



**MEETING OF THE  
BOARD OF COMMISSIONERS OF  
CAPITAL AREA TRANSIT SYSTEM  
AND  
PUBLIC TRANSPORTATION COMMISSION  
FEBRUARY 24, 2015  
4:30 p.m.  
BREC Administration Building  
6201 Florida Boulevard  
Baton Rouge, LA 70806**

**MINUTES**

**I. CALL TO ORDER: Ms. Donna Collins-Lewis**

**Ms. Collins-Lewis called the meeting to order.**

**II. ROLL CALL**

**All members were present, namely Messrs. Brandt, Breaux, Honore, O’Gorman, and Perret and Mss. Collins-Lewis, Perkins, Pierre and Roe. Also present were Mr. Robert Mirabito, 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.**

**III. INVOCATION**

**Mr. Honore gave an invocation, and Ms. Roe also gave an invocation.**

**Ms. Collins-Lewis welcomed Mr. Breaux to the Board and mentioned the passing of Mr. Honore’s grandmother.**

**IV. APPROVAL OF MINUTES OF JANUARY 20, 2015, MEETING**

**Ms. Perkins moved to approve the minutes of the January 20, 2015, board meeting and Ms. Pierre seconded the motion. The motion was unanimously approved.**

**V. ADMINISTRATIVE MATTERS:**

**1. CEO Report: Mr. Bob Mirabito**

**Mr. Mirabito mentioned that the highlights of his written report were contained in the members' packets. His comments included: CATS currently has a total of 306 employees: 18 Administrative, 193 Operations, 42 Maintenance, 7 Project Administration, 12 Customer Care, 11 Facilities Maintenance, and 23 Security (part-time Baton Rouge Police Department); CATS has completed all steps to be a certified Medicaid transportation provider; CATS paid \$64,750.00 to 185 employees for reaching the 4<sup>th</sup> Quarter Incentive Plan goals; CATS launched the Garden District Trolley Route 15 on January 5<sup>th</sup>; CATS launched a limited stop service on Route 46 to provide requested service to L'Auberge Casino and the Emerge Center; CATS will be offering the Shamrock Shuttle for the St. Patrick's Parade from downtown and LSU; 21 of 30 shelters are complete and operational, and the remaining nine are being permitted or awaiting parts; 80 shelters have been refurbished, exceeding our goal of 76; CATS should receive a decision on the DOTD shelter grant program that will move the procurement process more quickly; CATS has reopened discussions with stakeholders regarding the downtown hub after meeting resistance from property owners at 7<sup>th</sup> Street; the LSU lease is in review by the FTA; Human Resources is putting together a health and wellness fair for April; we expect to have the final report on the evaluation of the Operations Department in the next two weeks, and the evaluation was conducted by CATS CEO, HR Director and Director of Operations; we are exploring a partnership with MegaBus that will allow the transfer of customers between the two parties; and CATS staff is working to develop long-term alternatives to address the needed change in how it will operate and the facilities needed to support expected technology changes and service growth for alternative fuels.**

**There were 230,556 total passenger trips in January, 17 complaints, and the on-time performance was 77%.**

**2. Financial Statements: Mr. Conner Burns**

**Mr. Burns shared that some changes/additions have been made to the reporting to make it easier and clearer to understand.**

**Mr. Burns described the highlights of the written report showing the status of grants contained in the members' packets, and that the balance of the grants was \$11,267,939.**

**He then discussed the highlights of the financial statements. The 2015 year-to-date tax monies received was \$11,615,772, and the amount expended was \$1,444,082. January operating revenues were \$196,858, with \$125,907 coming from the farebox. The total direct operating expenses were \$1,942,842.**

**The year-to-date operating expenses break down as follows: Operations – 51%, Maintenance – 21%, ADA – 12%, Administration – 8%, Customer Care/Security – 4%, Facilities Maintenance – 2%, and Project Administration – 2%.**

**VI. NOMINATION AND ELECTION OF OFFICERS**

**Mr. Perret shared that he chaired the Nominating Committee and served with Mr. O’Gorman and Ms. Perkins. After meeting and having discussions with current officers, the nominations are as follows:**

**President – Donna Collins-Lewis  
Vice-President – Dalton Honore  
Treasurer – Kevin O’Gorman  
Secretary – Ken Perret**

**Mr. Perret moved to elect the above-mentioned slate of officers and Ms. Roe seconded. The motion carried without objection.**

**VII. 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 19<sup>th</sup> 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: Ms. Collins-Lewis**

**Ms. Collins-Lewis noted there was no need for the committee to meet.**

**4. Planning: Mr. Perret**

**Mr. Perret referred the members to the minutes of the committee’s February 20<sup>th</sup> meeting in their packets. He noted that the committee discussed the alternative fuel recommendations and will continue to look at facility and vehicle needs. It was noted that the City-Parish is the lead in the streetcar project.**

**5. Community Relations and Reliant Transportation Group representative**

**Ms. Roe noted that the committee did not meet, but the Rider Association selection process is progressing, and there will be discussions concerning the complaint process.**

**Mr. Landry noted that Reliant provided 7,091 completed rides in January, 97% were on-time, the total hours were 4,501, and there were zero complaints.**

**VII. ACTION ITEMS**

**1. Renewal of commercial general liability insurance policy with Traveler’s**

**Mr. Butler Bourgeois of Arthur Gallagher provided information regarding the renewal of the policy. It was noted that the cost varied only slightly.**

Ms. Roe moved to approve the renewal of the commercial general liability insurance policy with Traveler's. Mr. Honore seconded, and the motion was unanimously approved.

