

# CATS

CAPITAL AREA TRANSIT SYSTEM

*Connecting you to what matters.*

**MEETING OF THE  
BOARD OF COMMISSIONERS OF  
CAPITAL AREA TRANSIT SYSTEM  
AND  
PUBLIC TRANSPORTATION COMMISSION  
SEPTEMBER 18, 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 AUGUST 21, 2018 MEETING**

Ms. Perkins moved to approve the minutes of the August 21, 2018, meeting and Mr. Thomas 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 the date of the November board meeting would be moved to November 13, 2018 to avoid holiday conflicts with Thanksgiving. The November F&E Committee meeting will be held November 8<sup>th</sup>.

## **V. SAFETY MOMENT**

**Ms. Simpson shared a safety moment centered on passenger conduct.**

## **VI. ADMINISTRATIVE MATTERS**

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

**Mr. Deville welcomed Garrick Rose, the new Grants Manager for CATS. He shared that Mr. Rose comes to the agency with transit experience and will be an asset not only in Grants, but in other areas of the agency as well.**

**Ms. Paul noted that CATS made the following hires in August: Admin – 1 Grants Manager; Maintenance – 1 Body and Paint Technician. She noted that a new training class began September 10<sup>th</sup> for 11 Bus Operator Trainees. CATS has begun its work study program with Cristo Rey Baton Rouge Franciscan High School and has four students who work one day a week in Human Resources, Operations, Communications & Business Development, and Finance.**

**Mr. Goldman shared that, in Operations, there are currently 141 active operators.**

**Mr. Goldman updated the committee on the performance measures. He noted that CATS had 217,291 passenger trips in August. There were 1.6 preventable accidents per 100,000 miles. Mr. Goldman shared that there were 264 trips cancelled in August of the approximately 35,000 trips for the month. The percentage of on-time trips was 67.2%. He noted that the department is monitoring on-time performance and has discovered that approximately 10% of the trips not on time are early trips; supervisors and dispatchers are working to monitor routes and reduce the early arrivals. There were 30.8 complaints per 100,000 miles in August. Mr. Goldman shared that there were 1,491.6 miles between mechanical failures and 5,532.5 miles between road calls.**

**Mr. Deville reported that CATS has completed the public meeting process for the proposed Service Improvement Plan and meetings were held at BREC, Downtown Development District, the Charles Kelly Community Center, and the Jewel J Newman Center. The plan will be taken to the Metropolitan Council on September 26<sup>th</sup> for their approval, pending board approval at this meeting.**

**Mr. Deville noted that CATS began Touchdown Express service for 2018 on September 8<sup>th</sup> and has received positive responses from our customers who look forward to this service each year.**

**Mr. Deville let the board know that FTA Region VI held its joint Plank/Nicholson BRT Corridor Project conference call with the City-Parish, the RDA, HNTB, and CATS engaged all together for the first time.**

**Mr. Deville shared that CATS has been given clearance by the FTA and has been reassured there are no outstanding grant issues with the North Baton Rouge Transit Center. CATS is now permitted to move forward with property acquisition and engineering design activities.**

**Final engineering design documents for the Cortana-Walmart Transit Center should be completed this week. These documents are being reviewed by staff and will be submitted to DPW for their review and permit approval.**

**Mr. Deville informed the board that the Mayor of Baker is advocating for the development of a park-and-ride/transportation center on Plank Road in Baker. Staff recently attended a meeting with Baker Mayor Darnell Waites, Mayor Sharon Weston Broome, Chris Tyson of the Redevelopment Authority, and Jamie Setze of CRPC to discuss this vision.**

**Ms. Williams let the board know that for August, the agency collected \$325,355 in CATS generated revenue, \$1,560,486 in total non-federal revenue, and \$369,800 in federal operating revenue, for a total of \$2,255,640 in revenue. Year to date the agency has collected \$2,088,053 in CATS generated revenue, \$12,473,068 in non-federal revenue, and \$3,852,880 in federal revenue for a total of \$18,414,001 in revenue.**

**Ms. Williams noted that the total operating expense for August was \$2,141,470 and year-to-date the agency has expended \$16,759,397.**

