

Public Participation Plan Capital Area Transit System July 2021

### **Public Participation Plan**

### 1. Purpose

The Purpose of this Public Participation Plan (PPP) is to detail how CATS will deliver information, services, and programs that reflect the community's values and benefit all community areas. CATS recognizes the necessity of involving the public in the planning and implementation of transit services.

CATS' public engagement strategies are designed to provide the public with access to information about the agency's services and provide a variety of efficient and convenient methods for receiving and considering public comments before implementing service changes. CATS also recognizes the importance of many types of stakeholders in the decision-making process. These include other units of government, metropolitan area agencies, community-based organizations, significant employers, passengers, and the public, including low-income, minority, LEP (Limited English Proficiency), and other traditionally underserved communities.

According to FTA Title VI regulatory guidance, the recipients and sub-recipients should therefore seek out and consider the viewpoints of minority and low-income populations and individuals who do not speak English fluently while conducting public outreach and involvement activities. (FTA Circular 4702.1B) Furthermore, the funding recipients and sub-recipients should offer early and continuous opportunities for the public to identify the social, economic, and environmental impacts of proposed transportation decisions.

This effort includes seeking out and considering the viewpoints of minority, low-income, and LEP populations (as well as older adults and people with limited mobility) while conducting public outreach activities, consistent with Federal Transit Administration (FTA) Circular 4702.1B.

CATS may modify its public participation methods over time based on the needs of its customers and the public. Therefore, this plan is a living document that may be updated periodically to reflect community preferences, changing demographics, transit services, and needs identified from new communication and outreach methods. When planning for public engagement, CATS will incorporate strategies intended to promote the involvement of minority and LEP individuals in public participation activities, as appropriate for the plan, project, or service in question, and consistent with federal Title VI regulations, Executive Order 13166 on Limited English Proficiency, and the U.S. Department of Transportation LEP Guidance.



### 2. Principles

The following principles are used to develop the Public Participation Plan for CATS projects and programs:

- CATS will determine what non-English languages and other barriers may exist to public participation within the service area.
- CATS will provide a general notification of meetings, particularly forums for public input, in a manner that is understandable to LEP populations in its service area.
- Public meetings will be held in locations that are accessible to transit riders and people with disabilities and will be scheduled at times convenient for the members of the public.
- Public meetings and hearings will be advertised in the community where non- English languages have been
  identified in the updated LEP Plan through printed materials (e.g., interior cards, flyers, and/or comment cards)
  describing the proposed changes or other critical system information on-board buses, at major transit stops,
  local print media, and the CATS website.
- CATS will provide notification regarding the availability of language assistance at public meetings as described in the LAP.

#### 3. Goals

CATS recognizes the importance of involving the public in planning and implementing transportation projects and services. Moreover, the agency believes firmly that consistent communication with riders, businesses, and visitors alike is key to the success of CATS planning and project development efforts. Therefore, the goals of the CATS PPP are to promote meaningful opportunities for the community, including low-income, minority, and LEP populations, to be involved in the potential impacts of proposed transportation decisions by CATS. To that end, CATS has developed four goals for public participation:

- Awareness: Increase awareness of transit projects and within the service area in the CATS service area.
- Education and Outreach: To educate the public, raise awareness, and allow public input in the CATS transportation planning process through social media, printed materials, and other engagement methods.
- **Participation:** To provide ample opportunity for stakeholders and the public to participate in the planning process and provide feedback on draft documents, policies, and services.
- Partnerships: To foster more significant partnerships with local public agencies, social service organizations, and other community groups

CATS' staff will utilize the following considerations developed as part of the efforts to evaluate the racial equity implications of critical decisions:

- Have various ethnic communities/people of color been informed, meaningfully involved, and authentically represented in these processes/decisions?
- How has this been done?
- How has the feedback been considered and incorporated?
- Is there a group that benefits more than another because of this process/decision?
- What could be one unintended consequence of this process/decision for ethnic communities/communities of color?
- What action will be implemented to advance equity in this process/decision?

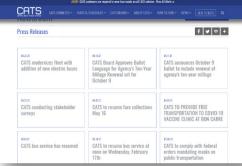


### 4. Methods of Public Engagement

The PPP identifies a menu of available methods for providing information to CATS customers and the public. While these communication methods are broadcast widely, they are critical tools in reaching minority and LEP populations. Staff considers several factors when designing the public engagement process, such as the magnitude of the proposed change or decision, what level of influence public opinion has over the decision, and who will be impacted by the decision. Moreover, CATS incorporates strategies intended to promote the involvement of minority and LEP individuals in public participation activities, as appropriate for the plan, project, or service in question, and consistent with FTA Title VI regulations, Executive Order 13166 on Limited English Proficiency, and the U.S. Department of Transportation LEP Guidance.

### CATS communicates relevant information to customers and the public through the following methods:

- CATS' Website CATS' website, www.brcats.com, is one of the primary sources of information for CATS' riders and the general public. Several tools are available on the site to communicate service changes and notify the public of opportunities to participate in CATS' decision-making processes. These include "Recent News" and "Press Releases" that appear as short summaries on the home page and, when selected, can lead to longer news items. Additionally, pages are available on the site for the CATS Board of Commissioner meeting agendas, minutes, and there are links to route maps, and timetables/ schedules. In addition, the entire website can be translated using google translate into both Vietnamese and Spanish.
- E-mails to CATS Customers (Rider Alert Notifications) To date, all electronic notifications are sent out by a CATS' mass e-mail subscription service. Customers can sign up on CATS' website to receive e-mails from CATS. In addition, staff has the flexibility to target e-mail communications to subgroups of CATS ridership, such as interested members of the public about updates to project schedules, upcoming meetings or workshops, online surveys for feedback, and any other agency activities. Staff can also elect to send an e-mail to all e-mail subscribers.
- Customer Surveys –CATS conducts a Customer Satisfaction Survey to collect and analyze customer opinions regarding all aspects of service, update CATS customer profiles and travel patterns, and compare benchmark scores with similar transit agencies. On both weekdays and the weekend, the survey was administered on board all fixed-route CATS services.
- Press releases Press releases aim to generate news coverage of CATS' events, changes, public meetings, etc. They are distributed via e-mail to CATS' communications contact list and posted on the News section of CATS' website.





- **Posters at CATS Terminals** Printed signs are posted around CATS' terminals, including designated news bulletin areas within the waiting room and at the Customer Service Window.
- Mailers to partners These printed materials can be distributed via mail to CATS' partners. They can
  include letters to key staff at these locations and additional posters or other materials to post around
  their offices.
- Paid ads in local media CATS can publish paid advertisements in the local newspaper of record, The
   Advocate, community newsletters, and local broadcast channels. In addition to paid advertisements,
   other media can be translated into Spanish and Vietnamese to reach the entire customer base.
- CATS CONNECTS CATS Connects serves as an educational resource library, which houses informational materials, branding assets, imagery, and archived social graphics and news.

Public notices – These are published in the daily newspaper of record, the Advocate, and posted on the CATS website.

 CATS' social media – CATS' Facebook page, Twitter, and Instagram, are monitored and used by Communications staff to interact with riders and can be leveraged to push out information regarding service changes and opportunities for the public to participate in the CATS decision-making



process. CATS' Facebook page is used to interact with riders and can be leveraged to push out information regarding service changes and opportunities for the public to participate in CATS' decision-making process.

- Public Meetings The backbone of CATS' public participation efforts is public meetings. Federal regulations and comments do NOT require a public meeting and do not go into the public record. Public meetings are held to inform the public of upcoming service changes, as well as planning efforts, including Strategic Plan implementation, and Comprehensive Operational Analysis. These meetings are typically informal in nature with a presentation by CATS staff, followed by a general Q&A period. CATS staff are available to have one-on-one conversations with interested parties and when necessary, provide follow-up information.
- **Public Hearings** A public hearing is required by federal or state regulations where comments from the public go into the public record. A public hearing is governed by rules concerning who speaks when and for how long and is overseen by a CATS official. A public hearing is NOT a question-and-answer format.



- Community Events CATS staff make sure that informational tables are at community events
  and CATS Terminals, where customers can find shared information about changes to service,
  new initiatives, or community resources. CATS also found that having technical staff available at
  outreach events in addition to customer service and communications staff can allow for more detailed
  conversations with customers and members of the public.
- CATS' Board Meetings The Board of Commissioners meet on the third Tuesday of each month at 4:30 p.m. at either of two locations: the CATS administrative building (350 N. Donmoor St, Baton Rouge, LA 70806) or the BREC Recreation & Park Commission (6201 Florida Boulevard, Baton Rouge, LA 70806). These meetings are open to the public and include an opportunity for the public to comment on any action item placed on the agenda. In addition, there will be cards for members of the public to complete (this applies to everyone wishing to speak at the board meetings, except the board members themselves; all employees wishing to speak must complete the cards as well).
- Public Comments CATS is always open to and accepting of public comments, regardless of whether
  they were given as part of an organized effort. Formal public comment periods solicit comments on
  major public involvement efforts around an agency service or system change. Comments from comment
  cards are valuable for open-ended discussions. In addition, open-ended questionnaires are distributed
  in printed form and digital form.

Comments are accepted during the public outreach period via:

- Share comments by phone at (225)389-8282
- E-mail comments at catscustomerservice@brcats.com
- Post comments on CATS' Facebook page CATSBR or Twitter page @BTRCATS
- Mail comments to CATS at 2250 Florida Blvd. Baton Rouge, LA 70802
- · Share comments in person by attending a public meeting.

### 5. Public Outreach Between December 2016 - December 2020

- Board meetings were held monthly to give updates on administrative matters and act on plans, contracts, updates to policies, and financial statements.
- Numerous public meetings, from December 2016 December 2020, were held to receive public input on changes in routes and schedules.
- During the Fall of 2016 to the Fall of 2020, route adjustments and service changes were made to maintain
  route efficiency and improve service to the system. Most service improvements pushed forth increasing transit
  accessibility, along with frequency.



- From the Fall of 2016 to December 2020, CATS administered Customer Surveys to gather updated transit trip information and behavioral data from CATS' riders. These efforts help the agency know the needs of the riders. In addition, resident surveys and stakeholder surveys were conducted.
- Two public meetings were held in Sept. 2018 to collect feedback on recommendations on a service change that eliminated one Route and replaced service through an extension on a Local Route.

Appendix A has detailed exampes of public involvement materials.

### 6. COVID-19 Meeting Accommodations (March 2020)

During normal circumstances, meeting times and convenient locations for target audiences are crucial to providing meaningful opportunities for public participation. However, due to the pandemic, alternative methods of public involvement have taken place.

Act No. 302 of the 2020 Regular Session of the Louisiana Legislature enacted La. R.S. 42:17.1, as subsequently amended by Act No. 43 of the 2020 Second Extraordinary Session, allows a public body to conduct business "via electronic means" if specific requirements are met.

In accord with Executive Act No. 302 (Senate Bill 466) meetings held beginning June 2020 to the present have been held virtually to reduce and limit the spread of COVID-19 in Louisiana and preserve the health and safety of all public members; the Governor declared the COVID-19 Public Health Emergency. In addition, he ordered that it is necessary to limit public gatherings in a single place at the same time to avoid individuals being close to one another.

As a result of the public health emergency, the limitations imposed on public gatherings and personal interactions, and the risks associated with the participation of members in a physical meeting of the Board of Commissioners for Capital Area Transit System and Public Transportation Commission as a result of this certifies that to protect the lives, property, health, safety, and welfare of the citizens of Louisiana, it is necessary to conduct the meeting for regular business via teleconference and/or online to assure the presence of a quorum of voting members.

### 7. Equity Considerations

CATS recognizes that minority and low-income populations have historically and systematically been excluded from participating in public decision-making. Moreover, due to persistent societal and cultural influences, it can be challenging to ensure diverse public participation in CATS' decision-making, despite the concerted efforts described in this plan. CATS, therefore, recognizes the need to plan carefully to design inclusive outreach processes and build in critical steps to consider whether a public participation process and its outcomes are achieving the intended results.



#### 8. Outcomes

The outcomes of public participation will be reported openly and transparently. The expectation is that, once community members have participated in a process, CATS owes it to them to say how their participation influenced the outcome. In addition, CATS should demonstrate that it explored the suggestions and recommendations of the public and considered that as part of the process.

### 9. Conclusion

This PPP must, first and foremost, demonstrate how CATS is accountable to the public. The strategic approach, goals, and guiding principles CATS has established are intended to foster public participation by providing early, continuous, and meaningful public engagement processes for its stakeholders regardless of race, color, or national origin, including populations and individuals who may be underserved because of limited English proficiency (LEP), minority or socioeconomic status, or disability. The methods and techniques employed by CATS help increase public participation rates, particularly among those individuals and populations that are often overlooked or underrepresented.

While the methods and techniques used during the public participation process may vary according to each circumstance, CATS will make every effort to achieve the standards it has set and design public outreach efforts to reach out to the diverse populations most effectively throughout the CATS service area. As a living document, the plan may evolve according to the demographic makeup of CATS' communities and their unique needs and CATS' evaluation of its public participation effectiveness.



### **APPENDIX A: Public Involvement Materials**

### **BOARD MEETING PUBLIC COMMENT PROCESS:**

The Customer Care Manager (CCM) will be stationed at the table inside the first entrance of the Commission Room. There will be cards for members of the public to complete (this applies to everyone wishing to speak at the board meetings, except the board members themselves; all employees wishing to speak must complete the cards as well).

You will be invited by the Board President to come to the podium individually and speak for two minutes.

\*This would not apply to public comments requested at the end of each action item, unless a member of the public is coming to speak specifically on that item; in this case, it would be noted on their comment card.

### CAPITAL AREA TRANSIT SYSTEM PUBLIC COMMENTS

Public comments are limited to two minutes.

No derogatory statements will be allowed.

Be courteous and respectful.

No personnel or union items will be discussed, as this is prohibited in the CATS Board By-laws.

The Board President will call you to the podium.

All speakers are requested to come to the podium to speak.





### CAPITAL AREA TRANSIT SYSTEM Public Notice of Draft Strategic Plan

Capital Area Transit System ("CATS") will hold three public hearings to receive public input on its Strategic Plan DRAFT. CATS staff will be available to explain the plan as well as to receive input and suggestions from those in attendance. The hearings will be held on Monday, March 21, 2016, from 5:30 until 7:30 p.m. at the Charles Kelly Community Center, 3535 Riley Street, Baton Rouge, Louisiana 70805; Tuesday, March 22, 2016, from 5:30 until 7:00 p.m., at the Bluebonnet Library, 9200 Bluebonnet Boulevard, 70810, Baton Rouge, Louisiana; and Thursday, March 24, 2016, from 5:30 until 7:00 p.m., at the Downtown Development District office, 247 Florida Street, Baton Rouge, Louisiana, 70801. Written statements may be delivered to the staff at these hearings or to the CATS Administration Building at 2250 Florida Blvd., Baton Rouge, Louisiana 70802 prior to the hearings.

This strategic plan is needed to guide CATS in its future plans.

ADA Notice: CATS meetings are conducted in accessible locations and provisions can be made for those persons of limited English proficiency. For special accommodations for this meeting, contact Karen Denman via phone 225.346.5557 at least one week in advance.

CATS fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information, or to obtain a Title VI Complaint Form, call Camille Dunbar via phone 225.346.5548.





### **CAPITAL AREA TRANSIT SYSTEM Public Notice of CATS Routes Adjustments**

Capital Area Transit System ("CATS") will hold a public hearing to receive public input on a change in routes and schedules which shall be effective fourth quarter 2016. CATS staff will be available to explain proposed changes as well as to receive input and suggestions from those in attendance. The hearing will be held on Tuesday, August 30, 2016, from 5:30 until 7:00 p.m. in the Commission Room at the BREC Administration Building, 6201 Florida Boulevard, Baton Rouge, LA, 70806. Written statements may be delivered to the staff at either hearing or to the CATS Administration Building at 2250 Florida Blvd., Baton Rouge, Louisiana 70802 prior to either hearing.

In order maintain route efficiency and improve service to the system, CATS proposes the following changes to achieve more efficiency and to be in a position to reallocate service to areas and times of greater demonstrated need.

CATS proposes the elimination of the following route: (a) Route 15 – Red Stick Trolley.

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### CAPITAL AREA TRANSIT SYSTEM Public Notice of CATS Routes Adjustments

Capital Area Transit System ("CATS") will hold public hearings to receive public input on changes in routes and schedules which shall be effective third quarter 2017. CATS staff will be available to explain proposed changes as well as to receive input and suggestions from those in attendance. The hearings will be held Monday, May 1, 2017, through Thursday, May 4, 2017, from 5:30 until 7:00 p.m. in the following locations: May 1 – Bluebonnet Library, 9200 Bluebonnet Boulevard, Baton Rouge, Louisiana, 70810; May 2 – Commission Room at the BREC Administration Building, 6201 Florida Boulevard, Baton Rouge, LA, 70806; May 3 – Downtown Development District, 247 Florida Street, Baton Rouge, Louisiana, 70801; and May 4 – Charles R. Kelly Community Center, 3535 Riley Street, Baton Rouge, Louisiana, 70805. Written statements may be delivered to the staff at any of the hearings or to the CATS Administration Building at 2250 Florida Blvd., Baton Rouge, Louisiana 70802 prior to the hearings.

In order maintain route efficiency and improve service to the system, CATS proposes the following changes to achieve more efficiency and to be in a position to reallocate service to areas and times of greater demonstrated need.

CATS proposes elimination of the following routes: (a) Route 50 – Glen Oaks Circulator; (b) Route 52 – Baker Circulator; (c) Route 55 – East Florida-BREC; (d) Route 56 – Mall to Mall; and (e) Route 103 – Airport Express.

CATS proposes enhancement of the following routes: (a) Route 11 – Northside Circulator; (b) Route 14 – Thomas Delpit; (c) Route 16 – Capitol Park Trolley; (d) Route 18 – LSU-Cortana Mall; (e) Route 21 – Fairfields Avenue-Cortana Mall; (f) Route 22 – Winbourne Avenue-Cortana Mall; (g) Route 23 – Foster Drive; (h) Route 46 – Gardere/OLOL/L'Auberge; (i) Route 57 – Sherwood Forest Boulevard; (j) Route 60 – Medical Circulator; and (k) Route 70 – Baker/Southern University/CATS Terminal.

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# CONOCE TU TÍTULO VI DERECHOS



Connecting you to what matters breats.com

CATS opera sus programas y servicios sin distinción de raza, color y origen nacional de conformidad con el Título VI de la Ley de Derechos Civiles. Cualquier persona que busque información adicional sobre este programa o que desee presentar una queja puede comunicarse con el Coordinador del Título VI de CATS al (225) 346-5547 o por fax al (225) 926-3601.

También se puede presentar una queja directamente ante la Administración Federal de Tránsito al comunicarse con la Oficina de Derechos Civiles, Atención: Coordinador del Programa Título VI, Edificio Este, 5to Piso-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.

SI DESEA INFORMACIÓN ADICIONAL, LLAME AL (225) 346-5547.



### CATS ESTRUCTURA DE TARIFAS

REQUISITOS DE LA LEY PARA ESTADOUNIDENSES CON DISCAPACIDADES (ADA, POR SUS SIGLAS EN INGLÉS): Todos los autobuses de CATS cumplen con los requisitos de la Ley para Estadounidenses con Discapacidades (ADA), y disponen de elevadores para sillas de ruedas y otras características que permiten adaptar el espacio a los pasajeros con discapacidad.

TRANSBORDOS ENTRE AUTOBUSES:
Los transbordos entre autobuses solo son válidos durante dos horas.
Después del plazo de dos horas, es necesario pagar la tarifa completa
para subir al autobús. Los transbordos no pueden ser utilizados en la
misma línea.

AVISO A LOS PASAJEROS:
En caso de que eventos especiales, obras o tareas de mantenimiento afecten a nuestro horario, queremos que usted lo sepa. Consulte el sitio web y las redes sociales de CATS para estar al tanto de avisos para viajeros sobre cambios de última hora que puedan afectar su viaje.

A continuación, se muestra un desglose de las tarifas actuales de todas las rutas de CATS, excepto para la ruta 16 del transbordador de Capitol Park (Capitol Park Shuttle), la cual es gratis para todos los pasajeros. Los niños menores de 12 años deben estar acompañados por un adulto.

Adultos*:	\$1.75
Niños menores de 5 años:	GRATIS acompañados de un adulto con billete.
Niños menores de 12 años:	\$1.75
Estudiantes con tarjeta de identificación de estudiante válida*:	\$0.35
Personas en la tercera edad* (62 años en adelante) y personas con discapacidad':	\$0.35
Descuento de Medicare†:	\$0.35



Connecting you to what matters

Pase de 31 días:	\$56.00
Pase de 15 viajes:	\$24.50
7-Day Pass:	\$19.00
Pases seman para todo el día* (de lunes a viernes)	\$4.00
Pases de fin de semana para todo el día* (sábado y domingo)	\$2.00

†debe mostrar tarjeta de identificación de CATS







### COMENZARÁN A IMPLEMENTARSE MEJORAS EN EL SERVICIO EN EL 2019.

224.826 clientes cuentan con CATS todos los meses para conectarse con sus intereses. En los últimos dos años, hemos tenido algunos éxitos de los cuales estamos orgullosos:

- » Añadimos WiFi GRATIS en todos los autobuses nuevos
- » Redujimos los accidentes prevenibles en un 50%
- Completamos el 99% de los viajes
- Mejoramos nuestra flota de buses de una edad promedio de 9 años a 2.9
- » Atendimos a 79.147 clientes mediante el Servicio de Para-tránsito por Encargo de CATS

Desde el 2019, **aumentaremos la accesibilidad del tránsito** a un 18,9% más de residentes de Baton Rouge, 21,55% de la población minoritaria y 20,07% de poblaciones urbanas con el lanzamiento de nuestro Plan de Mejora de Servicio. Algunas de las mejoras de nuestros servicios incluyen:

- » Nuevos autobuses
- » Mejorar la frecuencia 30 minutos eso significa que un autobús vendrá cada 30 minutos
- Servicio extendido a nuevas áreas (más complejos de apartamentos y soluciones habitacionales de ingresos mixtos)
- >> Servicio a horas más altas de la noche
- >> Servicio matutino más temprano
- » Reestructuración de rutas para mejorar la eficiencia
- Reubicación de recursos de rutas de baja afluencia para mejorar el servicio y la frecuencia

Más información acerca de los cambios en nuestros servicios puede ubicarse en nuestro sitio web **www.brcats.com** y nuestras redes sociales.

ATENCIÓN A LAS NUEVAS MEJORAS A PARTIR DEL 24 DE FEBRERO DE 2019.









Connecting you to what matters.

### **PUBLIC INFORMATION MEETINGS** BEING HELD THE WEEK OF FEBRUARY 12-15, 2019.

Please visit the CATS website and social media pages for locations and times.

Beginning February 24th, we are increasing transit accessibility. Some of our service improvements include:

- Service extended to new areas (more apartment complexes and mixed income housing)
- >> Later evening service
- >> Earlier morning service
- New buses
- >> Improved frequency to 30 minutes or better – that means a bus will come every 30 minutes
- >> Route restructuring to improve efficiency

More information about our service changes can be found on our website www.brcats.com and on our social media pages.







