



**MEETING OF THE  
BOARD OF COMMISSIONERS OF  
CAPITAL AREA TRANSIT SYSTEM  
AND  
PUBLIC TRANSPORTATION COMMISSION  
AUGUST 19, 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 JULY 15, 2014, MEETING**

**Ms. Roe moved to approve the minutes of the July 15, 2014, board meeting and Mr. O’Gorman seconded. 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: CATS submitted its application for bus replacement funds to the Ladders of Opportunity program and received multiple letters of support; LaPorte has issued its 2013 audit report; the final FMO report has not been issued due to issues with the Management Representation Letter; CATS is eligible for Medicaid reimbursement for CATS on Demand customers; shelter construction continues; CATS is working with LSU and BRPD to determine how Touchdown Express will run this year due to the new LSU contraflow plan; plans have begun for November system changes; Google Trip Planner should be available by the end of the month; and CATS held a board retreat on July 25-26 to discuss strategic vision and issues facing the agency.**

**There were 211,566 total passenger trips in July, 9 complaints, and the on-time performance was 74%.**

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

**Mr. Burns first reported that the 2015 budget process has begun and there would be an internal presentation on August 25 at CATS. He stated that any interested board members were invited to attend.**

**He described the highlights of the written report showing status of grants contained in the members' packets. The grant balance for the month is \$7,435,025.**

**Mr. Burns explained that the report on the capital budget is a new feature, and provides details and status for each capital project.**

**He then mentioned the highlights of the balance sheet and the statement for the operating budget. He noted that CATS received \$161,567.90 as a refund from the Workers' Compensation Second Injury Fund.**

**The year-to-date operating expenses proportions were as follows: Operations – 50%, Maintenance – 20%, ADA – 12%, Administration – 11%, 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 August 14<sup>th</sup> unofficial meeting in their packets. She noted that there was no official meeting as there was not a quorum, and that the major items were on the board agenda as action items.**

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

**Ms. Perkins shared that the committee did not meet in August but would meet again in September to continue the discussion of the employee handbook.**

### **3. Audit: Mr. Miller**

**Mr. Miller referred the members to the minutes of the committee's August 18<sup>th</sup> meeting in their packets, as well as the audit report contained in their packets. He noted the auditors gave an unqualified opinion for both CATS and the CATS pension fund. There were several notes to the opinion, including a reference to a FTA report regarding the lack of casualty insurance for the buses. After discussion, Mr. Miller stated that he would schedule another committee meeting with the auditors and invite board members to attend.**

### **4. Planning: Mr. Perret**

**Mr. Perret referred the members to the minutes of the committee's August 15<sup>th</sup> meeting in their packets.**

**He noted that the proposed alternative fuel study with UNO is projected for completion at the end of October and will hopefully be presented at the November board meeting.**

**Mr. Perret mentioned that the committee minutes contained an attachment listing seven CATS mission statements. He stated that the committee would like board members to review these statements and be prepared to vote on their adoption at the September meeting.**

**He also mentioned that there have been meetings regarding the hub at the Mall of Louisiana and there appears to be progress on the goal of having a hub there. In response to a question by Mr. Brandt, Mr. Mirabito said that it appears that the issues regarding the downtown hub will not be resolved by the November goal, and that CATS is waiting for a study by Stantec regarding its location.**

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

**Ms. Roe referred the members to the minutes of the committee's August 13<sup>th</sup> meeting in their packets. She shared the highlights of the meeting, which included discussions of the riders association, a report on which should be brought before the board in November.**

**Mr. Neal of Reliant Transportation reported that the completed paratransit rides were 7,515. The on-time performance was 97%. Total hours were 4,500. There was one customer complaint.**

**VII. ACTION ITEMS**

**1. Authorization for the CEO and/or CFO to apply for line of credit with US Bank for purchases of fuel from FuelTrac.**

**Mr. Abadie explained this item, including that CATS currently has a \$400,000 line of credit and that the limits need to be increased to \$600,000 because of increased purchases. It appears that, while CATS may have in the past approved the purchase from FuelTrac, it has not approved a separate line of credit with US Bank.**

**Ms. Roe moved to authorize the CEO and/or CFO to apply for line of credit not to exceed \$600,000 with US Bank for purchases of fuel from FuelTrac, and Ms. Pierre seconded the motion. Ms. Collins-Lewis then asked if there were any public comments and, there being none, the motion carried unanimously.**

**2. Authorize the CEO to enter into a contract with FuelTrac, Inc., for automated fuel dispensing and management services for a two-year period commencing November 1, 2014, with the option of five annual renewals**

**Mr. Mirabito shared that CATS participated with the City in issuing the RFP in order to get a better price. Ms. Efferson stated there were two proposals, but FuelTrac offered the lower price.**

**Mr. Perret moved to authorize the CEO to enter into a contract with FuelTrac, Inc., for automated fuel dispensing and management services for a two-year period commencing November 1, 2014, with the option of five annual renewals, and Mr. Brandt seconded. Ms. Collins-Lewis asked if there were any public comments and, there being none, the motion carried without objection.**

**3. Grant CEO pre-approval to award contract for 30 shelters to lowest bidder**

**Mr. Mirabito explained that this action would be an effort to expedite the shelter procurement process. CATS has scheduled a bid opening for September 17<sup>th</sup> and expects the low bid to be approximately \$180,000, but he asked for authority to award a contract for as much as \$200,000 in the event of a price higher than that expected.**

**It was requested that a list of shelter locations for this bid be provided for the board.**

**Mr. Honore moved to give the CEO approval to award a contract for 30 shelters to the lowest bidder up to \$200,000. Ms. Perkins seconded the motion. Ms. Collins-Lewis asked if there were any public comments and, there being none, the motion carried without objection.**

**VIII. PUBLIC COMMENTS**

**Mr. Miller inquired about advertising revenue.**

**A passenger noted that Route 55 needs to expand; and there are many missing bus stop signs.**

**Mr. Donald Smith noted there are problems with ADA stops.**

**Ms. Singleton noted the Highland Road route cannot get her to work on time. She also said drivers need to be more courteous.**

**Ms. Lorraine Davidson noted there needs to be more coordination with buses with transfers. The Greenwell Springs Library needs service; it was noted this is outside the taxing district.**

**Ms. Roe noted there are no stops on Perkins between Park and Acadian.**

**X. ADJOURNMENT**

**There being no further business, Ms. Perkins moved that the meeting be adjourned. Mr. Honore seconded the motion, and it was approved without objection.**