**Ms. Williams noted the balance sheet is still in draft form as staff reviews data from the software conversion and waits for a final decision from the auditors.**

**Ms. Williams shared the KPIs for the month and noted that in grant applications, the Bus and Bus Facilities grant was submitted to FTA on August 9<sup>th</sup> and consists of proposals for 30-foot buses, AVL/CAD equipment, and bus facilities. In overtime, the agency was slightly**

higher this month than last month, coming in at \$68,000; this can be attributed largely to a mandatory safety training that was conducted for all operators. In Medicaid, there have been no updates since staff met with Ruth Kennedy in July. A committee continues analyzing farebox revenue and looking to see if there is an opportunity to increase revenue.

## **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 September 13<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 committee's September 11<sup>th</sup> meeting in their packets. He shared the highlights and noted that the IT Risk Assessment Policy would be considered later in the meeting.

### **3. Audit: Mr. Cohran**

Mr. Cohran noted the committee did not meet.

### **4. Planning: Mr. Kevin O'Gorman**

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

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

Ms. Perkins referred the members to the minutes of the committee's September 12<sup>th</sup> meeting in their packets. She shared the highlights of the meeting.

Mr. Bryan Basford of MV Transportation reported that MV served 9,252 customers and the on-time percentage was 83.9%. The total service hours for the month were 4,226 and the total miles were 65,246.

## **VIII. ACTION ITEMS**

### **1. Consideration of approval of CATS IT Risk Assessment Policy**

It was noted that the policy was developed at the recommendation of the FMO auditors. The FTA would like the policy to be approved by the CATS Board of Commissioners.

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

Ms. Pierre moved that the CATS IT Risk Assessment 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 approval of proposed Service Improvement Plan and authorization for the CEO to present proposed Service Improvement Plan to Metropolitan Council for approval at Council meeting on September 26, 2018

Mr. Brandt shared that the board has seen the proposed plan several times and noted it has been to the public for input and feedback via four public meetings.

Mr. Goldman let the committee know that one change was made to the proposed new Route 15 Blount Road based on comments received from the meetings.

Mr. Brandt moved that the following resolution be adopted and Mr. Cohran seconded the motion. Mr. Brandt invited public comment and there was none. The motion carried unanimously with no abstentions.

**CATS BOARD OF COMMISSIONERS AND PUBLIC  
TRANSPORTATION COMMISSION RESOLUTION AUTHORIZING  
CATS SERVICE ADJUSTMENTS**

**BE IT RESOLVED** by the Board of Commissioners of Capital Area Transit System (CATS) and the Public Transportation Commission, acting jointly, that after conducting public hearings before its designee for such purpose, William J. Deville, its Chief Executive Officer, and other members of CATS management, CATS Chief Executive Officer is hereby authorized to adjust its service to that set forth in the attached documents entitled "Service Improvement Plan" (Part A) and set forth in the attached map entitled "CATS Proposed System Map" (Part B), which service may be modified as provided in existing policy approved by the Board, the PTC and the Metropolitan Council (Part C), and all with such additional authority as provided in such existing policy.

**3. Consideration of authorization for the CEO to enter into a contract for graphic design services**

**Ms. McNaylor let the board know that the agency was seeking a new contract for graphic design services in an effort to potentially apply grant money to some of the projects. She noted that the desire of the agency is to enter into a contract with a firm for multiple years and that the contract will be written as a one-year contract with up to four, one-year renewals.**

**CATS solicited 52 firms, posted the RFP on its website, and submitted public notices to The Advocate and the Weekly Press. The agency received six proposals and the Proposal Evaluation Committee reviewed all six. Of those, three were deemed to be in the competitive range. The proposal submitted by Rockit Science separated itself from its competitors and the PEC unanimously recommended that the agency engage the services of Rockit Science for its graphic design, photography, and videography needs.**

**Ms. McNaylor noted that the current contract has a very narrow scope that only consists of graphic design services and that the agency will not reach the maximum amount allowed in the contract.**

**The new contract will have a broader scope that includes not only graphic design but also photography and videography services the agency does not currently have.**