# Capital Area Transit System Service Improvement Plan

Making CATS Service

More Efficient, Convenient,
Accessible and Reliable



# Service Improvements Summary

- Improve Service Frequency
- Improve On Time Performance
- Add Later Evening and Earlier Morning Service
- Extend Service to New Areas
- Restructure Routes to Improve Productivity by:
  - Providing More Direct Service
  - Improving Travel Time
  - Eliminating Duplicative Service
  - Minimizing the Need to Transfer
- Expand and Improve the Downtown Connector Trolley Route
- Combine Routes to Improve Producitivity
- Replace Underlized Routes and Route Segments
- Combine Schedules to Enhance Passenger Convenience
- Remove Stop Restrictions to Improve Access to Service
- Reinvest Savings from Underlized Routes to Improve Service



## Improve Service Frequency

### Peak Only

- Route 11 Northside Circulator: From 60 to 30
- Route 14 Thomas H Delpit: From 60 to 30
- Route 18 LSU to Cortana: from 60 to 30
- Route 21 Fairfields: from 60 to 30
- Route 46 Gardere: from 60 to 30
- Route 57 Sherwood/Siegen: from 60 to 30

### All Day

- Route 22 Winbourne: from 60 to 30
- Route 60 Medical Circulator: from 75 to 60
- Route 70 Baker Limited: from 60 to 45



# Add Earlier Morning Service

- Route 14 Thomas H. Delpit
- Route 44 Florida Blvd
- Route 47 Highland Road
- Route 60 Medical Center



# Add Later Evening Service

- Route 20 North Acadian
- Route 23 Foster
- Route 52 Baker Circulator
- Route 54 North Airline
- Route 57 Sherwood/Siegen
- Route 58 Coursey/O'Neal
- Route 59 East Florida
- Route 60 Medical Circulator



### **Extend Service to New Areas**

- Route 14 Delpit Dr
  - From Nicholson and Roosevelt to River Rd
- Route 57 Sherwood/Siegen:
  - On Greenwell Springs Rd, Sherwood to Oak Villa
- Route 60 Medical Circulator
  - Jefferson Hwy between Stumberg and Airline



# Expand and Improve the Downtown Connector Trolley Route

- Operates Every 30 Minutes in Rush Hours
- Operates Every 45 Minutes in Non-Rush Hours
- Provides Weekday Service from 6 AM to 7 PM
- Serves Key Attractions and Activity Centers
  - Downtown Hotels
  - Downtown Casinos
  - 3<sup>rd</sup> Street Entertainment Corridor
  - City/Parish Office Complexes (City Hall, City Court)
  - State Capitol and Annex, Capitol North Campus and State Office Complexes
  - Federal Office Complexes
  - Downtown Restaurants
  - River Center
  - Main Street Market
  - City Plaza
  - IBM
  - Spanish Town, Beauregard Town, Catfish Town, 13th Gate Area



### Restructure Routes

- Route 18 LSU/Cortana: Eliminate Overlap with Route 47
- Route 23 Foster: Extend into Glen Oaks
- Route 41 Plank: Reroute to Metro Airport
- Route 46 Gardere & 56 Mall to Mall: Combine to provide continuous service along Essen corridor
- Route 52 Baker Circulator: Discontinue Underutilized Segments and Coordinate Routes 52 and 70 Schedules
- Route 57 Sherwood/Siegen: Extend along North Sherwood between Florida and Greenwell Springs Rd
- Route 58 Coursey/O'Neal: Improve Travel Time by Making Route More Direct Near Costco



# Combine Schedules to Enhance Passenger Convenience

- Activity Centers Combined Schedules
  - ACCS (Pronounced "Aces")
- Florida Blvd-Routes 44 and 72
- Southern University-Routes 70,54,80,10,11
- Baker-52 and 70



# Remove Stop Restrictions to Improve Access to Service

- Route 70 Baker Limited: Lifts Restrictions to Access Bus Stops along Scotland Avenue
- Provides 2-Way Service on Scotland Avenue
- Eliminates Confusion Regarding Which Stops Are Served



## Service Improvement Plan Summary

- More Frequent Service
- More Reliable Service
- Later Evening and Earlier Morning Service
- Expand/Improve Downtown Connector Trolley
- More Direct Service
- Improved Travel Times
- Fewer Transfers Required
- More and Better Access to Service
- Combined, Restructured and Replacement Routes
- Reinvest Savings from Underutilized Routes to Improve Service



# QUESTIONS?



### CAPITAL AREA TRANSIT SYSTEM Public Notice of CATS Routes Adjustments

Capital Area Transit System ("CATS") will hold public hearings to receive public input on changes in routes and schedules which shall be effective beginning the first quarter of 2019. CATS staff will be available to explain proposed changes as well as to receive input and suggestions from those in attendance. The hearings will be held Tuesday, August 14, 2018, through Thursday, August 16, 2018, from 5:30 until 7:00 p.m. in the following locations: August 14 – Commission Room at the BREC Administration Building, 6201 Florida Boulevard, Baton Rouge, LA, 70806; August 15 – Downtown Development District, 247 Florida Street, Baton Rouge, Louisiana, 70801; and August 16– Charles R. Kelly Community Center, 3535 Riley Street, Baton Rouge, Louisiana, 70805. Written statements may be delivered to the staff at any of the hearings or to the CATS Administration Building at 2250 Florida Boulevard, Baton Rouge, Louisiana 70802 prior to the hearings.

In order maintain route efficiency and improve service to the system, CATS proposes the following changes to achieve more efficiency and to be in a position to reallocate service to areas and times of greater demonstrated need.

CATS proposes elimination of the following routes: (a) Route 50 – Glen Oaks/Greendale Circulator; (b) Route 55 – East Florida Boulevard; and (c) Route 103 – Airport Express.

CATS proposes addition of a new route, Route 15 – Blount Road.

CATS proposes enhancement and restructuring of the following routes: (a) Route 11 – Northside Circulator; (b) Route 14 – Thomas Delpit; (c) Route 16 – Capitol Park Trolley; (d) Route 18 – LSU-Cortana Mall; (e) Route 20 – North Acadian Thruway; (f) Route 21 – Fairfields Avenue-Cortana Mall; (g) Route 22 – Winbourne Avenue-Cortana Mall; (h) Route 23 – Foster Drive; (i) Route 41 – Plank Road; (j) Route 44 – Florida Boulevard; (k) Route 46 – Gardere/OLOL/L'Auberge; (l) Route 47 – Highland Road; (m) Route 52 – Baker Circulator; (n) Route 54 – Airline Highway North/Southern University; (o) Route 56 – Mall to Mall via Drusilla Lane; (p) Route 57 – Sherwood Forest Boulevard; (q) Route 58 – Coursey Boulevard/O'Neal Lane; (r) Route 59 – East Florida Boulevard/O'Neal Lane; (s) Route 60 – Medical Circulator; and (t) Route 70 – Baker/Southern University/CATS Terminal.

ADA Notice: CATS meetings are conducted in accessible locations and provisions can be made for those persons of limited English proficiency. For special accommodations for this meeting, contact Karen Denman via phone 225.346.5557 at least one week in advance.

CATS fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information, or to obtain a Title VI Complaint Form, call Rhonda Williams via phone 225.346.5548.





### **Summary of Service Improvement Plan Changes 2018**

This Service Improvement Plan will occur in two phases: Phase One will be in 2019 and Phase Two will be in 2020.

The final analysis indicated that the proposed Service Improvement Plan (SIP) would result in an 18.9% increase in transit accessibility for residents of Baton Rouge.

Minority populations would realize a 21.55% increase

Low income populations a 20.07% increase

**Improve Service Frequency –** over 85% of routes will have head headways improved to 30 minutes or better. The following routes will experience improved frequency

#### Peak Only

11 – Northside Circulator, 14 Thomas Delpit, 18 LSU-Cortana Mall, 21 Fairfields Ave-Cortana Mall, 22 Winbourne Ave, 46 Gardere-OLOL, 56 Mall-to-Mall, 57 Sherwood Forest Boulevard, 70 Baker-Southern University

All Day

16 Capitol Park Shuttle & 60 Medical Circulator

**Later Evening Service –** The following routes will have service that extends later into the evening hours

20 North Acadian Thurway, 21 Fairfields Ave. Cortana Mall, 23 Foster Drive, 54 Airline Hwy-Southern University, 57 Sherwood Forest Boulevard, 58 Coursey Boulevard-O'Neal Lane, 59 Florida Boulevard, 60 Medical Circulator

Earlier Morning Service - the following routes will begin service earlier in the morning

14 Thomas Delpit, 44 Florida Boulevard, 47 Highland Road, 60 Medical Circulator

**Service Extended to New Areas** – the following routes will extend to provide service to key trip generators, including apartment complexes and low-income housing

- 14 Thomas Delpit extended to River Road: PHASE 2
- 15 New route serving Blount Road and Plank Road north of Harding: PHASE 1 and 2
- Extend to Greenwell Springs road, including Mallard Crossing Apartments
- Reroute to Jefferson Highway including Jefferson Lake Apartments

**Restructured Routes** – the following routes were restructured to improve routing efficiency

- 11 Direct, one-way service on Scenic Hwy and in Glen Oaks: PHASE 1 and 2
- 14 Extend to River Road: PHASE 2
- 16 More direct, faster travel times: PHASE 1
- 18 Truncate near Highland Road to avoid duplicate service: PHASE 1
- 44 Reroute through downtown: PHASE 1
- 46 Combine with 52: PHASE 2
- 52 Combine with 70: PHASE 1
- 54 Reroute to airport: PHASE 1
- 56 Combine with 46: PHASE 1
- 57 Extend to Greenwell Springs Road including Mallard Crossing Apartments: PHASE

Amie McNaylor
Director of Communications
amcnaylor@brcats.com





- 58 More direct near Costco: PHASE 1
- 60 Simplify route to be more direct: PHASE 1

Reallocate Resources to Productive Service – resources being reallocated from low ridership routes to improve service and frequency along key routes

- 15 New Route servicing Glen Oaks, Zion City, and Scotlandville: PHASE 1 and 2
- 50 Eliminate route; productive segments covered by Route 15: PHASE 1
- 55 Eliminate route; productive segments covered by Route 57: PHASE 1
- 103 Eliminate route; airport covered by Route 57: PHASE 1

### Remove Stop Restrictions on Route 70

### PHASE 1 IMPROVEMENTS: Route changes, schedule changes, and frequency improvements

Route 11

Route 14

Route 15

Route 16

Route 18

Route 20

Route 21

Route 22

Route 23

Route 41

Route 44

Route 46

Route 47

Noute 41

Route 50 Route 52

Danta C

Route 54 Route 55

Route 57

Route 58

Route 59

Route 60

Route 70

Route 103

### **PHASE 2 IMPROVEMENTS: Frequency Improvements**

Route 11

Route 14

Route 15

Route 46 Route 70





### **Summary by Route**

### Route 11 - Northside Circulator

- Improve frequency from 60 minutes to 30 minutes during rush
- Reroute to be faster and more direct
- Add one-way service on Scenic Highway and in Glen Oaks

#### Route 14 – Thomas Delpit Drive

- Improve frequency from 60 minutes to 30 minutes during rush
- Provide earlier morning service
- Extend and restructure route service to serve River Road
- Add another bus to the route

#### Route 15 - Blount Road

New Route servicing the Blount Road area

### Route 16 - Capitol Park Shuttle

- Shorten route for faster travel time
- Improve frequency from 30 to 10 minutes

### Route 18 - LSU - Cortana Mall

- Shorten route to end at Parker Boulevard
- Improve frequency from 60 minutes to 30 minutes during rush
- · Add another bus to service the route

#### Route 20 - North Acadian Thruway

Provide later service

### Route 21 - Fairfields Ave

- Improve frequency from 60 minutes to 30 minutes during rush
- Provide later service
- · Add additional bus to service route

### Route 22 – Winbourne Ave. – Cortana Mall

- Improve frequency from 60 minutes to 30 minutes during rush
- · Add two additional buses to service route

### Route 23 - Foster Drive

Provide later service

### Route 41 - Plank Road

• Improve frequency from 30 minutes to 15 minutes during rush

### Route 44 - Florida Blvd

Provide earlier morning service

### Route 46 - Gardere / Our Lady of the Lake

- Improve frequency from 60 minutes to 30 minutes during rush
- Combine route with the current Route 56
- Add two additional buses to service the route

Amie McNaylor
Director of Communications
amcnaylor@brcats.com





### Route 47 - Highland Road

Provide earlier morning service

### Route 50 - Glen Oaks / Greendale Circulator

- Eliminate route Stops covered by Route 15
- Annual savings \$220,000

#### Route 52 - Baker Circulator

- Eliminate route Stops covered by Route 70
- Annual savings \$622,000

#### Route 54 – Airline Hwy. North / Southern University

- Reroute to service the Baton Rouge Airport
- Provide later evening service

### Route 55 - East Florida Boulevard

- Eliminate route Stops covered by Route 57
- Annual savings \$220,000

#### Route 56 - Mall to Mall via Drusilla Lane

- Eliminate route Stops covered by Route 56
- Annual savings \$631,000

### Route 57 - Sherwood Forrest Boulevard

- Improve frequency from 60 minutes to 30 minutes during rush
- Extend service further north
- Provide later evening service
- Add three additional buses to route

### Route 58 - Coursey Boulevard / O'Neal Lane

- Reroute service near Costco
- Provider later evening service

### Route 59 - East Florida Boulevard / O'Neal Lane

Provide later evening service

### Route 60 - Medical Circulator

- Improve frequency from 60 minutes to 30 minutes during rush
- Increase span of route to service more areas

#### Route 70 - Baker / Southern University / CATS Terminal

- Combine with Route 52 and 60
- Improve frequency from 60 minutes to 30 minutes during rush
- · Add an additional bus to route

### Route 103 – Airport Express

- Eliminate Route Stops covered by 54
- Annual savings \$403,000



### CAPITAL AREA TRANSIT SYSTEM Public Notice of CATS Routes Adjustments

Capital Area Transit System ("CATS") will hold a public hearing to receive public input on changes in routes and schedules which shall be effective beginning the first quarter of 2019. CATS staff will be available to explain proposed changes as well as to receive input and suggestions from those in attendance. The hearing will be held Tuesday, September 11, 2018, from 5:30 until 7:30 p.m. at the Jewel J. Newman Community Center, 2013 Central Road, Baton Rouge, Louisiana 70807. Written statements may be delivered to the staff at any of the hearings or to the CATS Administration Building at 2250 Florida Boulevard, Baton Rouge, Louisiana 70802 prior to the hearings.

In order maintain route efficiency and improve service to the system, CATS proposes the following changes to achieve more efficiency and to be in a position to reallocate service to areas and times of greater demonstrated need.

CATS proposes elimination of the following routes: (a) Route 50 – Glen Oaks/Greendale Circulator; (b) Route 55 – East Florida Boulevard; and (c) Route 103 – Airport Express.

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# 2016 Service Adjustment Package SUMMARY

(Effective: Sunday, December 11, 2016)

In an effort to streamline CATS service to riders, the system is enacting the following changes on December 11. Unless noted, this will not affect the frequency of the routes. **This enhancement includes moving the Downtown HUB to the CATS Terminal.** If you have questions, please contact the CATS Customer Care Center at (225) 389-8282.

# **Route 10 – Scenic Highway/Southern University**

- ▶ On weekdays, service will increase from every 35 minutes to every 30 minutes. On weekends, service will now be every hour, rather than every 70 minutes.
- ➤ Service along the current Main Street segment of Route 10 is being removed. The North Street segment between I-110 and Lafayette Street will be served by the 103 Airport Express.

# **Route 12 – Government Street/Jefferson Hwy**

▶ Will now begin and end at the CATS Terminal, and will no longer travel to the Old State Capitol. The discontinued segment of the current Route 12 between Government and 22nd and downtown will be served by Route 47 Highland.

# Route 15 – Red Stick Trolley

▶ Route has been cancelled due to low ridership.

# **Route 16 – Capitol Park Shuttle**

- ▶ The route will now begin and end at the River Center.
- ▶ From the River Center, the route will operate along the current route to South Boulevard, then proceed north on St. Louis Street, then continue north on Third Street to the North Campus of the Capitol Complex.
- ▶ From North Campus, buses will operate the current route to 4th Street and Florida Street. Then buses will proceed west on Florida Street to River Road and then south to the River Center.

# Route 22 – Winbourne Avenue-Cortana Mall

- ▶ This route will now begin and end at St. Ferdinand Street and Louisiana Avenue.
- ▶ From the terminal, the route will proceed along the current route to River Road and North Boulevard, then continue north on River Road to Florida Street and then continue on Florida Street to Third Street and continue the current route.

# Route 44 - Florida Boulevard

- ► The new Terminal will be located at the Hampton Inn on Lafayette Street.
- ▶ From Florida Street, buses will turn right on River Road, then turn right on Main Street, then right on Lafayette Street to Hampton Inn.
- ► From the Hampton Inn, buses will continue south on Lafayette Street to Florida Street, then continue the current routing.

# Route 47 – Highland Road

- ▶ Route 47 will begin and end at the CATS Terminal on Florida Boulevard and North 22nd Street.
- ▶ Route 47 will serve the discontinued segment of Route 12 along Government Street between St. Charles Street and 22nd Street.
- ► The discontinued segments along Government Street, River Road, North Boulevard and St. Ferdinand Street will be served by Route 22.

# **Route 72 – Florida Boulevard Limited**

- ▶ Route 72 will begin and end at the CATS Terminal on Florida Boulevard and North 22nd Street.
- ▶ The segment of the current route between the CATS Terminal and downtown will be served by Route 44.

Capital Area Transit System (CATS) 2250 Florida Blvd., Baton Rouge, LA 70802 (225) 389-8920

Moving Baton Rouge forward...







# 2016 Service Adjustment Package SUMMARY

# **Route 12 – Government Street/Jefferson Hwy**

- Improve frequency from 60 minutes all day to 30 minutes during rush and 60 minutes out of the rush
- Requires 2 additional peak buses
- ▶ Approximately 13 additional weekday bus hours

# **Route 16 – Capitol Park Shuttle**

- ▶ Widen scheduled headway from 12 minutes to 30 minutes
- Improve actual headway from approximately 40 minutes to 30 minutes
- ▶ No additional equipment or hours required

# Route 17 - Perkins Road/Mall of Louisiana

- ▶ Improve headway and on-time performance
- ▶ Improve headway from 60 minutes all day to 25 minutes during the rush and 40 minutes out of the rush
- Requires 1 additional peak bus
- Approximately 8 additional weekday bus hours

# Route 18 - LSU/Cortana Mall

- ▶ Minor schedule change to improve on-time performance
- ▶ Reallocate time between specific time points
- ▶ No additional equipment or hours required

# Route 44 – Florida Boulevard

- Reroute downtown to be more direct
- Reroute into Cortana Mall, serve more stops and run faster
- ► Highest ridership in system, highest priority changes
- No additional equipment or hours required

# **Route 47 – Highland Rd.**

- ▶ Increase recovery so buses can get back on time during heavy traffic periods
- ► Improve on-time performance
- Second highest ridership in system, second highest priority changes
- ▶ Requires 1 additional peak bus
- ▶ Approximately 15 additional weekday hours

# **Route 54 – Airline Highway North/Southern University**

- ▶ Reduce headway from 60 minutes all day to 30 minutes during the rush and 45 minutes out of the rush
- Improve on-time performance by reallocating time between time points
- Requires 1 additional peak bus
- ▶ Approximately 8 additional weekdays hours

# **Route 70 – Baker Limited**

- Reroute at mini-dome to avoid nonexistent road and unsuitable section of roadway
- Requires no additional equipment or hours

# Route 72 - Florida Boulevard Limited

- ▶ Reroute downtown for faster and more efficient service
- ▶ Requires no additional equipment or hours

# **Route 103 – Airport Express**

- ► Adjust running time to improve on-time performance and serve all flights
- ▶ Reroute to focus on downtown hotels
- ► Requires no additional equipment
- ► Approximately 6 additional daily hours

Capital Area Transit System (CATS) 2250 Florida Blvd., Baton Rouge, LA 70802 (225) 389-8920

Moving Baton Rouge forward...







# PHASE 1 IMPROVEMENTS: ROUTE CHANGES, SCHEDULE

CHANGES, AND	LKEROEMO I IMILKOVEI	MEMIS
Route 11	Route 23	Route 55
Route 14	Route 41	Route 57
Route 15	Route 44	Route 58
Route 16	Route 46	Route 59
Route 18	Route 47	Route 60
Route 20	Route 50	Route 70
Route 21	Route 52	Route 103
Route 22	Route 54	

## PHASE 2 IMPROVEMENTS: FREQUENCY IMPROVEMENTS

Route 11	Route 15	Route 70

# SUMMARY BY ROUTE

- SUMMARY BY RUULE
  Route 11: Northside Circulator

  Improve frequency from 60 minutes to 30 minutes during rush

  Reroute to be faster and more direct

  Add one-way service on Scenic Highway and in Glen Oaks

- Route 14: Thomas Delpit Drive

  Improve frequency from 60 minutes to 30 minutes during rush

  Provide earlier morning service

  Extend and restructure route service to serve River Road

# Route 15: Blount Road

New Route servicing the Blount Road area

- Route 16: Capitol Park Shuttle

  » Shorten route for faster travel time

  » Improve frequency from 30 to 10 minutes

- Route 18: LSU Cortana Mall

  » Shorten route to end at Parker Boulevard

  » Improve frequency from 60 minutes to 30 minutes during rush » Add another bus to service the route

# Route 20: North Acadian Thruway

# Route 21: Fairfields Ave

- Improve frequency from 60 minutes to 30 minutes during rush
   Provide later service

# Route 22: Winbourne Ave. – Cortana Mall

- ve frequency from 60 minutes to 30 minutes during rush
- » Add two additional buses to service route

# Route 41: Plank Road

uency from 30 minutes to 15 minutes during rush

## Route 44: Florida Blvd

- Route 46: Gardere Our Lady of the Lake

  » Improve frequency from 60 minutes to 30 minutes during rush
  » Combine route with the current Route 56
- » Add two additional buses to service the route

Route 47: Highland Road

» Provide earlier morning service

## Route 50: Glen Oaks - Greendale Circulator

- » Annual savings \$220,000

# Route 52: Baker Circulator

- Eliminate route Stops covered by Route 70
- » Eliminate route Stops cove » Annual savings \$622,000

# Route 54: Airline Hwy. North – Southern University » Reroute to service the Baton Rouge Airport

- » Provide later evening service

- Route 55: East Florida Boulevard

  » Eliminate route Stops covered by Route 57

  » Annual savings \$220,000

# Route 56: Mall to Mall via Drusilla Lane

- » Eliminate route Stops covered by Route 56 » Annual savings \$631,000

# Route 57 - Sherwood Forrest Boulevard

- Improve frequency from 60 minutes to 30 minutes during rush
   Extend service further north
- Provide later evening service
   Add three additional buses to route

# Route 58 - Coursey Boulevard - O'Neal Lane

# Route 59: East Florida Boulevard - O'Neal Lane

- » Increase span of route to service more a

# Route 70: Baker – Southern University – CATS Terminal » Combine with Route 52 and 60 » Improve frequency from 60 minutes to 30 minutes during rush » Add an additional bus to route

- Route 103: Airport Express

  » Eliminate Route Stops cove
  » Annual savings \$403,000





2018

**SUMMARY OF IMPROVEMENT PLAN CHANGES** 

Enriching the lives of our customers and communities by offering independence and safety.



THE FINAL ANALYSIS INDICATED THAT THE PROPOSED SERVICE IMPROVEMENT PLAN (SIP) WOULD RESULT IN AN **INCREASE IN TRANSIT ACCESSIBILITY OF** 









### IMPROVE SERVICE FREQUENCY

Over 85% of routes will have head headways improved to 30 minutes or better. The following routes will experience improved frequency

## PEAK ONLY

- » 11: Northside Circulator
- » 14: Thomas Delpit
- » 21: Fairfields Ave Cortana Mall
- » 22: Winbourne Ave
- » 46: Gardere OLOL
- » 56: Mall-to-Mall

# ALL DAY

» 16: Capitol Park Shuttle & 60 Medical Circulator

# LATER EVENING SERVICE

The following routes will have service that extends later into the evening

- » 20: North Acadian Thruway
- » 21: Fairfields Ave Cortana Mall
- » 23: Foster Drive
- » 54: Airline Hwy Southern University
- 57: Sherwood Forest Boulevard58: Coursey Boulevard O'Neal Lane

# EARLIER MORNING SERVICE

The following routes will begin service earlier in the morning

- » 14: Thomas Delpit
- » 44: Florida Boulevard
- » 47: Highland Road



# SERVICE EXTENDED TO NEW AREAS

The following routes will extend to provide service to key trip generators, including apartment complexes and mixed income housing

- » 14: Thomas Delpit extended to River Road PHASE 2
- » 15: New route serving Blount Road and Plank Road north of Harding PHASE 1 and 2
- » Extend to Greenwell Springs road, including Mallard Crossing Apartments
- » Reroute to Jefferson Highway including Jefferson Lake Apartments

# RESTRUCTURED ROUTES

- The following routes were restructured to improve routing efficiency

  11: Direct, one-way service on Scenic Hwy and in Glen Oaks

  PHASE 1 and 2
- » 14: Extend to River Road PHASE 2
- » 16: More direct, faster travel times PHASE 1
- » 18: Shortened near Highland Road to avoid duplicate service PHASE 1
- » 44: Reroute through downtown PHASE 1
- » 46: Combine with 52 PHASE 2
- » 52: Combine with 70 PHASE 1
- » 54: Reroute to airport PHASE 1 » 56: Combine with 46 PHASE 1
- 57: Extend to Greenwell Springs Road including Mallard Crossing Apartments PHASE 1
- » 58: More direct near Costco PHASE 1
- » 60: Simplify route to be more direct PHASE 1

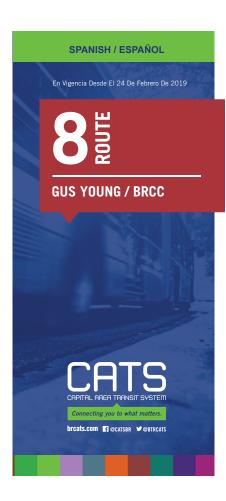
# REALLOCATE RESOURCES TO PRODUCTIVE SERVICE

Resources being reallocated from low ridership routes to improve service and frequency along key routes

- 3 15: New Route servicing Glen Oaks, Zion City and Scotlandville PHASE 1 and 2
- » 50: Eliminate route; productive segments covered by Route 15 PHASE 1
- 55: Eliminate route; productive segments covered by Route 57 PHASE 1
- » 103: Eliminate route; airport covered by Route 54 PHASE 1

# REMOVE STOP RESTRICTIONS ON ROUTE 70





# REGLAS PARA RECORDAR CUANDO ESTÉ A BORDO DE UN AUTOBÚS CATS

Tenga lista la tarifa completa antes de abordar el autobús.

Permita que el operador realice tareas, NO interfiera con el operador mientras el autobús está en movimiento

Trate a los pasajeros con respeto y amabilidad

NO maltrate, amenace ni use lenguaje vulgar mientras esté en una propiedad de CATS

Limpie antes de bajarse

NO coma ni beba mientras esté a bordo de un autobús

Permita que los pasajeros discapacitados, de tercera edad y en silla de ruedas puedan sentarse en los puestos delanteros

 ${f N0}$  lleve armas, armas de fuego, materiales inflamables, explosivos o líquidos corrosivos a bordo

Escuchar música o dispositivos multimedia solo con auriculares o audífonos

Mantener conversaciones de teléfono celular al mínimo

Todos los artículos que traiga al autobús deben guardarse debajo de su asiento o en su

Ropa y zapatos deben ser usados mientras esté en una propiedad de CATS

Se debe mantener la higiene personal



La violación de cualquiera de estas reglas puede resultar en arresto, multa o negación del servicio y/o pérdida permanente del servicio del sistema.