**2. Declare seven vehicles as surplus property**

It was noted that this action is necessary in order to send the vehicles to the City for auction.

Mr. Perret moved to approve the resolution declaring seven vehicles as surplus property and Mr. Honore seconded. The motion carried without objection.

**RESOLUTION OF BOARD OF COMMISSIONERS OF CAPITAL AREA TRANSIT SYSTEM  
DECLARING CERTAIN VEHICLES AS SURPLUS PROPERTY**

**BE IT RESOLVED** that the following vehicles are declared surplus property and that the Chief Executive Officer of Capital Area Transit System (CATS) is authorized to have the vehicles sold at auction:

**1997 Gillig Phantom Coach, VIN: 15GCB2111V1088206**

**1997 Gillig Phantom Coach, VIN: 15GCB2115V1088211**

**1997 Gillig Phantom Coach, VIN: 15GCB2110V1088312**

**1997 Gillig Phantom Coach, VIN: 15GCB2115V1088323**

**1997 Gillig Phantom Coach, VIN: 15GCB2110V1088326**

**2008 Chevrolet Champion Cutaway, VIN: 1GBE4V1978f415429**

**2008 Chevrolet Champion Cutaway, VIN: 1GBE4V1988F415018**

**3. Authorize Emmett Crockett, Jr. as signor on CATS bank accounts with Whitney Bank**

Mr. Burns shared that CATS maintains four people authorized to sign checks, and with the departure of Mr. Escobedo, a new fourth needs to be added. Mr. Crockett is the Director of Transit Development. The resolution is a new requirement of Whitney Bank.

Ms. Pierre moved to approve the resolution authorizing Emmett Crockett, Jr. as a signor. Ms. Perkins seconded, and the motion carried unanimously.

**RESOLUTION OF BOARD OF COMMISSIONERS OF CAPITAL AREA TRANSIT  
SYSTEM AUTHORIZING EMMETT J. CROCKETT, JR. TO ENDORSE CHECKS  
AND AUTHORIZING THE PRESIDENT TO EXECUTE THE ATTACHED WHITNEY  
BANK RESOLUTION**

**BE IT RESOLVED** that Mr. Emmett J. Crockett, Jr. is authorized to endorse checks and orders for the payment of moneys and withdrawals of funds on deposit with Whitney Bank as set forth in the attached Whitney Bank resolution and that the President of the Capital Area Transit System is authorized to execute the attached Whitney Bank resolution.

**4. Authorization for the CEO to settle the claim of Tyrone Batiste under the terms of the settlement and judgment payment policy adopted by the Board on July 20, 2004 as**

amended. (This matter might possibly be discussed in executive session. As required by the Open Meeting Law, notice is hereby given that this claim is pending in the 19<sup>th</sup> Judicial District Court and is Suit Number 627,358, Sec. 26; and that Tyrone Batiste is the plaintiff and Capital Area Transit System and Loretta Dale are the defendants.)

Ms. Collins-Lewis moved to defer the item until the next board meeting and Ms. Roe seconded. The motion carried without objection.

## **VIII. PUBLIC COMMENTS**

Katie Guy, CATS Operator, said this was her only opportunity to speak to the board. She instructed Chris Huddleston to deliver packets to all board members.

Louis Wren, with AFLCIO, said he is a great supporter of transit. He inquired how employees speak to the board and wants to have CATS look at the process for bringing issues to the board.

Johnny Perry said line 5 has excluded the Valley Park area.

Donnie Smith said Gus Young has been cut.

Gloria Brumskill, CATS Operator, asks about service for North Baton Rouge and inquired about a shelter at Swan and Scenic.

Councilwoman C. Denise Marcelle delivered packets to board members with letters of support for CATS operators. She noted that she represents District 7. She shared that she felt complaints were going unanswered.

Patsy Brown, CATS Operator, said the garage and parking lot are dirty and customer service isn't open at the terminal for all business hours.

Linda Perkins thanked those who spoke and assured all that CATS takes the concerns seriously.

Deborah Roe thanked those for taking the time to speak and shared that the staff is always available. She noted that she has often heard management refer to the operators as the backbone of the company.

Donna Collins-Lewis shared that the issues are being heard and asked Ms. Marcelle to please put her requests for information in writing. She noted that Mr. Mirabito hears from the board often and he does work with them and take their advice.

## **IX. ADJOURNMENT**

There being no further business, Mr. Perret moved that the meeting be adjourned. Ms. Roe seconded the motion, and it was unanimously approved.

