



**MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
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PUBLIC TRANSPORTATION COMMISSION
FEBRUARY 16, 2016
4:30 p.m.
BREC Administration Building
6201 Florida Boulevard
Baton Rouge, LA 70806**

MINUTES

CALL TO ORDER: Ms. Donna Collins-Lewis

Ms. Collins-Lewis called the meeting to order.

II. ROLL CALL

Present were Messrs. Brandt, Breaux, Cutrera, O’Gorman, and Perret and Mss. Barrett, Collins-Lewis, and Perkins. Ms. Pierre was absent. Also present were Mr. Robert Mirabito, CEO; Mr. Conner Burns, CFO; Mr. Don Palmer, COO; other CATS staff; Wendell Lindsay and Creighton Abadie of Lindsay & Abadie, A.P.L.C., CATS attorneys; and members of the public.

III. INVOCATION

Ms. Collins-Lewis gave the invocation.

IV. NOMINATION AND ELECTION OF OFFICERS

Mr. Perret shared that the Nominating Committee was comprised of himself, Mr. Brandt, and Ms. Pierre. He reported that the Committee recommends the following slate of officers:

President – Jim Brandt

Vice-President – Linda Perkins

**Secretary – Ken Perret
Treasurer – Kevin O’Gorman**

There being no other nominations from the floor, Ms. Collins-Lewis moved to elect the slate of officers recommended by the Nominating Committee. Ms. Collins-Lewis invited public comment and there was none. Ms. Barret seconded the motion and it carried unanimously.

Ms. Collins-Lewis thanked the board members for their support over the last two years as she served as President and noted that she learned much during that time.

She then welcomed the newest member of the Board of Commissioners, Ms. Coletta Barrett.

Mr. Brandt thanked Ms. Collins-Lewis for her dedication over the last two years and noted that she has shepherded the board through some trying times and did a superb job. He noted that this is not a goodbye to Ms. Collins-Lewis, as she will continue to serve on the board. He also thanked the board for the opportunity to serve as President.

Mr. Brandt then assumed the chair as presiding officer.

V. APPROVAL OF MINUTES OF JANUARY 19, 2016, MEETING

Ms. Perkins moved to approve the minutes of the January 19, 2016, board meeting and Mr. Perret seconded the motion. The motion was unanimously approved.

VI. ADMINISTRATIVE MATTERS:

1. CEO Report: Mr. Bob Mirabito

Mr. Mirabito mentioned the highlights of his written report contained in the members’ packets. His comments included: HR Director Kenderlynn Christophe had an article on “Internal Communications” published in the February edition of Mass Transit Magazine; CATS has partnered with the YMCA to provide wellness services to help employees with high blood pressure, diabetes, and weight loss, and the programs are offered at no cost to employees; for the second month, CATS did not recognize any revenue for providing Medicaid transportation to customers, and while awaiting DHH to provide us with the new process to get reimbursed, CATS is maintaining an ongoing manifest of customers; the 2016 formula grant apportioned amount is \$5.7 million, approximately a \$600,000 increase over 2015; CATS sold its first bus wrap to Patient Plus, an urgent care provider in Baton Rouge; CATS will be launching a targeted marketing campaign for Route 15 Garden District Trolley and will be branding all the trolleys as the Red Stick Trolley and work with businesses on the route to develop the Red Stick Trolley District, and there will be a ride-and-learn event coming in support of this endeavor; CATS successfully implemented the service enhancements on January 31st, including improving the frequency of buses on Government, Perkins, and Airline Highway North routes; placards are being installed that introduce the “text for your bus” feature; phase 1 of the replacement lift project is complete and two bays have been outfitted with new lifts, and phase 2 has begun for the next three bays; CATS is implementing a carbon monoxide testing protocol after the discovery of two broken muffler pipes on

two buses; and, we are finalizing plans for the redesign of service to downtown with the move back to the main terminal and expect the Winbourne and Florida Boulevard routes will be used to serve downtown, and we are aiming for a bus every 20 minutes.

He noted that in the Measures of Success, the following updates were provided: #2: Shelter Completion – construction of 20 shelters has begun with the first four to be completed by the end of February and the remaining 16 at the end of March, weather permitting, and CATS is asking the board to approve the purchase of an additional 40 shelters this month for installation by the end of August; #3: Transfer Hubs – CATS is working with the City-Parish on construction of the transfer hub at Cortana and in parallel is working to possibly purchase the old car care center owned by Dillard’s; #4: Fleet Upgrade – CATS had the bid opening for the purchase of 56 buses from 2016 through 2020 and Gillig was the low bidder at \$409,000 each, which is a significant price decrease from the \$433,000 per bus CATS will pay for buses delivered in 2016; and #5: Route Productivity – service standards are being finalized and will be presented to the Board in March for review.

He reported there were 225,945 trips in January and 225,945 year-to-date. There were 76 complaints, and the on-time performance was 78.3%. The complaints break down as follows: courtesy – 9; facilities/maintenance – 8; passed up – 11; performance – 36; safety – 8; IT/website issues – 1; and other – 3. It is important to note that complaints are now received and collected differently than previously and there are 76 complaints from 225,945 trips for the month, a percentage of 0.0336%.

He then responded to board member questions regarding the possible acquisition of Dillard’s car care center and the development of the Garden District schedule.

2. Financial Statements: Mr. Conner Burns

Mr. Burns announced that CATS is implementing a new farebox reporting method. He also noted that the board members would see a deficit for the month, and that is because ECHOs were processed in January and booked in December per the auditor.

