

# CATS

CAPITAL AREA TRANSIT SYSTEM

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**MEETING OF THE  
BOARD OF COMMISSIONERS OF  
CAPITAL AREA TRANSIT SYSTEM  
AND  
PUBLIC TRANSPORTATION COMMISSION  
AUGUST 21, 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**

All members were present, namely 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. Darrell Brown, CAO; other CATS staff; Creighton Abadie, CATS attorney; and members of the public.

**III. APPROVAL OF MINUTES OF JULY 17, 2018 MEETING**

Ms. Perkins moved to approve the minutes of the June 19, 2018, meeting and Mr. Bellue 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 provided a review of the public comment process.

Mr. Brandt noted that it was time for the annual CEO evaluation and that Mr. Bellue has agreed to chair the committee. Mr. Brandt and Ms. Perkins

will also serve on the committee. He shared that the board members would be asked to provide their input in the coming weeks via survey.

## **V. SAFETY MOMENT**

Ms. Simpson shared a safety moment centered on sharing the road with school buses.

## **VI. ADMINISTRATIVE MATTERS**

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

Mr. Goldman shared that, in Operations, there are currently 145 active operators. He also noted that there are six trainees in the final stages of their training.

Mr. Goldman reported on the performance measures. He noted that CATS had 215,967 passenger trips in July and that year over year ridership was slightly higher at a rate of 1%. There were 1.7 preventable accidents per 100,000 miles. Mr. Goldman shared that there were 194 trips cancelled in July of the approximately 35,000 trips for the month. The percentage of on-time trips was 69%. There were 24.1 complaints per 100,000 miles in July. Mr. Goldman shared that there were 1,852.5 miles between mechanical failures and 6,627.8 miles between road calls.

Mr. Deville reported that CATS has been hosting public meetings for the proposed Service Improvement Plan and meetings were held at BREC, Downtown Development District, and the Charles Kelly Community Center. A request has been made to have a meeting at the Jewel J. Newman Community Center on September 11<sup>th</sup>.

CATS is thrilled to be partnering with Cristo Rey Baton Rouge Franciscan High School as a Corporate Work Study Partner for the 2018-2019 school year. Staff is looking forward to the opportunity to introduce these students to public transit and ways we can help the community, as well as mentoring the students and providing real work job skills.

CATS will once again provide Touchdown Express Service for the 2018 home football season. There will be pickup and drop off locations at the I110 Underpass at Florida, Hotel Indigo, L'Auberge Casino, and Tin Roof Brewery.

**Ms. Williams shared the Key Performance Indicators (KPIs) for the Finance Department. They are grants and grants applications, overtime, Medicaid reimbursement, and analyzing farebox revenue.**

**Ms. Williams offered that the agency collected \$243,403 in CATS generated revenue, \$1,564,584 in total non-federal revenue, and \$1,172,046 in federal operating revenue, for a total of \$2,980,033 in revenue.**

**Ms. Williams noted that the total operating expenses for June were \$2,061,929, and year-to-date, the agency has expended \$14,555,162.**

**Ms. Williams shared the KPIs for the month and noted that in grant applications, the Bus and Bus Facilities grant was submitted to the FTA on August 9<sup>th</sup> and consists of proposals for 30 foot buses, AVL/CAD equipment and bus facilities. Overtime was \$50,000 for July, which is less than the amount for June. Staff met with Southern Strategies and Ruth Kennedy regarding Medicaid and she will assist the agency in connecting with major Managed Care Operators. The farebox committee is determining how best to better and more accurately forecast ridership by source and time as well as reviewing ridership trends to bring resolution to some fare structure issues.**

## **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 July 12<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 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 referred the members to the minutes of the committee's July 5<sup>th</sup> meeting in their packets. He noted that there was an update on the Cortana transit center site as well as the BRT Cooperative Endeavor Agreement with the City-Parish. The**

committee discussed the process for the DBE assessment and noted that the process should be underway shortly.

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

Ms. Perkins noted the committee did not meet.

Mr. Bryan Basford of MV Transportation reported that MV completed 7,979 rides in July and the on-time percentage was 89.6%. The total service hours for the month were 4,199 and the total miles were 62,555.

**VIII. ACTION ITEMS**

**1. Consideration of approval to proceed with improvements to Cortana transfer station**

Mr. Goldman shared that the proposed modification of the project is from an interim transit center to a permanent transit center that would provide a decorative paved passenger waiting area in front of Walmart, the installation of large bus shelters and increased seating for passengers, improved lighting, security cameras, landscape enhancements, informational signage, and other enhancements.

The initial cost of interim improvements was \$150,000 and the projected total cost for a permanent site was originally approximately \$3,000,000. The total cost for a permanent hub at the current Cortana site now would be \$700,000.

