



**MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
SEPTEMBER 20, 2016
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. Brandt, Breaux, Cutrera, O’Gorman, and Mss. Collins-Lewis, Pierre, and Perkins. Mr. Perret was absent. Also present were Mr. Bill Deville, Interim CEO; Mr. Conner Burns, CFO; Mr. Don Palmer, COO; other CATS staff; and Creighton Abadie of Lindsay & Abadie, A.P.L.C., CATS attorney; and members of the public.

III. INVOCATION

Ms. Barrett gave the invocation.

IV. APPROVAL OF MINUTES OF AUGUST 30, 2016, MEETING

Ms. Perkins moved to approve the minutes of the August 30, 2016, board meeting and Ms. Barrett seconded. The motion was unanimously approved.

V. ADMINISTRATIVE MATTERS:

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

Ms. Kenderlynn Christophe gave the Human Resources report. She noted CATS made the following departmental hires in August: Operations – 7, and Security – 1

Police Officer; the inaugural edition of the employee newsletter will be published October 1st; CATS is awaiting market data for 2017 benefit quotes that will include wellness benchmarks and activities; CATS had a “Clean Your Closet” supply drive for employees affected by the 2016 flood; and the final data from the Mercer Compensation and Benchmark survey has been received.

Ms. Christophe shared that the Employee Assistance Program has been made available to employees dealing with the effects of the flood. It was suggested that there be EAP personnel onsite in order to make employees feel more comfortable in utilizing the service.

Mr. Palmer shared the Operations, Maintenance, and Safety reports. He informed the board that, in Operations, CATS has transported approximately 7,000 evacuees since August 12th and will continue to assist MOHSEP and DOTD as needed in their recovery efforts; the new Communications Center will be online by September 23rd; and a new class of cadets is tentatively scheduled to start October 3rd, which will bring CATS to the budgeted number of 156 operators.

Mr. Palmer reported that, in Maintenance, the department continues to repair buses that have flood damage, and the majority of repairs have been completed; mechanics are still identifying problems including wheelchair control modules, alternators, and LED turn signal assembly, and it is estimated that the damage incurred to this point will exceed \$25,000; all four new Gilligs are onsite and will be on the road soon; and there were no new campaigns in order to allow mechanics to focus on flood repairs.

Mr. Palmer let the board know that the Operational Safety and Review Committee (OSRC) did not meet in August due to the flood but is scheduled to meet September 29th.

Mr. Palmer reported there were 187,586 trips in August and 1,647,239 year-to-date. There were 60 complaints, and the on-time performance was 73%. The complaints are broken down as follows: courtesy – 8; facilities/maintenance – 9; passed up – 7; performance – 25; safety – 10; and other – 1. It is important to note that there are 60 complaints out of 187,586 trips for the month, a percentage of 0.0320%.

Mr. Palmer also noted that CATS has been operating a shuttle daily from the Celtic Media Centre to the Dixon Correctional Facility to reunite flood evacuees with their pets.

Mr. Deville shared that since the inception of the flood disaster, CATS has been responding to urgent requests for disaster-related recovery efforts throughout the Greater Baton Rouge area; CATS has worked, and continues to work with various agencies, including MOHSEP, DOTD, City of Baker, FTA Region VI, and FEMA; CATS, CRPC, and FEMA have been working to create a disaster recovery plan for transportation for East Baton Rouge, Baker, and some of the surrounding parishes that were impacted; a number of the CATS family, including mechanics, operators, and administrative staff have been affected by this tragedy, and this makes full

service recovery somewhat difficult at the moment, but workers are returning and the fleet recovery is progressing.

Mr. Deville noted that, in Facilities Planning, CATS has engaged with FTA Region VI regarding the North Baton Rouge/LSU hub, and he has tasked Conner Burns with drawing up language for review by CATS legal counsel; Ms. Barrett helped arrange a meeting between CATS and the Health District Executive Director Suzy Sonnier to work together with plans moving forward; and CATS is developing seven bus berths for the East Baton Rouge/Cortana Mall hub and there is a Cooperative Endeavor Agreement with the City-Parish being reviewed by respective counsels.

