

# CATS

CAPITAL AREA TRANSIT SYSTEM

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**MEETING OF THE  
BOARD OF COMMISSIONERS OF  
CAPITAL AREA TRANSIT SYSTEM  
AND  
PUBLIC TRANSPORTATION COMMISSION  
SEPTEMBER 19, 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 Mss. Green, Perkins, and Pierre. Also present were Mr. Bill Deville, CEO; Mr. Rod Goldman, COO; Mr. Conner Burns, CFO; Mr. Darrell Brown, CAO; other CATS staff; Creighton Abadie of Lindsay Abadie, A.P.L.C., CATS attorney; and members of the public.

**III. INVOCATION**

Ms. Perkins gave the invocation.

**IV. REMARKS FROM MAYOR-PRESIDENT SHARON WESTON BROOME**

Mr. Brandt welcomed Mayor-President Broome and shared that she was the first Mayor-President to speak at a CATS Board meeting in recent history. He noted that the relationship between CATS and the City-Parish is a crucial one and expressed his gratitude, and that of the entire CATS Board of Commissioners, for her visit.

**Mayor-President Broome thanked the board for the invitation to come speak and noted that she served on the CATS Board when she was a Metro Council member.**

**The Mayor noted that public transit plays a vital role in building a strong, vibrant community, and provides the opportunity for mobility and independence. She shared that she was happy to see CATS moving in a direction to elevate transportation in Baton Rouge.**

**Mayor-President Broome expressed her enthusiasm for the Bus Rapid Transit route planned on Plank Road and noted the vital role that will play in revitalization in the North Baton Rouge area. This reiterates the contribution CATS makes to economic development in Baton Rouge.**

**The Mayor closed by saying she was happy to have the opportunity to engage the CATS Board and looked forward to keeping the lines of communication open and productive between CATS and the City-Parish.**

**Mr. Brandt thanked the Mayor for her time and shared that CATS understands it cannot operate in a silo if it is to be successful.**

**Mr. Deville expressed his appreciation to the Mayor for taking time to address the board members and conveyed his gratitude for her being such a strong advocate for public transit in the capital city.**

#### **V. APPROVAL OF MINUTES OF AUGUST 15, 2017 MEETING**

**Ms. Perkins moved to approve the minutes of the August 15, 2017, meeting and Dr. Breaux seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.**

#### **VI. PRESIDENT'S ANNOUNCEMENTS**

**Mr. Brandt reviewed the public comment policy.**

**He noted that the third Tuesday of November is the week of Thanksgiving and there were concerns of having a quorum, and he would therefore be asking the board in October to approve moving the meeting to the second Tuesday in November, which is November 14<sup>th</sup>; this would also move the date of the F&E Committee ahead a week, to November 9<sup>th</sup>.**

**Mr. Brandt shared that he received a letter from the FTA Region VI Director noting that the triennial findings were officially closed. He expressed his congratulations to the staff for successfully closing the review.**

#### **VII. ADMINISTRATIVE MATTERS**

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

**Ms. Bowie shared that the following hires were made in August: Operations – 13 Cadets.**

**Ms. Bowies noted that CATS presented individual compensation statements to all employees to provide a comprehensive look at total salary and benefits.**

**The following employees celebrated service anniversaries in the third quarter: one year – Regina Celestine, Yolanda Hill, Gretchen Major, Kenneth McKnight, Jason Lee, Joseph Hawk, Raquita Joseph, and Lawanda Young; five years – Erica Charles, Roland Thomas, III, and Abby Hannie; fifteen years – Cedrick Rogers; and twenty or more years – Cynthia Vessel (22), Beverly McMorris (23), and James Godwin (29).**

**Mr. Goldman shared that, in Operations, there are currently 136 Operators on the roster and 128 are active. The Operators of the Month for August were Evette Thomas and Tiffany Variste. It was noted that there are currently five cadets in training and two classes scheduled to begin before the end of the year.**

**Mr. Goldman reported that ridership for August was 232,219. He noted the mean miles between road calls were 6,486.3; the mean miles between mechanical failures were 2,270.2. There were 301.5 trips cancelled in August, and 99.1% of trips operated. The on-time performance metric is still being revised, but by the current measurement, CATS was at 85.6% on time. There were 7.9 preventable accidents per 100,000 miles in August. There were 23.3 complaints per 100,000 boardings in August.**

