



CAPITAL AREA TRANSIT SYSTEM

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**MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
FEBRUARY 18, 2020
4:30 p.m.
BREC Administration Building
6201 Florida Boulevard
Baton Rouge, LA 70806**

MINUTES

I. CALL TO ORDER: Ms. Erika Green

Ms. Green called the meeting to order.

II. ROLL CALL

Present at the meeting were Messrs. Breaux, Cohran, Lambert, and O’Gorman and Mss. Green, Perkins, and Pierre. Mr. Bellue was absent. Also present were Mr. Bill Deville, CEO; other CATS staff; Creighton Abadie, CATS attorney; and members of the public.

III. NOMINATION AND ELECTION OF OFFICERS: Ms. Erika Green

Ms. Perkins, Chair of the Nominating Committee, shared that the proposed slate of officers for 2020 was unchanged.

The proposed slate of officers was as follows:

- President – Mark Bellue
- Vice-President – Erika Green
- Treasurer – Kahli Cohran
- Secretary – Antoinette Pierre

There were no nominations from the floor.

Ms. Green invited public comment and there was none. The slate of officers was elected without objection. Messrs. Cohran and Lambert were not present for the vote.

IV. APPROVAL OF MINUTES OF JANUARY 21, 2020 2019 MEETING

Ms. Perkins moved to approve the minutes of the January 21, 2020, meeting and Ms. Pierre seconded the motion. Ms. Green invited public comment and there was none. The motion passed unanimously with no abstentions. Messrs. Cohran and Lambert were not present for the vote.

V. PRESIDENT'S ANNOUNCEMENTS

Ms. Green reviewed the public comment process.

Ms. Green shared celebrations of Mardi Gras and Black History Month.

VI. ADMINISTRATIVE MATTERS

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

Before beginning the Executive Report, Mr. Deville invited Ms. Tiffani Dorsa of Postlethwaite & Netterville to speak to the board members.

Ms. Dorsa shared that she was communicating with the members as required. She noted that P&N would be starting the annual audit at the end of the month.

Ms. Dorsa let the members know that those performing the CATS audit must remain independent. She shared that she is looking forward to improvements made by the agency. It was noted that the firm uses the concept of materiality. The goal is to have the audit complete by April 1st.

Mr. Deville shared that the agency welcomed a new Accounting Manager, Joe Ramirez, and a new Risk Management Manager, Peter Truxillo, to the agency. Mr. Ramirez started on January 27th and Mr. Truxillo started on February 3rd.

Mr. Charles Odimgbe has left the agency and we thank him for his service during the short time he was here.

The Pierlott group was onsite last week to facilitate CATS Triennial responses to the findings reports. They plan on getting preliminary work underway regarding the CATS DBE three-year policy that expires this year.

Postlethwaite & Netterville met with the CEO, CAO, and the Comptroller in a pre-audit meeting.

Ms. Dwana Williams shared that, in Operations, there are currently 137 active operators. There are 146 total operators and the remaining operators are on FMLA and light duty.

Ms. Williams noted that CATS had 208,810 passenger trips in January. She noted the decrease is a result of running holiday schedules for New Year's Day and Dr. Martin Luther King, Jr. Day. There were 1.1 preventable accidents per 100,000 miles, and 731 trips cancelled for the month. The percentage of on-time trips was 60.81%, and there were 5,722 mean miles between road calls for the month.

There were questions as to when the agency would be rectifying its fleet and manpower issues.

There was discussion surrounding the agency fleet and how many vehicles are beyond their useful life. A board member inquired as to the number of vehicles outlined for purchase in the Capital Improvements and Investments Plan.

Mr. Deville shared that Mayor-President Sharon Weston Broome was recently honored in the Celebrating Women Who Move the Nation awards by the Conference of Minority Transportation Officials. She was one of 12 honorees and the only mayor to be selected.

Mr. Deville noted that the Microtransit RFP is on the streets and should be ready in April. He let the board members know that the paratransit Microtransit work is nearly ready with MV and Uzerv.

Mr. Deville shared the he and Board Vice-President Erika Green would be on the James Gilmore radio program on Thursday, February 20th to discuss the good things happening with CATS.

CATS successfully opened its Phase One Cortana-Walmart Transit Center on February 11th. It was attended by CATS staff and board, members of the public, stakeholders, and multiple media outlets.

The CAO has composed and sent notices to on-call proposers after a management meeting two weeks ago that was also attended by three board members.

The CEO is investigating options to do a short and/or long-term bus lease to resolve issues developing with the 14 cut-a-way vans used in fixed route service. The vans have reached their useful life and are becoming problematic, leading to vehicle shortage and trip cancellations. The FTA verbally approved the strategy when proposed four years ago before the agency procured a number of new buses and doing a lease purchase for eight.

