

CATS

CAPITAL AREA TRANSIT SYSTEM

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**MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
OCTOBER 16, 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. Darrell Brown, CAO; other CATS staff; Creighton Abadie, CATS attorney; and members of the public.

III. APPROVAL OF MINUTES OF SEPTEMBER 18, 2018 MEETING

Ms. Perkins moved to approve the minutes of the September 18, 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 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 8th.

Mr. Brandt reminded the board members about the CEO performance review they received. He encouraged all the members to complete the survey and submit them to Mr. Abadie by October 19th.

Mr. Brandt shared that the newly-produced Capital Improvements and Investments Plan was included in the board packets. He reminded those assembled that the plan was previously approved by the Board.

V. SAFETY MOMENT

Ms. Simpson shared a safety moment centered on passenger rail safety tips.

VI. ADMINISTRATIVE MATTERS

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

Ms. Paul noted that CATS made the following hires in September: Admin – 1 Administrative Analyst; Operations – 8 Bus Operator Trainees. She noted that the Human Resources Department will begin the delivery of performance management evaluations to all administrative employees on October 19th. The department is also preparing for health insurance open enrollment in November.

Ms. Dwana Williams shared that, in Operations, there are currently 137 active operators.

Ms. Williams updated the members on the performance measures. She noted that CATS had 218,366 passenger trips in September. There were 1.8 preventable accidents per 100,000 miles. Ms. Williams shared that there were 216 trips cancelled in September of the approximately 35,000 trips for the month. The percentage of on-time trips was 67.9%. There were 36.6 complaints per 100,000 miles in September. Ms. Williams shared that there were 1,810.9 miles between mechanical failures and 4,870.7 miles between road calls.

Mr. Deville reported that the Metro Council approved the Service Improvement Plan at its September 26th meeting and thanked Ms. Green for her advocacy and being a champion of transit.

Mr. Deville let the board know that CATS will be featured along with the Redevelopment Authority in BRAF's Currents Magazine that will be published in the fourth quarter discussing the Plank Road BRT Corridor.

CATS is anticipating FTA's approval of the 2018 formula funding for the North Baton Rouge transit center at the LSU site. Legal counsel is working with LSU officials to complete certain legal requirements prior to executing the purchase agreement. Subject to establishing the project budget, the Request for Qualifications solicitation for design services of the North Baton Rouge Transit Center is projected to be advertised by the end of the year.

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. The revenue service is expected to begin in April 2019.

Ms. Williams let the board know that for September, 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 let the board know that for September, the agency collected \$255,450 in CATS generated revenue, \$1,564,583 in total non-federal revenue, and \$369,800 in federal operating revenue, for a total of \$2,189,833 in revenue. Year to date the agency has collected \$2,343,509 in CATS generated revenue, \$14,037,651 in non-federal revenue, and \$4,222,680 in federal revenue for a total of \$20,603,840 in revenue.

Ms. Williams noted that the total operating expense for September was \$2,189,237 and year-to-date the agency has expended \$19,040,159.

Ms. Williams noted the balance sheet is no longer in draft form after review from auditors.

Ms. Williams shared the KPIs for the month and noted that in grant applications, the Grants Manager is pursuing non-federal grant notice of awards for future submission and the agency is preparing a grant application to submit to the FTA for the enhancement of access to healthcare. In overtime, the agency was slightly higher this month than last month, coming in at \$78,000; this can be attributed largely to continuing mandatory safety training that was conducted for all operators and administrative overtime for Touchdown Express. In Medicaid, there have been no updates since staff met with Ruth

Kennedy in July. The farebox committee presented a report to the CEO on fare simplification possibilities and that is under review by management.

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 October 11th 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 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 7,231 customers and the on-time percentage was 84.2%. There were two road calls for the month and 13 complaints.

VIII. ACTION ITEMS

1. Consideration of approval of health insurance policy for 2019

Mr. Brown shared that the agency has invested a large effort to improve the quality of CATS health insurance benefits, to control claims, and to contain costs.

The CATS evaluation team, working with HUB International, reviewed many options and has determined that it is CATS best interest to renew the coverage with United Health Care. The proposed terms of the renewal mean that CATS will maintain its fully insured plan, participants will be offered additional benefits and plan

enhancements, the healthcare network will expand, and the cost will remain within the \$2.1 million budget.

There is a possibility that the agency can realize up to 19% savings over the course of the year, but it is not expected that CATS will experience an increase.

Mr. Bellue moved that the CEO is authorized to renew the health insurance policy with United Healthcare for 2019 as recommended by management and 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 Ms. Pierre seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

IX. PUBLIC COMMENTS

There were no public comments.

X. CONTINUATION OF ACTION ITEMS

2. **Strategy session regarding the claims of Arthur Davis, Sr., Arthur Davis, Jr., Artisha Davis, and Carla Davis. (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 19th Judicial District Court and is Suit Number 640,054, Sec. 22; and that Arthur Davis, Sr., Arthur Davis, Jr., Artisha Davis, and Carla Davis are the plaintiffs and Capital Area Transit System is the defendant.**

Thereafter, the board reconvened in open session.

3. **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 19th 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.)**

This action item was deferred.

XI. ADJOURNMENT

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

DRAFT