



**MEETING OF THE  
BOARD OF COMMISSIONERS OF  
CAPITAL AREA TRANSIT SYSTEM  
AND  
PUBLIC TRANSPORTATION COMMISSION  
JULY 15, 2014  
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, Honore, Miller, O’Gorman, and Perret and Mss. Collins-Lewis, Perkins, Pierre and Ms. 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**

**Ms. Roe gave the invocation.**

**IV. APPROVAL OF MINUTES OF JUNE 17, 2014, MEETING**

**Mr. Brandt moved to approve the minutes of the May 20, 2014, board meeting and Ms. Perkins seconded. Ms. Roe abstained, explaining she was absent at that meeting, and the motion carried without objection.**

**V. ADMINISTRATIVE MATTERS:**

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

**Mr. Mirabito mentioned that the highlights of his written report contained in the members' packets. His comments included: State Senator Bodi White engineering an end-of-the-session appropriation of \$100,000 for the St. George Fire Protection District from the East Baton Rouge Parish Community Development Fund, and after consulting with attorneys, it was determined that the Legislature was within its rights to do so; system changes are scheduled for July 20; the new website will launch on July 20; shelter construction is in full swing, and kudos to Brady Barr in the procurement section for his hard work on the shelter projects; and plans are being finalized for a board member retreat on July 25-26.**

**There were 192,382 total passenger trips in June, 8 complaints, and the on-time performance was 74%.**

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

**Mr. Burns first reported that the 2015 budget process would begin next week, and all the board members are invited to attend. The process will involve zero-based budgeting.**

**He described the highlights of the written report showing status of grants contained in the members' packets. In particular, he noted that CATS would be closing a 2012 earmark. The grant balance for the month is \$8,548,765.**

**The LaPorte accounting firm will be coming to assist with a semi-annual inventory in the Maintenance Department.**

**He then discussed the highlights of the financial statements. He noted the tax revenues received year-to-date are \$15,583,963 and CATS has expended \$7,614,700.**

**The total direct operating expenses for the month were \$1,903,004 and the net balance of total revenues over total expenses was \$387,561. CATS is still on track to operate within its budget for the year.**

**The year-to-date operating expenses break down as follows: Operations – 48%, Maintenance – 19%, ADA – 14%, Administration – 12%, Bus Terminal – 5%, and Project Administration – 2%.**

**VI. 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 July 10<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. Ms. Roe moved to approve the committee's minutes and, after being duly seconded, the motion was unanimously approved.**

**2. Technical, Policies and Practices: Ms. Perkins**

**Ms. Perkins shared that the committee did not meet in July but would meet again in August to continue the discussion of the employee handbook. She related community thanks for the shelter construction program.**

**3. Audit: Mr. Miller**

**Mr. Miller noted that the committee did not meet in July since, while the audit has been completed, copies were not yet available.**

**4. Planning: Mr. Perret**

**Mr. Perret referred the members to the minutes of the committee's July 11<sup>th</sup> meeting in their packets and mentioned that committee members have been attending meetings with the Clean Fuel Alliance and other groups. He noted that the proposed alternative fuel study with UNO has the full support of the Planning Committee and this study is an all-encompassing study, and CATS should use whatever funding sources are available.**

**It was reiterated that there would be a board member retreat on July 25-26 and strategic planning would be included on the agenda.**

**Mr. Perret let the board know the North Baton Rouge transit hub is in the hands of the LSU Board of Supervisors. The Mall of Louisiana remains steadfast in its desire to see CATS remove all but one stop; there will be a meeting between Ben Miller and Bob Mirabito with the new Mall manager. Stantec is doing a site study of three potential locations to relocate the Town Square hub.**

**Ms. Roe moved to approve the committee's minutes and Mr. Brandt seconded. The motion was unanimously approved.**

**5. Community Relations: Ms. Deborah Roe**

**Ms. Roe referred the members to the minutes of the committee's July 9<sup>th</sup> meeting in their packets. She shared the highlights of the meeting, which included discussions of the increase of new paratransit riders as a result of the expansion, a riders' association, and that such discussions would continue at future meetings.**

**Mr. Caesar of Reliant Transportation reported that the completed paratransit rides were 7,122. The on-time performance was 97.61%. Total hours were 4,237. There was one customer complaint.**

**VII. ACTION ITEMS**

- 1. Authorize the CEO to engage the University of New Orleans Transportation Institute to provide a report evaluating alternative fuels and recommending the best solution for CATS based on economic and environmental factors**

**It was noted that there are a number of CMAQ grants with availability for alternative fuel purchases, but a study is needed to determine the best fuel moving forward.**

**Mr. Mirabito shared that he initially spoke with LSU, and they suggested CATS contact the UNOTI and Dr. John Renne.**

**Mr. Mirabito recently traveled to Shreveport to visit its transit system, Sportran, because it recently converted to CNG. It had to spend \$500,000 to cut down trees because the buses are taller, and they each cost approximately \$150,000 more than diesel buses.**

**It was noted that the goal in paying for the study is to have CATS pursue as many avenues as possible so as not to incur the total cost of the study, which will be \$90,999. Federal funds may not be available as this is a sole source bid. If there are any partners from industry or other sectors, they will have no bearing on the editorial content of the study.**

**Ms. Roe moved to authorize the CEO to engage the University of New Orleans Transportation Institute in a cooperative endeavor to provide a report evaluating alternative fuels and recommending the best solution for CATS based on economic and environmental factors, with a cost of \$90,999 and using diesel as the baseline for the report. Ms. Pierre seconded the motion.**

**Ms. Collins-Lewis then asked if there were any public comments. Mr. Ron Crump of URS asked how CATS or the study would weigh the environmental features of the different fuels.**

**After further discussion, a vote was taken and the motion was unanimously approved.**

**2. Authorize Amie McNaylor to serve as Records Officer**

**It was noted that CATS has the opportunity to work with the Louisiana State Archives office to store old records. CATS has a records retention policy but currently has nowhere to store records. This step is a requirement of the State Archives, and the board must approve the appointment.**

**Mr. Miller moved to authorize Amie McNaylor to serve as the Records Officer and Ms. Perkins seconded. The motion carried without objection.**

**3. Approve the new union wage scale**

**Mr. Mirabito explained that the union chose to open wage negotiations as is permitted in the current contract, so management met with Union leadership and reached a tentative agreement subject to approval by the CATS Board and the union membership. He referred to materials in the member packets showing the proposed pay scale would still be low as compared to most other transit agencies in the state.**

**Mr. Perret moved that the board approve the proposed new pay scale and Mr. Honore seconded. Ms. Collins-Lewis asked if there were any public comments, and Ms. Naomi Guy, president of the local union, urged approval. Thereafter, a vote was taken and the motion was unanimously approved.**

## **VIII. PUBLIC COMMENTS**

**Mr. Tracy Williams complimented the operators and noted he realizes they are the first line of defense for the company.**

**Mrs. Josephine Bellard is happy to see intelligence and integrity. She noted that buses are still late and the shelters need to be enhanced to accommodate handicapped riders. She suggested that the #11 route in Scotlandville be reviewed and possibly amended.**

## **X. ADJOURNMENT**

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