**Based on budget projections for 2019, staff has determined a need for services that will cost approximately \$110,000. In order to allocate for items that will arise over the next twelve months, staff is requesting that the board authorize the CEO to enter into a contract with Rockit Science for graphic design services with an amount not to exceed \$125,000.**

**Mr. Bellue moved that the CEO is authorized to enter into a contract with Rockit Science for graphic design and related services for one year with the option of up to four, one-year renewals for an amount not to exceed \$125,000 and with such additional terms and conditions the CEO deems appropriate. Ms. Green seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.**

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

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

#### **IX. PUBLIC COMMENTS**

**Mr. Keith Cunningham spoke on behalf of his brothers regarding the CATS On Demand service. He shared that his brother has used the system since 2005 and has experienced hardship since the transition of service to MV Transportation. He let the board know that the community should provide above and beyond for the most dependent members of the community.**

#### **X. CONTINUATION OF ACTION ITEMS**

- 4. Consideration of authorization for the CEO to settle the claim of Mary Steward 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 655,517, Sec. 26; and that Mary Steward is the plaintiff and Capital Area Transit System and Anthony Johnson 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.**

**Ms. Perkins moved that the CEO is authorized to settle the claim of Mary Steward in the amount of \$22,500 under the terms of the settlement and judgment payment policy adopted by the Board on July 20, 2004 as amended and Ms. Pierre 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.**

2250 Florida Boulevard  
Baton Rouge, LA 70802  
PHONE: 225.389.8920



CONTACT

**CATS BOARD OF COMMISSIONERS AND PUBLIC TRANSPORTATION COMMISSION  
RESOLUTION AUTHORIZING CATS SERVICE ADJUSTMENTS**

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**CERTIFICATE**

In accordance with Code of Ordinances 10:103(g)(7), I certify that the foregoing resolution, with the document entitled "2018 Service Improvement Plan" attached, was adopted at a regular, jointly conducted meeting of the Public Transportation Commission and the Capital Area Transit System Board of Commissioners held on September 18, 2018, beginning at 4:30 p.m. at the BREC Commission Room, 6201 Florida Boulevard, Baton Rouge, Louisiana, at which members Mark Bellue, Jim Brandt, Peter Breaux, Kahli Cohran, Erika Green, Kevin O'Gorman, Linda Perkins, Antoinette Pierre, and Parry Thomas were present, and with all members thereafter present voting yes.

Baton Rouge, Louisiana, this 18<sup>th</sup> day of September, 2018

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Amie McNaylor, Assistant Secretary



## Part A: Summary of Service Improvement Plan Changes 2018

This Service Improvement Plan will occur in two phases: Phase One will be in 2019 and Phase Two will be in 2020.

The final analysis indicated that the proposed Service Improvement Plan (SIP) would result in an 18.9% increase in transit accessibility for residents of Baton Rouge.

Minority populations would realize a 21.55% increase

Low income populations a 20.07% increase

**Improve Service Frequency** – over 85% of routes will have head headways improved to 30 minutes or better. The following routes will experience improved frequency

### Peak Only

11 – Northside Circulator, 14 Thomas Delpit, 18 LSU-Cortana Mall, 21 Fairfields Ave-Cortana Mall, 22 Winbourne Ave, 46 Gardere-OLOL, 56 Mall-to-Mall, 57 Sherwood Forest Boulevard, 70 Baker-Southern University

### All Day

16 Capitol Park Shuttle & 60 Medical Circulator

**Later Evening Service** – The following routes will have service that extends later into the evening hours

20 North Acadian Thurway, 21 Fairfields Ave. Cortana Mall, 23 Foster Drive, 54 Airline Hwy-Southern University, 57 Sherwood Forest Boulevard, 58 Coursey Boulevard-O’Neal Lane, 59 Florida Boulevard, 60 Medical Circulator

**Earlier Morning Service** – the following routes will begin service earlier in the morning

14 Thomas Delpit, 44 Florida Boulevard, 47 Highland Road, 60 Medical Circulator

**Service Extended to New Areas** – the following routes will extend to provide service to key trip generators, including apartment complexes and low-income housing

