



CAPITAL AREA TRANSIT SYSTEM

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**MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION**

MARCH 20, 2018

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 at the meeting were Messrs. Bellue, Brandt, Breaux, Cohran, O’Gorman and Thomas and Mss. Green and Pierre. Ms. Perkins was absent. Also present were Mr. Rod Goldman, COO; Mr. Darrell Brown, CAO; other CATS staff; Creighton Abadie of Lindsay & Abadie, A.P.L.C., CATS attorney; and members of the public.

III. APPROVAL OF MINUTES OF FEBRUARY 20, 2018 MEETING

Mr. Thomas moved to approve the minutes of the February 20, 2018, meeting and Mr. O’Gorman seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

IV. PRESIDENT’S ANNOUNCEMENTS

Mr. Brandt shared that Ms. Perkins lost her mother and expressed his condolences and that of the board members.

Mr. Brandt reviewed the public comment policy.

Mr. Brandt noted that Mayor-President Sharon Weston Broome had ended the tram project and asked CATS to provide a BRT service in its place on Nicholson Drive. Mr. Brandt shared that CATS is excited to undertake this project. He noted that staff has estimated approximately three months to develop a plan that will be shared. He further noted that this would delay the implementation of the Capital Investments and Improvements Plan in order to more accurately represent the growing BRT Network.

Mr. Brandt stated that Mr. Deville was in Washington, D.C. with both SWTA and LPTA talking to Congressional leaders about transit needs.

Mr. Brandt noted that the recently redesigned CATS website was awarded two ADDYs, which are awards given by the American Advertising Federation. He congratulated the communications staff for their work in this process.

Mr. Brandt concluded his announcements by letting the board members know that he would be traveling during the April board meeting and that Ms. Perkins would chair the meeting in his absence.

V. SAFETY MOMENT

Ms. Simpson shared safety tips centered on driving fatigue and the importance of being well rested when driving.

VI. ADMINISTRATIVE MATTERS

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

Ms. Bowie shared that the following hires were made in February: one Network Administrator in Administration; this was an internal promotion.

A new class of cadets began training on Monday, March 12th.

The following employees celebrated service anniversaries in the first quarter: one year – Tafari Beard, James Crockett, Darrell Carter, George Davis, Cynthia Cummings, David Blair, Adrienne Earls, and Brittany Stewart; five years – Jeanette Eckert; ten years – Carrie Arbuthnot and Archie Borskey; and 31 years – Hebert Collins.

Mr. Goldman shared that, in Operations, there are currently 145 Operators on the roster and 133 are active.

Mr. Goldman reported that ridership for February was 219,091. He noted the mean miles between mechanical failures were 2,109.3; the mean miles between road calls were 8,099.6. There were 240.3 trips cancelled in February and 99.3% of trips operated. Based on the new metric of zero minutes early to five minutes late, CATS was 66.4% on time. There were 1.5 preventable accidents per 100,000 miles in February. There were 23.7 complaints per 100,000 boardings in February.

Mr. Goldman reported for Mr. Deville that the CATS staff has established an internal Service Improvement Plan Task Force to identify the means and methods to implement and fund improvements to begin the Bus Rapid Transit Network of Plank, Florida, and Nicholson service.

Mr. Goldman shared that labor negotiations began on March 13th and will continue through the week. Another round of negotiations is set for April as well.

Mr. Goldman noted that Mr. Deville executed a contract with Washer Hill Lipscomb Cabaniss Architecture (LA) LLC for architectural renderings to support the Capital Improvements and Investments Plan as well as conceptual renderings and site plans illustrating BRT stations at designated stops along Plank, Florida, and Nicholson BRT routes. The contract will be for a period of three months at a cost not to exceed \$40,000.

Ms. Rhonda Williams shared that the annual audit began March 12th. She noted that the agency is still implementing the Financial Edge software and it will produce the reports necessary to represent accurate financial statements.

Ms. Williams noted that \$16.8 million has been received in property tax revenue, which is approximately 99.7% of the total amount.

The grant balance as of February 28, 2018 was \$9,098,907.

