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**MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
MAY 16, 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

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

III. INVOCATION

Ms. Pierre gave the invocation.

IV. APPROVAL OF MINUTES OF APRIL 18, 2017 MEETING

Mr. Bellue moved to approve the minutes of the April 18, 2017, meeting and Mr. Cohran 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 welcomed the newest CATS Board member, Mr. Matt Thomas. Mr. Thomas owns a travel agency specializing in trips to China and has worked extensively on the preservation of the LSU Lakes.

Mr. Brandt thanked all the board members for their attendance and participation at the board retreat and shared that it was a very productive time; he also extended his thanks to the staff for the work that went into the retreat. He noted that the work on the strategic plan is continuing, along with the work on the capital improvement plan.

Mr. Brandt reminded the board members that their financial disclosures were due.

Mr. Brandt reviewed the public comment policy.

VI. ADMINISTRATIVE MATTERS

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

Ms. Bowie shared that the following hires were made in April: Operations – seven cadets and one operator; Administration – one Business Process Analyst, one Chief Operating Officer, and one Human Resources Director. Ms. Bowie noted that she is beginning to aggressively recruit bus operators.

Before beginning his report, Mr. Goldman recognized two retiring bus operators, Messrs. Dwain Foster and Ulysses Walker. He noted that Mr. Foster had 17 years of service with CATS and Mr. Walker had 13 years of service.

Mr. Goldman shared that, in Operations, he continues to work with the staff to review and revise performance indicators and will be providing updated information in June.

Mr. Goldman shared that, in Maintenance, PMIs are at 94% and that all twelve of the new Gillig buses have arrived and are in service.

Mr. Deville shared that Strategic Plan is ongoing and will be woven into a five year plan. He noted that various service planning projects are ongoing.

2. Financial Statements: Mr. Conner Burns

Mr. Burns described the highlights of the written report contained in the members' packets showing the status of grants. The balance of grant funds remaining was \$2,913,545.

He then discussed the highlights of the financial statements. The 2017 year-to-date property tax monies received was \$16,369,923, and the amount expended from that source was \$8,483,643. April operating revenues were \$218,781 and governmental revenues were \$2,422,979, for a total source of funds of \$2,641,760. The total direct operating expenses were \$2,481,490.

Mr. Burns compared the operating revenues from April in previous years: 2017 - \$218,000; 2016 - \$195,000; 2015 - \$203,000; 2014 - \$146,000; 2013 - \$170,000; and 2012 - \$177,000.

The year-to-date operating expenses break down as follows: Operations – 50%, Maintenance – 22%, ADA – 10%, Administration – 11%, Customer Care/Facility – 3%, Security – 2%, and Project Administration – 2%.

VII. COMMITTEE REPORTS AND ANY ACTION THEREON

1. Finance and Executive: Mr. Brandt

Mr. Brandt noted that there was no meeting in May given the light agenda, but he shared that the meetings would resume in June.

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 the committee did not meet but would meet in June once the audit has been completed. He shared that the audit firm would present an overview of the audit at the June board meeting.

4. Planning: Mr. O’Gorman

Mr. O’Gorman referred the members to the minutes of the committee’s May 12th meeting in their packets. He shared the highlights of the meeting and noted that the work of the strategic plan is ongoing and the Planning Committee will be working closely with staff. Mr. O’Gorman thanked the staff for the work done both on the board retreat and the plan to this point.

5. Community Relations: Mr. Jim Brandt

Mr. Brandt noted the committee did not meet.

Mr. Rob Miller of Reliant Transportation reported that Reliant provided 5,872 completed rides in April and 91% were on-time. There were 4,045 total hours and three valid customer service complaints in performance and safety.

Mr. Miller noted that Business Manager Morgan Landry was leaving Reliant to pursue other opportunities and expressed his thanks to Mr. Landry for all the work he has done with CATS.

VIII. ACTION ITEMS

1. Authorization for the CEO to extend the Goodyear Tire & Rubber Company tire lease contract for 60 days

It was noted that this request is being made to allow staff additional time to advertise a new competitive solicitation. Goodyear Tire & Rubber agreed to extend their current pricing for 60 days.

After some discussion, it was recommended that the extension be made for 90 days.

Mr. Bellue moved that the CEO is authorized to extend the tire lease contract with Goodyear Tire & Rubber Company for a period of 90 days and Mr. O’Gorman seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

2. Authorization for the CEO to settle the claim of Ester Oduh 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 19th Judicial District Court and is Suit Number 646,311, Sec. 26; and that Esther Oduh is the plaintiff and Capital Area Transit System and George Decuir are the defendants.)

This item will be deferred until the June board meeting.

IX. PUBLIC COMMENTS

XI. ADJOURN

Mr. Cohran moved to adjourn the meeting. Mr. O’Gorman seconded the motion, and the motion passed unanimously with no abstentions.

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