Mr. Deville noted that staff continues to work towards service improvements that will be implemented in the spring. These are designed to improve on-time performance and enrich the customer experience. The CEO contracted with an expert service planning & scheduling consultant after the DCEO requested CEO approval to proceed with implementation.

A challenge was issued from the Mayor's office after getting complaints that the transit stop accessing the Veteran's Clinic had been removed in February 2019 with the service changes. CATS was informed that one of the veterans took it upon himself to represent a group of veterans with a written complaint. The DCEO informed the CEO that it would be June before it could be resolved. However, the CEO has intervened with staff to find an immediate solution. The facility will be included in the service changes for March and will be served beginning March 30th.

Mr. Deville and Mr. Abadie noted that CATS is waiting on LSU for the sale of the North Baton will be complete.

HNTB has presented staff with a potential preliminary draft of what the Downtown/I110 Transit Center could look like.

CATS planning staff conducted a feasibility study of four potential sites for the South Baton Rouge Transit Center and an update will be provided upon its completion.

Mr. Fight noted that the HR Department will begin a training initiative for administrative employees on February 20th entitled Leadership CATS. The program will run monthly until August and will provide leadership tools and skills to the executives, directors, managers, and those supervisors and employees who apply and are selected.

Mr. Cutrone presented the January financials and noted that the total current assets as of January 31, 2020, are \$28,860,875. The total assets are \$58,525,954. The total current liabilities are \$6,406,287 and the total liabilities are \$11,849,323. The total net liabilities and assets are \$58,525,954.

The total operating expenses for the month as of January 31, 2020, are \$2,301,354.

The total CATS-generated operating revenues for the month as of January 31, 2020, are \$238,600. The total non-federal subsidies for the month are \$1,481,667 and the total federal subsidies are \$361,366. The total operating subsidies for the month are \$2,081,633. The net operations balance as of January 31, 2020 is -\$219,721.

Mr. Cutrone noted that the agency received the first property tax check on January 15th and the maintenance inventory was completed on January 3rd.

VII. COMMITTEE REPORTS AND ANY ACTION THEREON

1. Finance and Executive: Ms. Erika Green

Ms. Green referred the members to the highlights of the minutes of the February 13th meeting and shared the highlights. She noted the action items were presented to the F&E Committee and were unanimously recommended for approval by the board.

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

Dr. Breaux noted the committee did not meet.

3. Audit: Mr. Cohran

Mr. Cohran noted the committee did not meet.

4. Planning: Mr. Kevin O’Gorman

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

5. Community Relations: Ms. Linda Perkins

Ms. Perkins referred the members to the highlights of the minutes of the February 12th meeting in their packets. She noted that Mr. Cooksey recognized Mr. Ira Fontenette for his work to spearhead security and lighting issues at the facility.

Ms. Perkins thanked the union leadership for attending the meeting and encouraged them to continue coming to the meetings in the future.

Ms. Perkins congratulated Mr. Deville and the staff for a well-executed and well attended opening of the Cortana Transit Center. She noted that the event was not only well attended but got positive coverage in the media.

Mr. Cooksey noted that CATS On Demand had 9,913 scheduled trips in January. Of those, 894 were cancellations and 417 were no shows, for a total of 8,602 completed trips.

Mr. Cooksey shared that there were three valid complaints for the month.

The on-time performance for the month was 87.7%.

There were two road calls for the month.

Ms. Green gave kudos to the staff for the opening at Cortana and congratulated the Communications Department for their efforts that resulted in good media coverage.

Ms. Pierre gave praise to the staff and to the Communications Department for the Cortana event. She shared that people in her office were talking about the Transit Center because they saw the coverage.

VIII. ACTION ITEMS

- 1. Consideration of authorization to add Pearlina Thomas as signatory on behalf of CATS for all Whitney/Hancock Bank accounts and to remove Charles Odimgbe as signatory and recommend authorization for the CEO to execute all documents required by Whitney/Hancock Bank to effectuate these changes**

It was noted that this is a required item by the bank to add and remove signatories. With this action, there will be four approved signatories for checks: Bill Deville, Dwana Williams, Pearlina Thomas, and John Cutrone.

Ms. Perkins moved that the CEO is authorized to add Pearlina Thomas as signatory on behalf of CATS for all Whitney/Hancock Bank accounts and to remove Charles Odimgbe as signatory and that the CEO is authorized to execute all documents required by Whitney/Hancock Bank to effectuate these changes. Mr. Lambert seconded the motion. Ms. Green invited public comment and there was none. The motion passed unanimously.

