



CAPITAL AREA TRANSIT SYSTEM

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

**JUNE 18, 2019**

**4:30 p.m.**

**BREC Administration Building  
6201 Florida Boulevard  
Baton Rouge, LA 70806**

**MINUTES**

**I. CALL TO ORDER: Mr. Mark Bellue**

Mr. Bellue called the meeting to order.

**II. ROLL CALL**

Present at the meeting were members Messrs. Bellue, Brandt, Breaux, Cohran, Lambert, and O’Gorman and Mss. Perkins and Pierre. Ms. Green was absent. 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 MAY 21, 2019 MEETING**

Ms. Perkins moved to approve the minutes of the May 21, 2019, meeting and Mr. Lambert seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

**IV. PRESIDENT’S ANNOUNCEMENTS**

Mr. Bellue reviewed the public comment process.

**V. SAFETY MOMENT**

**Ms. Simpson noted that June is National Safety Month. She shared the names of 48 operators who had zero preventable accidents in the last twelve months.**

## **VI. ADMINISTRATIVE MATTERS**

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

**Mr. Jim Fight shared that the agency hosted its Behind the Wheel job fair on June 4<sup>th</sup> and that more than 250 job seekers attended the event. The agency has extended the following offers of full-time employment: Operator – 20; Mechanic – 2; Utility Technician – 2; Customer Care Representative – 4; and Custodian – 1. Mr. Fight noted that he hoped to have a new hire class starting June 25<sup>th</sup>.**

**Ms. Dwana Williams shared that, in Operations, there are currently 127 active operators.**

**Ms. Williams noted that CATS had 213,627 passenger trips in May. There was 1 preventable accident per 100,000 miles, and 498 trips cancelled of the approximately 33,000 trips for the month. The percentage of on-time trips was 63.91%, there were 34.6 complaints per 100,000 miles, and there were 7,237 mean miles between road calls for the month.**

**Mr. Deville reported that he was invited to attend a meeting with the new BREC Superintendent Corey Wilson to discuss how CATS and BREC can collaborate. Mr. Wilson explained that he would like to see access to and from all BREC facilities as this is key to its current and future success.**

**There was discussion with Chris Tyson, President and CEO of the newly rebranded Build Baton Rouge (formerly the East Baton Rouge Redevelopment Authority) regarding the potential for New Markets Tax Credits (NMTC) within our existing program and project sites.**

**Mr. Rose informed the board that CATS Five Year Program of Projects was adopted at the June 12<sup>th</sup> MPO Transportation Policy Committee meeting.**

**Planning and Grants staff attended an FTA-sponsored Triennial Review workshop in Baton Rouge on June 4<sup>th</sup> and 5<sup>th</sup>.**

**Planning submitted a Bus and Bus Facilities grant award application for four electric trolleys and six electric buses.**

Mr. Deville shared the balance sheet for May 2019 and noted that the agency's total current assets are \$30,629,829. The total current liabilities are \$6,270,918.

Mr. Deville provided the statement of operating budget versus actual for the period ending May 31, 2019. He noted the total operating expenses were \$2,528,792. The total operating revenues were \$256,179 and the total operating subsidies were \$4,629,245. The net operating balance for the month was \$2,356,632.

## **VII. COMMITTEE REPORTS AND ANY ACTION THEREON**

### **1. Finance and Executive: Mr. Mark Bellue**

Mr. Bellue referred the members to the minutes of the committee's June 13<sup>th</sup> meeting in their packets. He shared the highlights and noted that the action items would be considered later in the meeting.

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

Dr. Breaux noted the committee did not meet.

### **3. Audit: Mr. Cohran**

Mr. Cohran referred the members to the minutes of the committee's June 11<sup>th</sup> meeting in their packets. He invited Ms. Tiffani Dorsa of Postlethwaite & Netterville to give an overview of the annual audit.

Ms. Dorsa noted that the agency received an unmodified opinion, which is the highest opinion that can be given. She shared highlights of the audit with the board members.