# **ROUTE SHOUT**

RouteShout es una APLICACIÓN MÓVIL GRATUITA que permite a los pasajeros ver en dónde está el autobús y cuándo llegará a través de un servicio de seguimiento de autobuses en línea desde sus teléfonos inteligentes o en la Web.



# **ALERTAS DE TEXTO**

# CÓMO UTILIZAR NUESTRA FUNCIÓN SMS/TEXTO

Esta función se basa en un número de 4 dígitos, un "ID de parada", único para cada parada de autobús CATS. Se están instalando nuevos carteles para cano paraca de autobus CATS. Se estan instalando nuevos carteles en las paradas de alto uso a lo largo de Florida Bolveard y Afrina Highway. Estas señales indican el número de identificación de la parada y las líneas de autobús que sirven cada parada. En el futuro, habrá nuevos letteros en todo el área de servicio de CATS.

eletros en lodo e area de servicio de LATS. Sí conoce el 10 de parada para su ubicación, simplemente envie un mensaje de texto a brcats más el 10 de parada (por ejemplo: brcats1988) al número de servicio CATS Traz 2552.E l sistema responderá con una lista de los tiempos de llegada de autobuses previstos durante la próxima hora, como se ilustra en este gráfico obtenido desde un dispositivo Android. Resultados similares aparecerán en un l'Phone.

El número de servicio de mensajes de texto de CATS Trax, 25252, no cambia y se puede agregar a su teléfono celular como contacto para uso futuro.

# MI PARADA NO TIENE UN NUEVO LETRERO. ¿CÓMO PUEDO **ENCONTRAR SU ID DE PARADA?**

Si tiene una computadora con acceso a Internet, puede buscarla en un mapa en línea en cualquiera de las siguientes dos formas.

- » Use nuestro portal CATS Trax, active todas las ruías, amplie su ubicación y haga clic en el icono de la parada de autobús azul m cercana. El sistema mostrará el nombre de la parada, el nuero de identificación y luego enumera las llegadas programadas.
- Utilice Google Maps para planificar un viaje de tránsito. Las identificaciones de las paradas se revelarán en el itinerario del viaje como se ilustra en este gráfico.

# PLANIFICADOR DE VIAJES DE GOOGLE

las nuevas herramientas tecnológicas, CATS se ha asociado con los Servicios de Tránsito de Google para permitirle planificar sus viajes con Google Maps. El Planificador de viajes puede ser ubicado en la página de inicio del sitio web y recopila la información necesaria de ubicación. fecha y hora, y produce un mapa interactivo que ofrece opciones de tránsito de autobuses dentro del área de servicio CATS.

# TÉRMINOS Y CONDICIONES DE USO:

CATS se esfuerza por suministrar información de calidad a través de Cons se estuenza por suministrar información de calidad a traves de Google Transit, pero no puede garantizar el 100% de precisión. Se recomienda que los pasajeros vuelvan a verificar los titnerarios de viaje con los horarios de autobuses publicados disponibles en brcats.com. Consulte los Términos y condiciones de Google Transit

# ¿QUÉ DEBO HACER SI RECIBO INFORMACIÓN ITINERARIA DE VIAJE INCORRECTA, ERRÓNEA O CONFUSA?

Si el ilinerario de su viaje contiene información incorrecta sobre la ubicación, el horario, la tarifa o el horario de servicio de la parada, probablemente se deba a información errónea entre CATS y Google Trarsit. Registre el origen, el destino y la fecha y hora de llegada/salida de su ilinerario y comuniquese con el Servicio de Altención al Cliente sobre el problem que tutuo. Sóa o tarvés de su uso y comentarios continuos podemos mejorar el planificador de viajes.

# COSAS A CONSIDERAR AL UTILIZAR GOOGLE TRANSIT

- 10.50.S.A. CONSIDERAR AL UTILIZAR GOOGLE TRANSIT

  Algunas rutas pueden trazarse como lineas rectas de una parada
  a otra, y no siguen la ruta real del autobús en las carreteras.
  Estamos trabajando para mejorar esto.

  > El planificador de viajes puede proporcionar 2 o 3 planes de viaje
  sugendos. Le recomendamos que siempre consulte estos planes
  de viaje alternativos, ya que pueden proporcionar un viaje que
  satisfaga mejor sus necesidades.
  > Las direcciones y los horarios de las caminatas pueden ser
  inexactos, y algunas veces sugieren caminar sobre obstáculos
  infranqueables Google está trabajando para mejorar las
  instrucciones para caminatas.

# **CATS TRAX**

en vivo sobre ubicaciones de autobuses a lo largo de rutas "fijas" o regulares. Al combinar los datos de las rutas, los dispositivos de ubicación en el vehículo y luego superponerlos en una base de datos de Google Maps, los pasajeros pueden ver información en tiempo real sobre la ubicación de los autobuses. Para rastrear un autobús, simplemente leccione su (s) ruta (s) de interés y luego haga clic en el ícono del autobús o en la parada deseada para obtener información detallada

# **UBICACIONES DE COMPRA**

# PUEDE COMPRAR UN PASE EN LÍNEA, EN LA TERMINAL DE CATS O EN VARIAS UBICACIONES EN TODA LA CIUDAD.

» CATS TERMINAL

2250 Florida Blvd. (corner of N. 22nd Street)

» WALGREENS

5450 Plank Rd. 5955 Airline Hwy. (Plank Rd. at Hollywood) (Airline Hwy. at Greenwell St.) 3550 Government St. (Government Street at S. Acadian Thwy.)



# ALTERNATIVAS:







# **GUS YOUNG / BRCC**

Capital Area Transit System (CATS) se compromete a garantizar que ninguna persona sea excluida de la participación y que a ninguna persona se le nieguen los beneficios de los servicios por motivos de raza, color o nacionalidad, como se estipula en el Titulo VI de la Ley de Derechos Civiles de 1964 y sus enmiendas. Las reclamaciones a las que se refiere el Titulo VI deben presentarse en el plazo de 1800 días posterior a la fecha del presunto acto discriminatorio.

# REQUISITOS DE LA LEY PARA ESTADOUNIDENSES CON DISCAPACIDADES (ADA, POR SUS SIGLAS EN INGLÉS):

Todos los autobuses de CATS cumplen con los requisitos de la Ley para Estadounidenses con Discapacidades (ADA), y disponen de elevadores para sillas de ruedas y otras características que permiten adaptar el espacio a los pasajeros con discapacidad.

# TRANSBORDOS ENTRE AUTOBUSES:

Los transbordos entre autobuses solo son válidos durante dos horas, Después del plazo de dos horas, es necesario pagar la tarifa completa para subir al autobús. Los transbordos no pueden ser utilizados en la misma línea.

# AVISO A LOS PASAJEROS:

En caso de que eventos especiales, obras o tareas de mantenimiento afecten a nuestro horario, queremos que usted lo sepa. Consulte el sitio web y las redes sociales de CATS para estar al tanto de avisos para viágeros sobre cambios de última hora que puedan afectar su viaje.

# ATENCIÓN AL CLIENTE: 225-389-8282

# Connecting you to what matters breats.com @@catsbr \@BTRCATS

# CATS ESTRUCTURA DE TARIFAS

A continuación, se muestra un desglose de las tarifas actuales de todas las rutas de CATS, excepto para la ruta 16 del transbordador de Capitol Park (Capitol Park Shuttle), la cual es gratis para todos los pasajeros. Los niños menores de 12 años deben estar acompañados por un adulto.

Adultos*:	\$1.75		
Niños menores de 5 años:	Gratis, acompañados de un adulto con billete		
Niños menores de 12 años:	\$1.75		
Estudiantes con tarjeta de identificación de estudiante válida": (Las solicitudes de los cologios para obtenor tarjetas de identificación de estudiante en grandios cantidades posicion envienne a princhin de la deligidad de la princhina de	\$0.35		
Personas en la tercera edad* (62 años en adelanto) y personas con discapacidad que muestren la tarjeta de identificación de CATS:	\$0.35		
Descuento de Medicare:	Los titulares de tarjetas de Medicare pueden usar los autobuses de CATS (rutas figa) por 30.36. Los titulares de una tarjeta de Medicare pueden presentaria (obbe ser ripi, bianto validas emitidas por el estado, o resilizar una socicidad si CATS para recubir una socicidad si CATS.		

	Pase de 31 días:	\$56.00
*Indica compra disponible a bordo	Pase de 15 viajes:	\$24.50
disposible a bordo	Pase de 7 días:	\$19.00
No se realizarán reembolsos en las	Pases semanales para todo el día* (de lunes a viernes)	\$4.00
tarjetas de cambio.	Pases de fin de semana para todo el día* (sábado y domingo)	\$2.00

# 8 gus young / Brcc

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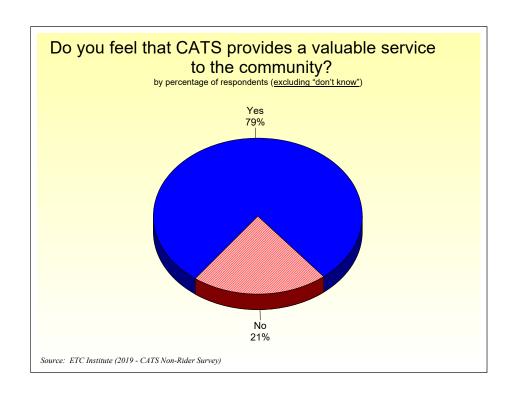
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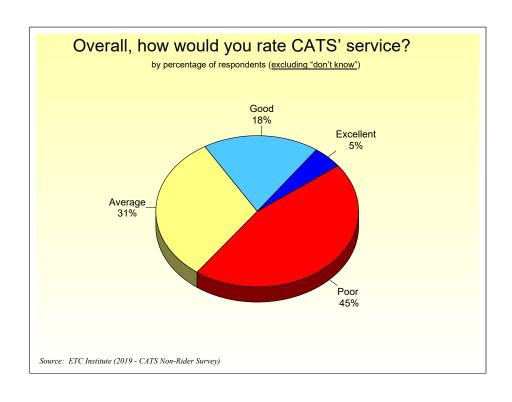




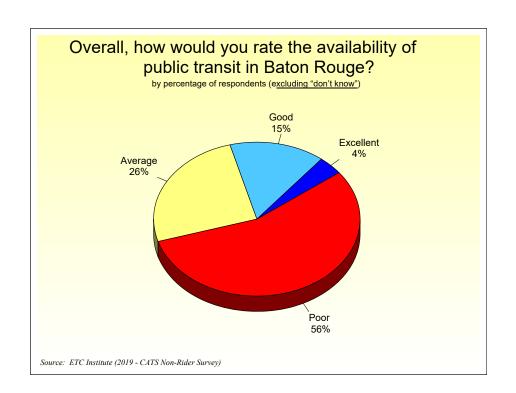






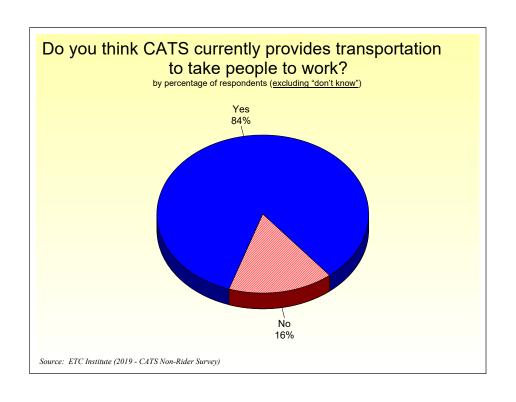


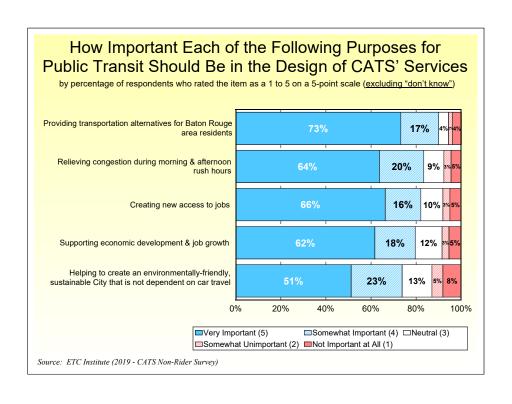




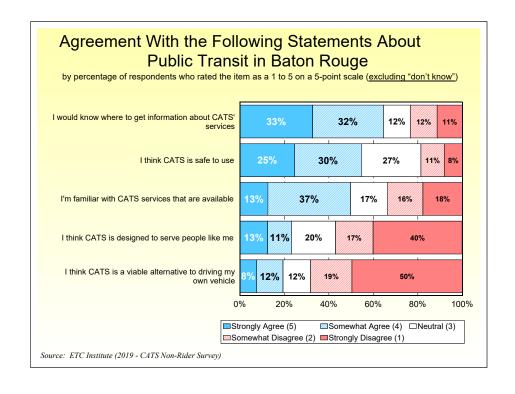


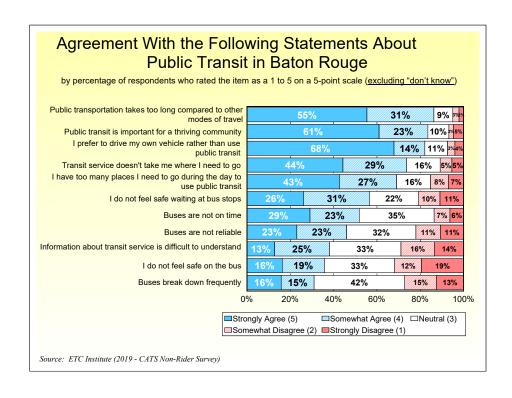
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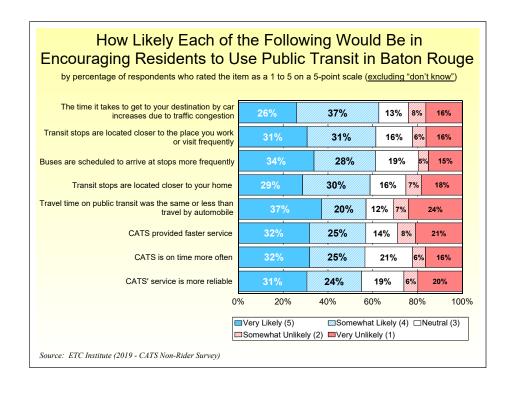


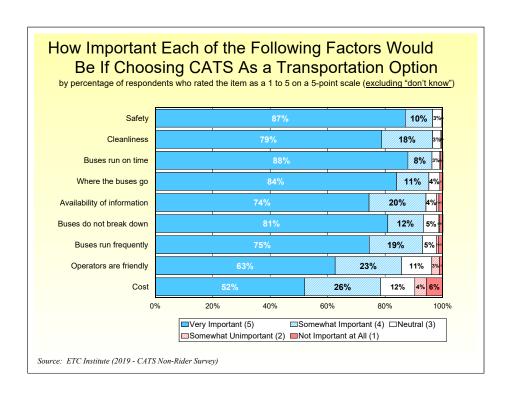




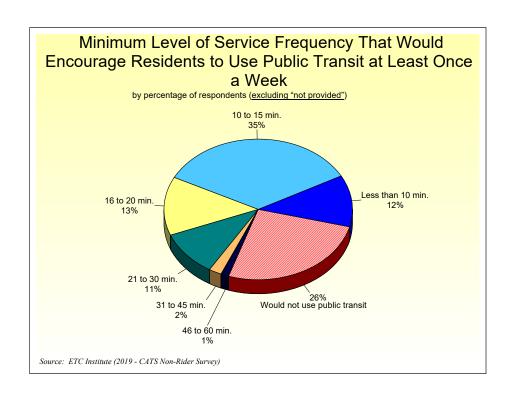






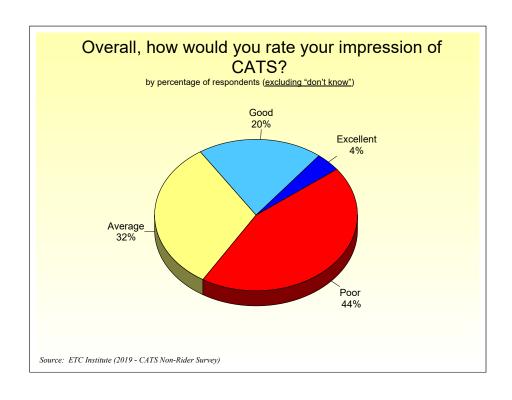




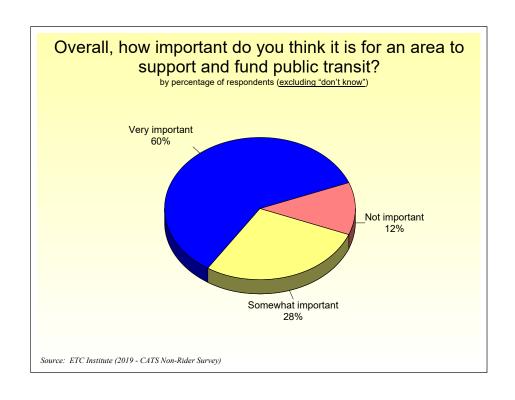


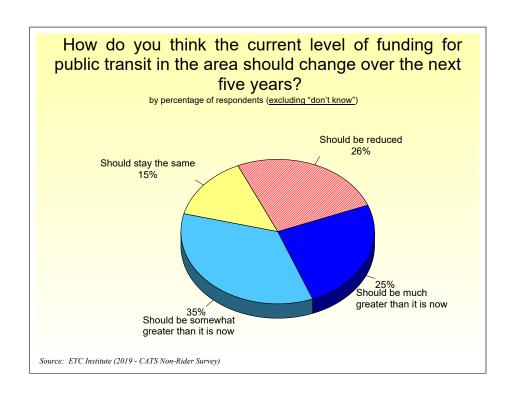


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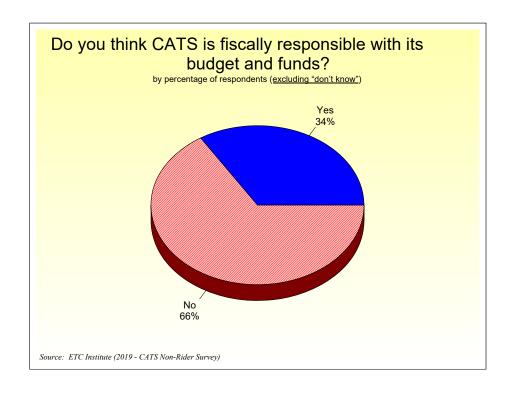