Mr. Deville shared that, in Service Planning, a public meeting was held in August for the elimination of the Red Stick Trolley and this now goes to the Metro Council for final approval in October.

In the Measures of Success, Mr. Deville provided the following updates: #1: On-Time Performance – 73% for the month, which is tied to the aged fleet and will be improved as new vehicles arrive; #2: Shelter Completion – continued progress is being made despite the inclement weather; #3: Transit Hubs –goal is to build two by the end of the year; #4: Fleet Upgrade – four buses were delivered in September and eight are to be delivered in mid-December, and strategies are being developed to replace all buses 12 years old or older in a 60-day timespan; and #5: Route Productivity Measures (service standards) – the initial route assessments standards draft is complete and further route redesign and enhancements are being developed and refined.

Mr. Deville noted that there was a grant awarded to CATS for \$2.9 million to procure three electric buses and gave kudos to Grants Manager Rhonda Williams for her work to make that a reality.

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 \$3,605,149.

He then discussed the highlights of the financial statements. The 2016 year-to-date property tax monies received was \$16,393,761, and the amount expended from that source was \$12,897,712. August operating revenues were \$209,652 and governmental revenues were \$1,810,089, for a total source of funds of \$2,020,541. The total direct operating expenses were \$1,927,245.

For comparison, the operating revenue in previous years for August is as follows: 2016 – \$209,652; 2015 - \$255,000; 2014 - \$196,000; 2013 - \$163,000; and 2012 - \$132,000.

The year-to-date operating expenses break down as follows: Operations – 49%, Maintenance – 22%, ADA – 10%, Administration – 12%, Customer Care/Facility – 3%, Security – 2%, and Project Administration – 2%.

VI. PRESIDENT’S ANNOUNCEMENTS

Mr. Brandt announced that there would be a remanufactured bus stopping at CATS on Wednesday, September 21st as it makes its way to Texas. This will give the CATS staff an opportunity to see one in person. There is also a new Gillig in the parking lot at BREC for anyone wishing to see the new bus.

VII. COMMITTEE REPORTS AND ANY ACTION THEREON

1. CEO Search Committee: Mr. Jim Brandt

Mr. Brandt reported for Mr. Perret, who was absent. He thanked Mr. Perret for all his work and effort in chairing this committee. Mr. Brandt felt that the committee delivered on its promises of being both an exhaustive national search as well as an open and transparent process. The public was invited to all the meetings. He noted that the CEO Search Committee met on Wednesday, September 14th and recommended that Bill Deville be named the CATS CEO. This will be an action item later in the meeting. Mr. Brandt thanked those who served on the committee, and they included: Mr. Ken Perret, CATS Board Secretary and Committee Chair; Ms. Donna Collins-Lewis, CATS Board member; Ms. Linda Perkins, CATS Board member; Mr. Edgar Cage, Together Baton Rouge; Mr. Adam Knapp, Baton Rouge Area Chamber; Mr. Cordell Haymon, Chairman of the Board for the Center for Planning Excellence; Mr. Christopher Tyson, LSU Law Professor and former CATS Board President; Ms. Ajaye Bloomestone, CATS Rider Association; and Mr. Chris Huddleston, ATU Local 1546 Vice President.

Mr. Brandt also noted that there is no mayoral appointment to the CATS Board; all members are appointed by the East Baton Rouge Metropolitan Council.

2. Finance and Executive: Mr. Brandt

Mr. Brandt referred the members to the minutes of the committee’s September 15th meeting in their packets. He shared the highlights of the meeting and noted that the action items would be discussed later in the meeting. He noted there was a considerable amount of discussion centered around the flood and its aftermath.

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

Dr. Breaux noted the committee did not meet.

4. Audit: Mr. O’Gorman

Mr. O’Gorman noted the committee did not meet.

5. Planning: Mr. Perret

Mr. Brandt referred the members to the minutes of the committee’s September 1st meeting in their packets. He noted that the discussion of hubs had been covered in Mr. Deville’s CEO report.

