



CAPITAL AREA TRANSIT SYSTEM

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**MEETING OF THE  
BOARD OF COMMISSIONERS OF  
CAPITAL AREA TRANSIT SYSTEM  
AND  
PUBLIC TRANSPORTATION COMMISSION  
OCTOBER 15, 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**

Present at the meeting were Messrs. Bellue, Brandt, Breaux, Cohran, and Lambert Mss. Green, Perkins, and Pierre. Mr. O’Gorman was absent. 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 SEPTEMBER 17, 2019 MEETING**

Ms. Perkins moved to approve the minutes of the September 17, 2019, meeting and Ms. Pierre 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.

**V. ADMINISTRATIVE MATTERS**

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

**Mr. Deville provided agency updates and noted that CATS has been running Touchdown Express for home football games.**

**CATS has completed repairs of the holes and cracks at the terminal and has installed new trash bins to enhance the aesthetics. The platform and surrounding areas have also been pressure washed.**

**Substantial work has been done to the new bus wash bays, and the agency is working on improved lighting. There will also be new paint for the walls. Holes in the bus parking area have been repaired.**

**Bus operators will debut new uniforms effective October 15<sup>th</sup>.**

**The agency is implementing an “inform not enforce” campaign with operators where their focus will be shifted to improving on-time performance as well as enhanced customer encounters.**

**After a successful and informative Planning Committee meeting on October 3<sup>rd</sup>, CATS has begun reaching out to the City-Parish to move forward with the I110 Transit Center.**

**CATS participated in the Senior Expo at the Raising Canes River Center on October 11<sup>th</sup> and will host the annual Healthy Blue Health Fair at the CATS Terminal on October 18<sup>th</sup>.**

**Mr. Jim Fight shared that the agency had interviews for bus operators on October 9<sup>th</sup> and hopes to have a training class begin at the end of October.**

**Ms. Dwana Williams shared that, in Operations, there are currently 129 active operators. There are 148 total operators and the remaining operators are on FMLA and light duty.**

**Ms. Williams noted that CATS had 220,042 passenger trips in September. There were 1.5 preventable accidents per 100,000 miles, and 674.25 trips cancelled for the month. The percentage of on-time trips was 57.89%, there were 60.4 complaints per 100,000 miles, and there were 4,970.7 mean miles between road calls for the month.**

**It was noted that some of the staff began a two-day run cut training class today that will make it possible for CATS to bring their scheduling capabilities in-house. There was discussion of the number of cadets in training and it was noted that 18 cadets will begin full-time driving in the next four weeks.**

**Mr. Deville shared that management has executed a 36 month lease for the 350 North Donmoor Avenue office building within the parameters approved by the Board at the September board meeting. Kudos to Ms. Thomas who aggressively negotiated the lease within the Board's parameters and was able to have the real estate firm allow immediate access to achieve what was needed to get employees moved as soon as possible.**

**Mr. Deville thanked Ms. Dargin and her Facilities staff for their tireless efforts in very hot conditions to remove items from the vacated site at 5700 Florida.**

**Mr. Deville and Ms. Thomas acknowledged Mr. James Lonnett and Mr. Cyril Hubbard for their tireless work moving the admin staff from 5700 to the new site at Donmoor.**

**Congressman Graves's office has scheduled a follow-up meeting to discuss the potential ride sharing pilot project for paratransit service that they have been working on.**

**CATS expects federal legislation regarding future acquisitions of BYD electric buses. While BYD has manufacturing plants in the United States and passes all "Buy America" requirements, the agency has been advised to monitor future legislation.**

**It was noted that the Service Implementation Team will begin meeting weekly to discuss the February 2020 service changes.**

**CATS is preparing a scope of work as well as a schedule for a Comprehensive Operational Analysis, and a Transit Development Plan is ongoing. There was discussion of the timeline of the COA as well as the intent of the analysis. It was noted that it would likely be a hybrid of in-house work and a consultant to determine where improvements need to be made. It will look at origin and destinations to design a system that fits the community. The Transit Development Plan will look at future service, up to twenty years in the future. This has not been done in the past.**

**CATS is participating in the Baker Park and Ride in conjunction with the City of Baker and CRPC. The project is in the property acquisition phase.**

**The triennial review is ongoing.**

**CATS has scheduled the NEPA workshop with FTA for Tuesday, October 29<sup>th</sup>.**

The award application is underway for the 2250 Florida/Florida Corridor TOD Grant application. The Bus and Bus Facilities FY 2020 grant award is awaiting USDOT project selections.