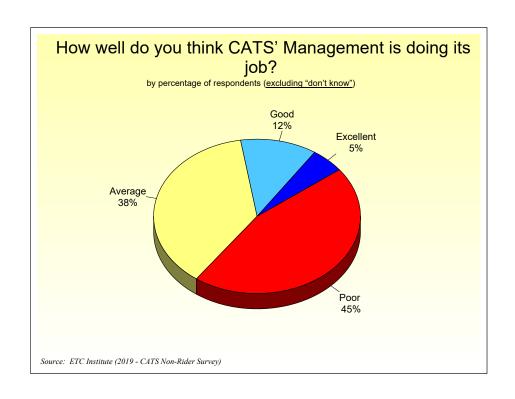


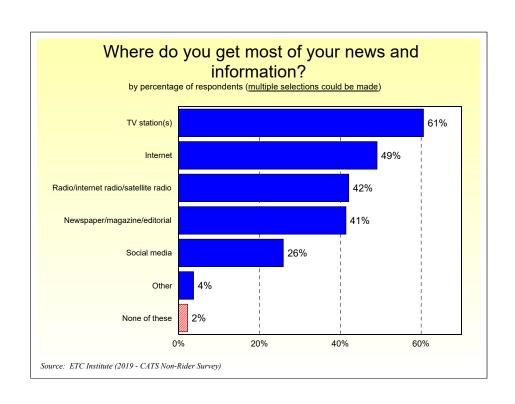




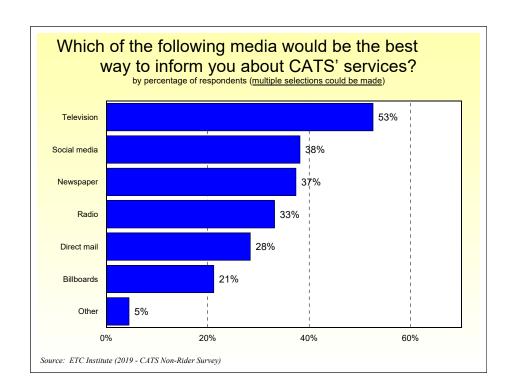




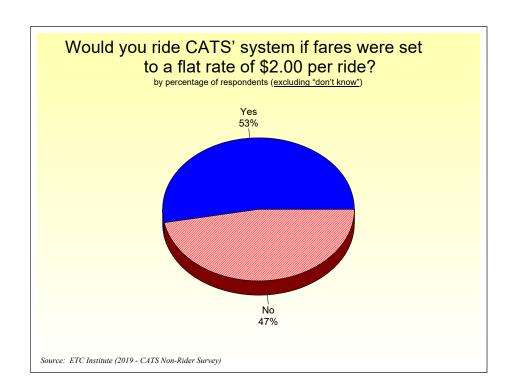




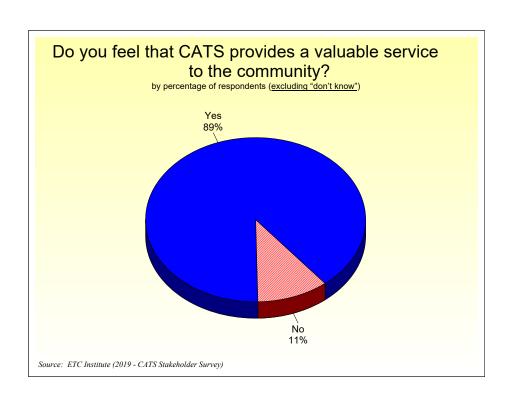


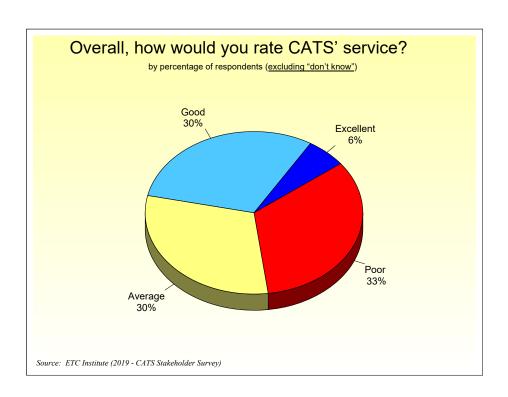




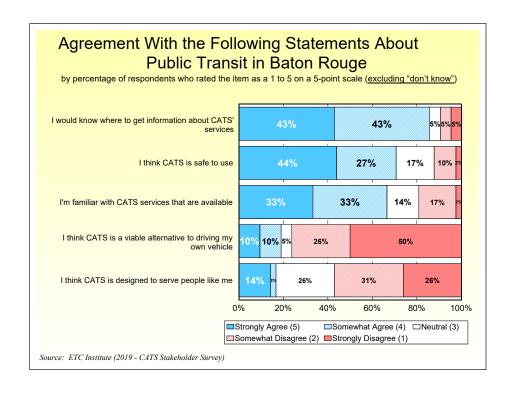


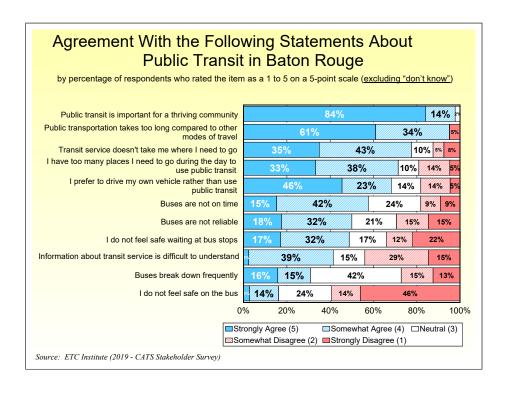




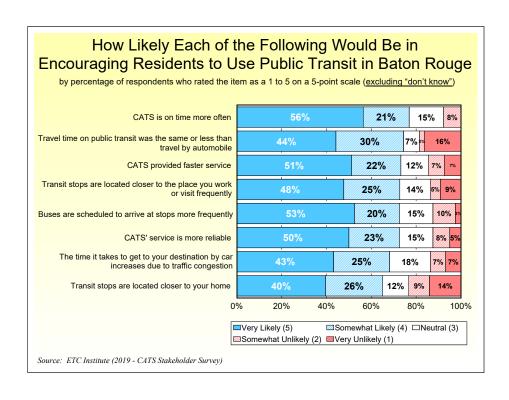


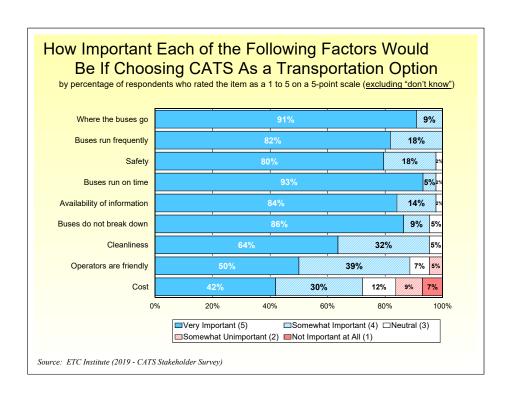




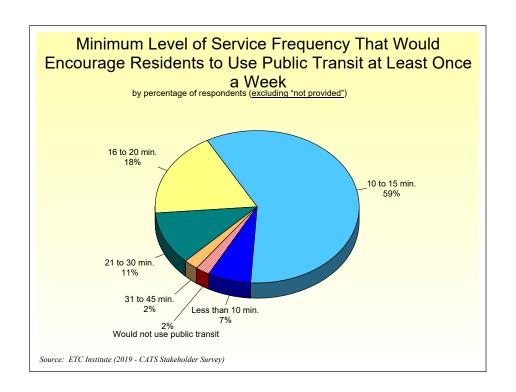




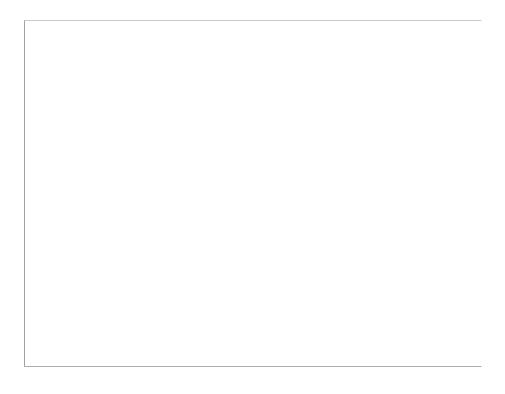


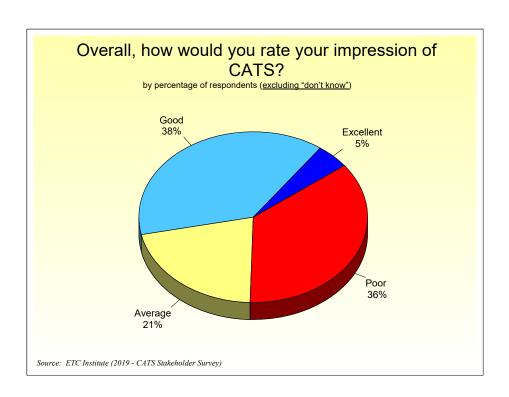




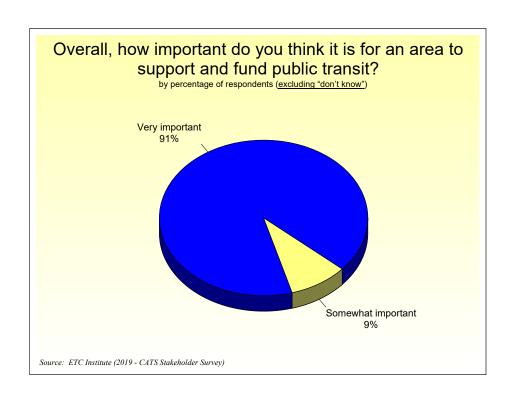


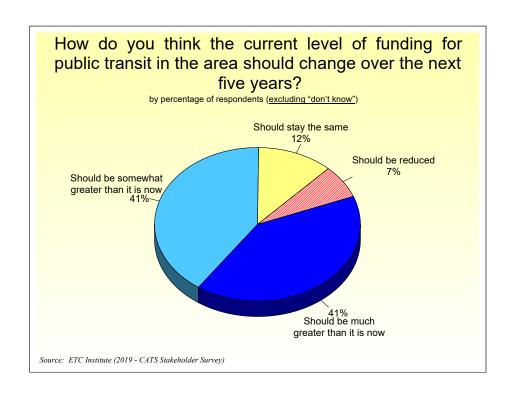




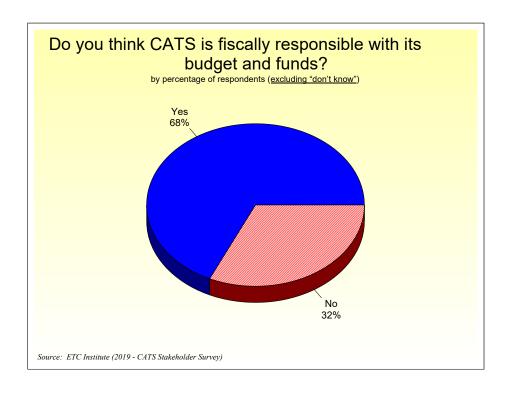




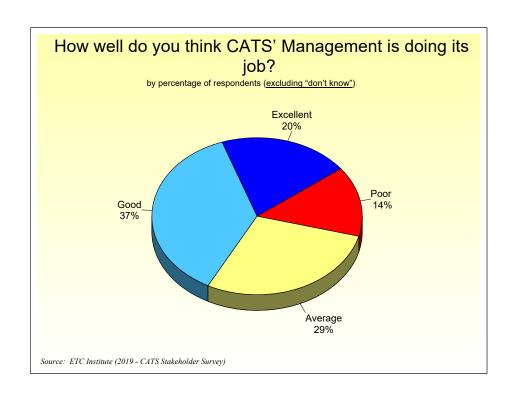


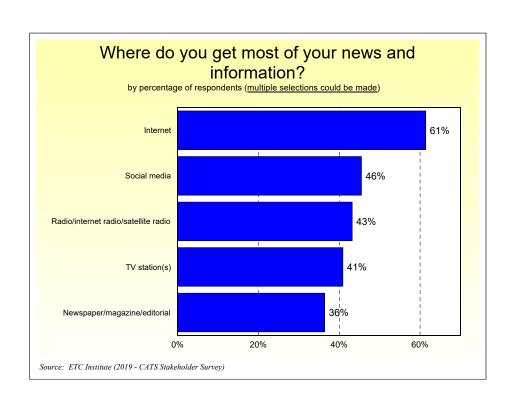




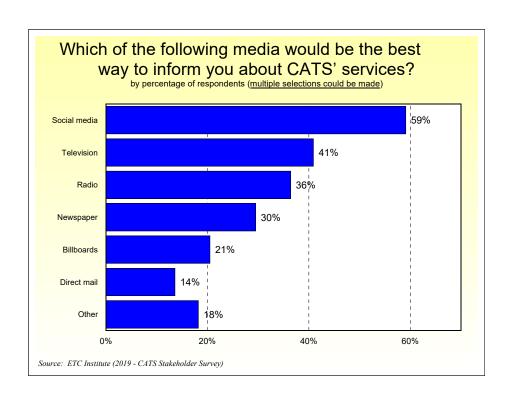




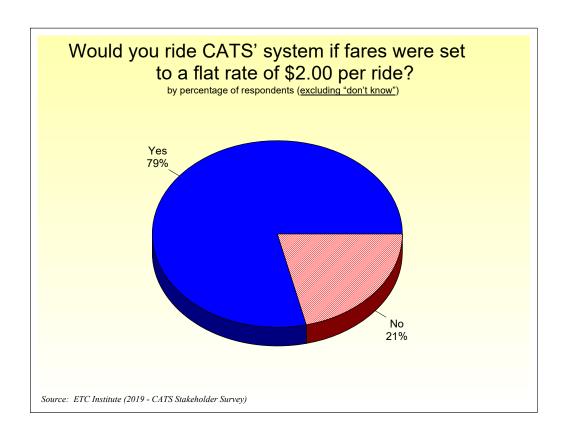




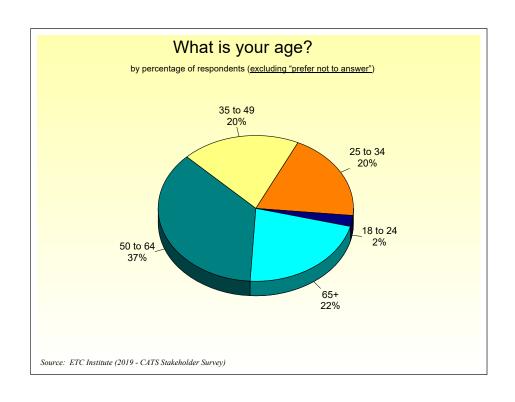


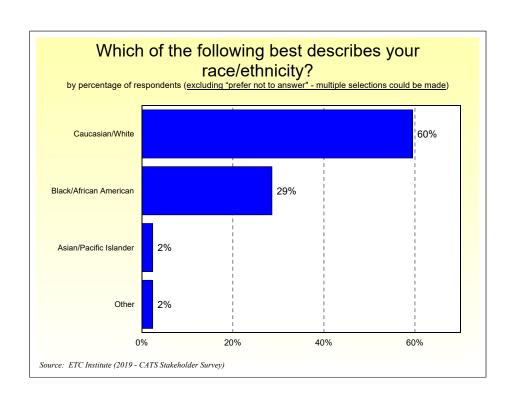
















# MEETING OF THE BOARD OF COMMISSIONERS OF CAPITAL AREA TRANSIT SYSTEM AND PUBLIC TRANSPORTATION COMMISSION JANUARY 17, 2017 4:30 p.m. BREC Administration Building 6201 Florida Boulevard

# **MINUTES**

Baton Rouge, LA 70806

I. CALL TO ORDER: Mr. Jim Brandt

Mr. Brandt called the meeting to order.

II. ROLL CALL

Present were Messrs. Brandt, Breaux, O'Gorman, and Perret, and Mss. Collins-Lewis, Perkins, and Pierre. Mr. Cutrera was absent. Also present were Mr. Bill Deville, CEO; Mr. Conner Burns, CFO; Mr. Darrell Brown, CAO; other CATS staff; Creighton Abadie of Lindsay & Abadie, A.P.L.C., CATS attorney; and members of the public.

III. INVOCATION

Ms. Perkins gave the invocation.

IV. APPROVAL OF MINUTES OF NOVEMBER 15, 2016, AND DECEMBER 20, 2016, MEETINGS

Ms. Perkins moved to approve the minutes of both the November 15, 2016, and December 20, 2016, meetings and Mr. Perret seconded. Mr. Brandt invited public comment and there was none. The motion passed unanimously.

- V. ADMINISTRATIVE MATTERS:
  - 1. CEO Report: Mr. Bill Deville and Executive Staff



Mr. Deville introduced Mr. Milo Victoria, who is serving as Interim CEO and noted that Mr. Victoria has been able to provide immeasurable help in his time here.

In Human Resources, Mr. Darrell Brown noted that CATS made the following hires in December: Administration – 1 Receptionist; Customer Care – 2 Representatives; and Security – 2 Police Officers.

Mr. Victoria informed the board that, in Operations, a transportation performance report is in progress and various procedures are being implemented. It was noted that 13 operators have been hired.

Mr. Victoria reported that, in Maintenance, preventive maintenance inspections (PMIs) are at 85%. He shared the 16 scrap buses have been removed from the property and a maintenance performance report has been implemented. A process improvement in both Maintenance and the Parts Room is in progress as well as bus cleanliness standards and maintenance shop reorganization.

Mr. Victoria reported there were 205,494 trips in December and 2,581,627 year-to-date. There were 52 complaints, and the on-time performance was 80%. The complaints are broken down as follows: courtesy – 9; facilities/maintenance – 5; passed up – 8; performance – 24; and safety – 5. It is important to note that there are 52 complaints out of 205,494 trips for the month, a percentage of 0.025%.

Mr. Deville shared that the following contracts have been executed by him since he has been in the role of Interim and permanent CEO: Insight Strategies for an agency assessment; Baker PMG for shelter project management; and Milo Victoria for the interim COO role.

# 2. Financial Statements: Mr. Conner Burns

Mr. Burns described the highlights of the written report contained in the members' packets showing the status of grants. The balance of grant funds remaining was \$4,149,538.

He then discussed the highlights of the financial statements. The 2016 year-to-date property tax monies received was \$16,476,104, and the amount expended from that source was \$16,464,246. December operating revenues were \$209,350 and governmental revenues were \$1,758,378, for a total source of funds of \$1,967,728. The total direct operating expenses were \$2,140,394.



Mr. Burns compared operating revenues from previous years in December: 2016 - \$209,000; 2015 - \$171,000; 2014 - \$184,000; 2013 - \$184,000; and 2012 - \$193,000.

The year-to-date operating expenses break down as follows: Operations – 49%, Maintenance – 23%, ADA – 10%, Administration – 11%, Customer Care/Facility – 3%, Security – 2%, and Project Administration – 2%.

# VI. PRESIDENT'S ANNOUNCEMENTS

Mr. Brandt reiterated the protocol for public comments at board meetings. He noted that Mr. Cutrera has resigned his position with the board and thanked him for his service to the board.

Mr. Brandt shared that he had named a Nominating Committee for 2017 officers, and it is as follows: Ms. Donna Collins-Lewis – Chair, Dr. Peter Breaux, and Mr. Ken Perret.

Mr. Brandt reminded the members that the SWTA conference is February 12-15<sup>th</sup>. He shared that the website redesign is underway and anyone with suggestions should submit them to Ms. McNaylor.

Mr. Brandt informed everyone that Mr. Perret's time with the board has come to an end and he thanked Mr. Perret for all his hard work and advocacy on behalf of CATS during his tenure.

# VII. COMMITTEE REPORTS AND ANY ACTION THEREON

1. Finance and Executive: Mr. Brandt

Mr. Brandt referred the members to the minutes of the committee's January 12<sup>th</sup> meeting in their packets. He shared the highlights of the meeting and noted that there the action items would be discussed later in the meeting. He informed the board that there was no recommendation on the HWA contract.

2. Technical, Policies and Practices: Dr. Peter Breaux

Dr. Breaux noted the committee did not meet.

3. Audit: Mr. O'Gorman

Mr. O'Gorman noted the committee did not meet.

4. Planning: Mr. Perret



Mr. Perret referred the members to the minutes of the committee's January 5<sup>th</sup> meeting in their packets. He shared the highlights of the meeting and noted that the recommendation of the CATS staff is to halt plans at the Cortana Mall transit hub to pursue the best long term options for the agency and customers. CATS will proceed with a protected crosswalk and work to get a warning light or signal included.

Mr. Perret shared that he has thoroughly enjoyed his time on the CATS Board and he is ready to see someone come behind him and continue to work for the community and transit.

5. Community Relations: Ms. Linda Perkins

Ms. Perkins noted the committee did not meet.

Mr. Morgan Landry of Reliant Transportation reported that Reliant provided 6,436 completed rides in December and 89% were on-time. There were 4,288 total hours and 1 valid complaint.

# VIII. ACTION ITEMS

1. Select Red River Bank as the Purchasing Institution for the Revenue Anticipation Note and adopt the resolution regarding the Revenue Anticipation Note required by the State Bond Commission

It was noted that 13 institutions were solicited and two responded. This will be a thirty day short term loan.

Mr. O'Gorman moved that Red River Bank be selected as the Purchasing Institution for the Certificate of Indebtedness and to adopt the resolution regarding the Certificate of Indebtedness required by the State Bond Commission. Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously and there were no abstentions.

# RESOLUTION

A resolution authorizing the issuance by the Capital Area Transit System of its not to exceed Five Million Dollars (\$5,000,000) Certificates of Indebtedness, Series 2017 (the "Certificate"); providing for the payment thereof; establishing the rate of interest thereon; providing for a pledge of the avails or proceeds of the 10.6 mills ad valorem tax levied and collected by the Capital Area Transit System within the jurisdictional boundaries of the City of Baton Rouge, pursuant to an election



held therein on April 21, 2012, and the avails or proceeds of the 10.6 mills *ad valorem* tax levied and collected by the Capital Area Transit System within the jurisdictional boundaries of the City of Baker, pursuant to an election held therein on April 21, 2012, for the security and payment of the principal of and interest on the Certificate; and providing for other matters in connection therewith.

WHEREAS, Section 742.2 of Title 39 of the Louisiana Revised Statutes of 1950, as amended (the "Act"), and other constitutional and statutory authority, authorize political subdivisions to pay their current expenses by anticipating their revenues from ad valorem taxes for the year and to borrow money to pay these current expenses in anticipation of such revenues;

WHEREAS, the Capital Area Transit System, (the "Issuer") adopted a resolution (the "Prior Resolution") on December 20, 2016 authorizing the issuance of its not to exceed \$5,000,000 Certificates of Indebtedness, Series 2017 (the "Certificate") for the purpose of financing current expenses;

WHEREAS, pursuant to the Act and the provisions of this Resolution, the Issuer desires to issue the Certificate to pay current operation costs of the Issuer and to dedicate and set aside revenues for the payment of the principal of and interest on the Certificate; and

WHEREAS, the Issuer has found and determined, pursuant to the requirements of La. R.S. 39:742.2(B), that the avails or proceeds to be received by the Issuer from (i) the 10.6 mills ad valorem tax levied and collected by the Issuer within the jurisdictional boundaries of the City of Baton Rouge, State of Louisiana, pursuant to an election held therein on April 21, 2012 (the "Baton Rouge Ad Valorem Taxes"), and (ii) the avails or proceeds of the 10.6 mills ad valorem tax levied and collected by the Issuer within the jurisdictional boundaries of the City of Baker, State of Louisiana, pursuant to an election held on April 21, 2012 (the "Baker Ad Valorem Taxes," and, together with the Baton Rouge Ad Valorem Taxes, the "Pledged Ad Valorem Taxes"), shall not exceed seventy-five percent (75%) of the revenues estimated to be realized from the levy and collection of the Pledged Ad Valorem Taxes.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Capital Area Transit System, acting as the governing authority of the Issuer, meeting in legal and regular session, that:



SECTION 1. Subject to the approval of the State Bond Commission, there is hereby authorized the borrowing of not to exceed Five Million Dollars (\$5,000,000) in the name of and on behalf of the Issuer to pay the costs of current operations of the Issuer in anticipation of the Pledged *Ad Valorem* Taxes of the Issuer.

SECTION 2. In order to fund the aforementioned borrowing, the Issuer is authorized to issue, sell and deliver to Red River Bank, Baton Rouge, Louisiana (the "Purchaser"), pursuant to the terms of the commitment letter annexed hereto as Exhibit A, a Certificate of Indebtedness, Series 2017 (the "Certificate"), in an aggregate principal amount not to exceed Five Million Dollars (\$5,000,000), bearing interest from date thereof, at the rate of 1.6% per annum (calculated on the basis of a 360 day year, consisting of twelve 30 day months), and maturing June 30, 2017, all in accordance with the provisions of the Act.

SECTION 3. The principal of and interest on the Certificate shall be secured by and payable from a pledge of (i) the 10.6 mills ad valorem tax levied and collected by the Issuer within the jurisdictional boundaries of the City of Baton Rouge, State of Louisiana, pursuant to an election held therein on April 21, 2012 (the "Baton Rouge Ad Valorem Taxes"), and (ii) the avails or proceeds of the 10.6 mills ad valorem tax levied and collected by the Issuer within the jurisdictional boundaries of the City of Baker, State of Louisiana, pursuant to an election held on April 21, 2012 (the "Baker Ad Valorem Taxes," and, together with the Baton Rouge Ad Valorem Taxes, the "Pledged Ad Valorem Taxes"). Principal and interest on the Certificate are payable in lawful money of the United States of America, upon presentation and surrender of the Certificate at the principal office of Red River Bank as paying agent (the "Paying Agent"), in Baton Rouge, Louisiana.

No Certificate shall be entitled to any security, right or benefit under this Resolution or be valid or obligatory for any purpose, unless there appears on such Certificate a certificate of registration, substantially in the form provided in this Resolution, executed by the Paying Agent by manual signature, and such executed Certificate of the Paying Agent upon such Certificate shall be conclusive evidence that such Certificate has been executed, registered and delivered under the Resolution.

SECTION 4. The initial principal amount drawn on the Certificate shall be in the amount of \$2,500,000. The Issuer may make additional principal draws by completion of a draw request in substantially the form attached to this Resolution as <u>Exhibit B</u>. The Issuer shall not submit more than one draw request each month.

SECTION 5. The President and Secretary of the Board of Commissioners of the Issuer are hereby authorized, empowered and directed to execute the



Certificate to represent said indebtedness. Said officers are further authorized and empowered to deliver the Certificate to the Purchaser, upon the payment of the purchase price thereof, to be used for the purpose of the borrowing and to take any other action or execute and deliver any other documents which may be required to accomplish the purpose of this Resolution, including but not limited to a Certificate Purchase Agreement between the Issuer and the Purchaser. The Certificate shall be issued in the form of a single, fully registered certificate, dated the date of delivery thereof and shall be in substantially the following form:

# (FORM OF FACE OF CERTIFICATE)

# UNITED STATES OF AMERICA STATE OF LOUISIANA

# CERTIFICATE OF INDEBTEDNESS, SERIES 2017 OF THE CAPITAL AREA TRANSIT SYSTEM

<b>Number</b>	<b>Principal Amount</b>	<b>Issue Date</b>	<b>Maturity Date</b>
	\$5,000,000.00		
R-1	(initial draw \$2,500,000)	January 30, 2017	June 30, 2017

THE CAPITAL AREA TRANSIT SYSTEM (the "Issuer"), hereby promises to pay to Red River Bank, in the City of Baton Rouge, Louisiana, or registered assigns (the "Purchaser"), the Principal Amount set forth above, subject to the principal amount actually drawn down on the Certificate, on the Maturity Date set forth above, together with interest thereon from the Issue Date set forth above at the rate of 1.6% per annum (calculated on the basis of a 360 day year, consisting of twelve 30 day months). Interest will be payable on the Maturity Date set forth above.

The principal of this Certificate may be prepaid by the Issuer prior to the Maturity Date set forth above.

Both the principal of and the interest on this Certificate are payable at maturity in lawful money of the United States of America to the registered owner of this Certificate upon presentation and surrender of this Certificate at the principal corporate office of the Paying Agent. The term "Paying Agent" when used herein shall mean Red River Bank, in the City of Baton Rouge, Louisiana, or its successor.

This Certificate has been issued by the Issuer to represent a debt created under the provisions of Section 742.2 of Title 39 of the Louisiana Revised



Statutes of 1950, as amended, and other constitutional and statutory authority, for the purpose of paying the costs of current operations, and this Certificate was specifically authorized by resolutions adopted by the Board of Commissioners of the Capital Area Transit System, as the governing authority of the Issuer, on December 20, 2016 and January 17, 2017 (together referred to as the "Resolution"). All capitalized terms used herein and not otherwise defined shall have the meanings given such terms in the Resolution.

This Certificate is secured by and payable from a pledge of (i) the avails or proceeds of the 10.6 mills ad valorem tax levied and collected by the Issuer within the jurisdictional boundaries of the City of Baton Rouge, State of Louisiana, pursuant to an election held therein on April 21, 2012 (the "Baton Rouge Ad Valorem Taxes"), and (ii) the avails or proceeds of the 10.6 mills ad valorem tax levied and collected by the Issuer within the jurisdictional boundaries of the City of Baker, State of Louisiana, pursuant to an election held therein on April 21, 2012 (the "Baker Ad Valorem Taxes," and, together with the Baton Rouge Ad Valorem Taxes, the "Pledged Ad Valorem Taxes"). The Issuer, in and by the Resolution, has also entered into certain other covenants and agreements with the registered owner of this Certificate, for the terms of which reference is made to the Resolution.

This Certificate shall not be valid or become obligatory for any purpose or be entitled to any security or benefit under the Resolution until the certificate of registration hereon shall have been signed by the Paying Agent.

It is certified that this Certificate is authorized by and issued in conformity with the requirements of the Constitution and statutes of the State of Louisiana. It is further certified, recited and declared that all acts, conditions and things required to exist, to happen and to be performed precedent to and in the issuance of this Certificate to constitute the same a legal, binding and valid obligation of the Issuer have existed, have happened and have been performed in due time, form and manner as required by law, and that this Certificate does not exceed any limitation prescribed by the Constitution and statutes of the State of Louisiana.

IN WITNESS WHEREOF, the Capital Area Transit System has caused this Certificate to be signed by the facsimile and/or manual signatures of the President and Secretary of the Board of Commissioners of the Issuer, and the corporate seal of the Issuer to be hereon impressed, and this Certificate to be dated the Issue Date set forth above.

Secretary	President	



CAPITAL AREA TRANSIT SYSTEM

(SEAL)

\* \* \* \* \*

#### **CERTIFICATE OF REGISTRATION**

This Certificate represents the entire issue of Certificates referred to in the within mentioned Resolution.

	Red River Ban Louisiana, as Pa	k in the City of Baton Rouge lying Agent
Date of Registration:	By:	
	A	uthorized Officer
	* * * * *	
	FORM OF ASSIGNMENT	Γ
FOR VALUE RECEIVE	,	y sells, assigns and transfers unto ease Insert Social Security of
other Identifying Number or As	signee)	the within Certificate and al
	hereby irrevocably	
the books kept for registration t	hereof, with full power of s	substitution in the premises.
Dated:		
	NOTICE: The	signature to this assignment mus
		the name as it appears upon the
		n Certificate in every particular
	without alteration whatever.	on or enlargement or any change
	wnatever.	
	* * * *	
PROV	VISIONS FOR REGISTRA	ATION
Registered Owner	Registration Date	Signature of Paying Agent
_	<del></del>	
	_	




SECTION 6. The principal of the Certificate may be prepaid by the Issuer prior to stated maturity.

SECTION 7. The Issuer covenants and agrees that, to the extent permitted by the laws of the State of Louisiana, it will comply with the requirements of the Internal Revenue Code of 1986, as amended (the "Code") in order to establish, maintain and preserve the exclusion from "gross income" of interest on the Certificate under the Code. The Issuer further covenants and agrees that it will not take any action, fail to take any action, or permit any action within its control to be taken, or permit at any time or times any of the proceeds of the Certificate or any other funds of the Issuer to be used directly or indirectly in any manner, the effect of which would be to cause the Certificate to be "arbitrage bonds" or would result in the inclusion of the interest on the Certificate in gross income under the Code, including, without limitation, (i) the failure to comply with the limitation on investment of proceeds of the Certificate or (ii) the failure to pay any required rebate of arbitrage earnings to the United States of America or (iii) the use of the proceeds of the Certificate in a manner which would cause the Certificate to be a "private activity bond."