- 14 Thomas Delpit – extended to River Road: PHASE 2
- 15 – New route serving Blount Road and Plank Road north of Harding: PHASE 1 and 2
- Extend to Greenwell Springs road, including Mallard Crossing Apartments
- Reroute to Jefferson Highway including Jefferson Lake Apartments

**Restructured Routes** – the following routes were restructured to improve routing efficiency

- 11 – Direct, one-way service on Scenic Hwy and in Glen Oaks: PHASE 1 and 2
- 14 – Extend to River Road: PHASE 2
- 16 – More direct, faster travel times: PHASE 1
- 18 – Truncate near Highland Road to avoid duplicate service: PHASE 1
- 44 – Reroute through downtown: PHASE 1
- 46 – Combine with 52: PHASE 2
- 52 – Combine with 70: PHASE 1
- 54 – Reroute to airport: PHASE 1
- 56 – Combine with 46: PHASE 1
- 57 – Extend to Greenwell Springs Road including Mallard Crossing Apartments: PHASE 1

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- 58 – More direct near Costco: PHASE 1
- 60 – Simplify route to be more direct: PHASE 1

**Reallocate Resources to Productive Service** – resources being reallocated from low ridership routes to improve service and frequency along key routes

- 15 – New Route servicing Glen Oaks, Zion City, and Scotlandville: PHASE 1 and 2
- 50 – Eliminate route; productive segments covered by Route 15: PHASE 1
- 55 – Eliminate route; productive segments covered by Route 57: PHASE 1
- 103 – Eliminate route; airport covered by Route 57: PHASE 1

#### **Remove Stop Restrictions on Route 70**

#### **PHASE 1 IMPROVEMENTS: Route changes, schedule changes, and frequency improvements**

Route 11  
Route 14  
Route 15  
Route 16  
Route 18  
Route 20  
Route 21  
Route 22  
Route 23  
Route 41  
Route 44  
Route 46  
Route 47  
Route 50  
Route 52  
Route 54  
Route 55  
Route 57  
Route 58  
Route 59  
Route 60  
Route 70  
Route 103

#### **PHASE 2 IMPROVEMENTS: Frequency Improvements**

Route 11  
Route 14  
Route 15  
Route 46  
Route 70

## Summary by Route

### Route 11 – Northside Circulator

- Improve frequency from 60 minutes to 30 minutes during rush
- Reroute to be faster and more direct
- Add one-way service on Scenic Highway and in Glen Oaks

### Route 14 – Thomas Delpit Drive

- Improve frequency from 60 minutes to 30 minutes during rush
- Provide earlier morning service
- Extend and restructure route service to serve River Road
- Add another bus to the route

### Route 15 – Blount Road

- New Route servicing the Blount Road area

### Route 16 – Capitol Park Shuttle

- Shorten route for faster travel time
- Improve frequency from 30 to 10 minutes

### Route 18 – LSU – Cortana Mall

- Shorten route to end at Parker Boulevard
- Improve frequency from 60 minutes to 30 minutes during rush
- Add another bus to service the route

### Route 20 – North Acadian Thruway

- Provide later service

### Route 21 – Fairfields Ave

- Improve frequency from 60 minutes to 30 minutes during rush
- Provide later service
- Add additional bus to service route

### Route 22 – Winbourne Ave. – Cortana Mall

- Improve frequency from 60 minutes to 30 minutes during rush
- Add two additional buses to service route

### Route 23 – Foster Drive

- Provide later service

### Route 41 – Plank Road

- Improve frequency from 30 minutes to 15 minutes during rush

### Route 44 – Florida Blvd

- Provide earlier morning service

### Route 46 – Gardere / Our Lady of the Lake

- Improve frequency from 60 minutes to 30 minutes during rush
- Combine route with the current Route 56
- Add two additional buses to service the route