6. Community Relations: Ms. Linda Perkins

Ms. Perkins referred the members to the minutes of the committee’s September 13th meeting in their packets. She shared this highlights of the meeting, including certifications and customer complaints.

Mr. Morgan Landry of Reliant Transportation reported that Reliant provided 6,333 completed rides in August and 86% were on-time. The lower number of trips and on-time performance were attributed to the flood.

Ms. Barrett thanked Reliant for all they did to help Our Lady of the Lake during the flood as they provided transportation and helped meet a need the community desperately needed.

VIII. ACTION ITEMS

- 1. Authorize the CATS Board President to enter into a contract with Mr. William J. “Bill” Deville (The board may vote to go into executive session as provided for by the Louisiana Open Meetings Law to discuss the character and professional competence of Mr. Deville.)**

Mr. Brandt shared that he was delighted to recommend Mr. Deville as the CEO for the Capital Area Transit System.

He noted that the process began with 173 applicants from across the country and was whittled to 17 candidates. Those 17 were then narrowed to 12, then five, and finally two candidates.

Mr. Brandt shared that Mr. Deville has more than 30 years transit experience, is well respected in the industry, and has a vision for the future of CATS.

Ms. Collins-Lewis moved that Mr. Jim Brandt be authorized to enter into an employment contract with Mr. William J. Deville for the permanent CEO position of Capital Area Transit System under such terms and conditions that Mr. Brandt deems appropriate. Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion carried unanimously.

Mr. Deville shared that he was happy and delighted to have been selected and that he is ready for the challenge.

- 2. Authorization to eliminate Route 15 (Red Stick Trolley)**

Mr. Brandt noted that this has been in discussion for several months. This will not be a reduction in service but rather a reallocation of resources to higher volume

routes in the system. He shared that this was unanimously recommended by the F&E Committee.

Ms. Barrett moved to approve the following resolution:

RESOLUTION TO AUTHORIZE THE ELIMINATION OF ONE ROUTE

BE IT RESOLVED by the Board of Commissioners of Capital Area Transit System (CATS) and the Public Transportation Commission, acting jointly, that Route 15 (Red Stick Trolley) is hereby eliminated.

Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion carried without objection.

3. **Designate The Advocate as the official journal of CATS as set forth in the CATS Bylaws**

Mr. Abadie shared that this is a state law requirement that must be adopted annually.

Mr. Brandt recused himself from voting as he is a member of the Advocate Community Board.

Mr. Cutrera moved that The Advocate is hereby designated as the official journal of Capital Area Transit System as set forth in the Capital Area Transit System Bylaws. Ms. Collins-Lewis seconded the motion. Mr. Brandt invited public comment and there was none. Mr. Brandt abstained and the motion carried without objection.

4. **Approve the absences of Ms. Coletta Barrett**

Ms. Perkins moved to approve the following resolution:

**RESOLUTION OF CATS BOARD OF COMMISSIONERS
APPROVING ABSENCES OF COLETTA BARRETT**

WHEREAS, state law in Revised Statutes 48:1456E provides that a member of the CATS Board of Commissioners “shall be deemed to have abandoned his office upon failure to attend two of any three consecutive regularly scheduled meetings without an excuse approved by a resolution of the board at its next regular meeting”; and

WHEREAS, it was necessary for Coletta Barrett to be absent from the board meetings held on July 19, 2016, and August 30, 2016;

BE IT RESOLVED by the Board of Commissioners of Capital Area Transit System that it approves the absences of Coletta Barrett from its meetings held on July 19, 2016, and August 30, 2016.

Ms. Pierre seconded the motion. Mr. Brandt invited public comment and there was none. Ms. Barrett recused herself from voting. The motion carried without objection.

IX. PUBLIC COMMENTS

Dr. Breaux inquired as to the status of the Rider Association and Mr. Brandt let him know the group is looking for new members.

X. ADJOURN

Ms. Collins-Lewis moved to adjourn the meeting. Mr. Cutrera seconded, and the motion carried unanimously.