The Certificate is hereby designated as a "qualified tax-exempt obligation," within the meaning of Section 265(b)(3) of the Code.

The President and Secretary of the Board of Commissioners of the Issuer are hereby empowered, authorized and directed to take any and all action and to execute and deliver any instrument, document or certificate necessary to effectuate the purposes of this Section.

SECTION 8. If any provision or item of this Resolution or the application thereof is held invalid, such invalidity shall not affect other provisions, items, or applications of this Resolution which can be given effect without the invalid provisions, items, or applications, and to this end the provisions of this Resolution are hereby declared severable.

SECTION 9. It is recognized that the Issuer will not be required to comply with the continuing disclosure requirements described in the Rule 15c2-12(b) of the Securities and Exchange Commission [17 CFR Section 240.15c2-12(b)], because:

- (a) the Certificate is not being purchased by a broker, dealer or municipal securities dealer acting as an underwriter in a primary offering of municipal securities; and
- (b) the Certificate is being issued in a denomination exceeding \$100,000 and sold to only one financial institution (*i.e.*, no more than thirty-five persons),



which (i) has such knowledge and experience in financial and business matters that it is capable of evaluating the merits and risks of the prospective investment in the Certificate and (ii) is not purchasing the Certificate for more than one account or with a view to distributing the Certificate; and

(c) the Certificate has a maturity of nine months or less.

SECTION 10. While the Certificate is outstanding, the Issuer shall do and perform or cause to be done and performed all acts and things required to be done or performed by or on behalf of the Issuer under the provisions of the Resolution and as reasonably requested by the Purchaser.

SECTION 11. The provisions of this Resolution shall constitute a contract between the Issuer, or its successor in law, and the Purchaser, and the provisions of such contract shall be enforceable by appropriate proceedings to be taken by the Purchaser, either at law or in equity. No material modification or amendment of this Resolution, or any ordinance or resolution or enactment amendatory hereof or supplemental hereto, may be made without the consent in writing of the Purchaser.

SECTION 12. The Issuer, the Paying Agent, and any agent of either of them may treat the owner in whose name any Certificate is registered as the owner of such Certificate for the purpose of receiving payment of the principal of and interest on such Certificate and for all other purposes whatsoever, and to the extent permitted by law, neither the Issuer, the Paying Agent, nor any agent of either of them shall be affected by notice to the contrary.

SECTION 13. All Certificates surrendered for payment shall be promptly canceled by either the Paying Agent or the Issuer. All canceled Certificates held by the Paying Agent shall be deposited as of directed in writing by the Issuer.

SECTION 14. The Issuer will at all times maintain a Paying Agent for the performance of the duties hereunder. Red River Bank Baton Rouge, Louisiana, is hereby designated as the Paying Agent.

SECTION 15. The foregoing Resolution shall take effect immediately upon its adoption.

The foregoing Resolution having been duly introduced for final adoption on January 17, 2017, the vote on the final adoption thereof was as follows:



YEAS: 7: Jim Brandt, Peter Breaux, Donna Collins-Lewis, Kevin

O'Gorman, Antoinette Pierre, Kenneth Perret, and Linda Perkins

NAYS: 0: none

ABSENT: 1: Lucien Cutrera

And the Resolution was declared adopted on this, the 17th day of January, 2017.

Assistant Secretary of the Board of Commissioners of the Capital Area Transit System



#### STATE OF LOUISIANA

#### PARISH OF EAST BATON ROUGE

I, the undersigned Assistant Secretary of the Board of Commissioners of the Capital Area Transit System, do hereby certify that the foregoing pages constitute a true, accurate and correct copy of the proceedings and actions taken by the Board of Commissioners of the Capital Area Transit System on January 17, 2017 at its regularly scheduled, properly noticed meeting.

IN FAITH WHEREOF, witness my official signature at Baton Rouge, Louisiana, on this, the 17<sup>th</sup> day of January, 2017.

Assistant Secretary of the Board of Commissioners of the Capital Area Transit System

#### Exhibit A

#### **Commitment Letter**

#### Exhibit B

#### Form of Draw Request

in connection with

#### CERTIFICATE OF INDEBTEDNESS, SERIES 2017 OF THE CAPITAL AREA TRANSIT SYSTEM

The undersigned, a duly authorized representative of the Capital Area Transit System (the "Issuer"), hereby represents to Red River Bank (the "Bank"), with reference to the above-captioned certificate (the "Certificate") purchased by the Bank, that:



- (1) The Issuer is the issuer of the Certificate pursuant to resolutions adopted by the Board of Commissioners of the Capital Area Transit System, as the governing authority of the Issuer, on December 20, 2016 and January 17, 2017 (together referred to as the "Resolution"). Capitalized terms used herein and not otherwise defined shall have the meanings given such terms in the Resolution.
  - (2) The Issuer is requesting a principal draw on the Certificate (the "Principal Draw").
- (3) The amount of the Principal Draw being requested by the Issuer is \$\_\_\_\_\_\_\_, and the amount of such drawing, when added to the aggregate principal amount of the Certificate drawn preceding this Draw Request equals \$\_\_\_\_\_\_\_, which does not exceed \$5,000,000.
- (4) You are hereby authorized and directed to transfer the amount identified above to the Issuer pursuant to the wiring instructions listed below:

[Wiring instructions]



IN WITNESS	WHEREOF, the Iss	suer has	executed	and	delivered	this	Draw	Request	as	of	the
day of	, 2017.										

#### **CAPITAL AREA TRANSIT SYSTEM**

By:	
Name:	
Title:	

2. Award contract for multiple oil related products to Sun Coast Oil, Inc. and Miguez Fuel, LLC

It was noted that this was an Invitation to Bid and there were two different low bidders on various products.

Ms. Collins-Lewis moved that Sun Coast Oil, Inc. be awarded the contract for gear oil, motor oil, synthetic transmission fluid, and wheel grease, and that Miguez Fuel, LLC be awarded the contract for hydraulic turbine oil and diesel exhaust fluid. Mr. Perret seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed without objection.

3. Approve increase of the total amount authorized for the Hewitt Washington & Associates (HWA) bus shelter construction management oversight services contract

Mr. Deville noted a recommendation to increase the contract for bus shelter construction management services by \$58,635, which includes a \$3,000 contingency. The contract expires at the end of March 2017, but it is expected to be completed before the end of March; the contingency is in the event of inclement weather.

There was a discussion regarding the percentage of shelters to be built later and if these are only at existing bus stops.

Ms. Perkins moved that the following resolution be approved:

#### RESOLUTION

BE IT RESOLVED by the Board of Commissioners of Capital Area Transit System that the CEO is authorized to enter in to a change order with Hewitt Washington & Associates (HWA) to amend the contract between CATS and HWA to increase the total compensation that may be paid to HWA under the contract by \$58,635.

Ms. Pierre seconded the motion. Mr. Brandt invited further public comment and there was none. The motion passed unanimously.



4. Authorize the removal of Donald Palmer as a Signatory on all Whitney/Hancock Bank accounts and authorize the CEO and/or CFO to execute all required documents

It was noted that this is a formality with the departure of Mr. Palmer.

Ms. Perkins moved that Donald Palmer's authority to sign checks on all Whitney/Hancock Bank accounts is hereby revoked, that William J. Deville is hereby authorized to execute all documents required by Whitney/Hancock Bank to effectuate this change, and that the "Resolution of a State or Local Government Operating Under Authority of a Board, Council, or Other Type of Governing Body" attached hereto as Exhibit A as redacted is hereby adopted. Mr. Perret seconded the motion. Mr. Brandt invited public comment and there was none. The motion carried unanimously.

#### IX. PUBLIC COMMENTS

At this point, since the last action item is expected to be discussed in executive session, a suggestion was made to have the public comments taken ahead of the last action item. There was no objection to amending the agenda to take up public comments at this time.

Ms. Wilford, a passenger, asked what is being done to make CATS more reliable for riders of necessity.

Ms. Bennett noted there used to be a route that passed her apartment but it no longer comes; it is a route that is needed. She brought a petition signed by residents of the apartment complex stating such.

#### VIII. ACTION ITEMS - CONTINUED

5. Authorization for the CEO to settle the claim of Lyle Fitte 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 19<sup>th</sup> Judicial District Court and is Suit Number 645,119, Sec. 23; and that Lyle Fitte is the plaintiff and Capital Area Transit System and Royal Brooks are the defendants.)

Mr. Brandt moved to enter executive session to discuss the pending litigation and possible settlement of each matter. Ms. Perkins seconded the motion, there were no public comments, and the motion passed unanimously.

Upon returning from executive session, Ms. Collins-Lewis moved that the CEO is authorized to settle the claim of Lyle Fitte for the sum of Eighty Two Thousand Five Hundred and 00/100 (\$82,500) Dollars under the terms and conditions of the settlement and judgment payment policy adopted by the Board on July 20, 2004 as amended. Ms. Pierre seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously.

#### X. ADJOURN



Ms. Perkins moved to adjourn the meeting. Ms. Collins-Lewis seconded, and the motion carried unanimously.

## RESOLUTION OF A STATE OR LOCAL GOVERNMENT OPERATING UNDER AUTHORITY OF A BOARD, COUNCIL OR OTHER TYPE GOVERNING BODY

Wh	itney Bank, also dba		pital Area T	ransit System				
Har	ncock Bank	Address:		_2250		Florida		/d
					_ City, State a	nd ZIP: _Baton ]	Rouge, LA 70802	<del>-</del>
A.	We, the undersigned. cert "Governing Authority") of _720755868 properly called and duly h having not been modified	luly created, organ .and; that the fo eld on	nized, and ope	rating under th ue, correct, and	e Constitution certified copy	and Laws of the Star of a resolution ado	te of Louisiana F pted at a meeting of	inafter referred to as the lederal Employer ID Number the Governing Authority, of the Governing Authority,
В.	To be resolved that:							
	(1) The Financial Instituti	on named above i	s designated a	s a depository fo	or the funds of t	nis Governing Autho	ority:	
	(2) This resolution shall co Financial Institution:	ontinue to have effe	ect until e>p	oress written not	ice of its recess	on, modification, or	cancellation has bee	en received and recorded by this
	(3) All transactions. if any Institution prior to the add						ehalf of the Governi	ing Authority with this Financial
	all contracts, agreements, effective exercise of powe transacted by and betweer funds on deposit with this liable for, the tenns and co	stipulations and or rs over said account this Governing A Financial Institution and the succession of all succession structures.	ders which the int(s) for the tr authority and s on, subject to ch contracts, a nould the author	ey may deem ad ansacting of all said Financial In any restriction(s greements, stipu ority of any of th	lvisable and ned business concestitution and; to stated below. llations and order agents it has	ressary to open an A erning funds deposite o endorse checks and The Governing Aut ers. It shall be the re so authorized to tran	account(s) with the F ed in, moneys borround orders for the payn thority agrees to, sha esponsibility of the C ensact business on its	, are authorized to make any and Financial Institution and for the wed from, or other business nent of moneys and withdrawal of ill be bound by, and otherwise be Governing Authority to provide behalf has been tenninated. This operly given:
	(5) .Any and all prior reso Authority's account(s), are						n as governing the o	peration of the Governing
		he Financial Instit	tution named a					epresentative of the Governing rafts. or other orders. for the
C.	Each person named below Master Signature Card on	(name and title) is behalf of the Gov	s authorized to erning Author	o exercise the pointy:	owers granted h	erein on all accounts	s opened under this	Agreement and accompanying
	Jeanette Eckert.							-
	FConnerBurnsJr.,							_
	William J Deville							_
								_
								_

D. I further certify that the Governing Authority has, and at the time of adoption of this resolution did have, full power and lawful authority to adopt the foregoing

resolution(s) and to confer the powers granted to the person(s) named herein:



IN WITNESS \VHEREOF	(date).	
President	Secretary/Clerk	
Printed Name	Printed Name	



#### **EXHIBITA**

MASTER SIGNATURE CARD FOR DEPOSITORY ACCOUNTS ANNEXED TO AND MADE PART OF THE RESOLUTION OF A STATE OR LOCAL GOVERNMENT OPERATING UNDER AUTHORITY OF A BOARD, COUNCIL OR OTHER TYPE GOVERNING BODY

Listing of Accounts ("listed Accounts")

Customer Name:	Capital Area T	ransit System	
Account Subtitle	Account#		
AND M	ility ax Receipts ceipts nbursements	DLUTION OF A ST AUTHORITY OF	ГАТЕ OR LOCAL FA BOARD, COUNCIL
Customer Inform	ation:		
Governing Authority Nar	Account XUpdate (Add/Dele ne/ _Capital Area Transit System	, ,	de Exiting Signature Card
Address:	_2250 Florida <b>B1vd</b>	City, State, ZIP:	Baton Rouge, LA 70802
Phone Number:	225-389-8920	Tax ID Number:	72-0755868
	es to Bank that (1) he/she is authorized Card") on behalf of Customer that are		



Listed

Accounts) and certifies that all statements made on this Signature Card are correct and in accordance with Customer's internal account authorization, organizational and governing documents; (2) each signature presented on this Signature Card is the signature of the named person, who is authorized to sign and otherwise act on behalf of Customer and all Listed Accounts with respect to the accounts listed in this Signature Card. The Customer on its behalf and on behalf of all Listed Accounts, acknowledges receipt of, and agrees to be bound by the Bank's Deposit Agreement, Terms and Conditions, as may be amended by Bank from time to time.

Authorized Signature	Officer Title	Date
Authorized Signature	Officer Title	Date
Authorized Signature	Officer Title	Date
Authorized Signature	Officer Title	Date
Authorized Signature	Officer Title	Date





# MEETING OF THE BOARD OF COMMISSIONERS OF CAPITAL AREA TRANSIT SYSTEM AND PUBLIC TRANSPORTATION COMMISSION FEBRUARY 21, 2017 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

Present were Messrs. Bellue, Brandt, Breaux, Cohran, and O'Gorman, and Mss. Collins-Lewis, Perkins, and Pierre. Mr. Cutrera was absent. Also present were Mr. Bill Deville, CEO; Mr. Conner Burns, CFO; Mr. Darrell Brown, CAO; other CATS staff; Creighton Abadie of Lindsay & Abadie, A.P.L.C., CATS attorney; and members of the public.

#### III. INVOCATION

Ms. Perkins gave the invocation.

Mr. Brandt took a moment to introduce two new board members: Mr. Mark Bellue, who serves on the East Baton Rouge Parish School Board for District 1 and works with LUBA Workers' Comp in government relations; and Mr. Kahli Cohran, who is a civil engineer and owns Civil Solutions Consulting Group, as well as being an Adjunct Professor at Southern University.

#### IV. NOMINATION AND ELECTION OF OFFICERS

Ms. Collins-Lewis, chair of the Nominating Committee, recommended the following slate of officers:

President - Mr. Jim Brandt



Vice-President – Ms. Linda Perkins Secretary – Ms. Antoinette Pierre Treasurer – Mr. Kevin O'Gorman

Ms. Collins-Lewis moved that the nominated slate of officers be approved and Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously.

Mr. Brandt thanked the board members for their support. He noted that is has been a pleasure to serve as the President and to work with Mr. Deville in establishing a fleet replacement program and fiscal accountability, among other things.

#### V. APPROVAL OF MINUTES OF JANUARY 17, 2017 MEETING

Ms. Perkins moved to approve the minutes of both the January 17, 2017 meeting and Ms. Pierre seconded that motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously.

#### VI. PRESIDENT'S ANNOUNCEMENTS

Mr. Brandt noted that the CATS Board would soon be losing its most veteran member in Ms. Donna Collins-Lewis as she moves to the Planning Commission Board. To mark the importance of Ms. Collins-Lewis's contributions, Mr. Brandt moved that the following resolution be approved:

Resolution Honoring Councilwoman Donna Collins-Lewis February 21, 2017

Whereas, Councilwoman Donna Collins-Lewis has served on the Capital Area Transit System Board of Commissioners for eight years – from 2009 until 2017 – and has endeared herself as a champion for public transit and the citizens of Baton Rouge, and

Whereas, Ms. Collins-Lewis has demonstrated commitment to moving Baton Rouge and CATS forward with her efforts to secure the first dedicated funding source for CATS in its history, and

Whereas, she has been an advocate for transit in her role as a Metropolitan Councilmember and has exhibited true leadership in educating her peers on the importance of sustainable public transit in Baton Rouge, and

Whereas, Ms. Collins-Lewis served two terms as President of the CATS Board of Commissioners – 2014 and 2015 – and guided the Agency through this period with a steady hand, and

Whereas, Ms. Collins-Lewis supported and pushed for the agency to develop its first comprehensive fleet replacement program to better the service provided, and



Whereas, Ms. Collins-Lewis has always put the needs of the customer and the community at the forefront of any decision she has made,

Therefore be it resolved by the Board of Commissioners of the Capital Area Transit System that it acknowledges the unending dedication of Councilwoman Donna Collins-Lewis to improving the quality of life for the citizens of Baton Rouge through the betterment of public transportation.

Resolution adopted by the CATS Board of Commissioners on Tuesday, February 21, 2017.

Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously.

Mr. Brandt also shared that the special session of the state legislature was coming to an end and it did not appear that CATS would be negatively impacted by any of the bills at this point.

#### VII. ADMINISTRATIVE MATTERS:

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

Before beginning the Executive Report, Mr. Deville noted that CATS would begin recognizing employee milestones on a quarterly basis at board meetings. Employees who reached one-, five-, ten-, and twenty plus-year anniversaries were recognized by CAO Darrell Brown.

Mr. Deville and Mr. Brown also took a moment to recognize Mr. Clovis Hayes, the first African-American bus operator at what is now Capital Area Transit System. Mr. Hayes and his family were in attendance at the meeting.

In Human Resources, Mr. Darrell Brown noted that CATS made the following hires in January: Operations – 2 Operators and 9 Cadets; and Maintenance – 2 Utility Technicians.

Mr. Brown informed the board that, in Operations, all routes are being serviced daily as a result of new vehicles and growing number of operators. CATS assisted with the evacuation of residents from an apartment complex on Cedar Crest due to a fire.

Mr. Brown reported that, in Maintenance, preventive maintenance inspections (PMIs) are at 93%.

Mr. Brown reported there were 216,552 trips in January and 216,552 year-to-date. There were 68 complaints, and the on-time performance was 82%. The complaints are broken down as follows: courtesy -17; facilities/maintenance -8; IT/website issues -3; other -2; passed up -9; performance -20; and safety -9. It is important to note that there are 68 complaints out of 216,552 trips for the month, a percentage of 0.031%.



Mr. Deville shared that, in Service Planning, Phase One of the Service Improvement Projects implementation is planned for no later than the end of the second quarter 2017. The current proposal is going through governmental compliance review. Phase Two of the project, the Comprehensive Operational Analysis (COA) is in process. Phase One of the Florida Boulevard modified BRT projects planning is underway. Phase Two of the modified BRT plan is Plank Road and is in the planning stages.

Mr. Deville noted that, in Facilities Planning, CATS is engaged with LSU and FTA Region VI Headquarters regarding the startup authorization and process for the North Baton Rouge hub. CATS is awaiting Our Lady of the Lake to reconvene the talks for the Children's Hospital for the South Baton Rouge hub. In light of recent developments at the Cortana Mall site, CATS is reevaluating the East Baton Rouge hub to determine the best location long-term. Discussions are underway for the Downtown hub locations.

Mr. Deville informed the board that the COO search status is ongoing and he hopes to have a resolution by the next board meeting. The Strategic Plan process is underway with CEO Vision Narrative, Operations, Capital, and Financial planning projects. The 2017 Board Retreat has been set for April 27-28 and is being finalized with CATS staff. The paratransit service contract is under review for a proposed short-term rate increase for approximately three months to allow CATS to issue an RFP and to award a new contract by June. The new website is being built and the expected launch is late May.

Mr. Deville noted that the Southwest Transit Association's annual conference in Baton Rouge that was put on in conjunction with CATS just wrapped up. The event was highly successful and featured a panel discussion with Mayor-President Sharon Weston Broome, Transportation Secretary Dr. Shawn Wilson, BRAF Executive Vice President John Spain, NORTA CEO Justin Augustine, and CATS CEO Bill Deville.

#### 2. Financial Statements: Mr. Conner Burns

Mr. Burns shared that one-half of the certificate of indebtedness had been received and would be closed March 1<sup>st</sup>. He also noted that the \$3 million of board reserves were replenished.

Mr. Burns described the highlights of the written report contained in the members' packets showing the status of grants. The balance of grant funds remaining was \$4,149,538.

He then discussed the highlights of the financial statements. The 2017 year-to-date property tax monies received was \$1,676,296, and the amount expended from that source was \$1,200,000. January operating revenues were \$202,247 and governmental revenues were \$1,362,583, for a total source of funds of \$1,564,830. The total direct operating expenses were \$2,117,142.



The year-to-date operating expenses break down as follows: Operations – 52%, Maintenance – 19%, ADA – 11%, Administration – 11%, Customer Care/Facility – 3%, Security – 2%, and Project Administration – 2%.

#### VIII. COMMITTEE REPORTS AND ANY ACTION THEREON

1. Finance and Executive: Mr. Brandt

Mr. Brandt referred the members to the minutes of the committee's February 16<sup>th</sup> meeting in their packets. He shared the highlights of the meeting and noted that there the action items would be discussed later in the meeting. He informed the board that all the action items left F&E with positive recommendations.

2. Technical, Policies and Practices: Dr. Peter Breaux

Dr. Breaux noted the committee did not meet.

3. Audit: Mr. O'Gorman

Mr. O'Gorman noted the committee did not meet.

4. Planning: Mr. Perret

Mr. Brandt noted the committee did not meet.

5. Community Relations: Ms. Linda Perkins

Ms. Perkins noted the committee did not meet.

Ms. Nacosha Phillips, Office Manager of Reliant Transportation, reported that Reliant provided 7,022 completed rides in January and 90% were on-time. There were 4,959 total hours, 7% of rides were no-shows, and there were 6 valid complaints.

#### IX. ACTION ITEMS

1. Approve renewal of comprehensive general liability insurance policy with Travelers Property Casualty Insurance Company and QBE Specialty Insurance Company through Arthur J. Gallagher Risk Management Services, Inc.

Mr. Burns noted that Arthur J. Gallagher is the agent of record for CATS and is in the third year of their contract.

The cost for the renewal is \$87,369.46.

Ms. Pierre moved that the CEO is authorized to renew the comprehensive general liability insurance policy for 2017 with Travelers Property Casualty Insurance Company and QBE Specialty Insurance Company through Arthur J. Gallagher Risk



Management Services, Inc. and to execute any documents required for the renewal. Mr. O'Gorman seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously.

2. Authorize the CEO to declare certain furniture items and two parts cleaners as surplus

It was noted that this is a procedural matter that must be fulfilled in order for CATS to send items to auction and/or have them declared scrap.

Ms. Collins-Lewis moved to approve the following resolution and Ms. Perkins seconded that motion:

### RESOLUTION OF BOARD OF COMMISSIONERS OF CAPITAL AREA TRANSIT SYSTEM DECLARING CERTAIN ITEMS AS SURPLUS PROPERTY

BE IT RESOLVED that the following items are declared surplus property and that the CEO of Capital Area Transit System (CATS) is authorized to have the items disposed of as he deems fit:

tag 6415	grey 2 drawer file cabinet		ndles missing - cabinet is locked d we have no keynot usable	6415 picture	
tag 0399	Podiumbrown wooden		t stablewood chipped in several acesnot usable		tag 0399
tag 5478	3 drawer beige steel file cabinet		s handlesbottom drawer is pednot usable		tag 5478
Hospitals 35104	5 drawer steel file cabinet beige	Fir	st drawer opens but the other 4 d	rawers do not open	Hospitals 35104
tag 0332	2 drawer steel file cabinet beige	dra	wers will not open SCRAP	T	Tag 0332
2 drawer steel file	cabinet		Rusted bottom; no key	No tag 1	
4 red plastic chair	s		one has no back on the chair; all are full of grease and not usable	No tag 2 a & b	
Two shelf brown s	ide cabinet - wood		not stable and very dirty	No tag 3 a & b	
Black cloth chair with 2 arm rests		Wobbly; leather on arm rests is torn	No tag 4 a b & c		
5 drawer steel file	cabinetbeige		Drawers are taped up; very unstable; not functional	No tag 5 a & b	
5 drawer steel file cabinetbeige		Last 4 drawers do NOT open; unstable No tag 6 a & b			
Bar stool with met	tal legs		Seat is covered with a plastic garbage bag; not usable	No tag 7	



		1			
2 drawer beige stee	el file cabinet - letter size	Rusted at the bottom. Something was screwed side that is now missing; key;		No tag 8 a b & c	
2 drawer steel file	cabinetlegal sizelight grey	Can't open drawersdes	nted in	No tag 9 a b & c	
Black cloth roller o	chair5 legs	Cloth all torn - chair is f	filthy;	No tag 10 a	
Black cloth roller of	chair	Wobbly; seat torn		No tag 11 a & b	
_	cabinetAudit is one of the labels on this				
cabinet		2 drawers will not close		No tag 12 a b & c	
4 drawer lateral fil	le cabinetsteel lock bar on right sidebeige	Drawers one and 4 do no open	ot	No tag 13 a b c & d	
Executive size desk	κwooden looking cover	Pieces missingwill not on its own; table cover scratched	stand	No tag 14 a & b	
5 drawer Dark bei	ge file cabinet	2 rods missing; lock bro no key; bashed up	oken;	No tag 15 a b & c	
5 drawer lateral st	eel file cabinet	Drawers do not open; be drawer bows out; not us		No tag 16 a & b	
4 drawer black ste	el file cabinet	good			12
Extension of a desl	K	okay			29
Admiral television		okay			31
Wooden side table	- executive size	okay		35	
Blue topped picnic	table	okay		36	
Wooden dark exte	nsionhas fake drawers	appears to need something to hold it up		37	
Desk top		can't find legs but top is in good condition		39	
wooden veneer cab	pinet	okay			40
picnic table		okay		45	
picnic table		okay			46
picnic table		okay			47
picnic table		okay			48
0369	4 drawer steel file cabinetlateral		Okay		
0378	Small wooden printer table		Okay		
0401	Smaller executive desk		Okay		
0409	Executive dark brownwooden desk		Okay		
0429	Cherry wood executive desk		Good		
0434 Executive bookcase brown wood			Good		
0460	4 drawer beige steel file cabinet		Okay		
0468	0468 4 drawer file cabinetbeige		Okay		



0480	Green easel	Good		
0496	4 drawer steel file cabinet beige	Okay		
0511	stand alone desk 2 drawer	Okay		
0517	Sony computer monitor	Okay		
0568	4 drawer beige steel file cabinet	Okay		
0570	Executive credenzabrown wood	Good		
0571	Dark cherry wood computer desk	Okay		
0584	4 drawer beige steel file cabinet	Okay		
5446	4 drawer steel file cabinet black	Okay		
5450	2 drawer lateral file cabinetwooden cherry	Okay		
5468	4 drawer steel file cabinet	Okay		
5469	4 drawer light grey steel file cabinet	Third drawer does not close		
5498	Dark brown wood executive size desk	Okay		
5499	Brown wood hutch top	Right side of top fell off but could be fixed		
6073	Black chairarmed sides	a little torn on chair back		
6414	3 drawer wooden file cabinet	very good		
6473	1 of 6 red chairs - cloth	good except for scratches on arms		
6474	1 of 6 red chairs - cloth	good except for scratches on arms		
6475	1 of 6 red chairs - cloth	good except for scratches on arms		
6476	1 of 6 red chairs - cloth	good except for scratches on arms		
6477	1 of 6 red chairs - cloth	good except for scratches on arms		
6478	1 of 6 red chairs - cloth	good except for scratches on arms		
6479	Wooden shelving unit	shelf behind door is missing		
6481	Computer table - wooden	okay		
6482	Wooden shelving unit	okay		
6484	Wooden shelving unit	okay		
6498	2 drawer wooden brown lateral file cabinet	okay		
82984	Light brown wood hutch top	one piece broke off but piece is here for repair		
205-261	Printer table brown wood	shelf missing		
826-3687?	5 drawer lateral file cabinet beige	okay		
826-36876	5 drawer lateral file cabinet beige	okay		
99801-2052261	Printer table brown wood	scratchesotherwise okay		

Two LiftKleen Part Cleaner No. LKD60.