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

Mr. Brandt thanked the staff for their creative thinking to make this happen more quickly and at a cost significantly less than originally anticipated.

Mr. Cohran moved that the CATS staff is authorized to modify the budget for the Cortana transfer station from \$150,000 to \$700,000 and to proceed with the improvements for a permanent transfer station 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 authorization for the CEO to enter into a Cooperative Endeavor Agreement with the City-Parish for**

**redefinition of streetcar project to bus rapid transit project and to authorize the CEO to spend \$220,000 for the project**

**Mr. Deville informed the board that he and Mr. Goldman met with Fred Raiford and Parish attorney Bob Abbott to revise the CEA to include requests made by CATS and to secure additional protection for CATS. There was also a note made that the project is subject to FTA approval.**

**It was noted the HNTB is conducting the redefinition study since they were the firm hired to work on the original streetcar project.**

**The CEA will be used to implement the joint project between CATS and the City-Parish that will consist of a 10-mile corridor costing between \$40 and \$50 million.**

**Mr. Chris Tyson noted that this is an unprecedented opportunity for collaboration and a unique chance to bring BRT to the Capitol City.**

**Mr. Brandt thanked Mr. Tyson for his efforts to help with this project that will have a large scale community impact.**

**Mr. Cohran moved that the CEO is authorized to enter into a Cooperative Endeavor Agreement with the City-Parish for the redefinition of the streetcar project to a bus rapid transit project and that the CEO is authorized to spend \$220,000 for the redefinition project. Ms. Perkins seconded the motion. Mr. Brandt invited public comment and Mr. Shea Crank inquired about the route. Following the public comment, the motion carried unanimously with no abstentions.**

**3. Consideration of authorization for the CEO to purchase one replacement ADA Van**

**Mr. Goldman noted that the board approved the purchase of three replacement ADA vans last month. Since then, the agency has secured the matching funds to purchase one additional replacement van. It was noted that the van will be purchased with an 85%/15% grant.**

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

**Ms. Perkins moved that the CEO is authorized to purchase one replacement ADA van at a cost of \$63,252.22 and Ms. Pierre**

seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

4. **Consideration of authorization for the CEO to enter into a contract with Landmark American Insurance Company for catastrophic physical damage insurance coverage**

Mr. Brown noted that the staff has been working to get this insurance coverage in place for quite a while and that this coverage would resolve certain issues.

It was noted that this would be a one year contract, from September 1, 2018 to September 1, 2019.

It was noted that this item was unanimously recommended for approval by the F&E Committee.

Mr. Bellue moved that the CEO is authorized to enter into a contract with Landmark American Insurance Company for catastrophic coverage for the CATS fleet under such terms and conditions he deems appropriate and that the CEO is authorized to pay additional premiums during the policy period not exceed 20% of the original premium that are due to fleet changes. Ms. Green seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

5. **Consideration of authorization for the CEO to enter into a contract with Intueor Consulting, Inc. for enterprise suite specification development and procurement advisory services**

Mr. Deville noted that this consultant will assess the technology needs of the agency and help develop a scope of work for technology solution needs. This contract will be only to provide an assessment and a scope of work; another vendor will be chosen to implement a technology solution.

Mr. Cohran moved that the CEO is authorized to enter into a contract with Intueor Consulting, Inc. for eight months at a cost of \$94,474 to provide enterprise suite specification development and procurement advisory services. Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously passed with no abstentions.

Mr. Brandt moved to amend the agenda to take public comments before the last action item and Mr. Bellue seconded the motion. Mr.

**Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.**

**IX. PUBLIC COMMENTS**

**Mr. Shea Crank noted that the card machines are printing over the entries made. He shared that the newer drivers have a poor attitude and drivers are leaving customers by not pulling up to signs or looking over signs.**

**Ms. Maggie Doty asked about seniors and bus rides. She inquired about having the bus stop in Glen Oaks so seniors can transfer.**

**X. CONTINUATION OF ACTION ITEMS**

- 6. Consideration of authorization for the CEO to settle the claim of Theron Foster under the terms of the settlement and judgment payment policy adopted by the Board on July 20, 2004 as amended. (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 in the 19<sup>th</sup> Judicial District Court and is Suit Number 641,427, Sec. 22; and that Theron Foster is the plaintiff and Capital Area Transit System and Shavers Smith are the defendants.)**

**Mr. Brandt moved to enter executive session to discuss the pending litigation and Mr. Cohran seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no objection.**

**Thereafter, the board reconvened in open session.**

**Mr. Brandt moved that the CEO is authorized to settle the claim of Theron Foster in the amount of \$22,066.66 and Ms. Green seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no objection.**

**XI. ADJOURNMENT**

**Mr. Bellue moved to adjourn the meeting and Mr. Thomas seconded the motion. The motion passed unanimously with no abstentions.**