He congratulated CATS, and in particular Director of Maintenance James Godwin and Director of Procurement Emily Efferson for their work on the bus procurement. He noted that one does not simply go buy and bus; it is a labor intensive process and they are to be commended on the job they did.

Mr. Burns described the highlights of the written report contained in the member’s packets showing the status of grants. The balance of grant funds remaining was \$7,558,105.

He then discussed the highlights of the financial statements. The 2016 year-to-date property tax monies received was \$11,822,560, and the amount expended from that source was \$1,362,214. January operating revenues were \$181,146 and governmental revenues were \$1,508,047 for a total source of funds of \$1,689,193. The total direct operating expenses were \$1,988,318.

The year-to-date operating expenses break down as follows: Operations – 50%, Maintenance – 23%, ADA – 11%, Administration – 10%, Customer Care/Facility – 3%, Security – 2%, and Project Administration – 1%.

VII. PRESIDENT’S ANNOUNCEMENTS

Mr. Brandt announced that there will be an orientation for new board members and any old members who may wish to attend. He will also be inquiring about committee preferences.

VIII. COMMITTEE REPORTS AND ANY ACTION THEREON

1. Finance and Executive: Ms. Collins-Lewis

Ms. Collins-Lewis referred the members to the minutes of the committee’s February 11th meeting in their packets. She shared the highlights of the meeting and noted action items would be discussed later in the meeting.

2. Technical, Policies and Practices: Ms. Perkins

Ms. Perkins noted the committee did not meet.

3. Audit: Mr. O’Gorman

Mr. O’Gorman noted there was no meeting.

4. Planning: Mr. Perret

Mr. Perret referred the members to the minutes of the committee’s February 12th meeting in their packets. He shared the highlights of the meeting, including the Cortana and downtown hub updates; CATS’ plans to reopen talks with Southern University for a North Baton Rouge hub; and a discussion of the strategic plan and a timeline of events to get the plan adopted.

5. Community Relations and Reliant Transportation Group representative

It was noted that the committee did not meet.

Mr. Morgan Landry, Reliant’s Baton Rouge Operations Manager, reported that Reliant provided 6,393 completed rides in January, 97% were on-time, the total hours were 4,222.49, and there was one complaint.

IX. ACTION ITEMS

- 1. Authorize Don Palmer to sign checks on behalf of CATS for all Whitney Bank/Hancock Bank accounts, to revoke the authority of Emmett Crockett to sign checks on behalf of CATS for all Whitney Bank/Hancock Bank accounts, and to authorize the CEO to execute all documents required by Whitney Bank/Hancock Bank to effectuate these changes.**

Mr. Mirabito noted that it makes more sense to have the Chief Operations Officer sign checks than someone at the Director level. This move means that Messrs. Burns, Mirabito, and Palmer and Ms. Jeanette Eckert will have the authority to sign checks. It was noted that the F&E Committee recommended this item be authorized.

Ms. Barrett moved to authorize Don Palmer to sign checks on behalf of CATS for all Whitney Bank/Hancock Bank accounts, to revoke the authority of Emmett Crockett to sign checks on behalf of CATS for all Whitney Bank/Hancock Bank accounts, and to authorize the CEO to execute all documents required by Whitney Bank/Hancock Bank to effectuate these changes. Mr. Brandt invited public comment and there was none. Ms. Perkins seconded the motion and it carried without objection.

2. Award the shelter bid for 40 pre-fabricated shelters to Tolar Manufacturing

Mr. Mirabito referred to the report of Emily Efferson, CATS' Procurement Director, in members' packets and explained that CATS did an Invitation to Bid for the manufacture of 40 pre-fabricated shelters and four responses were received. CATS is recommending that the bid be awarded to Tolar Manufacturing, which was the lowest responsive and responsible bidder. It was noted that the F&E Committee recommended this item be awarded.

Ms. Collins-Lewis moved that Tolar Manufacturing be awarded the prefabricated bus shelter bid contract and that the CEO be authorized to enter into a contract with Tolar Manufacturing to purchase 40 prefabricated shelters for a price of \$370,000. Mr. Brandt invited public comment and there was none. Mr. Perret seconded the motion and it carried without objection.

3. Authorize purchase of one ADA van off of the state contract

Mr. Mirabito referred to Ms. Efferson's report in members' packets and explained that CATS purchased six vans in 2015 from the state contract and did not have funds to purchase the seventh van. This van will also be purchased off state contract and will cost \$56,772. Delivery of the van is approximately 120 days after receipt of the purchase order.

Ms. Perkins moved that the CEO be authorized to purchase one ADA paratransit van off of the state contract for the total price of \$56,772. Mr. Brandt invited public comment and there was none. Mr. Perret seconded the motion and it carried unanimously.

X. PUBLIC COMMENTS

Josie Bellard, a customer, wanted to commend the work done so people are more willing to ride the bus. She noted that buses are needed that help elderly people, and the population is getting older. She claimed the kneeling function of some buses is not working.

Jeffery West, a customer, said the No. 50 route needs to be changed and transfers do not work well. It seems as though it is getting harder and less convenient to ride the bus

when it should be the other way. He noted that Highland route never works correctly on Fridays.

Champagne Starr, a customer, said route changes are not adequately announced ahead of time and a better job of communicating changes needs to be done. It is not right to have people stuck at work so there needs to be later service so someone can take a round trip to and from work. There is no way to get better if the number of buses on the streets does not increase.

XI. ADJOURN

Ms. Collins-Lewis moved to adjourn the meeting. Mr. Perret seconded, and the motion carried unanimously.