Mr. Brandt invited public comment and there was none. The motion passed unanimously.

#### **Approve Jeanette Eckert as Records Officer** 3.

It was noted that this is a state requirement for all public agencies to have a Records Officer.



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Ms. Perkins moved that Jeanette Eckert be designated as the Records Officer for Capital Area Transit System and Mr. O'Gorman seconded that motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously.

#### X. PUBLIC COMMENTS

At this point, since the last action item is expected to be discussed in executive session, a suggestion was made to have the public comments taken ahead of the last action item. There was no objection to amending the agenda to take up public comments at this time.

There were no public comments.

#### IX. ACTION ITEMS – CONTINUED

4. Authorization for the CEO to settle the claim of Harry Boss 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 19<sup>th</sup> Judicial District Court and is Suit Number 653,726, Sec. 26; and that Harry Boss is the plaintiff and Capital Area Transit System is the defendant.)

Mr. Brandt moved to enter executive session to discuss the pending litigation and possible settlement of each matter. Ms. Perkins seconded the motion, there were no public comments, and the motion passed unanimously.

Upon returning from executive session, Mr. Brandt moved that the CEO is authorized to settle the claim of Harry Boss for the sum of Thirteen Thousand Ninety-Two and 00/100 (\$13,092.00) Dollars under the terms and conditions of the settlement and judgment payment policy adopted by the Board on July 20, 2004 as amended. Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously.

#### XI. ADJOURN

Ms. Perkins moved to adjourn the meeting. Ms. Collins-Lewis seconded, and the motion carried unanimously.





# MEETING OF THE BOARD OF COMMISSIONERS OF CAPITAL AREA TRANSIT SYSTEM AND PUBLIC TRANSPORTATION COMMISSION MARCH 21, 2017 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

Present were Messrs. Brandt, Breaux, Cohran, and O'Gorman and Ms. Perkins. Messrs. Bellue and Cutrera and Mss. Collins-Lewis and Pierre were absent. Also present were Mr. Bill Deville, CEO; Mr. Conner Burns, CFO; Mr. Darrell Brown, CAO; other CATS staff; Creighton Abadie of Lindsay & Abadie, A.P.L.C., CATS attorney; and members of the public.

III. INVOCATION

Ms. Perkins gave the invocation.

IV. APPROVAL OF MINUTES OF FEBRUARY 21, 2017 MEETING

Ms. Perkins moved to approve the minutes of the February 21, 2017, meeting and Dr. Breaux seconded. Mr. Brandt invited public comment and there was none. The motion passed unanimously.



#### V. PRESIDENT'S ANNOUNCEMENTS

Mr. Brandt discussed the protocol for public comments at board meetings. He reminded the public that comments are welcomed and let them know they should complete a comment card with Ms. Greenlee prior to speaking.

All committees have been filled for 2017. Ms. Perkins will continue to chair the Community Relations Committee and there may be an additional member added; Mr. 'Gorman will continue to chair the Audit Committee; Dr. Breaux will continue to chair the Technical Policies and Practices Committee; Mr. O'Gorman will be the new chair of the Planning Committee, and Messrs. Bellue and Cohran will be joining that committee; and Mr. Brandt will continue to chair the Finance and Executive Committee, and the at-large position on this committee will be filled once the new board members are appointed.

Mr. Brandt reminded the board members that the retreat is planned for April 27-28<sup>th</sup>. This will also be a strategic planning session.

There will be a new board member orientation for the recently appointed members prior to the board retreat.

#### VI. ADMINISTRATIVE MATTERS

#### 1. CEO Report: Mr. Bill Deville and Executive Staff

In Human Resources, Mr. Darrell Brown noted that CATS made the following hires in February: Operations – 1 Operator and 5 Cadets; and Maintenance – 1 Utility Technician.

Mr. Brown reported that, in Maintenance, preventive maintenance inspections (PMIs) are at 97%. He shared that the first of the twelve 2017 Gillig buses went into production on March 6<sup>th</sup> and that there is an air conditioner campaign ongoing in the Maintenance Department to ensure all ACs are operational for the upcoming warm months.

Mr. Brown reported that the performance measures are being reviewed to ensure that all numbers presented are accurate. Mr. Deville added that all numbers are being reviewed, including the performance measures, financials, and other numbers reported to the board and the public.

Mr. Deville shared that the service enhancement plan is underway and meetings are being held with stakeholders to share the information. The plan will come before the board for approval. Mr. Deville noted that plans for the modified BRT are ongoing.

Mr. Deville updated the board on the hubs. The South Baton Rouge hub currently located at the Mall of Louisiana is still slated to be permanently located at the future



site of the Our Lady of the Lake Children's Hospital. The work for the purchase of the North Baton Rouge hub site from LSU is continuing.

Mr. Deville commented that work progresses on the new website, and the strategic plan will be discussed at the upcoming CATS board retreat.

Mr. Deville shared that he recently traveled to Washington, D.C. to meet with both SWTA and Congressional leaders.

Mr. Deville concluded by noting that Mr. Rod Goldman would be assuming the role of Chief Operations Officer beginning in April. Mr. Goldman comes to CATS with decades of experience and worked with CATS for two years as a consultant with MV Transportation.

#### 2. Financial Statements: Mr. Conner Burns

Mr. Burns shared that the certificate of indebtedness is complete. The money that was borrowed from Red River Bank was repaid. The Board restricted reserves were replenished and are frozen at \$3,000,000.

Mr. Burns described the highlights of the written report contained in the members' packets showing the status of grants. The balance of grant funds remaining was \$3,538,941.

He then discussed the highlights of the financial statements. The 2017 year-to-date property tax monies received was \$12,326,475, and the amount expended from that source was \$3,401,895. February operating revenues were \$213,139 and governmental revenues were \$2,364,479, for a total source of funds of \$2,577,618. The total direct operating expenses were \$2,455,658.

The year-to-date operating expenses break down as follows: Operations – 50%, Maintenance – 22%, ADA – 10%, Administration – 11%, Customer Care/Facility – 3%, Security – 2%, and Project Administration – 2%.

Mr. Brandt moved to amend the order of the agenda to have action items taken ahead of committee reports in order to keep a quorum of the members. Dr. Breaux seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

#### VII. ACTION ITEMS

1. Approve one year renewal of contract with FuelTrac for diesel and gasoline

Mr. Burns noted that this is a second renewal option on the existing contract. CATS participates in a contract initiated by the City-Parish with FuelTrac. Mr. Brandt noted this was unanimously recommended for approval by the F&E Committee.



Dr. Breaux moved that the CEO is authorized to renew the contract with FuelTrac for diesel and gasoline for one year and Mr. O'Gorman seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

2. Approve renewal of building lease with Mid-City Tower for one year

Mr. Burns shared that the proposed lease would be a one-year lease with two, one-year renewal options. The lease terms were investigated and deemed to be a competitive cost per square foot. Mr. Brandt noted that this was unanimously recommended for approval by the F&E Committee.

Ms. Perkins moved that the CEO is authorized to renew the building lease with Mid-City Tower for one year at the rate of \$1.13 per square foot for the fifth floor and \$1.22 per square foot for the ninth floor and under such terms and conditions as the CEO deems appropriate. Mr. O'Gorman seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

3. Select the lender for financing of the 2017 Gillig buses and authorize the CEO to enter into a contract with the chosen lender

Mr. Burns noted that a Request for Proposals was done. He shared that twelve institutions were solicited, advertisements were placed, and the RFP was placed on the CATS website. The Proposal Evaluation Committee is recommending Banc of America Public Capital Corporation as the lender for the ten 2017 Gillig buses that are being financed.

Details include a term of seven years and an interest rate of 2.3%.

The two remaining buses will be paid with cash by CATS. Mr. Brandt noted that this was unanimously recommended for approval by the F&E Committee.

Dr. Breaux moved that Banc of America Public Capital Corporation be declared the successful proposer for the financing of the 2017 Gillig buses and that the CEO be authorized to enter into a contract with Banc of America Public Capital Corporation as set forth in the RFP and proposal by Banc of America Public Capital Corporation and under such terms and conditions as the CEO deems appropriate. Mr. Cohran seconded the motion. Mr. Brandt invited public comment and Mr. Chris Huddleston asked which banks were provided the RFP. The motion passed unanimously with no abstentions.

4. Authorize the CEO to enter into an amended contract with Reliant Transportation for paratransit services to increase rates paid to Reliant Transportation

Mr. Deville noted that CATS needs to develop a new RFP for paratransit services as this has not been done in many years. In the interim, Reliant has requested a rate



increase that CATS has determined to be a fair increase. It is imperative that CATS continue providing this service while a new RFP is developed. Mr. Brandt noted this was unanimously recommended for approval by the F&E Committee.

Ms. Perkins moved that the CEO is authorized to enter into an amended contract with Reliant Transportation Group to increase the rates paid to Reliant Transportation Group to \$39.35 per hour and Mr. Cohran seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

5. Set the CEO's contract authority including authorizing the CEO to execute contracts on behalf of CATS for matters involving \$50,000 or less annually

Mr. Brandt noted that this is the same policy that has been in place since 2013.

Mr. Abadie shared that this authority was given to Mr. Deville as the Interim CEO and simply needed to be extended to him as the permanent CEO. Mr. Brandt noted this was unanimously recommended for approval by the F&E Committee.

Mr. Brandt moved that the following resolution be adopted and Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

#### RESOLUTION REGARDING THE CEO'S CONTRACT AUTHORITY

BE IT RESOLVED by the Board of Commissioners of Capital Area Transit System that the CEO or his designee is authorized to execute contracts on behalf of CATS or to obligate CATS to agreements, without approval from the Board of Commissioners, for (a) matters involving \$50,000 or less annually, or (b) vehicle parts, provided that non-vehicle matters involving \$20,000 to \$50,000 shall be reported to the Board.

Mr. Brandt noted that the next action item involved pending litigation and should be considered in executive session. He therefore moved that the board enter into executive session to consider the pending litigation. Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion carried passed unanimously with no abstentions.

#### VII. ACTION ITEMS - CONTINUED

6. Authorization for the CEO to settle the claim of Marie Travis 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, but no suit has been filed; the date of the accident is April 14, 2016; and that Marie Travis is the plaintiff and Capital Area Transit System is the defendant.)



Upon returning from executive session, Mr. O'Gorman moved that the CEO is authorized to settle the claim of Marie Travis for the sum of Fourteen Thousand Four Hundred and 00/100 (\$14,400.00) Dollars under the terms and conditions of the settlement and judgment payment policy adopted by the Board on July 20, 2004 as amended. Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

#### VIII. PUBLIC COMMENTS

Mr. Brandt invited public comments and there were none.

#### IX. COMMITTEE REPORTS AND ANY ACTION THEREON

1. Finance and Executive: Mr. Brandt

Mr. Brandt referred the members to the minutes of the committee's March 16<sup>th</sup> meeting in their packets. He shared the highlights of the meeting and noted that there the action items head already been covered. Mr. Brandt shared that Covalent Logic provided an update and review of the Communications Plan that has been in progress with Covalent and the CATS staff. He noted this update was done at his request. He also provided an update on the status of the CATS website and shared that the project was progressing on time.

2. Technical, Policies and Practices: Dr. Peter Breaux

Dr. Breaux noted the committee did not meet.

3. Audit: Mr. O'Gorman

Mr. O'Gorman referred the members to the minutes of the committee's March 16<sup>th</sup> meeting in their packets. He shared the highlights of the meeting and noted that a theft of fare box receipts was discussed. It was noted that as soon as the theft was discovered, the proper steps were taken and the proper authorities were notified. CATS is following the recommendations made by the auditor regarding process controls to reduce the possibility of this occurring in the future.

4. Planning: Mr. O'Gorman

Mr. O'Gorman referred the members to the minutes of the committee's March 10<sup>th</sup> meeting in their packets. He noted that the existing members – himself, Mr. Brandt, and Dr. Breaux – were joined by new board members Mark Bellue and Kahli Cohran on the committee. He shared the highlights of the meeting and noted that the committee reviewed the 2016 Measures of Success and gave a brief overview for the new members. There was also discussion of the development of a strategic plan.



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

Ms. Perkins referred the members to the minutes of the committee's March 15<sup>th</sup> meeting in their packets. She shared the highlights of the meeting and noted that there was an in-depth discussion of ongoing training that is underway to ensure customer service is being prioritized.

Mr. Morgan Landry of Reliant Transportation reported that Reliant provided 6,182 completed rides in February and 92% were on-time. There were 3,950 total hours and zero valid complaints.

#### X. ADJOURN

Before adjourning the meeting, Mr. Brandt noted that he would be absent from the April board meeting and that Ms. Perkins would lead the meeting in his absence.

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





# MEETING OF THE BOARD OF COMMISSIONERS OF CAPITAL AREA TRANSIT SYSTEM AND PUBLIC TRANSPORTATION COMMISSION APRIL 18, 2017 4:30 p.m.

BREC Administration Building 6201 Florida Boulevard Baton Rouge, LA 70806

#### **MINUTES**

#### I. CALL TO ORDER: Ms. Linda Perkins

Ms. Perkins called the meeting to order. She noted that Mr. Brandt is on vacation and will return next month.

#### II. ROLL CALL

Present were Messrs. Bellue, Breaux, Cohran, and O'Gorman and Mss. Perkins and Pierre. Messrs. Brandt and Cutrera and Ms. Collins-Lewis were absent. Also present were Mr. Bill Deville, CEO; Mr. Conner Burns, CFO; Mr. Darrell Brown, CAO; Mr. Rod Goldman, COO; other CATS staff; Creighton Abadie of Lindsay & Abadie, A.P.L.C., CATS attorney; and members of the public.

#### III. INVOCATION

Ms. Perkins gave the invocation.

#### IV. APPROVAL OF MINUTES OF MARCH 21, 2017 MEETING

Mr. O'Gorman moved to approve the minutes of the March 21, 2017, meeting and Ms. Pierre seconded. Ms. Perkins invited public comment and there was none. The motion passed unanimously with no abstentions.

#### V. PRESIDENT'S ANNOUNCEMENTS

Ms. Perkins introduced and welcomed Mr. Roderick Goldman, the new Chief Operating Officer for CATS. Mr. Deville echoed the welcome from Ms. Perkins and shared that Mr. Goldman's extensive experience in transit across the country over several decades would be an invaluable addition to the CATS team.

Ms. Perkins reminded the members that the board retreat is scheduled for April 27-28<sup>th</sup>.

Ms. Perkins also informed the members that CATS has hired a new Human Resources Director, Trina Bowie. Ms. Bowie was not in attendance as she was in a training class.

#### VI. ADMINISTRATIVE MATTERS

#### 1. CEO Report: Mr. Bill Deville and Executive Staff

Mr. Goldman shared that there are currently 142 operators on the roster and there is a new training class that began on April 3<sup>rd</sup>. The Operations Department celebrated Driver Appreciation Day on March 17<sup>th</sup> and has also reestablished the Operator of the Month. This honor is given to two operators monthly who have no disciplinary actions and excellent attendance.



Mr. Goldman noted that CATS is currently evaluating the performance metrics and some processes are being revised; updated information will be provided at the May board meeting.

Mr. Deville shared that the service enhancement plan is underway and meetings are being held with stakeholders to share the information. The plan will come before the board for approval. Mr. Deville noted that plans for the modified BRT are ongoing.

#### 2. Financial Statements: Mr. Conner Burns

Mr. Burns described the highlights of the written report contained in the members' packets showing the status of grants. The balance of grant funds remaining was \$3,538,941.

He then discussed the highlights of the financial statements. The 2017 year-to-date property tax monies received was \$15,752,618, and the amount expended from that source was \$6,848,643. March operating revenues were \$250,857 and governmental revenues were \$4,223,350, for a total source of funds of \$4,474,207. The total direct operating expenses were \$2,151,490.

The year-to-date operating expenses break down as follows: Operations – 50%, Maintenance – 22%, ADA – 11%, Administration – 10%, Customer Care/Facility – 3%, Security – 2%, and Project Administration – 2%.

#### VII. COMMITTEE REPORTS AND ANY ACTION THEREON

1. Finance and Executive: Ms. Perkins

Ms. Perkins referred the members to the minutes of the committee's April 13<sup>th</sup> meeting in their packets. She shared the highlights of the meeting and noted that there was no quorum, so no action items were considered for recommendation to the board.

2. Technical, Policies and Practices: Dr. Peter Breaux

Dr. Breaux noted the committee did not meet.

3. Audit: Mr. O'Gorman

Mr. O'Gorman noted the committee did not meet but would likely meet in May. The final report is due by June 15<sup>th</sup> and the auditors will make a presentation to the full board in May or June.

4. Planning: Mr. O'Gorman

Mr. O'Gorman noted the committee did not meet but would likely become very active once the board retreat has concluded and the strategic plan is underway.

5. Community Relations: Ms. Linda Perkins

Ms. Perkins noted the committee did not meet.

Mr. Morgan Landry of Reliant Transportation reported that Reliant provided 7,254 completed rides in March and 91% were on-time. There were 4,590 total hours and one valid customer service complaint.

Mr. Landry noted that Reliant is working to hire and retain quality drivers after the August flood and that this has impacted the on-time performance somewhat.

#### VIII. ACTION ITEMS

 Authorize Roderick Goldman to sign checks on behalf of CATS for all Whitney Bank accounts and authorize the CEO to execute all documents required by Whitney Bank to effectuate these changes



Ms. Perkins shared that this is a procedural item. It was noted that after adding Mr. Goldman CATS would have four people who are authorized to sign checks, and that two signatures are required for all checks.

Mr. Bellue moved that Roderick Goldman be authorized to sign checks on behalf of CATS for all Whitney Bank accounts and that William J. Deville is hereby authorized to execute all documents required by Whitney Bank to effectuate this change, and that the "Resolution of a State or Local Government Operating Under Authority of a Board, Council or Other Type of Governing Body" attached hereto as Exhibit A is hereby adopted. Mr. O'Gorman seconded the motion. Ms. Perkins invited public comment and there was none. The motion passed unanimously with no abstentions.

#### RESOLUTION OF A STATE OR LOCAL GOVERNMENT OPERATING UNDER AUTHORITY OF A BOARD, COUNCIL OR OTHER TYPE GOVERNING BODY

Name: Capital Area Transit System,

Wh	itney Bank, also dba	Name:	_Capital A	rea Transit Syster	n,		
Har	ncock Bank	Address:		_2250		Florida	Blvd
					_ City, State and	ZIP: _Baton Rouge, LA	70802
A.		uly created, o .and; that th eld on	rganized, an	d operating under t is a true, correct, an	he Constitution and d certified copy of	Laws of the State of Louisia a resolution adopted at a meet	t (hereinafter referred to as the una Federal Employer ID Number ing of the Governing Authority, ninutes of the Governing Authority,
B.	To be resolved that:						
	(1) The Financial Instituti	on named abo	ve is designa	ated as a depository	for the funds of this	Governing Authority:	
	(2) This resolution shall co Financial Institution:	ontinue to have	effect until	e>press written no	otice of its recession,	modification, or cancellation h	has been received and recorded by this
	(3) All transactions. if any Institution prior to the ado						Soverning Authority with this Financial
	all contracts, agreements, effective exercise of powe transacted by and between funds on deposit with this liable for, the tenns and co written notice to this Finan	stipulations and rs over said as this Governing Financial Inst anditions of all acial Institutions	ad orders whit ecount(s) for ing Authority ditution, subject l such contra on should the	the transacting of a and said Financial I ect to any restriction acts, agreements, stip authority of any of	dvisable and necess ill business concerninstitution and; to en (s) stated below. The oulations and orders, the agents it has so	ary to open an Account(s) with ng funds deposited in, moneys dorse checks and orders for the e Governing Authority agrees It shall be the responsibility of	thority, are authorized to make any and the Financial Institution and for the s borrowed from, or other business to payment of moneys and withdrawal of to, shall be bound by, and otherwise be of the Governing Authority to provide on its behalf has been tenninated. This e is properly given:
	(5) .Any and all prior reso Authority's account(s), are						g the operation of the Governing
		he Financial I	nstitution na	med above, at any ti			ized representative of the Governing cks. drafts. or other orders. for the
C.	Each person named below Master Signature Card on				powers granted here	in on all accounts opened under	er this Agreement and accompanying
	Jeanette Eckert.						
	FConnerBurnsJr.,						
	William J Deville						
D.	I further certify that the Goresolution(s) and to confer					on did have, full power and lav	wful authority to adopt the foregoing
	IN WITNESS \VHE	REOF, we have	e hereunto a	affixed our signatures	s as of	(date).	
Proc	ident		<u> </u>	ecretary/Clerk		-	
. 103			31	coronary/Cicik			
Prin	ted Name		P	rinted Name		-	



#### **EXHIBITA**

MASTER SIGNATURE CARD FOR DEPOSITORY ACCOUNTS ANNEXED TO AND MADE PART OF THE RESOLUTION OF A STATE OR LOCAL GOVERNMENT OPERATING UNDER AUTHORITY OF A BOARD, COUNCIL OR OTHER TYPE GOVERNING BODY

Listing of Accounts ("listed Accounts")

Customer Name: Capital Area Transit System

Account Subtitle	Account#
1. E Commerce	47551428
2. Health Insurance	37435266
3. FTA	37435282
4. Worker's Compensa	ition 37435401
<ol><li>Payroll</li></ol>	37435274
6. General	37435290
<ol><li>Business Liability</li></ol>	37435436
8. Hotel Motel Tax Red	ceipts 48933758
9. Passenger Receipts	44060555
10.Medicaid Reimburse	ments 48229147
11.Property Tax Fund	46795870



# MASTER SIGNATURE CARD FOR DEPOSITORY ACCOUNTS ANNEXED TO AND MADE PART OF THE RESOLUTION OF A STATE OR LOCAL GOVERNMENT OPERATING UNDER AUTHORITY OF A BOARD, COUNCIL OR OTHER TYPE GOVERNING BODY

#### Customer Information:

Governing Authority Customer Name:	_Capital Area Transit System_		
Address:	_2250 Florida <b>B1vd</b>	City, State, ZIP:	Baton Rouge, LA 703
Phone Number:	225-389-8920	Tax ID Number:	72-0755868
	gnature Card is the signature of the nan		to sign and
otherwise act on bel Signature Card. The acknowledges receipt	gnature Card is the signature of the nan nalf of Customer and all Listed Account Customer on its behalf and on behalf of tof, and agrees to be bound by the Bank Bank from time to time.	ned person, who is authorized is with respect to the accounts list all Listed Accounts,	to sign and sted in this
otherwise act on bel Signature Card. The acknowledges receipt may be amended by	half of Customer and all Listed Account Customer on its behalf and on behalf o t of, and agrees to be bound by the Bank'	ned person, who is authorized s with respect to the accounts list fall Listed Accounts, 's Deposit Agreement, Terms and	to sign and sted in this
otherwise act on bel Signature Card. The acknowledges receipt	nalf of Customer and all Listed Account Customer on its behalf and on behalf o t of, and agrees to be bound by the Bank Bank from time to time.	ned person, who is authorized is with respect to the accounts list fall Listed Accounts, is Deposit Agreement, Terms and ittle	to sign and sted in this ad Conditions, as
otherwise act on bel Signature Card. The acknowledges receipt may be amended by I	nalf of Customer and all Listed Account Customer on its behalf and on behalf o t of, and agrees to be bound by the Bank Bank from time to time.  Officer To	ned person, who is authorized s with respect to the accounts list fall Listed Accounts, 's Deposit Agreement, Terms and itle	to sign and sted in this and Conditions, as
otherwise act on bel Signature Card. The acknowledges receipt may be amended by I Authorized Signature	nalf of Customer and all Listed Account Customer on its behalf and on behalf o t of, and agrees to be bound by the Bank Bank from time to time.  Officer To	ned person, who is authorized is with respect to the accounts list of all Listed Accounts, is Deposit Agreement, Terms and ittle	to sign and sted in this and Conditions, as  Date

Ms. Perkins noted that this was also a procedural item. Mr. Deville shared that all the equipment listed is well beyond useful life.



