



CAPITAL AREA TRANSIT SYSTEM

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

JULY 16, 2019

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

All members were present, namely Messrs. Bellue, Brandt, Breaux, Cohran, Lambert, and O’Gorman and Mss. Green, Perkins, and Pierre. 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 JUNE 18, 2019 MEETING

Mr. Lambert moved to approve the minutes of the June 18, 2019, meeting and Ms. Perkins 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 referenced Hurricane Barry and hoped that all came through the storm without harm.

V. SAFETY MOMENT

Ms. Simpson shared a safety moment centered on emergency preparedness.

VI. ADMINISTRATIVE MATTERS

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

Mr. Deville commended the work done by the Operations Department regarding Hurricane Barry. He recognized Operations Manager James Payton and Operations Supervisor Demetrius Gulley for their time and effort spent ensuring service was not interrupted and that there was a CATS presence at MOHSEP.

Mr. Jim Fight shared that the agency hired 23 individuals who attended the Behind the Wheel job fair in June, with the breakdown as follows: Bus Operator – 12; Mechanic Helper – 2; Mechanic – 1; Utility Technician – 4; Customer Care Representative – 3; and Custodian – 1. He noted that orientation began June 24th for the new hires and they were introduced to a revamped process that reflected relevant agency information.

CATS is currently advertising nationally for the position of Comptroller and for Director of Operations and both are also posted on the CATS website.

Ms. Dwana Williams shared that, in Operations, there are currently 127 active operators.

Mr. Deville gave the Operations report in the absence of Ms. Williams. He noted that CATS had 201,041 passenger trips in June; this decrease is possibly a result of there being one less weekday in June 2019 than in June 2018, as well as the inclement weather on June 6th that caused service to be suspended for several hours. There was less than 1 preventable accident per 100,000 miles, and 889.75 trips cancelled of the approximately 33,000 trips for the month. The percentage of on-time trips was 66.47%, there were 45.3 complaints per 100,000 miles, and there were 9,414 mean miles between road calls for the month.

It was noted there are currently 12 cadets in training that will be ready for full-time status in six to eight weeks. There was discussion that 147 operators were operators needed to provide service daily, but this does not take into consideration the extra board operators that are also required.

Mr. Deville reported that Will Scott & Company had completed its hiring process for the Deputy Chief Executive Officer and Mr. Deville has hired Charles Odingbe to the post. Mr. Odingbe has decades of transit experience, both public and private sector. His first day was July 9th. Mr. Odingbe let the board know that he is excited for the challenge and is ready to begin the work.

CATS provided to the Buy America audit firm the last two items required.

Mr. Rose informed the board that CATS met with Build Baton Rouge to discuss transit oriented development opportunities along Plank Road and Florida Boulevard. Planning and Operations are driving the bus routes to identify timing, traffic, and other possible issues that could affect performance.

Pierlott & Associates will be onsite July 15-19th to assist with the review of items for the upcoming Triennial Review.

Planning and Operations continue to prepare for the July service changes.

Mr. Deville shared the balance sheet for June 2019 and noted that the agency's total current assets are \$28,963,025. The total current liabilities are \$6,324,511.

Mr. Deville provided the statement of operating budget versus actual for the period ending June 30, 2019. He noted the total operating expenses were \$2,529,107. The total operating revenues were \$265,831 and the total operating subsidies were \$1,604,873.

VII. COMMITTEE REPORTS AND ANY ACTION THEREON

1. Finance and Executive: Mr. Mark Bellue

Mr. Bellue noted the committee did not meet.

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 referred the members to the minutes of the committee’s July 10th meeting in their packets and shared the highlights of the meeting.

She noted that the committee focused on complaints and training operators on customer service.

Mr. Bryan Basford of MV Transportation noted that there were 8,066 scheduled trips in June; of those, 650 were cancellations and 255 were no-shows for a total of 7,416 completed trips. There were 0 complaints for the month and the on-time percentage was 92.1%. There were 5 road calls for the month of June.

Mr. Basford shared that the staff was taking the opportunity to review their emergency preparedness as the recent weather provided a chance to put the plan into action.

Ms. Perkins expressed her congratulations and pleasure that the on-time performance was increasing as the complaints are decreasing.

VIII. ACTION ITEMS

1. Consideration of approval of CATS Capital Asset Policy

Ms. Eckert shared that the purpose of the policy is to provide guidelines in the management controls of the capital assets for the agency.

Ms. Green moved that the CATS Capital Asset Policy be adopted and Dr. Breaux seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

2. Consideration of approval of Jeanette Eckert as Records Officer

Mr. Abadie noted that the action is required annually.

Ms. Green moved that Jeanette Eckert continue to be designated as the Records Officer for Capital Area Transit System and Mr. O’Gorman seconded the motion. Mr. Bellue invited public comment

and there was none. The motion passed unanimously with no abstentions.

3. Consideration of approval to award bus washer systems contract

Mr. Brown shared that the procurement was an invitation to bid and three bids were received. The lowest bid was deemed to be fair, responsive, and responsible.

Mr. Lambert moved that the CEO is authorized to award the bus washer systems ITB to Tillage Construction, LLC and to enter into a contract with Tillage Construction, LLC in the amount of \$589,000. Mr. Brandt seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

4. Consideration of approval to amend audit services contract

Mr. Brown noted that the amendment to the contract was necessary to reflect the work performed by P&N. The level of work was not known until P&N was already working with the agency and at that time, the determination was made that additional services were required.

Ms. Perkins moved that the CEO is authorized to amend the audit services contract with Postlethwaite & Netterville by \$119,500 to a three- year total amount of \$216,500 and Mr. Lambert seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

5. Consideration of approval to designate The Advocate as the official journal of CATS as set forth in the CATS Bylaws

Mr. Abadie noted that this is a formality and is required annually. He shared that CATS has designated The Advocate as it has the highest circulation in the area.

Mr. Lambert moved that The Advocate is hereby designated as the official journal of Capital Area Transit System as set forth in the Capital Area Transit System bylaws and Ms. Pierre seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with Mr. Brandt abstaining as he is a member of The Advocate Community Advisory Board.

X. PUBLIC COMMENTS

There were no public comments.

XI. ADJOURNMENT

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

DRAFT