



**MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
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MARCH 15, 2016
4:30 p.m.
BREC Administration Building
6201 Florida Boulevard
Baton Rouge, LA 70806**

MINUTES

CALL TO ORDER: Mr. Jim Brandt

Mr. Brandt called the meeting to order.

II. ROLL CALL

Present were Messrs. Brandt, Breaux, Cutrera, O’Gorman, and Mss. Collins-Lewis, Pierre, and Perkins. Mr. Perret and Ms. Barret were 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. Perkins gave the invocation.

IV. APPROVAL OF MINUTES OF FEBRUARY 16, 2016, MEETING

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

V. 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: CATS sponsored a team in the Komen Foundation Race for the Cure and had 25 employees participate, and a t-shirt designed by operator Toye Hebert was the winning design; CATS met with the FTA to discuss several topics – including BRT earmarks from 2006, 2008, and 2009 that are in jeopardy of being recalled at the end of the year – and the FTA has agreed to allow CATS to use \$823,000 for buses and shelters on Florida Boulevard; CATS has requested a waiver of the expected life and any penalties regarding the 28 Blue Bird buses, and it is FTA policy that if a bus is parked before the end of its useful life, the Agency is liable for any federal funds that have been used since the bus was removed from service; CATS executed a contract for the sale of five bus wraps to the law firm of Dudley DeBossier for a term of one year at a value of \$125,000 total; DHH has reimbursed CATS for services provided in 2015, and the Medicaid revenue realized for February was due to the efforts of Randy Nichols at the ARC; CATS satisfied all the requirements to receive the money that Senator Barrow made available for shelters in her district, and CATS received the \$40,000 on March 1st; excitement is building for the Garden District Trolley through the media campaign and we have rescheduled the Ride and Learn event for April 16th to avoid a day where a major reroute would be needed; CATS ran the Shamrock Shuttle on March 12th; scheduling issues identified since the changes made on January 31st will be addressed in the next run-cut, which is tentatively scheduled for late April, and the move from the Old State Capitol to the terminal will occur prior to the beginning of the downtown construction scheduled for late summer; CATS is issuing a proprietary RFP for the purchase of scheduling software; phase 2 of the lift replacement project will be completed by March 18th and five lifts will have been replaced and the remaining four in phase 3; the draft of the strategic plan will be presented to the Planning Committee in April and will move forward with public meetings if approved by the Board; and CATS has received requested information from Dillard's in order to determine the viability of the Cortana Mall location as a possible hub and the decision of going forward with a building purchase or the construction of the bus pullout extension will be made by the end of March.

He noted that in the Measures of Success, the following updates were provided: #1: On-Time Performance – 78.1%; #2: Shelter Completion – 4 complete shelters and 16 in progress; #3: Transit Hubs – two built by end of year; #4: Fleet Upgrade – four delivered in mid-October and eight delivered in mid-December; and #5: Route Productivity Measures (service standards) – staff has prepared a draft of service standards but Board consideration has been deferred until April.

He reported there were 227,170 trips in February and 453,115 year-to-date. There were 89 complaints, and the on-time performance was 77.8%. The complaints break down as follows: courtesy – 17; facilities/maintenance – 6; passed up – 17; performance – 36; safety – 10; IT/website issues – 2; and other – 1. It is important to note that complaints are now received and collected differently than previously and there are 89 complaints from 227,170 trips for the month, a percentage of 0.0392%.

2. Financial Statements: Mr. Conner Burns

Mr. Burns announced that there was an income deficit because there were no ECHO draws and what done in January was booked into December. He also thanked Barry Meyer of the ARC for the Medicaid funds that CATS received.

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 \$7,046,755.

He then discussed the highlights of the financial statements. The 2016 year-to-date property tax monies received was \$15,564,167, and the amount expended from that source was \$2,724,428. February operating revenues were \$227,440 and governmental revenues were \$1,510,323 for a total source of funds of \$1,737,763. The total direct operating expenses were \$2,133,203.