Ms. Pierre moved that the following resolution be adopted and Mr. O'Gorman seconded that motion.

## RESOLUTION OF BOARD OF COMMISSIONERS OF CAPITAL AREA TRANSIT SYSTEM DECLARING CERTAIN ITEMS AS SURPLUS PROPERTY

BE IT RESOLVED that the items listed in the document attached hereto as Exhibit A are declared surplus property and that the CEO of Capital Area Transit System (CATS) is authorized to have the items disposed of as he deems fit.

### Computer Equipment Requested to be Declared as Surplus – April 2017

201/	
Tag number	Item description
6080	Dell Precision
5275	Dell Precision
5275	Dell Monitor
6100	Dell Optiplex 745
6111	Dell Monitor
5506	Dell Precision
5524	Dell Precision
5522	Hp Color LaserJet Printer
5532	Dell Optiplex 745
5533	Dell Optiplex 745
5500	Dell Optiplex GX270
5534	Dell Optiplex 745
5483	Compaq 340
6118	Laser Fax
5511	Dell Precision
5555	Dell Precision
6091	HP LASERJET 1300
6086	HP LASERJET P2035
6083	HP LASERJET P2015
6053	HP ProDisplay P221
5459	Dell Optiplex GX270
6054	Dell Monitor
6112	Dell Monitor
5486	Dell Optiplex GX270
516	xw 6000 hp
6114	Samsung monitor



Ms. Perkins invited public comment and there was none. The motion passed unanimously with no abstentions.

3. Adopt the 2016 Louisiana Compliance Questionnaire and authorize Board officers to execute the Compliance Questionnaire

Mr. Abadie shared that this is something that is required to complete the annual material audit. It states that CATS has remained compliant in all necessary areas. It was noted that the questionnaire has been reviewed by various departments as well as legal counsel.

Dr. Breaux moved that the following resolution be adopted and Mr. Bellue seconded that motion.

# RESOLUTION OF BOARD OF COMMISSIONERS OF CAPITAL AREA TRANSIT SYSTEM ADOPTING THE 2016 LOUISIANA COMPLIANCE QUESTIONNAIRE

BE IT RESOLVED that the 2016 Louisiana Compliance Questionnaire attached hereto as Exhibit A is hereby adopted and the appropriate board officers as forth therein are authorized to execute the questionnaire.

Ms. Perkins invited public comment and there was none. The motion passed unanimously with no abstentions.

4. Authorize the purchase of real property located on Airline Highway from Louisiana State University and the State of Louisiana and authorize the Board President to execute all documents required to purchase the property

Mr. Deville shared that creating four transit hubs makes it easier for customers to have shorter trips and wait times.

It was noted that this must also be approved by the LSU Board of Supervisors and the purchase will be contingent upon an environmental clearance from the Federal Transit Administration.

Mr. Bellue moved that the following resolution be adopted and Mr. O'Gorman seconded.

RESOLUTION AUTHORIZING THE BOARD PRESIDENT TO PURCHASE PROPERTY FROM THE LSU BOARD OF SUPERVISORS AND THE STATE OF LOUISIANA



BE IT RESOLVED that the Capital Area Transit System Board President is hereby authorized to purchase the property described below from the Louisiana State University Board of Supervisors and the State of Louisiana for the sum of Two Hundred Thirty Five Thousand and 00/100 (\$235,000.00) Dollars and under such terms and conditions that he deems appropriate, and he is authorized to execute all documents required to effectuate the purchase:

A certain tract or parcel of ground situated in the Third Ward of the Parish of East Baton Rouge, State of Louisiana, in a subdivision known as ADDITION TO SUBURB LOUDON, which said lot is designated on the official map of said subdivision made by A.G. Mundinger, C.E. and Surveyor, dated July 18, 1940, a copy of which is attached to a Sale with Mortgage from Mrs. Beulah Lee Gordon Loudon to Mrs. Joyce Rosenberg Harrison and Mr. Carl Aulton Harrison, dated January 25, 1943, passed before Glenn S. Darsey, Notary Public, on file in the Office of the Clerk and Recorder of East Baton Rouge Parish as Original 82, Bundle 1535, as TRACT NUMBER "G", and Tract "G" having a front on the North side of Airline Highway of 217.75 feet by a depth on the West line of 678.97 feet, a depth on the East line of 785.05 feet and a width in the rear and along an unnamed street of 188 feet,

LESS AND EXCEPT the Northern 1.17 acres thereof, which 1.17 acre parcel was sold by Carl A. Harrison and Joyce R. Harrison to Earl Jennings by act of sale dated September 5, 1946, recorded in COD677, page 2, official records of East Baton Rouge, Louisiana.

Said property conveyed herein is also shown on the map attached as Exhibit A to a Cash Sale recorded as Original 107, Bundle 12225 of the records of the Clerk of Court and Recorder of Mortgages for the East Baton Rouge Parish, Louisiana, as :South 2.414 Ac. Of Tract G." (herein the "Property")

Ms. Perkins invited public comment and there was none. The motion passed unanimously with no abstentions.

5. Adopt and levy the ad valorem tax millage rate of 10.6 mills for the City of Baton Rouge for the year 2017

Mr. Abadie noted that this is an annual requirement.

Ms. Pierre moved to adopt the following resolution and Dr. Breaux seconded that motion.



#### RESOLUTION

BE IT RESOLVED, by the Board of Commissioners of Capital Area Transit System that the following millage(s) are hereby levied on the 2017 tax roll on all property subject to taxation in the City of Baton Rouge by Capital Area Transit System:

MILLAGE 10.6 mills

Capital Area Transit System tax in the City of Baton Rouge

BE IT FURTHER RESOLVED that the proper administrative officials of the Parish of East Baton Rouge, State of Louisiana, be and they are hereby empowered, authorized, and directed to spread said taxes, as hereinabove set forth, upon the assessment roll of said Parish for the year 2017, and to make the collection of the taxes imposed for and on behalf of the taxing authority, according to law, and that the taxes herein levied shall become a permanent lien and privilege on all property subject to taxation as herein set forth, and collection thereof shall be enforceable in the manner provided by law.

The foregoing resolution was read in full, the roll was called on the adoption thereof, and the resolution was adopted by the following votes:

YEAS:

**NAYS:** 

**ABSTAINED:** 

**ABSENT:** 

Ms. Perkins invited public comment and there was none. The motion passed unanimously with no abstentions.

6. Adopt and levy the ad valorem tax millage rate of 10.6 mills for the City of Baker for the year 2017

Mr. Abadie noted that this is an annual requirement.

Ms. Pierre moved to adopt the following resolution and Mr. Cohran seconded that motion.

## RESOLUTION

BE IT RESOLVED, by the Board of Commissioners of Capital Area Transit System that the following millage(s) are hereby levied on the 2017 tax roll on all property subject to taxation in the City of Baker by Capital Area Transit System:



Capital Area Transit System tax in the City of Baker

BE IT FURTHER RESOLVED that the proper administrative officials of the Parish of East Baton Rouge, State of Louisiana, be and they are hereby empowered, authorized, and directed to spread said taxes, as hereinabove set forth, upon the assessment roll of said Parish for the year 2017, and to make the collection of the taxes imposed for and on behalf of the taxing authority, according to law, and that the taxes herein levied shall become a permanent lien and privilege on all property subject to taxation as herein set forth, and collection thereof shall be enforceable in the manner provided by law.

The foregoing resolution was read in full, the roll was called on the adoption thereof, and the resolution was adopted by the following votes:

YEAS:

NAYS:

**ABSTAINED:** 

**ABSENT:** 

Ms. Perkins invited public comment and there was none. The motion passed unanimously with no abstentions.

Since it is expected that the remaining two items would be discussed in executive session, Mr. O'Gorman moved that the order of the agenda be moved to take public comments ahead of actions items 7 and 8, and Ms. Pierre seconded that motion. Ms. Perkins invited public comment and there was none. The motion passed unanimously with no abstentions.

## IX. PUBLIC COMMENTS

Mr. Ralph Carter said that there is no change in how CATS is run even as managers come and go. He shared that buses routinely leave people and the supervision is rude.

#### X. ACTION ITEMS – CONTINUED

Ms. Perkins noted that the next two action items involved pending litigation and based on Mr. Abadie's recommendation, should be considered in executive session. Ms. Pierre moved that the board enter into executive session to consider the pending litigation and Dr. Breaux seconded the motion. Ms. Perkins invited public comment



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

7. Authorization for the CEO to settle the claim of Alicia Bailey 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 19<sup>th</sup> Judicial District Court and is Suit Number 635,582, Sec. D; and that Alicia Bailey is the plaintiff and Capital Area Transit System and Melissa Savoie are the defendants.)

Upon returning from executive session, Mr. O'Gorman moved that the CEO is authorized to settle the claim of Alicia Bailey for the sum of Thirty Two Thousand Five Hundred and 00/100 (\$32,500.00) Dollars under the terms and conditions of the settlement and judgment payment policy adopted by the Board on July 20, 2004 as amended. Dr. Breaux seconded the motion. Ms. Perkins invited public comment and there was none. The motion passed unanimously with no abstentions.

8. Authorization for the CEO to settle the claim of Isis Lebray 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 19<sup>th</sup> Judicial District Court and is Suit Number 652,908, Sec. 26; and that Isis Lebray is the plaintiff and Capital Area Transit System and Jasmine Converse are the defendants.)

Mr. O'Gorman moved that the CEO is authorized to settle the claim of Isis Lebray for the sum of Twelve Thousand Three Hundred Fifty-Four (\$12,354.00) Dollars under the terms and conditions of the settlement and judgment payment policy adopted by the Board on July 20, 2004 as amended. Mr. Bellue seconded the motion. Ms. Perkins invited public comment and there was none. The motion passed unanimously with no abstentions.

### XI. ADJOURN

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





# MEETING OF THE BOARD OF COMMISSIONERS OF CAPITAL AREA TRANSIT SYSTEM AND PUBLIC TRANSPORTATION COMMISSION MAY 16, 2017 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

Present were Messrs. Bellue, Brandt, Breaux, Cohran, O'Gorman, and Thomas and Ms. Pierre. Ms. Perkins was absent. Also present were Mr. Bill Deville, CEO; Mr. Conner Burns, CFO; Mr. Darrell Brown, CAO; Mr. Rod Goldman, COO; other CATS staff; Creighton Abadie of Lindsay & Abadie, A.P.L.C., CATS attorney; and members of the public.

## III. INVOCATION

Ms. Pierre gave the invocation.

## IV. APPROVAL OF MINUTES OF APRIL 18, 2017 MEETING

Mr. Bellue moved to approve the minutes of the April 18, 2017, meeting and Mr. Cohran seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.



#### V. PRESIDENT'S ANNOUNCEMENTS

Mr. Brandt welcomed the newest CATS Board member, Mr. Matt Thomas. Mr. Thomas owns a travel agency specializing in trips to China and has worked extensively on the preservation of the LSU Lakes.

Mr. Brandt thanked all the board members for their attendance and participation at the board retreat and shared that it was a very productive time; he also extended his thanks to the staff for the work that went into the retreat. He noted that the work on the strategic plan is continuing, along with the work on the capital improvement plan.

Mr. Brandt reminded the board members that their financial disclosures were due.

Mr. Brandt reviewed the public comment policy.

#### VI. ADMINISTRATIVE MATTERS

# 1. CEO Report: Mr. Bill Deville and Executive Staff

Ms. Bowie shared that the following hires were made in April: Operations – seven cadets and one operator; Administration – one Business Process Analyst, one Chief Operating Officer, and one Human Resources Director. Ms. Bowie noted that she is beginning to aggressively recruit bus operators.

Before beginning his report, Mr. Goldman recognized two retiring bus operators, Messrs. Dwain Foster and Ulysses Walker. He noted that Mr. Foster had 17 years of service with CATS and Mr. Walker had 13 years of service.

Mr. Goldman shared that, in Operations, he continues to work with the staff to review and revise performance indicators and will be providing updated information in June.

Mr. Goldman shared that, in Maintenance, PMIs are at 94% and that all twelve of the new Gillig buses have arrived and are in service.

Mr. Deville shared that Strategic Plan is ongoing and will be woven into a five year plan. He noted that various service planning projects are ongoing.

#### 2. Financial Statements: Mr. Conner Burns



Mr. Burns described the highlights of the written report contained in the members' packets showing the status of grants. The balance of grant funds remaining was \$2,913,545.

He then discussed the highlights of the financial statements. The 2017 year-to-date property tax monies received was \$16,369,923, and the amount expended from that source was \$8,483,643. April operating revenues were \$218,781 and governmental revenues were \$2,422,979, for a total source of funds of \$2,641,760. The total direct operating expenses were \$2,481,490.

Mr. Burns compared the operating revenues from April in previous years: 2017 - \$218,000; 2016 - \$195,000; 2015 - \$203,000; 2014 - \$146,000; 2013 - \$170,000; and 2012 - \$177,000.

The year-to-date operating expenses break down as follows: Operations – 50%, Maintenance – 22%, ADA – 10%, Administration – 11%, Customer Care/Facility – 3%, Security – 2%, and Project Administration – 2%.

## VII. COMMITTEE REPORTS AND ANY ACTION THEREON

1. Finance and Executive: Mr. Brandt

Mr. Brandt noted that there was no meeting in May given the light agenda, but he shared that the meetings would resume in June.

2. Technical, Policies and Practices: Dr. Peter Breaux

Dr. Breaux noted the committee did not meet.

3. Audit: Mr. O'Gorman

Mr. O'Gorman noted the committee did not meet but would meet in June once the audit has been completed. He shared that the audit firm would present an overview of the audit at the June board meeting.

4. Planning: Mr. O'Gorman

Mr. O'Gorman referred the members to the minutes of the committee's May 12<sup>th</sup> meeting in their packets. He shared the highlights of the meeting and noted that the work of the strategic plan is ongoing and the Planning Committee will be working closely with staff. Mr. O'Gorman thanked the staff for the work done both on the board retreat and the plan to this point.



5. Community Relations: Mr. Jim Brandt

Mr. Brandt noted the committee did not meet.

Mr. Rob Miller of Reliant Transportation reported that Reliant provided 5,872 completed rides in April and 91% were on-time. There were 4,045 total hours and three valid customer service complaints in performance and safety.

Mr. Miller noted that Business Manager Morgan Landry was leaving Reliant to pursue other opportunities and expressed his thanks to Mr. Landry for all the work he has done with CATS.

#### VIII. ACTION ITEMS

1. Authorization for the CEO to extend the Goodyear Tire & Rubber Company tire lease contract for 60 days

It was noted that this request is being made to allow staff additional time to advertise a new competitive solicitation. Goodyear Tire & Rubber agreed to extend their current pricing for 60 days.

After some discussion, it was recommended that the extension be made for 90 days.

Mr. Bellue moved that the CEO is authorized to extend the tire lease contract with Goodyear Tire & Rubber Company for a period of 90 days and Mr. O'Gorman seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

2. Authorization for the CEO to settle the claim of Ester Oduh 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 19<sup>th</sup> Judicial District Court and is Suit Number 646,311, Sec. 26; and that Esther Oduh is the plaintiff and Capital Area Transit System and George Decuir are the defendants.)

This item will be deferred until the June board meeting.

- IX. PUBLIC COMMENTS
- XI. ADJOURN



Mr. Cohran moved to adjourn the meeting. Mr. O'Gorman seconded the motion, and the motion passed unanimously with no abstentions.







MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
JUNE 20, 2017
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

Present were Messrs. Bellue, Brandt, Breaux, Cohran, O'Gorman, and Thomas and Mss. Green and Perkins. Ms. Pierre was absent. Also present were Mr. Bill Deville, CEO; Mr. Conner Burns, CFO; Mr. Darrell Brown, CAO; Mr. Rod Goldman, COO; other CATS staff; Creighton Abadie of Lindsay & Abadie, A.P.L.C., CATS attorney; and members of the public.

#### III. INVOCATION

Ms. Perkins gave the invocation.

## IV. PRESENTATION OF SERVICE AWARDS FOR SECOND QUARTER

Human Resources Director Trina Bowie presented certificates to those employees who celebrated one, five, ten, and twenty plus years of service with the agency. Special recognition was given to Lillie Moore, who celebrated 34 years with the agency.



## V. APPROVAL OF MINUTES OF MAY 16, 2017 MEETING

Mr. Bellue moved to approve the minutes of the April 18, 2017, meeting and Mr. Thomas seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

## VI. PRESIDENT'S ANNOUNCEMENTS

Mr. Brandt welcomed the newest CATS Board member, Councilwoman Erika Green. He shared that Ms. Green is the Councilwoman for District 5 and is a local attorney. She is very active in the community and sits on several boards in addition to CATS.

Mr. Brandt reviewed the public comment policy.

## VII. ADMINISTRATIVE MATTERS

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

Ms. Bowie shared that the following hires were made in May: Administration – Director of Capital Improvement; and Maintenance – one Utility Technician. Ms. Bowie also shared that she has hired two new people in the Human Resources Department – Human Resources Business Partner Lisa Paul and Human Resources Generalist Aaron Verrett.

Mr. Goldman shared that, in Operations, there are currently 141 operators on the roster and 134 are active. The Operators of the Month for May were Willie Travis and Tongie Morrison.

Mr. Goldman informed the board that the staff has been reviewing the performance measures and has made some revisions. He introduced new metrics for mean miles between road calls, mean miles between mechanical failures, preventable accidents per 100,000 miles, and complaints per 100,000 boardings. He shared that the complaints were discussed at the Community Relations meeting and noted that complaints would no longer be viewed as valid, invalid, or inconclusive; all complaints will be viewed as valid. While the complaints will be measured against a new benchmark, the same information – tracking by type, route, etc. – will still be collected and monitored for potential trends. These new metrics have CATS in line with industry standards, which will aid in peer agency comparisons.

Mr. Deville shared that Strategic Plan is ongoing and will be woven into a five year plan. He noted that various service planning projects are ongoing. The process to create the scope and funding



requirements necessary for CATS to have its Comprehensive Operational Analysis (COA) is underway with the solicitation expected in the fourth quarter.

#### 2. Financial Statements: Mr. Conner Burns

Mr. Burns described the highlights of the written report contained in the members' packets showing the status of grants. The balance of grant funds remaining was \$2,913,545.

He then discussed the highlights of the financial statements. The 2017 year-to-date property tax monies received was \$16,614,436, and the amount expended from that source was \$9,683,643. May operating revenues were \$210,406 and governmental revenues were \$1,362,584, for a total source of funds of \$1,572,990. The total direct operating expenses were \$1,998,519.

The year-to-date operating expenses break down as follows: Operations – 50%, Maintenance – 21%, ADA – 11%, Administration – 11%, Customer Care/Facility – 3%, Security – 2%, and Project Administration – 2%.

There was a request to have a pie chart depicting operating revenue presented to the board on occasion.

#### VIII. COMMITTEE REPORTS AND ANY ACTION THEREON

1. Finance and Executive: Mr. Brandt

Mr. Brandt noted that there was no meeting in June, but he shared that the meetings would resume in July.

2. Technical, Policies and Practices: Dr. Peter Breaux

Dr. Breaux referred the members to the minutes of the committee's June 12<sup>th</sup> meeting in their packets. He shared the highlights of the meeting, including a discussion of the role of the committee. He also noted that Ms. Bowie has requested a formal audit of the Human Resources Department that will focus primarily on compliance issues. There was also discussion of bringing policies to the Committee for board approval and it was decided that initially, Ms. Bowie will provide a list of policies to Mr. Deville and Dr. Breaux. After that, a determination will be made as to which policies will need to come to the Committee and Board for approval.

3. Audit: Mr. O'Gorman



Mr. O'Gorman shared that the Committee met that morning and reviewed the final audit from LaPorte CPAs. Mr. O'Gorman invited John Murray of LaPorte to provide a summary to the board members.

Mr. Murray noted that the agency's net position was \$34,079,541, as of December 31, 2016, which represents an increase of \$4,073,505 or 13% from that of December 31, 2015. The long-term liabilities decreased from \$2,860,191 to \$2,092,972, primarily due to the current year payments for the capital lease obligations.

Mr. Murray shared that the total current assets as of December 31, 2016, were \$23,904,336 and total assets were \$41,872,489. The operating revenues increased five percent over 2015, from \$2,326,845 to \$2,461,875. The direct operating expenses increased six percent, from \$28,476,389 in 2015 to \$30,198,498 in 2016. The net non-operating revenues increased two percent in 2016 over 2015, from \$25,152,539 to \$25,625,643.

Mr. Murray discussed the missing money bag containing approximately \$4,500 and the procedures that have been implemented since that time to prevent this from occurring again. He also noted that there is a possible violation of the Louisiana Constitution in that an employee received a travel advance that was not properly documented and repaid timely. However, the balance of monies owed was completely repaid. LaPorte recommends that the agency look into revising this practice. Additionally, there were paid time off disbursements paid to employees who had negative PTO balances and it is recommended that this procedure be improved. He also noted that there were several employees who did not have I-9 forms in their personnel files.

# 4. Planning: Mr. O'Gorman

Mr. O'Gorman referred the members to the minutes of the committee's May 26<sup>th</sup> and June 9<sup>th</sup> meetings in their packets. He shared the highlights of the meeting and noted that the work of the strategic plan is ongoing and the Planning Committee will be working closely with staff. There was discussion of the service priority and the capital improvement plan. Mr. O'Gorman thanked the staff for the work done both on the board retreat and the plan to this point.

5. Community Relations: Ms. Linda Perkins



Ms. Perkins referred the members to the minutes of the committee's June 14<sup>th</sup> meeting in their packets. She shared the highlights of the meeting, including new performance metrics introduced by Mr. Goldman.

Mr. Rob Miller of Reliant Transportation reported that Reliant provided 6,933 completed rides in May and 96% were on-time. There were 4,502 total hours and four valid customer service complaints in performance and safety.

## IX. ACTION ITEMS

1. Designate The Advocate as the official journal of CATS as set forth in the CATS Bylaws

Mr. Abadie noted that it is a requirement that this be done annually.

Mr. Brandt recused himself from voting as he is a member of the Advocate Advisory Board.

Ms. Perkins moved that The Advocate is designated as the official journal of Capital Area Transit System as set for in the Capital Area Transit System Bylaws and Mr. O'Gorman seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed with one abstention from Mr. Brandt.

2. Authorization for the CEO to renew the RouteMatch/Annual Maintenance, Warranty, and Technical Support Services for a period of one year

Mr. Goldman shared that this renewal is to continue the warranty and technical support provided by RouteMatch. He noted that CATS is evaluating the technology package and will be making a determination regarding future AVL packages. It was noted that the one year cost is \$183,390.88.

Ms. Perkins moved that the CEO is authorized to renew the RouteMatch Annual Maintenance, Warranty, and Technical Support contract for a period of one year and Mr. Cohran seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

3. Authorization for the CEO to settle the claim of Ester Oduh 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 19<sup>th</sup> Judicial District Court and is Suit Number 646,311, Sec. 26; and that Esther Oduh is the plaintiff and Capital Area Transit System and George Decuir are the defendants.)

Before taking this item, Mr. Brandt moved that the board go into executive session to discuss the pending litigation set forth in action item number three and number four. Mr. O'Gorman seconded the motion and it passed unanimously with no abstentions.

There were no public comments.

Upon returning from executive session, Mr. Brandt moved that the CEO is authorized to settle the claim of Esther Oduh for the sum of fourteen thousand and 00/100 (\$14,000) dollars plus court costs under the terms and conditions of the settlement and judgment payment policy adopted by the Board on July 20, 2004 as amended. Ms. Green seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

4. Authorization for the CEO to settle the claim of Laura Wheeler 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 19<sup>th</sup> Judicial District Court and is Suit Number 639,982, Sec. 25; and that Laura Wheeler is the plaintiff and Capital Area Transit is the defendant.)

Mr. Brandt moved that the CEO is authorized to settle the claim of Laura Wheeler for the sum of two hundred sixteen thousand three hundred sixty-one and 43/100 (\$216,361,43) dollars plus court costs under the terms and conditions of the settlement and judgment payment policy adopted by the Board on July 20, 2004 as amended. Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

## X. PUBLIC COMMENTS

There were no public comments.

## XI. ADJOURN

Mr. Cohran moved to adjourn the meeting. Mr. O'Gorman seconded the motion, and the motion passed unanimously with no abstentions.