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Route 47 – Highland Road

- Provide earlier morning service

Route 50 – Glen Oaks / Greendale Circulator

- Eliminate route – Stops covered by Route 15
- Annual savings - \$220,000

Route 52 – Baker Circulator

- Eliminate route – Stops covered by Route 70
- Annual savings - \$622,000

Route 54 – Airline Hwy. North / Southern University

- Reroute to service the Baton Rouge Airport
- Provide later evening service

Route 55 – East Florida Boulevard

- Eliminate route – Stops covered by Route 57
- Annual savings - \$220,000

Route 56 – Mall to Mall via Drusilla Lane

- Eliminate route – Stops covered by Route 56
- Annual savings - \$631,000

Route 57 – Sherwood Forrest Boulevard

- Improve frequency from 60 minutes to 30 minutes during rush
- Extend service further north
- Provide later evening service
- Add three additional buses to route

Route 58 – Coursey Boulevard / O'Neal Lane

- Reroute service near Costco
- Provide later evening service

Route 59 – East Florida Boulevard / O'Neal Lane

- Provide later evening service

Route 60 – Medical Circulator

- Improve frequency from 60 minutes to 30 minutes during rush
- Increase span of route to service more areas

Route 70 – Baker / Southern University / CATS Terminal

- Combine with Route 52 and 60
- Improve frequency from 60 minutes to 30 minutes during rush
- Add an additional bus to route

Route 103 – Airport Express

- Eliminate Route – Stops covered by 54
- Annual savings - \$403,000



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Peak Only:

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18 – LSU-Cortana Mall	57 – Sherwood Forest Boulevard
21 – Fairfields Ave-Cortana Mall	70 – Baker-Southern University
22 – Winbourne Avenue	
46 – Gardere-OLOL	
56 – Mall-to-Mall	
57 – Sherwood Forest Boulevard	
70 – Baker-Southern University	

All Day:

16 – Capitol Park Shuttle  
60 – Medical Circulator

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21 – Fairfields Ave-Cortana Mall	58 – Coursey Boulevard-O’Neal Lane
23 – Foster Drive	59 – Florida Boulevard
54 – Airline Hwy-Southern University	60 – Medical Circulator

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44 – Florida Boulevard	60 – Medical Circulator

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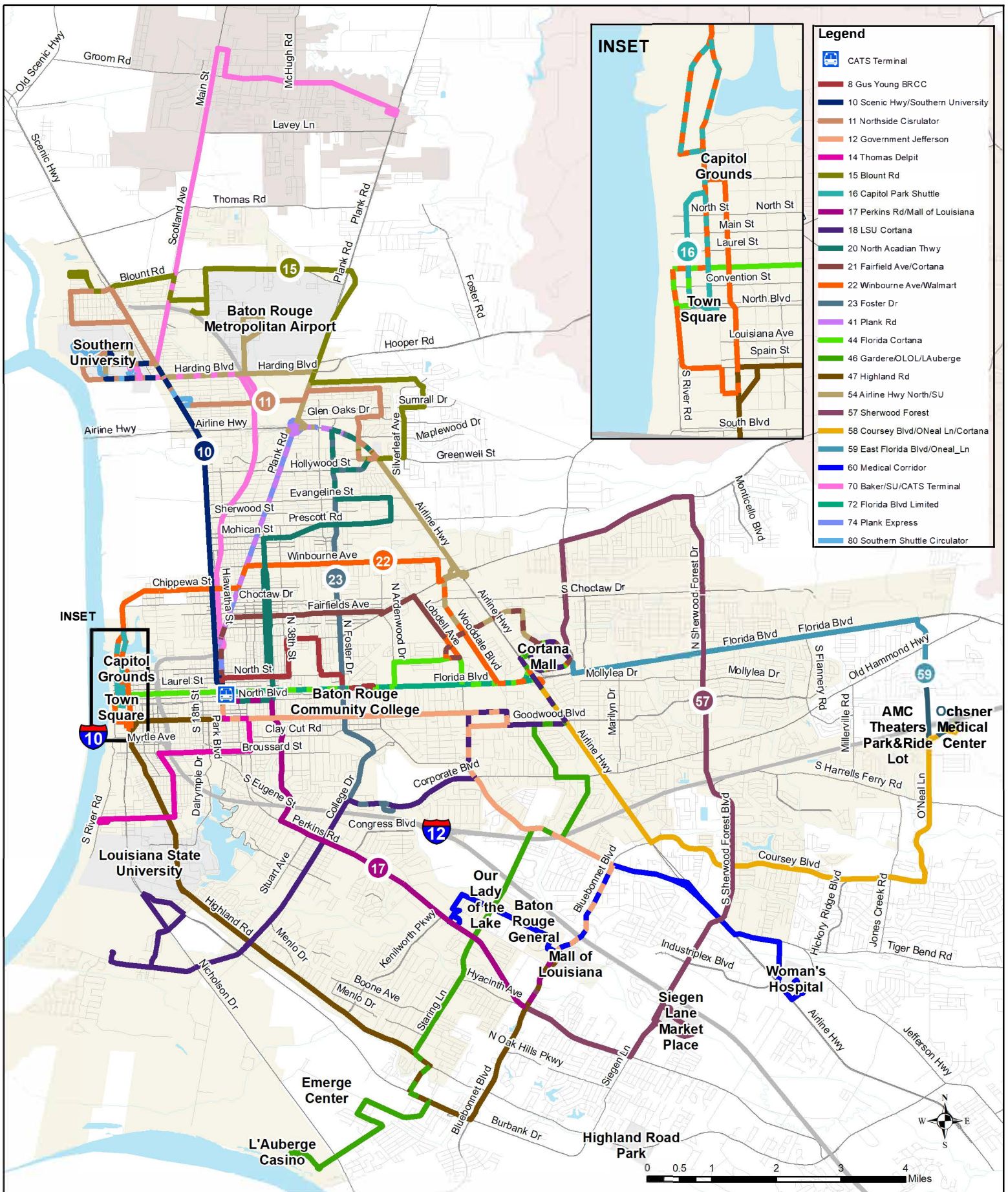
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- 55 – Eliminate route; productive segments covered by Route 57
- 103 – Eliminate route; airport covered by Route 54

