



CAPITAL AREA TRANSIT SYSTEM

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**MEETING OF THE  
BOARD OF COMMISSIONERS OF  
CAPITAL AREA TRANSIT SYSTEM  
AND  
PUBLIC TRANSPORTATION COMMISSION  
NOVEMBER 13, 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, O’Gorman and Thomas and Mss. Green, Perkins, and Pierre. Mr. Cohran was absent. Also present were Mr. Bill Deville, CEO; Mr. Darrell Brown, CAO; other CATS staff; Creighton Abadie, CATS attorney; and members of the public.

**III. APPROVAL OF MINUTES OF OCTOBER 16, 2018 MEETING**

Ms. Perkins moved to approve the minutes of the October 16, 2018, meeting and Ms. Pierre 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 he had asked Ms. Green to chair the Nominating Committee for officers for 2019; Messrs. Thomas and O’Gorman will be on the committee along with Mr. Brandt, who will be serving ex officio. He

asked that any board members interested in serving as an officer for 2019 contact Ms. Green or one of the other members to share their intent.

## **V. SAFETY MOMENT**

Ms. Simpson shared a safety moment centered on public transit safety.

## **VI. ADMINISTRATIVE MATTERS**

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

Ms. Paul noted that CATS made the following hires in October: Customer Care – 1 Representative; and Operations – 10 Bus Operator Trainees. She noted that the Human Resources Department is completing the performance management program for administrative employees. It was noted that open enrollment is taking place November 13-19 for 2019 health insurance and benefits. The agency is accepting donations for the Greater Baton Rouge Food Bank through November 15<sup>th</sup>.

Ms. Dwana Williams shared that, in Operations, there are currently 132 active operators.

Ms. Williams updated the members on the performance measures. She noted that CATS had 246,390 passenger trips in October. There were 1.3 preventable accidents per 100,000 miles. Ms. Williams shared that there were 325.8 trips cancelled in October of the approximately 35,000 trips for the month. The percentage of on-time trips was 66.3%. There were 38.2 complaints per 100,000 miles in October. Ms. Williams shared that there were 2,057.5 miles between mechanical failures and 5,970.8 miles between road calls.

Mr. Deville reported that CATS participated in the Louisiana Public Transit Association (LPTA) conference held in New Orleans October 31<sup>st</sup> – November 2<sup>nd</sup>.

ETC Institute began customer satisfaction surveys November 10<sup>th</sup>. The agency will continue to survey customers on a semi-annual basis moving forward. These results will be presented to the board members upon their completion.

Legal counsel for CATS has been informed that the Division of Administration has authorized transfer of the LSU property in North Baton Rouge, and this allows LSU to proceed with the sale to CATS. LSU is required to advertise the transaction for 30 days, and the sale will be finalized in 2019.

The Service Improvement Plan is scheduled for implementation on February 24, 2019; this date coincides with the first of three run-cuts outlined in the labor agreement. Staff is working to ensure this deadline is met and that customers are fully educated on the new service before the implementation occurs.

Ms. Williams let the board know that for October, the agency collected \$250,924 in CATS generated revenue, \$1,564,583 in total non-federal revenue, and \$369,800 in federal operating revenue, for a total of \$2,185,307 in revenue. Year to date the agency has collected \$2,594,434 in CATS generated revenue, \$15,602,234 in non-federal revenue, and \$4,592,480 in federal revenue for a total of \$22,789,148 in revenue.

Ms. Williams noted that the total operating expenses for October were \$2,170,783 and year-to-date the agency has expended \$21,278,966.

## **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 November 8<sup>th</sup> meeting in their packets. He noted there was an in-depth discussion of the DBE Program assessment and encouraged the members to read the minutes. 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 noted the committee did not meet.

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

Ms. Perkins noted the committee did not meet.

**Mr. Bryan Basford of MV Transportation reported that MV served 8,498 customers and the on-time percentage was 91.3%. There were three road calls for the month and nine complaints. He shared that the Operations team is fully staffed at this point.**

## **VIII. ACTION ITEMS**

- 1. Consideration of approval of contract for architectural and engineering design services for Plank Road and Florida Boulevard BRT projects**

**Mr. Brown shared that the agency had advertised the Request for Qualifications (RFQ) and emailed it to 117 firms, including 28 small businesses and DBE firms.**

**CATS received five proposals and two were found to meet all the requirements of the RFQ. The two proposals were reviewed by the Proposal Evaluation Committee (PEC) and the PEC recommended an award to SJB Group, LLC. It was noted that the contract amount is not expected to exceed \$322,544.55.**

**Mr. Bellue moved that the CEO is authorized to enter into a contract with SJB Group, LLC, for architectural and engineering design services for Plank Road and Florida Boulevard BRT projects 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 renewal of security guard services contract with Weiser Security Services, Inc.**

**Mr. Brown shared the contract is entering its fourth year, which is the first of two, one-year renewals. He noted that a new cost has been negotiated with an annual increase of less than a \$4,000.**

**Ms. Perkins moved that the CEO is authorized to renew the contract with Weiser Security Services, Inc. for one year and Mr. Thomas seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.**

- 3. Consideration of approval of contract for external audit services**

**Mr. Brown noted that the contract with LaPorte had expired which necessitated the need for a new RFP. Two proposals were received from the advertisement and solicitation. The PEC reviewed the**

proposals and recommended that the agency contract with Postlewaite and Netterville for external audit services.

It was noted that this contract is for both the agency and the pension fund. CATS pays for both services.

Ms. Pierre moved that the CEO is authorized to enter into a contract with Postlewaite & Netterville for external audit services for a period of three years with up to two, one year renewals and Dr. Breaux seconded the motion. Mr. Brandt invited public comment and there was none. The motion carried unanimously with no abstentions.

4. **Consideration of approval of CEO Evaluation Committee recommendation to increase base salary of CEO William J. “Bill” Deville (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 thanked Mr. Bellue for chairing the Evaluation Committee, Ms. Perkins for serving, and the board members for completing the surveys.

Mr. Bellue noted this was the second year of Mr. Deville’s three year contract. He shared that the committee not only sought the input of the board members but also stakeholders when evaluating his performance. Mr. Bellue let the board know that Mr. Deville met or exceeded all expectations.

Mr. Bellue noted that the committee members initially recommended a five percent (5%) increase to the base salary, but Mr. Deville asked that the amount be reduced to three percent (3%), which is the amount of the cost of living increase the administrative staff received. Thus, the committee recommends a three percent (3%) increase.

Mr. Brandt shared that the recommendation was unanimously supported by the F&E Committee.

Mr. Bellue moved that the CEO Evaluation Committee recommendation to increase the base salary of CEO William J. “Bill” Deville by three percent (3%) be approved and Ms. Perkins 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 settle the claim of Geraldine Robinson 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 649,196, Sec. 27; and that Geraldine Robinson is the plaintiff and Capital Area Transit System and Lasunia McKneely are the defendants.)

Mr. Brandt moved to enter executive session to discuss the pending litigation and Ms. Green 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 Geraldine Robinson for the sum of eighteen thousand and 00/100 (\$18,000) dollars under the terms of the settlement and judgment payment policy adopted by the Board on July 20, 2004 as amended and Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no objection.

**IX. PUBLIC COMMENTS**

There were no public comments.

**X. ADJOURNMENT**

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