**Mr. Goldman shared an update on the Comprehensive Operational Analysis (COA) process and noted that staff hopes to have a solicitation completed by the end of the fourth quarter.**

**Mr. Goldman reported that planning is underway for the modified Bus Rapid Transit routes for both Plank Road and Florida Boulevard. Staff has determined it will proceed with the modified BRT on Plank Road first, and this will be a phased process that begins with the delivery of electric buses and will be followed by installation of shelters and amenities.**

**Mr. Deville shared that hub progress was ongoing, and the board would be asked to take action on the Cortana and Earl K. Long sites later in the meeting.**

Mr. Deville noted that he executed a contract with Christina Stephens Public Relations, LLC for Communications and Public Relations Support on September 5<sup>th</sup>. The contract is for twelve months and will not exceed \$49,500 for the duration of the contract.

Mr. Deville shared that the RFP for the new paratransit contract was released on August 31<sup>st</sup> and the plan is to enter into a three-year contract with a vendor once it is awarded.

Mr. Deville reported that Congressman Graves called to let CATS know the agency has been awarded a \$500,000 no-lo grant, which is the first ever for CATS; he also noted that the \$1 million in DOTD TAP funding has been confirmed.

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

Mr. Burns noted the balance of grant funds remaining was \$2,073,060.

August operating revenues were \$239,712; the total governmental revenues were \$2,025,946, for a total source of funds of \$2,265,658. The total direct operating expenses for August were \$2,320,997.

The year-to-date operating expenses breakdown is as follows: Operations – 50%; Maintenance – 20%; Administration – 12%; ADA Paratransit – 11%; Facility and Customer Care – 3%; Project Administration – 2%; and Security – 2%.

**VIII. COMMITTEE REPORTS AND ANY ACTION THEREON**

**1. Finance and Executive: Mr. Jim Brandt**

Mr. Brandt referred the members to the minutes of the committee's September 14<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 referred the members to the minutes of the September 7<sup>th</sup> meeting in their packets. He shared the highlights and noted that the items would be considered for action later in the meeting.

**3. Audit: Mr. Kevin O’Gorman**

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

**4. Planning: Mr. Kevin O’Gorman**

**Mr. O’Gorman referred the members to the minutes of the August 22<sup>nd</sup> meeting in their packets. He shared the highlights and noted that the items would be considered for action later in the meeting.**

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

**Ms. Perkins referred the members to the minutes of the September 13<sup>th</sup> meeting in their packets and shared the highlights of the meeting.**

**Mr. Rob Miller of Reliant Transportation reported that Reliant provided 7,026 rides in August and 95% were on time. There were 4,628 total service hours and zero valid complaints.**

**IX. ACTION ITEMS**

**1. Report on the CEO Evaluation and Consideration of Increasing the CEO’s Compensation (Due to the subject matter of this item, the board may vote to go into executive session to discuss the character and/or professional competence of the CEO)**

**Mr. Brandt reported that Ms. Perkins chaired the CEO Evaluation Committee and he and Dr. Breaux served on the committee with her. He gladly expressed that all nine board members participated in an evaluation survey. Mr. Brandt shared that there was also input from various stakeholders, including Baton Rouge Area Chamber, Baton Rouge Area Foundation, Center for Planning Excellence, FTA Region VI, the Mayors of Baton Rouge and Baker, Together Baton Rouge, and CATS riders.**

**Mr. Brandt noted that Mr. Deville met or exceeded all expectations in the evaluation.**

**It was the unanimous recommendation of the CEO Evaluation Committee that Mr. Deville receive a five per cent (5%) increase in his base salary on the anniversary date of his contract, September 20, 2017, and the F&E Committee also unanimously made the same recommendation.**

**Mr. Brandt moved that the base salary of William J. Deville be increased by five per cent (5%) as of the anniversary of his contract and Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.**