**Remove Stop Restrictions on Route 70**





- Legend**
- CATS Terminal
  - 8 Gus Young BRCC
  - 10 Scenic Hwy/Southern University
  - 11 Northside Cisulator
  - 12 Government Jefferson
  - 14 Thomas Deloit
  - 15 Blount Rd
  - 16 Capitol Park Shuttle
  - 17 Perkins Rd/Mall of Louisiana
  - 18 LSU Cortana
  - 20 North Acadian Thwy
  - 21 Fairfield Ave/Cortana
  - 22 Winbourne Ave/Walmart
  - 23 Foster Dr
  - 41 Plank Rd
  - 44 Florida Cortana
  - 46 Gardere/OLOL/LAuberge
  - 47 Highland Rd
  - 54 Airline Hwy North/SU
  - 57 Sherwood Forest
  - 58 Coursey Blvd/ONeal Ln/Cortana
  - 59 East Florida Blvd/ONeal Ln
  - 60 Medical Corridor
  - 70 Baker/SU/CATS Terminal
  - 72 Florida Blvd Limited
  - 74 Plank Express
  - 80 Southern Shuttle Circulator

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CONTACT

### **Part C Exceptions**

1. CATS is authorized to substitute reduced levels of service on the days surrounding holidays when riding can reasonably be expected to be less than usual.
2. CATS is authorized to alter routes and schedules on a temporary and/or emergency basis as may be appropriate as a result of storms, civil disasters, construction or other conditions in the field.
3. CATS is authorized to operate routes and provide service not provided herein if they are subsidized by entities other than the City of Baton Rouge and the Parish of East Baton Rouge, such as but not limited to Louisiana State University, Southern University, and Baton Rouge Community College, and for such compensation as may be agreed to by the parties and/or fares not in excess of those approved herein.
4. CATS is authorized to provide temporary service not covered herein for special events, such as but not limited to Southern University and Louisiana State University home football games and other events, and to set fares for such service.
5. CATS is authorized to provide service levels greater than, and to charge fares less than, those specified.
6. CATS is authorized to modify starting and ending times, and the number of runs, on any route so as to reduce service levels by up to 15% of those specified.