**RESOLUTION OF A STATE OR LOCAL GOVERNMENT OPERATING
UNDER AUTHORITY OF A BOARD, COUNCIL, OR OTHER TYPE
GOVERNING BODY**

**Whitney Bank, also dba Hancock Bank
Capital Area Transit System
2250 Florida Boulevard
Baton Rouge, LA 70802**

- A. We, the undersigned, certify that we are the President and Secretary/Clerk of the above-named State or Local Government (hereinafter referred to as the “Governing Authority”) duly created, organized, and operating under the Constitution and Laws of the State of Louisiana Federal Employer ID Number 72-0755868, and that the following is a true, correct, and certified copy of a resolution adopted at a meeting of the Governing Authority, properly called and duly held on February 17, 2020, and that this resolution has been properly entered into the minutes of the Governing Authority, having not been modified or rescinded.**
- B. To be resolved that:**
- (1) The Financial Institution named above is designated as a depository for the funds of this Governing Authority;**
 - (2) This resolution shall continue to have effect until express written notice of its recession, modification, or cancellation has been received and recorded by this Financial Institution;**
 - (3) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowing by or on behalf of the Governing Authority with this Financial Institution prior to the adoption of the resolution are hereby ratified, approved, and confirmed;**
 - (4) Any of the persons named below, so long as they are acting in a representative capacity as agents of the Governing Authority, are authorized to make any and all contracts, agreements, stipulations and orders which they may deem advisable and necessary to open an Account(s) with the Financial Institution and for the effective exercise of powers over said account(s) for the transaction of all business concerning funds deposited in, money borrowed from, or other business transacted by and between this Governing Authority and said Financial Institution and to endorse checks and orders for the payment of moneys and withdrawal funds on deposit with this Financial Institution, subject to any restriction(s) stated below. The Governing Authority agrees to, shall be bound by, and otherwise be**

liable for, the terms and conditions of all such contracts, stipulations, and orders. It shall be the responsibility of the Governing Authority to provide written notice to this Financial Institution should the authority of any of the agents it has so authorized to transact business on its behalf has been terminated. This Financial Institution shall incur no liability for acting in good faith upon the representations of said agents until such notice is properly given;

(5) Any and all prior resolutions adopted by this Governing Authority and certified to this Financial Institution as governing the operation of this Governing Authority's account(s), are in full force and effect, unless supplemented or modified by this authorization;

(6) The Governing Authority agrees to the terms and conditions of any account agreement, properly opened by any authorized representative of the Governing Authority and authorizes this Financial Institution named above, at any time, to charge the Governing Authority for all checks, drafts, or other orders, for the payment of moneys, drawn on the Financial Institution;

- C. Each person named below (name and title) is authorized to exercise the powers granted herein on all accounts opened under this Agreement and accompanying Master Signature Card on behalf of the Governing Authority:

William J. "Bill" Deville, Chief Executive Officer
John Cutrone, Comptroller
Dwana Williams, Chief Operating Officer
Pearlina Thomas, Chief Administrative Officer

- D. I further certify that the Governing Authority has, and at the time of adoption of this resolution did have, full power and lawful authority to adopt the foregoing resolution(s) and to confer the powers granted to the person(s) named herein;

IN WITNESS WHEREOF, we have hereunto affixed our signatures as of February 17, 2020.

Mark Bellue, CATS Board President
Amie McNaylor, CATS Board Assistant Secretary

2. Consideration of approval of automated fuel dispensing services contract with Mansfield Oil (formerly FuelTrac)

It noted that this is a renewal of the existing fuel dispensing services contract and it is a contract with the City-Parish. This is the fifth year of the contract and there are up to two, one-year renewals remaining.

The term of the contract is for a period of one year, from April 1, 2020 to March 31, 2021.

Ms. Green moved that the CEO is authorized to renew the automated fuel dispensing services contract with Mansfield Oil (formerly FuelTrac) for one year and Mr. Cohran seconded the motion. Ms. Green invited public comment and there was none. The motion passed unanimously.

IX. PUBLIC COMMENT

Rose Mazerac inquired as how many customers are adversely affected by the vehicle shortage and when it would be resolved. She also shared a concern from a fellow rider about Route 47 at Highland and Aster. The bus arrives late and/or is cancelled almost daily. When this happens, people miss their connection and end up being late for their jobs.

Ms. Green let those assembled know that there would be an event honoring the late Ms. Sadie Roberts-Joseph at the Independence Park Theater with Ms. Green and BREC.

X. ADJOURNMENT

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