### **4. Planning: Mr. Kevin O'Gorman**

Mr. O'Gorman referred the members to the minutes of the committee's June 7<sup>th</sup> meeting in their packets and shared the highlights.

### **5. Community Relations: Ms. Linda Perkins**

Ms. Perkins referred the members to the minutes of the committee's June 12<sup>th</sup> meeting in their packets and shared the highlights of the meeting.

She noted that she attended the customer service training that was conducted by the Southwest Transit Association (SWTA) and was pleased to hear the information shared at the training session.

Mr. Bryan Basford of MV Transportation noted that there were 8,656 scheduled trips in May; of those, 615 were cancellations and 479 were no-shows for a total of 7,562 completed trips. There were 2 complaints for the month and the on-time percentage was 86.9%. There were 0 road calls for the month of May.

Mr. Basford shared that the conversion to Trapeze from One MV software was proving very beneficial and there was already a reduction in ride time violations from 90 in April to 11 in May.

Mr. Basford shared a year in review with the board members as MV completed its first year of providing paratransit service for CATS. He noted there were 95,676 scheduled trips; of those, 86,476 were completed. The completion percentage was 90.38%. There were 96,065 total riders, and 23,000 of those used mobility aids. There were 816,045 service miles and 54,551 service hours.

Mr. Basford thanked the board members and the CATS staff for the opportunity to develop this relationship and noted he looked forward to continued success for the CATS On Demand customers.

It was noted that there was a more than fifty per cent increase in customers than what was specified in the request for proposals. He noted that new applications are received daily, and that he and the CATS staff work together to ensure the best service possible is provided.

## **VIII. ACTION ITEMS**

- 1. Consideration of authorization for cost expenditures associated with NEPA completion and fifteen per cent (15%) design for Plank-Nicholson BRT Corridor Project**

It was noted there was a lengthy discussion at the F&E Committee meeting, where some of the topics included the scope, timeline, and cost. It was noted that the F&E Committee unanimously recommended the expenditures be approved.

Mr. Cohran moved that the CEO is authorized to spend \$229,000 for cost expenditures associated with NEPA completion and fifteen per cent (15%) design for the Plank-Nicholson BRT Corridor Project and

**Ms. Perkins seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed with Mr. Lambert abstaining.**

**2. Consideration of approval to award contract for design services for transit amenities**

**Mr. Brown shared that the agency solicited qualifications for transit amenities design. The RFQ was sent to 98 architectural & engineering firms, including 27 small business and DBE firms. The agency received six proposals in response to the RFQ.**

**The Proposal Evaluation Committee was comprised of both CATS staff and external stakeholders, and they reviewed all the submissions.**

**It was noted that the selected firm will be responsible for the design of the custom shelters that will be located throughout the system at BRT stops and high-profile locations, information kiosks, BRT signage, and on-time displays.**

**The recommended firm is Reich Landscape Architects. They are a local firm that comes with an excellent reputation.**

**The work is not expected to exceed \$180,000.**

**Mr. Brandt moved that the CEO is authorized to enter into a contract with Reich Landscape Architects for the design of transit amenities for an amount not to exceed \$180,000 and Ms. Perkins seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed with Mr. Lambert abstaining.**

**3. Consideration of authorization for the CEO to settle the claims of Arthur Davis, Sr., Arthur Davis, Jr., Artisha Davis, and Carla Davis 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 640,054, Sec. 22; and that Arthur Davis, Sr., Arthur Davis, Jr., Artisha Davis, and Carla Davis are the plaintiffs and Capital Area Transit System and Eric Marselis are the defendants.)**

**Mr. Bellue moved to enter executive session to discuss the pending litigation and Mr. Brandt seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.**

**Following the executive session, Mr. Brandt moved that the CEO is authorized to settle the claims of Arthur Davis, Sr., Arthur Davis, Jr., Artisha Davis, and Carla Davis under the terms of the settlement and judgment payment policy adopted by the Board on July 20, 2004 as amended in the amount of \$975,000 and Mr. O’Gorman seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.**

**X. PUBLIC COMMENTS**

**There were no public comments.**

**XI. ADJOURNMENT**

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

**DRAFT**