

CATS

CAPITAL AREA TRANSIT SYSTEM

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

JANUARY 16, 2020

4:30 p.m.

**BREC Administration Building
6201 Florida Boulevard
Baton Rouge, LA 70806**

MINUTES

I. CALL TO ORDER: Mr. Mark Bellue

Mr. Bellue called the meeting to order.

II. ROLL CALL

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

III. APPROVAL OF MINUTES OF DECEMBER 17, 2019 MEETING

Ms. Perkins moved to approve the minutes of the December 17, 2019, meeting and Dr. Breaux seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

IV. PRESIDENT’S ANNOUNCEMENTS

Mr. Bellue reviewed the public comment process.

Mr. Bellue noted that Ms. Perkins has agreed to chair the 2020 Nominating Committee for CATS Board of Commissioners officer positions. Anyone

interested in a leadership position should let Ms. Perkins know. The elections will take place at the February board meeting.

V. ADMINISTRATIVE MATTERS

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

Mr. Deville noted that former CATS operator Christopher “Chris” Huddleston suddenly passed in early January. Chris had a wife and three children. Please keep his family and friends in your thoughts and prayers.

CATS received a commendation regarding the Customer Care Department from the head of the transit system in Columbia, South Carolina.

The new BYD Vice President visited with staff to update CATS on their reorganization and the status of the pending federal legislation. He also inquired about the electric buses remaining on the purchase order and the timeline to purchase those.

Ms. Dwana Williams shared that, in Operations, there are currently 134 active operators. There are 146 total operators and the remaining operators are on FMLA and light duty.

Ms. Williams noted that CATS had 198,778 passenger trips in December. There were 2.2 preventable accidents per 100,000 miles, and 675 trips cancelled for the month. The percentage of on-time trips was 60.97%, and there were 8,410.6 mean miles between road calls for the month.

It was noted that 11 cadets are completing training.

Mr. Fight shared that the Human Resources Department will be focused on wellness and the wellbeing of the workforce. They will be providing tools for the agency to create a healthy lifestyle. There will be an emphasis on organizational training and development in 2020.

Interviews are being held at the end of January for the next class of operators. A new training class is expected to start on February 21st.

CATS will have leadership training offered to administrative employees in February and the agency is in the process of completing performance evaluations.

Mr. Deville shared that he participated in a Bus World Academy panel regarding the implementation of electric buses to the agency's fleet. The conference took place in Omaha, Nebraska on January 13th.

Discussions continue regarding the Baker Park and Ride. Garret Graves's Chief of Staff contacted CATS to say the Congressman expressed his enthusiasm about the economic activity going on in North Baton Rouge and the good things he was hearing about the Park and Ride.

Mr. Odimgbe noted that CATS continues its work toward the service improvements that will be implemented in the spring. These are designed to improve on-time-performance and enrich the customer experience.

It was requested that the Planning Committee be presented with a report of the service changes, including cost, efficiencies, etc.

The Cortana Transit Center opened for revenue service on January 19th and all punch list items were completed. There will be an opening on February 11th.

It was noted that the ADA work is 95% done at the Donmoor location and light fixtures are being installed.

Mr. Cutrone presented the December financials and noted that the total current assets as of December 31, 2019 are \$18,508,546. The total assets are \$48,145,809. The total current liabilities are \$8,064,228 and the total liabilities are \$13,507,264. The total net liabilities and assets are \$48,145,809.

The total operating expenses for the month as of December 31, 2019 are \$2,735,411.

The total CATS-generated operating revenues for the month as of December 31, 2019, are \$256,698. The total non-federal subsidies for the month are \$1,467,373 and the total federal subsidies are \$1,153,885. The total operating subsidies for the month are \$2,621,258. The net operations balance as of December 31, 2019, is \$142,545.

VI. COMMITTEE REPORTS AND ANY ACTION THEREON

1. Finance and Executive: Mr. Mark Bellue

Mr. Bellue referred the members to the highlights of the minutes of the January 16th meeting and shared the highlights. He noted the action items were presented to the F&E Committee and were 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 January 15th meeting in their packets.

Mr. Cooksey noted that CATS On Demand had 8,633 scheduled trips in December. Of those, 857 were cancellations and 377 were no shows, for a total of 7,132 completed trips.

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

The on-time performance for the month was 88.11%.

There were four road calls for the month.

VII. ACTION ITEMS

1. Consideration of approval of purchase of four replacement ADA vans

It was noted that this is for replacement buses for the CATS On Demand ADA fleet. They will be purchased with a grant that is paid 85% and CATS will match 15%. This purchase has been budgeted in the 2020 budget.

Mr. Lambert moved that the CEO is authorized to purchase four ADA paratransit vans at a total cost of \$260,124.52 and under such terms and conditions the CEO deems appropriate. Ms. Pierre seconded the motion. Mr. Bellue invited public comment and there was none. The

motion passed unanimously. Ms. Perkins was not present for the vote.

2. Consideration of approval of amendment to Cortana Transit Center architectural & engineering design services contract with Monroe & Corie

Ms. Thomas noted that this change order was to design the ADA accessible entrance on the Walmart side of the station. This work has been completed. The cost of the change order was \$6,400.00

It was noted that this change order was not in the original scope of work.

There was discussion as to the timeline of the work and board consideration.

Mr. O’Gorman moved that the CEO is authorized to enter into an amended contract with Monroe & Corie that increases the architectural and engineering design services contract for the Cortana Transit Center with Monroe & Corie by \$6,400.00 and Ms. Pierre seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously. Ms. Perkins was not present for the vote.

3. Consideration of approval of amendment to Cortana Transit Center construction contract with Kelly Construction

Ms. Thomas shared that there were four total change orders with Kelly Construction for the Cortana Transit Center. The change orders addressed requests from the City-Parish Department of Public Works, ordering benches with backs, thermoplastic striping, painting bus shelters, and to add an ADA entrance from the Walmart side of the station.

These change orders bring the total cost of the construction from \$524,848.00 to \$581,179.05.

Mr. Lambert moved that the CEO is authorized to enter into an amended contract with Kelly Construction that increases the amount of the contract for the Cortana Transit Center by \$16,411.05 and Mr. Cohran seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously. Ms. Perkins was not present for the vote.

4. Consideration of approval of renewal of security services contract with Weiser Security

Ms. Thomas shared that this is the final renewal of a five-year contract with Weiser Security for services provided at both the main facility at 2250 Florida and the CATS Terminal at 2222 Florida.

There have been discussions with Weiser and CATS will be taking a more active role in the selection and training for those who will provide security for the agency.

Mr. Lambert moved that the CEO is authorized to renew the security services contract with Weiser Security for a period of one year in the amount of \$236,841.36 and under such other terms and conditions as the CEO deems appropriate. Mr. Cohran seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously. Ms. Perkins was not present for the vote.

5. Consideration of approval of renewal of property and general liability insurance with Stone Insurance

Ms. Thomas noted this is a renewal of the property and liability insurance package with Stone Insurance. The cost of the premium will decrease by \$2,000 for the year.

It was noted this is the same coverage as last year.

Ms. Pierre moved that the CEO is authorized to renew the general liability, property, inland marine, and police professional liability contract with Stone Insurance for a period of one year and an amount of \$54,507.06 and under such other terms and conditions as the CEO deems appropriate. Mr. Cohran seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously. Ms. Perkins was not present for the vote.

VIII. PUBLIC COMMENT

There were no public comments.

IX. ADJOURNMENT

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