

CATS

CAPITAL AREA TRANSIT SYSTEM

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

NOVEMBER 19, 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 OCTOBER 15, 2019 MEETING

Ms. Perkins moved to approve the minutes of the October 15, 2019, meeting and Mr. Lambert 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. Jim Brandt spoke and shared that he would be resigning from the CATS Board of Commissioners and this would be his last meeting. He conveyed that he had thoroughly enjoyed his time on the board. He noted

that he had served six years and several of those were as President, and he was honored to have held the position. He noted that he would also be resigning from the CATS Pension Board. Mr. Brandt thanked Mr. Deville and the CATS staff for their work. He also thanked the board members for their work and collaboration through the years.

V. ADMINISTRATIVE MATTERS

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

Mr. Deville expressed his thanks to Mr. Brandt for his dedication to the agency over the last six years and especially for his guidance as Mr. Deville became the CEO in 2016.

Mr. Deville provided agency updates and noted that CATS, along with the City-Parish and Build Baton Rouge, has been awarded the BUILD grant for \$15 million. The agency was informed of the award on November 7th by Congressman Garret Graves, and the official announcement was made the following day.

CATS is concluding the process to procure ERP software for the agency and plans to bring a recommendation to the CATS Board in December.

Work is beginning on the revisions to the Strategic Plan and those revisions will be brought to the Planning Committee when they are complete.

CATS has planned a Don't Drink and Drive event for New Year's Eve. In partnership with Healthy Blue, the agency will be extending fixed route service until 2:30am on New Year's Eve night. Passengers will be able to ride the system for free from midnight until 2:30am.

CATS is working with the City-Parish, the Louisiana Housing Corporation, and St. Vincent de Paul for their annual Thanksgiving Day luncheon at the Raising Cane's River Center. The agency will provide a shuttle to take members of the community to the River Center to participate in the event.

Mr. Jim Fight shared that the agency will have open enrollment for benefits from November 14th through November 22nd, and there will be a new component where providers will be onsite to answer questions. Flu shots for employees were offered on Friday, November 15th and Tuesday, November 19th.

Mr. Charles Odimgbe shared that, in Operations, there are currently 129 active operators. There are 139 total operators and the remaining operators are on FMLA and light duty.

Mr. Odimgbe noted that CATS had 223,657 passenger trips in October. There were 3.6 preventable accidents per 100,000 miles, and 907.10 trips cancelled for the month. The percentage of on-time trips was 57.49%, there were 27.3 customer contacts per 100,000 boardings, and there were 4,554.5 mean miles between road calls for the month.

Mr. Odimgbe shared that staff is working diligently to reverse the current trends.

It was requested that timelines for initiatives to reverse the current trends be provided at the next meeting. Some of the requested timelines include on-time performance, rectifying fleet issues, as well as tracking the number of cadets hired, new training classes, and where the agency is in terms of reaching operator goals.

Mr. Deville shared that the CATS proposed 2020 budget has been posted on the CATS website for public inspection and the board members will be contacted to meet regarding the budget prior to the December F&E and Board meetings.

CATS attended a meeting requested by Congressman Graves and his staff with BRAF, where paratransit stakeholders were present. The meeting was productive and CATS looks forward to working with the ARC.

CATS was invited by the Mayor of Baker and CRPC to participate in several meetings to review the updated conceptual designs for the proposed Baker Park and Ride and how it would function within the parameters of the mixed-use development. Mayor Waites also held a media event, and the CEO was invited to participate and be interviewed for the project.

CATS was invited by the BRC Housing leadership to attend BR Choice Neighborhood Key Implementation, where a mixed-use housing project at the former Earl K. Long site was discussed.

Southern University is beginning an inclusive planning initiative that will create a community-driven vision for the Baton Rouge campus and surrounding Scotlandville community. There will also be an implementation strategy, and CATS has been identified as a key leader in expressing views and advancing the project.

The Complete Streets Technical Advisory Committee is proposing updates to their cross sections and would like to obtain feedback from the technical committee as outlined in the 2014 City-Parish Complete Streets Policy.

CATS was invited to attend the Build Baton Rouge Plank Road Master Plan reveal on November 5th, where the agency was recognized for our role in advancing this project. BBR's President and CEO Chris Tyson expressed his appreciation for the collaboration from the beginning with CATS on this revitalization effort.

It was noted that NEPA and preliminary engineering are underway for the ten-mile Plank-Nicholson BRT corridor. It has been determined that a Categorical Exclusion is the appropriate level of environmental review. A Finding of No Significant Impact (FONSI) is anticipated by March 2020. HNTB, the engineers for the project, conducted a NEPA Environmental workshop on October 29th to update stakeholders on the project. State Historic Preservation Office representatives were in attendance as well as FTA representatives.

Legal counsel has indicated that the title attorney is working to clear an old lien on the property for the North Baton Rouge Transit Center.

Construction is substantially complete at the Cortana Transit Center. Cameras are being installed and a punch list has been developed. CATS staff is completing the timeline to begin revenue service.

CATS staff made FTA officials aware of the move to the I110 Underpass at Florida and they have indicated they will help where possible with the relocation. The Planning Department will begin work on preliminary engineering and CATS staff will begin reaching out to the DDD, LaDOTD, and other stakeholders regarding the project.

Mr. Deville presented the October financials and noted that the total current assets as of October 31, 2019 are \$21,019,629. The total assets are \$50,638,181. The total current liabilities are \$6,624,937 and the total liabilities are \$12,662,973.

The operating expenses as of October 31, 2019 are \$2,398,617.

The total CATS-generated operating revenues as of October 31, 2019 are \$378,055. The total non-federal subsidies are \$2,242,046 and the

total federal subsidies are \$641,904. The total operating subsidies are \$2,883,950.

There was discussion regarding services and materials/supplies being over budget and it was noted that there were capital expenditures previously recorded as operating expenditures; additionally, inventory was not being recorded properly.

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 November 14th 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

Ms. McNaylor gave a report in Mr. O’Gorman’s absence. She referred the members to the minutes of the committee’s November 7th meeting and shared the highlights. She shared there was no quorum and no action was considered at the meeting. It was noted that service planning was discussed, as well as BRT, transit centers, and capital projects.

5. Community Relations: Ms. Linda Perkins

Ms. Perkins noted the committee did not meet. She invited Mr. Cooksey of MV to give the CATS On Demand report.

Mr. Cooksey noted that CATS On Demand had 9,639 scheduled trips in October. Of those, 868 were cancellations and 474 were no shows, for a total of 8,297 completed trips.

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

The on-time performance for the month was 83.2%.

There were six road calls for the month.

VII. ACTION ITEMS

- 1. Consideration of approval of increase in Cortana Transit Center amenities contract**

It was noted that the original contract for transit amenities had various change orders that brought the total amount of the contract beyond the \$50,000 threshold for the CEO's authority. It was noted that the change orders were for engineering, redesigns of the shelters, and other items.

Ms. Perkins 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 \$6,227.50. Ms. Green seconded the motion and Mr. Lambert abstained. Mr. Bellue invited public comment and there was none. The motion passed with one abstention.

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.