F&E Committees and was unanimously recommended by both for approval.

Ms. Pierre moved that the CATS 2019 Strategic Plan be adopted and Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

3. Consideration of approval for CEO to waive passenger fares from February 24 through March 2, 2019

Ms. McNaylor noted that there was discussion of waiving fares for the first week of the Service Improvement Plan revenue service at the F&E Committee meeting. She shared that the average weekly revenue for 2018 was \$26,960, and the revenue for the same week in 2018 was \$31,188.

Ms. McNaylor let the members know that the agency waived fares in 2014 for the first week of the service expansion and the staff felt it was a successful endeavor.

Mr. Brandt moved that the CEO is authorized to waive passenger fares from February 24 through March 2, 2019 for the Service Improvement implementation and Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

4. Consideration of approval to award the contract for the construction of the Cortana Transit Center ITB

It was noted that the F&E Committee heard information pertaining to the construction bid but did not take action as there was a hearing scheduled for the next day; that hearing did not take place. The low bid was rejected as it was not responsive.

It was noted that the bid solicitation was emailed to 41 prospective contractors, including 13 small businesses and DBE firms in addition to the advertisement in The Advocate and the Weekly Press (DBE publication).

Mr. Abadie shared that two bids were received and the low bid was non-responsive. The firm that submitted the low bid filed a protest regarding the other bid that was received. At this time, that protest is unresolved.

It was recommended that the contract be awarded to the second lowest bidding firm subject to a determination that the bid was responsive in order to not stall the construction process. It was noted that there is a protest pending.

There was discussion concerning the procurement, the bids received, and the protest.

Mr. Bellue moved that, subject to a determination of CATS management that the bid submitted by the Kelly Construction Group, LLC was responsive, the CEO is authorized to award the construction of the Cortana Transit Center ITB to the Kelly Construction Group, LLC and to enter into a contract with the Kelly Construction Group, LLC in the amount of \$465,181. Mr. O’Gorman seconded the motion. Mr. Brandt invited public comment and Mr. Crank inquired as to where the money was coming from and where it was going. Voting yes were Messrs. Bellue, Brandt, and O’Gorman. Voting no were Dr. Breaux, Mr. Cohran, and Ms. Pierre. Mr. Lambert and Mss. Green and Pierre abstained. The motion failed.

IX. PUBLIC COMMENTS

Mr. Greg Drake shared that he had both praise and concerns. He noted that when Mr. Deville took over, the system was broken and there were many problems that have since been resolved. He said that the Ochsner service is a problem. He had to go to the media to get a resolution that is still not a good one. He noted that the customer service department is not knowledgeable, is rude, and needs to treat everyone the same.

Mr. Shea Crank said the operators are rude and this is a problem.

X. ADJOURNMENT

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

DRAFT