The year-to-date operating expenses break down as follows: Operations – 48%, Maintenance – 22%, ADA – 11%, Administration – 13%, Customer Care/Facility – 3%, Security – 2%, and Project Administration – 1%.

VI. PRESIDENT'S ANNOUNCEMENTS

Mr. Brandt announced that the CATS Board Committee leadership would be as follows: 504/Community Relations – Linda Perkins, Chair, and he welcomed Ms. Barrett and Mr. Barry Meyer from the ARC to that committee; Audit – Kevin O'Gorman, Chair; F&E – Jim Brandt, Chair, and Ms. Collins-Lewis will remain as an at-large member; Planning – Ken Perret, Chair, and Mr. Cutrera will join the committee; and Technical, Policies, and Practices – Dr. Peter Breaux, Chair. The Audit and TPP Committees will meet as needed, 504/CR will meet quarterly, and F&E and Planning will meet monthly.

Mr. Brandt noted that there was an orientation session for the two new board members with Mr. Brandt, CEO Bob Mirabito, and legal counsel Creighton Abadie.

VII. COMMITTEE REPORTS AND ANY ACTION THEREON

1. Finance and Executive: Mr. Brandt

Mr. Brandt referred the members to the minutes of the committee's March 10th meeting in their packets. He shared the highlights of the meeting and noted action items would be discussed later in the meeting. He let the board know that the bus purchase was recommended for approval by the committee, and the committee voted to defer the public relations contract until April.

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

Dr. Breaux noted the committee did not meet.

3. Audit: Mr. O'Gorman

Mr. O’Gorman noted there was no meeting during the past month but he expects the committee to meet next month to consider the annual audit.

4. Planning: Mr. Brandt

Mr. Perret was absent due to medical reasons and Mr. Brandt reported in his absence. He referred the members to the minutes of the committee’s March 4th meeting in their packets. He shared the highlights of the meeting, including the Cortana and downtown hub updates and discussion of the strategic plan and the CATS visit to the FTA.

5. Community Relations: Ms. Linda Perkins

Ms. Perkins referred the members to the minutes of the committee’s March 9th meeting in their packets. She shared the highlights, which included welcoming Ms. Barret and Mr. Meyer to the committee and a discussion of the hubs and the Riders Association.

Ms. Perkins shared the certifications for the months of December 2015 through February 2016, and they are as follows: application batches mailed – 7, 9, and 15; certified – 20, 18, and 20; conditional certifications – 7, 3, and 3; and ineligible – 1, 1, and 1. There were 3, 3, and 4 recertifications.

Mr. Rob Miller, Reliant’s Baton Rouge Operations Manager, reported that Reliant provided 6,897 completed rides in February, 95% were on-time, the total hours were 4,254.47, and there were three complaints.

VIII. ACTION ITEMS

1. Authorize the CEO to order twelve Gillig buses for 2017 delivery

Messrs. Brandt and Mirabito explained that there is a 16 month delivery and this item simply authorizes the CEO to order the buses in order to guarantee delivery in 2017. There will be further discussion as to the payment method(s) that will be utilized and CATS has the right to cancel without charge.

Mr. Brandt invited public comment. Ms. Starr said CATs should be buying more buses. Ms. Rose, a customer, asked if the new buses would be ADA-compliant because some of the current buses have issues; she was assured the new buses would be compliant. Ms. Collins-Lewis moved that the CEO be authorized to order twelve new Gillig buses for 2017 delivery. Ms. Perkins seconded the motion and it carried unanimously.

IX. PUBLIC COMMENTS

Champagne Starr, a customer, asked how many board members ride the bus, and several board members raised their hands. There was further comment that board members have to ride the bus to know the problems that occur. There was discussion as to how a cancellation was publicized to the riders.

Ms. Rose, a customer, said she has a disability pass and is able to function so she can schedule a trip to get where she needs to be on time. She noted that CATS Trax is not reliable and does not give accurate information. She also shared that the buses pass her with some regularity.

X. ADJOURN

Ms. Perkins moved to adjourn the meeting. Dr. Breaux seconded, and the motion carried unanimously.