Mr. Deville shared that legal counsel advised that LSU and the Division of Administration have completed the process of notifying the previous owners of the intent to sell the property. The title search is underway and closing is anticipated shortly.

Construction continues and is nearing completion at the Cortana Transit Center.

Mr. Deville presented the September financials and noted that the total current assets as of September 30, 2019 are \$19,458,249. The total assets are \$50,068,362. The total current liabilities are \$5,746,061 and the total liabilities are \$11,784,097.

The operating expenses as of September 30, 2019 are \$2,485,827.

The total CATS-generated operating revenues as of September 30, 2019 are \$227,646. The total non-federal subsidies are \$1,467,373 and the total federal subsidies are \$1,284,984. The total operating subsidies are \$2,752,357.

It was noted that Finance is working on a schedule to close out the remaining audit information.

## **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 October 10<sup>th</sup> meeting and shared the highlights. He noted the action items were presented to the F&E Committee and were unanimously 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. Brandt gave a report in Mr. O’Gorman’s absence. He referred the members to the minutes of the committee’s October 3<sup>rd</sup> meeting and shared the highlights. He noted that there was discussion of the Two Year Capital Plan and Budget and that the committee members requested additional information. He let the members know the committee took no action on the proposed plan and budget. He shared that there was a BRT update and a transit center update. It was decided that the staff would pursue a downtown transit center at the I110 Underpass at Florida and they would renew discussions for a South Baton Rouge Transit Center with the Medical District.

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

Ms. Perkins referred the members to the minutes of the committee’s October 9<sup>th</sup> meeting in their packets and shared the highlights of the meeting. Ms. Perkins commended the staff on the press event and rollout of the electric buses.

Mr. Cooksey noted that CATS On Demand had 8,613 scheduled trips in September. Of those, 744 were cancellations and 379 were no shows, for a total of 7,490 completed trips.

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

The on-time performance for the month was 86.9%.

There were three road calls for the month.

Mr. Deville and Mr. Cooksey discussed a new paratransit option, UServe, which provides same day service. It is currently being utilized in Florida and in Las Vegas.

**VII. ACTION ITEMS**

**1. Consideration of approval of health insurance policy for 2020**

Mr. Fight introduced Mike Williams of HUB International.

Mr. Williams noted that the proposed policy is a fifteen percent increase year over year, and this is partially related to the number of claims from the agency’s employees. The agency has several long term claimants that are impacting the claims projections for the upcoming year. There has also been a slight negative demographic change.

It was noted that there will be no increase in payroll deductions for employees because the plan will change. The agency is proposing to absorb that cost.

It was noted that the union leadership has reviewed the proposal and is supportive of it.

Mr. Brandt moved that the CEO is authorized to renew the health insurance policy with United Healthcare for 2020 that is set forth as option 3 in the HUB proposal and Mr. Lambert seconded the motion. Mr. Bellue invited public comment and there was one from Yvette Rhines, ATU Local 1546 President. She had a question for Mr. Fight. Mr. Odingbe informed the board that the union leadership previewed the proposal before it was presented to the F&E Committee. The motion passed unanimously with no abstentions.

**2. Consideration of approval of Erika Green absences**

Mr. Abadie noted that it is a requirement of the state statute and the CATS Board bylaws that a board member may not miss two of any three consecutive, regularly scheduled board meetings without having their absences approved by the board. Ms. Green was required to miss the August and September meetings.

Mr. Brandt moved that the following resolution be adopted and Ms. Perkins seconded the motion.

**RESOLUTION OF CATS BOARD OF COMMISSIONERS  
APPROVING ABSENCES OF ERIKA GREEN**

WHEREAS, state law in Revised Statutes 48:1456E provides that a member of the CATS Board of Commissioners “shall be deemed to have abandoned his office upon failure to attend two of any three consecutive regularly scheduled meetings without an excuse approved by a resolution of the board at its next regular meeting”; and

WHEREAS, it was necessary for Erika Green to be absent from the board meetings held on August 20, 2019, and September 17, 2019;

**BE IT RESOLVED** by the Board of Commissioners of Capital Area Transit System that it approves the absences of Erika Green from its meetings held on August 20, 2019, and September 17, 2019.

**VIII. PUBLIC COMMENT**

**There were no public comments.**

**IX. ADJOURNMENT**

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

DRAFT