**2. Consideration of Awarding the Graphic Design Professional Services Contract to Brew Agency, LLC**

**Mr. Deville shared that CATS solicited proposals from six local graphic design firms and four were received by CATS. A Proposal Evaluation Committee reviewed the proposals and recommended Brew Agency, LLC as the firm to receive the contract award. The amount of the contract will not exceed \$76,000 for 12 months.**

**It was noted that this item was considered by the F&E Committee and was unanimously recommended.**

**Mr. Bellue moved that the CEO is authorized to enter into a contract for graphic design work with Brew Agency, LLC, for a period of one year and for an amount not to exceed \$76,000 and with additional terms and conditions as the CEO deems appropriate. Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion carried unanimously with no abstentions.**

**3. Consideration of Adopting the Title VI Disadvantage Business Enterprise (DBE) Policy**

**Ms. Rhonda Williams briefly reviewed the policy for the board members and noted that it was written in accordance with FTA requirements. She reported that she removed irrelevant and incorrect items from the previous CATS policy and incorporated what was necessary per FTA guidelines. It was noted that the DBE goal of CATS is six per cent (6%).**

**It was noted that this item was considered by both the TPP and F&E Committees and was unanimously recommended.**

**Dr. Breaux moved that the Title VI Disadvantaged Business Enterprise (DBE) Policy be adopted and Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion unanimously passed with not abstentions.**

**4. Consideration of Adopting the CATS Social Media Policy**

**It was noted that this was the first social media policy for CATS. After review at the TPP committee, legal counsel was asked to review the policy and he provided his input.**

**The policy was considered by both the TPP and F&E Committees and unanimously recommended.**

**Dr. Breaux moved that the CATS Social Media Policy be adopted and Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion carried unanimously with no abstentions.**

**5. Consideration of Authorizing the CEO to Begin Hub Improvements to Interim Hub Sites at Cortana Mall and Former Earl K. Long site**

**Mr. Goldman reported that CATS is seeking to make improvements to the interim hub sites at Cortana Mall and the former Earl K. Long site that include additional passenger boarding and alighting areas, extra transit shelters with seating, two or three designated bus bays, information signage, landscaping, asphalt removal and concrete replacement, and fencing at both areas. The projected cost is \$150,000-\$175,000 for both locations. Mr. Goldman shared that some of the operational changes proposed originated from George DeCuir, a bus operator.**

**It was noted that this item was considered by both the Planning and F&E Committees and was unanimously recommended.**

**Mr. O’Gorman moved that the CEO is authorized to begin making hub improvements to the interim transit hubs located at the Cortana Mall and the former Earl K. Long hospital sites at a cost not to exceed \$175,000. Mr. Cohran seconded the motion. Mr. Brandt invited public comment and there was none. The motion unanimously carried with no abstentions.**

**Before taking the last item Mr. Brandt moved to amend the agenda so that the board could take public comments before the board goes into executive session to discuss a pending workers compensation claim set forth in action item number six. Ms. Perkins seconded the motion. Mr. Brandt invited public comments and there were none. The motion passed unanimously with no abstentions.**

**X. PUBLIC COMMENTS**

**Mr. Brandon Songy shared that he was a rider of choice and has been since November 2016. He noted that he has seen significant positive changes in the system since he began riding.**

**Mr. Brandt moved to enter into executive session to discuss the pending claim and Ms. Perkins seconded the motion. Mr. Brandt invited public comments and there were none. The motion passed unanimously with no abstentions. Thereafter, the board entered into executive session.**

## **XI. CONTINUATION OF ACTION ITEMS**

- 6. Authorization for the CEO to settle the workers compensation claim of Stephanie Breaux. (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, but not in litigation, and that Stephanie Breaux is the claimant and Capital Area Transit System is the defendant.)**

**Upon returning from executive session, Mr. Bellue moved that the CEO is authorized to settle the workers compensation claim of Stephanie Breaux for the sum of Eighty Thousand and 00/100 (\$80,000.00) Dollars to be paid as follows: \$10,000 upon approval from the workers compensation judge; \$30,000 on November 1, 2017, and \$40,000 to be paid on or before February 15, 2017. Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion carried unanimously with no abstentions.**

## **XII. ADJOURNMENT**

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