VII. 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 March 15th meeting in their packets. He noted there was no quorum, so no items were recommended for approval; the members present did hear the items that were presented.

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

Dr. Breaux referred the members to the minutes of the committee's March 8th meeting in their packets. He shared the highlights of the meeting and noted that three policies were being recommended for approval: the Purchasing and Contracting Policy, Time and Attendance Policy, and the Debt Service Policy. Each of these has been vetted by an internal Executive Policy Committee and the TPP. They are all requirements of the Louisiana Legislative Auditor.

3. Audit: Mr. Kahli Cohran

Mr. Cohran referred the members to the minutes of the March 8th meeting in their packets. He noted there was no quorum and no action was taken. He shared that there was a preliminary discussion of the upcoming audit and reviewed prior year findings to determine that procedures have been put in place and new practices have been implemented to correct these findings.

4. Planning: Mr. Kevin O'Gorman

Mr. O'Gorman noted the committee did not meet but that the staff is completing the Capital Improvements and Investments Plan to bring to the Board for consideration of adoption.

5. Community Relations: Ms. Linda Perkins

Ms. Pierre reported for Ms. Perkins and referred the members to the minutes of the March 14th meeting in their packets. She noted there was no quorum and no action was taken. She shared the highlights of the meeting and noted that there was discussion of discrepancies in the Reliant report in terms of completed rides and total service hours.

Ms. Pierre commended the staff for their hard work to reduce the number of customer complaints monthly.

Mr. Rob Miller of Reliant Transportation reported that Reliant provided 4,321 rides in February and 98% were on time. There were 4,001 total service hours and one complaint.

VIII. ACTION ITEMS

1. Consideration of authorization to approve CATS Purchasing and Contracting Policy

Ms. Eckert noted that the CATS Purchasing and Contracting Policy is designed to provide guidance for the development and use of written service contracts and purchase orders. There will be controls over purchasing and there will be no related party transactions allowed.

Mr. Brandt noted that the policy was unanimously recommended by the Technical, Policies and Practices Committee and was reviewed by the F&E Committee. It was also reviewed by legal counsel.

Mr. O’Gorman moved that the CATS Purchasing and Contracting Policy be approved and Dr. Breaux seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

2. Consideration of authorization to approve CATS Time and Attendance Policy

Ms. Eckert noted that this policy deals with the overtime, paid time off (PTO), and other leave types for non-collectively bargained agreement (CBA) employees (administrative employees). Ms. Eckert shared that PTO is accrued based on length of service with the agency.

Mr. Brandt noted that the policy was unanimously recommended by the Technical, Policies and Practices Committee and was reviewed by the F&E Committee. It was also reviewed by legal counsel.

Mr. Cohran moved that the CATS Time and Attendance Policy be approved and Mr. O’Gorman seconded the motion. Mr. Brandt invited public comment and there was none. The motion carried unanimously with no abstentions.

3. Consideration of authorization to approve CATS Debt Service Policy

Ms. Eckert noted that this policy is to outline a program where CATS follows recommended guidelines to obtain and manage debt.

Mr. Brandt noted that the policy was unanimously recommended by the Technical, Policies and Practices Committee and was reviewed by the F&E Committee. It was also reviewed by legal counsel.

Mr. O’Gorman moved that the CATS Debt Service Policy be approved and Mr. Thomas seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

4. Consideration of authorization to renew FuelTrac contract

Ms. Efferson shared that this is a joint contract with the City-Parish and this is the third renewal of the contract. It was noted that this is a dispensing services contract, meaning the agency is only billed for fuel actually used.

Mr. Bellue moved that the automated fuel dispensing services contract with FuelTrac be renewed for a period of one year and Mr. Cohran seconded the motion. Mr. Brandt invited public comment and there was none. The motion carried unanimously with no abstentions.

IX. PUBLIC COMMENTS

Rose Mazerac stated that Route 57 needs additional buses so the schedule can be every 30 minutes.

Ralph Carter stated that he feels like he is in another country when he goes to the terminal and that the supervisors are not good.

X. ADJOURNMENT

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