# MEETING OF THE BOARD OF COMMISSIONERS OF CAPITAL AREA TRANSIT SYSTEM AND PUBLIC TRANSPORTATION COMMISSION JULY 18, 2017 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

Present were Messrs. Bellue, Brandt, Breaux, O'Gorman, and Thomas and Mss. Green, Perkins, and Pierre. Mr. Cohran was absent. Also present were Mr. Bill Deville, CEO; Mr. Conner Burns, CFO; Mr. Darrell Brown, CAO; Mr. Rod Goldman, COO; other CATS staff; Creighton Abadie of Lindsay & Abadie, A.P.L.C., CATS attorney; and members of the public.

## III. INVOCATION

Ms. Perkins gave the invocation.

## IV. APPROVAL OF MINUTES OF JUNE 20, 2017 MEETING

Ms. Perkins moved to approve the minutes of the June 20, 2017, meeting and Mr. Thomas seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

## V. PRESIDENT'S ANNOUNCEMENTS



Mr. Brandt shared that the new CATS website has launched at <a href="https://www.brcats.com">www.brcats.com</a>, and he encouraged all who have not viewed the new site to visit it. He noted it is much improved over the previous version and was easy to navigate.

Mr. Brandt noted that he has appointed an ad hoc committee to conduct the annual CEO evaluation. The committee will be chaired by Linda Perkins and will also consist of Jim Brandt and Peter Breaux. The committee hopes to have its evaluation complete in time for the one year anniversary of Mr. Deville's contract. He noted that all board members would have the opportunity to participate in the process.

Mr. Brandt reviewed the public comment policy.

## VI. ADMINISTRATIVE MATTERS

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

Ms. Bowie shared that the following hires were made in June: Administration – one Human Resources Generalist and one Human Resources Business Partner; Maintenance – two Utility Technicians and two Custodial Crew; and Operations – 10 operator trainees. Ms. Bowie also shared that FTA would be onsite July 25<sup>th</sup> and 26<sup>th</sup> to conduct Drug and Alcohol Training for the CATS staff as well as others in the area.

Ms. Bowie noted that CATS is embarking on a wellness campaign in an effort to better the health and fitness of the CATS employees. There will be various programs implemented throughout the year to engage employees.

Mr. Goldman shared that, in Operations, there are currently 138 operators on the roster and 131 are active. The Operators of the Month for June were Anthony Holmes and Robert Tate.

Mr. Goldman informed the board that the staff has been reviewing the performance measures and has made some revisions. He reported that ridership for June was 204,706, and 1,296,169 year-to-date. He shared that the mean miles between road calls was 7,606.9 and the mean miles between mechanical failures was 2,206. A new metric was introduced – bus trip cancellations. Mr. Goldman noted that there were 128 trips cancelled in the month of June; this is from a total of 32,500 trips for the month. The preventable accidents for the month were 5 per 100,000 miles and there were 20.5 complaints per 100,000



miles. The on-time performance metric is still being revised, but by the current measurement, CATS was at 88% on-time performance.

There was discussion of adding the breakdown of complaints by route and type into the report as well as the number or percentage of time points measured versus total stops when calculating on-time performance.

Mr. Deville shared that the Strategic Plan is ongoing and will be woven into a five year plan. He noted that various service planning projects are ongoing. The process to create the scope and funding requirements necessary for CATS to have its Comprehensive Operational Analysis (COA) is underway with the solicitation expected in the fourth quarter.

Mr. Deville noted that plans for Touchdown Express are being finalized for LSU home games and CATS is excited to bring the service back after a one year hiatus.

## 2. Financial Statements: Mr. Conner Burns

Mr. Burns described the highlights of the written report contained in the members' packets showing the status of grants. The balance of grant funds remaining was \$2,170,446.

He then discussed the highlights of the financial statements. The 2017 year-to-date property tax monies received was \$16,734,435, and the amount expended from that source was \$11,683,643. June operating revenues were \$242,660 and governmental revenues were \$2,678,373, for a total source of funds of \$2,921,033. The total direct operating expenses were \$2,170,142.

The year-to-date operating expenses break down as follows: Operations – 50%, Maintenance – 21%, ADA – 11%, Administration – 11%, Customer Care/Facility – 3%, Security – 2%, and Project Administration – 2%.

## VII. COMMITTEE REPORTS AND ANY ACTION THEREON

## 1. Finance and Executive: Mr. Brandt

Mr. Brandt referred the members to the minutes of the committee's July 13<sup>th</sup> meeting in their packets. He shared the highlights and noted that the action items would be considered later in the meeting. He noted that the committee got its first look at the Financial Responsibility, Accountability, and Stewardship strategic priority.



2. Technical, Policies and Practices: Dr. Peter Breaux

Dr. Breaux noted the committee did not meet.

3. Audit: Mr. O'Gorman

Mr. O'Gorman noted the committee did not meet.

4. Planning: Mr. O'Gorman

Mr. O'Gorman referred the members to the minutes of the committee's July 14<sup>th</sup> meeting in their packets. He shared the highlights of the meeting and noted that the work on the strategic plan is ongoing and the Planning Committee will be working closely with staff. There was continued discussion of the capital improvements and investments plan and how best to rank and prioritize those projects. He shared that the criteria used will be System Accessibility, Improve Business Efficiency, Improve Work Environment, Enhance Safety and Security, Enhance Agency Profile, Stakeholder Consideration, and Funding Availability.

5. Community Relations: Ms. Linda Perkins

Ms. Perkins noted the committee did not meet.

Mr. Rob Miller of Reliant Transportation reported that Reliant provided 6,680 completed rides in June and 96% were on-time. There were 4,502 total hours and one valid customer service complaint in customer service.

## VIII. ACTION ITEMS

1. Approve the Title VI Report and Limited English Proficiency Plan

Ms. Rhonda Williams noted that this was a requirement of the FTA and was related to the triennial review response. She shared that the findings were associated with the written policy and not practices of CATS, as the agency simply had not updated the written policy to documents CATS' actual practices.

It was noted that Dr. Breaux, Chair of the Technical, Policies, and Practices Committee attended the F&E Committee meeting in his role as Committee Chair and the item was unanimously recommended by the F&E Committee.



Ms. Green moved that the Title VI Report and Limited English Proficiency Plan for 2017 be approved and Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

2. Authorization for the CEO to award the tire lease contract to Bridgestone Americas Tire Operations, LLC

Ms. Efferson shared that this contract was solicited via Invitation to Bid (ITB) and the contract must be awarded to the lowest responsive and responsible bidder. In this instance, Bridgestone Tire was the lowest bidder; the current contract is with Firestone and it runs through August 31<sup>st</sup>. It was noted that CATS found it more advantageous to lease tires as opposed to purchasing tires.

Ms. Pierre moved that Bridgestone Americas Tire Operations, LLC be awarded the tire lease contract and that the CEO is authorized to enter into a contract under the terms and conditions of the ITB. Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

3. Authorization for the CEO to extend contract with HWA

Mr. Brown shared that CATS staff has been working with HWA since the MV contract was awarded, and they continued to work with CATS after the MV contract expired. They have overseen the entire shelter project, including both the refurbishment of all existing shelters as well as the installation of the new shelters. It was noted that during this time, they had to contend with construction contractor changes, a learning curve for local agencies unaccustomed to shelter installation, and periods of inclement weather.

It was noted that the contract has come to an end, but due to unforeseen circumstances, there was work to be performed past the contract end date. As a result, there is an additional \$11,000 owed to HWA for the work done to complete the project.

Ms. Perkins moved that the CEO is authorized to enter into a change order with Hewitt Washington & Associates (HWA) to amend the contract between CATS and HWA to increase the term of the contract by two months and to increase the total compensation that may be paid to HWA under the contract by \$11,000. Mr. Thomas seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.



Before taking the last item, Mr. Brandt moved to amend the agenda so that the board could take public comments before the board goes into executive session to discuss the pending litigation set forth in action item number four. Ms. Perkins seconded the motion. There were no public comments. The motion passed unanimously with no abstentions.

## IX. PUBLIC COMMENTS

Mr. Corey Buck shared that he has experienced buses passing customers, inconsistencies with the service, rude drivers, and bad information from customer service. He hopes to see improvement in the service.

Mr. Ralph Carter noted that he spoke to the board about three months ago and has not seen the change he hoped to see. There is a breakdown in communication between upper management and the workforce. There are some drivers who are not cutting it and should not be part of CATS moving forward, as well as some supervisors. There should also be a supervisor at the terminal at all times to assist customers and the flow of bus traffic. The agency needs employees who are forward thinking.

# X. CONTINUATION OF ACTION ITEMS

4. Authorization for the CEO to settle the claim of Yoshema Day 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 19<sup>th</sup> Judicial District Court and is Suit Number 654,690, Sec. 26; and that Yoshema Day is the plaintiff and Capital Area Transit System and Tammy Amos are the defendants.)

Before taking up this item, Mr. Brandt moved that the board go into executive session to discuss the pending litigation set forth in action item number four. Ms. Perkins seconded the motion. There were no public comments. The motion passed unanimously with no abstentions..

Upon returning from executive session, Ms. Perkins moved that the CEO is authorized to settle the claim of Yoshema Day for the sum of nineteen thousand five hundred and 00/100 (\$19.500) dollars under the terms and conditions of the settlement and judgment payment policy adopted by the Board on July 20, 2004 as amended. Dr. Breaux



seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

## X. ADJOURN

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







MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
AUGUST 15, 2017
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

Present were Messrs. Bellue, Brandt, Breaux, Cohran, O'Gorman, and Thomas and Mss. Green and Perkins. Ms. Pierre was absent. Also present were Mr. Bill Deville, CEO; Mr. Conner Burns, CFO; Mr. Darrell Brown, CAO; Mr. Rod Goldman, COO; other CATS staff; Creighton Abadie of Lindsay & Abadie, A.P.L.C., CATS attorney; and members of the public.

## III. INVOCATION

Ms. Perkins gave the invocation.

# IV. APPROVAL OF MINUTES OF JULY 18, 2017 MEETING

Ms. Perkins moved to approve the minutes of the June 20, 2017, meeting and Mr. Thomas seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

## V. PRESIDENT'S ANNOUNCEMENTS



Mr. Brandt shared that Mayor-President Sharon Weston-Broome would attend the September board meeting and give some remarks at the beginning of the meeting; he urged the board members to arrive promptly.

Mr. Brandt noted that the annual CEO evaluation process was underway. Ms. Perkins is the chair of the committee, and Mr. Brandt and Dr. Breaux serve on the committee. Each board member has been asked to participate in the evaluation by Mr. Abadie, and he noted the deadline to submit evaluations.

Mr. Brandt reviewed the public comment policy.

## VI. ADMINISTRATIVE MATTERS

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

Ms. Bowie shared that the following hires were made in July: Administration – one Communications and Media Coordinator; and Maintenance – one Utility Technician. Ms. Bowie also shared that Earvin Hughes has joined the Human Resources Department as a recruiter.

Ms. Bowie noted that CATS is working with HUB in order to get rates for 2018 health insurance benefits and hopes to have a package to present the board in October.

Mr. Goldman shared that, in Operations, there are currently 135 operators on the roster and 124 are active. The Operators of the Month for June were Loretta Dale and Re'ena Byrd.

Mr. Goldman reported that ridership for July was 210,913. He noted that the preventable accidents per 100,000 miles were 6.2; the mean miles between road calls were 6,361.9; and the mean miles between mechanical failures were 2,167.8. Mr. Goldman noted that there were 166.8 trips cancelled in the month of July; this is from a total of 32,500 trips for the month. There were 24.7 complaints requiring corrective action per 100,000 miles; this is from 52 total complaints. The on-time performance metric is still being revised, but by the current measurement, CATS was at 87.8% on-time performance.

Mr. Deville shared that the Strategic Plan is ongoing and will be woven into a five year plan. He noted that various service planning projects are ongoing. The process to create the scope and funding requirements necessary for CATS to have its Comprehensive Operational Analysis (COA) is underway with the solicitation expected in the fourth quarter.



Mr. Deville noted that the electric buses are expected to arrive in early 2018, and these buses will be equipped with longer batteries and require smaller charging stations.

#### 2. Financial Statements: Mr. Conner Burns

Mr. Burns described the highlights of the written report contained in the members' packets showing the status of grants. The balance of grant funds remaining was \$2,170,446.

He then discussed the highlights of the financial statements. The 2017 year-to-date property tax monies received was \$16,831,754, and the amount expended from that source was \$13,168,643. July operating revenues were \$251,132 and governmental revenues were \$1,886,807, for a total source of funds of \$2,137,939. The total direct operating expenses were \$2,120,741.

The revenue comparison for July is as follows: 2017 - \$251,132; 2016 - \$212,205; 2015 - \$231,967; 2014 - \$208,356; and 2013 - \$165,123.

The year-to-date operating expenses break down as follows: Operations – 50%, Maintenance – 21%, ADA – 11%, Administration – 11%, Customer Care/Facility – 3%, Security – 2%, and Project Administration – 2%.

## VII. COMMITTEE REPORTS AND ANY ACTION THEREON

1. Finance and Executive: Mr. Brandt

Mr. Brandt referred the members to the minutes of the committee's August 10<sup>th</sup> 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. O'Gorman

Mr. O'Gorman noted the committee did not meet.

4. Planning: Mr. O'Gorman

Mr. O'Gorman referred the members to the minutes of the committee's August 4<sup>th</sup> meeting in their packets. He shared the



highlights of the meeting and noted that the work on the strategic plan is ongoing and the Planning Committee will be working closely with staff. There was continued discussion of the capital improvements and investments plan and how they were preliminarily ranked by the executive staff.

There was discussion of other planning items, including the scope and RFP for the upcoming Comprehensive Operational Analysis (COA). There was discussion of refurbishing old but still usable Gillig buses to add service to existing lines that need more frequency.

5. Community Relations: Ms. Linda Perkins

Ms. Perkins noted the committee did not meet.

Mr. Rob Miller of Reliant Transportation reported that Reliant provided 6,262 completed rides in July and 98.8% were on-time. There were 4,321 total hours and three valid customer service complaints.

#### VIII. ACTION ITEMS

1. Authorize the CEO to extend the contract with Brown Claim Services, Inc. for adjuster claims services and third party administrator services

Ms. Efferson shared that this was a renewal of a 2010 contract that was competitively bid. Brown Claim Services continues to be the lowest priced of all who originally submitted a bid.

Mr. Brown shared that he wants to review risk management at CATS and this is one component. This is the reason for requesting a renewal of six months rather than one year.

Mr. Bellue moved that the CEO is authorized to extend the contract with Brown Claim Services, Inc. for a period of six months under the same terms and conditions as the contract currently provides and Dr. Breaux seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

2. Authorization for the CEO to declare 19 Gillig buses, all Blue Bird buses and all Blue Bird parts as surplus

Mr. Goldman shared that all the buses being declared surplus are over their useful age; there are a number of buses that are 12 to 20



years old. CATS may keep five or six of the Gillig buses to refurbish and use to enhance service.

Mr. Cohran moved to approve the following resolution and Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

# RESOLUTION OF BOARD OF COMMISSIONERS OF CAPITAL AREA TRANSIT SYSTEM DECLARING CERTAIN ITEMS AS SURPLUS PROPERTY

BE IT RESOLVED that the following buses and all Blue Bird parts are declared surplus property and that the CEO of Capital Area Transit System (CATS) is authorized to have the buses and parts disposed of as he deems fit:

- Seven (7) 1997 Gillig Phantoms
- Three (3) 1998 Gillig Phantoms
- Six (6) 2001 Gillig Phantoms
- One (1) 2003 Gillig Low Floors
- Two (2) 2003 Gillig Phantoms
- Twenty-Seven (27) 2005 Ultra Low Floor Blue Bird Coaches

Vehicle No.	Year	Length	Description - CATS Vehicle	VIN	Date in Service
104	1997	35 foot	Gillig Phantom Coach	15GCB211XV1088205	4/28/1997
106	1997	35 foot	Gillig Phantom Coach	15GCB2113V1088207	4/30/1997
109	1997	35 foot	Gillig Phantom Coach	15GCB2113V1088210	5/5/1997
111	1997	35 foot	Gillig Phantom Coach	15GCB2119V1088311	5/5/1997
114	1997	35 foot	Gillig Phantom Coach	15GCB2117V1088324	5/5/1997
115	1997	35 foot	Gillig Phantom Coach	15GCB2119V1088325	5/1/1997
120	1997	35 foot	Gillig Phantom Coach	15GCB2112V1088330	5/12/1997
122	1998	35 foot	Gillig	15GCB2116W1088516	4/18/1998



			Phantom Coach		
124	1998	35 foot	Gillig	15GCB211XW1088518	4/23/1998
124	1770	33 1000	Phantom	13GCB211X W 1000310	4/25/1770
			Coach		
127	1998	35 foot	Gillig	15GCB211XW1088521	4/23/1998
127	1770	25 1000	Phantom	130002111111111000321	1/20/1//0
			Coach		
250	2001	35 foot	Gillig	15GCB271911111314	11/8/2014
			Phantom		
			Coach		
251	2001	35 foot	Gillig	15GCB271211111316	11/8/2014
			Phantom		
			Coach		
252	2001	35 foot	Gillig	15GCB271411111317	11/8/2014
			Phantom		
			Coach		
253	2001	35 foot	Gillig	15GCB271811111319	11/8/2014
			Phantom		
			Coach		
254	2001	35 foot	Gillig	15GCB271611111321	11/8/2014
			Phantom		
277	2001	27.6	Coach	15000001011111222	44/0/0044
255	2001	35 foot	Gillig	15GCB271811111322	11/8/2014
			Phantom		
129	2002	35 foot	Coach	15CCD1912210725(1	2/10/2002
129	2003	35 100t	Gillig Low Floor	15GCB181331073561	3/10/2003
			Model		
256	2003	35 foot	Gillig	15GCB271731112142	9/20/2015
230	2003	33 1001	Phantom	13GCB2/1/31112142	7/20/2013
			Coach		
257	2003	35 foot	Gillig	15GCB271031112144	9/20/2015
207	2000	25 1001	Phantom	100002/1001112111	)/20/2015
			Coach		
132	2005	35 foot	Blue Bird	1BAGJBPA65W100267	11/23/2004
			<b>ULF Coach</b>		
133	2005	35 foot	Blue Bird	1BAGJBPA85W100268	11/23/2004
			<b>ULF Coach</b>		
134	2005	35 foot	Blue Bird	1BAGJBPAX5W100269	11/23/2004
			<b>ULF Coach</b>		
135	2005	35 foot	Blue Bird	1BAGJBPA85W100270	11/23/2004
			ULF Coach		
136	2005	35 foot	Blue Bird	1BAGJBPA85W100271	11/23/2004
			ULF Coach		
137	2005	35 foot	Blue Bird	1BAGJBPAX5W100272	11/23/2004
			ULF Coach		
138	2005	35 foot	Blue Bird	1BAGJBPA15W100273	11/23/2004
100	•••	25.5	ULF Coach	4D + G + D + C =	44/88/2007
139	2005	35 foot	Blue Bird	1BAGJBPA35W100274	11/23/2004



			ULF Coach		
140	2005	35 foot	Blue Bird	1BAGJBPA55W100275	11/23/2004
			<b>ULF Coach</b>		
141	2005	35 foot	Blue Bird	1BAGJBPA75W100276	11/23/2004
			<b>ULF Coach</b>		
142	2005	35 foot	Blue Bird	1BAGJBPA95W100277	11/23/2004
			<b>ULF Coach</b>		
143	2005	35 foot	Blue Bird	1BAGJBPA05W100278	11/23/2004
			<b>ULF Coach</b>		
144	2005	35 foot	Blue Bird	1BAGJBPA25W100279	11/23/2004
			<b>ULF Coach</b>		
145	2005	35 foot	Blue Bird	1BAGJBPA95W100280	11/23/2004
			ULF Coach		
146	2005	35 foot	Blue Bird	1BAGJBPA05W100281	11/23/2004
			ULF Coach		
147	2005	35 foot	Blue Bird	1BAGJBPA25W100282	11/23/2004
			ULF Coach		
148	2005	35 foot	Blue Bird	1BAGJBPA45W100283	11/23/2004
			ULF Coach		
149	2005	35 foot	Blue Bird	1BAGJBPA65W100284	11/23/2004
			ULF Coach		
150	2005	35 foot	Blue Bird	1BAGJBPA85W100285	11/23/2004
			ULF Coach		
151	2005	35 foot	Blue Bird	1BAGJBPAX5W100286	11/23/2004
			ULF Coach		
152	2005	35 foot	Blue Bird	1BAGJBPA15W100287	11/23/2004
4-4	2007	27.0	ULF Coach	17 1 6 17 7 1 7 1 1 1 1 1 1 1 1 1 1 1 1	11/02/001
154	2005	35 foot	Blue Bird	1BAGJBPA55W100289	11/23/2004
		27.0	ULF Coach	47 4 6 477 4 4 5 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4	11/02/001
155	2005	35 foot	Blue Bird	1BAGJBPA15W100290	11/23/2004
1 = 6	2007	27.0	ULF Coach	45 4 6 455 4 4 5 4 4 4 4 4 4 4 4 4 4 4 4	11/02/001
156	2005	35 foot	Blue Bird	1BAGJBPA35W100291	11/23/2004
155	2005	27.6	ULF Coach	1D 1 C IDD 1 55W/100202	11/22/2004
157	2005	35 foot	Blue Bird	1BAGJBPA55W100292	11/23/2004
150	2005	25.64	ULF Coach	1D A C IDD A 75W 100202	11/22/2004
158	2005	35 foot	Blue Bird	1BAGJBPA75W100293	11/23/2004
150	2005	25 So of	ULF Coach	1D A C IDD A 05W100304	11/22/2004
159	2005	35 foot	Blue Bird	1BAGJBPA95W100294	11/23/2004
			ULF Coach		

# IX. PUBLIC COMMENTS

Mr. Brandt invited public comments and there were none.

## X. ADJOURN

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





MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
SEPTEMBER 19, 2017
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

Present were Messrs. Bellue, Brandt, Breaux, Cohran, O'Gorman, and Thomas and Mss. Green, Perkins, and Pierre. Also present were Mr. Bill Deville, CEO; Mr. Rod Goldman, COO; Mr. Conner Burns, CFO; Mr. Darrell Brown, CAO; other CATS staff; Creighton Abadie of Lindsay Abadie, A.P.L.C., CATS attorney; and members of the public.

III. INVOCATION

Ms. Perkins gave the invocation.

IV. REMARKS FROM MAYOR-PRESIDENT SHARON WESTON BROOME

Mr. Brandt welcomed Mayor-President Broome and shared that she was the first Mayor-President to speak at a CATS Board meeting in recent history. He noted that the relationship between CATS and the City-Parish is a crucial one and expressed his gratitude, and that of the entire CATS Board of Commissioners, for her visit.



Mayor-President Broome thanked the board for the invitation to come speak and noted that she served on the CATS Board when she was a Metro Council member.

The Mayor noted that public transit plays a vital role in building a strong, vibrant community, and provides the opportunity for mobility and independence. She shared that she was happy to see CATS moving in a direction to elevate transportation in Baton Rouge.

Mayor-President Broome expressed her enthusiasm for the Bus Rapid Transit route planned on Plank Road and noted the vital role that will play in revitalization in the North Baton Rouge area. This reiterates the contribution CATS makes to economic development in Baton Rouge.

The Mayor closed by saying she was happy to have the opportunity to engage the CATS Board and looked forward to keeping the lines of communication open and productive between CATS and the City-Parish.

Mr. Brandt thanked the Mayor for her time and shared that CATS understands it cannot operate in a silo if it is to be successful.

Mr. Deville expressed his appreciation to the Mayor for taking time to address the board members and conveyed his gratitude for her being such a strong advocate for public transit in the capital city.

## V. APPROVAL OF MINUTES OF AUGUST 15, 2017 MEETING

Ms. Perkins moved to approve the minutes of the August 15, 2017, meeting and Dr. Breaux seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

## VI. PRESIDENT'S ANNOUNCEMENTS

Mr. Brandt reviewed the public comment policy.

He noted that the third Tuesday of November is the week of Thanksgiving and there were concerns of having a quorum, and he would therefore be asking the board in October to approve moving the meeting to the second Tuesday in November, which is November 14<sup>th</sup>; this would also move the date of the F&E Committee ahead a week, to November 9<sup>th</sup>.

Mr. Brandt shard that he received a letter from the FTA Region VI Director noting that the triennial findings were officially closed. He expressed his congratulations to the staff for successfully closing the review.

#### VII. ADMINISTRATIVE MATTERS



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

Ms. Bowie shared that the following hires were made in August: Operations – 13 Cadets.

Ms. Bowies noted that CATS presented individual compensation statements to all employees to provide a comprehensive look at total salary and benefits.

The following employees celebrated service anniversaries in the third quarter: one year – Regina Celestine, Yolanda Hill, Gretchen Major, Kenneth McKnight, Jason Lee, Joseph Hawk, Raquita Joseph, and Lawanda Young; five years – Erica Charles, Roland Thomas, Ill, and Abby Hannie; fifteen years – Cedrick Rogers; and twenty or more years – Cynthia Vessel (22), Beverly McMorris (23), and James Godwin (29).

Mr. Goldman shared that, in Operations, there are currently 136 Operators on the roster and 128 are active. The Operators of the Month for August were Evette Thomas and Tiffany Variste. It was noted that there are currently five cadets in training and two classes scheduled to begin before the end of the year.

Mr. Goldman reported that ridership for August was 232,219. He noted the mean miles between road calls were 6,486.3; the mean miles between mechanical failures were 2,270.2. There were 301.5 trips cancelled in August, and 99.1% of trips operated. The on-time performance metric is still being revised, but by the current measurement, CATS was at 85.6% on time. There were 7.9 preventable accidents per 100,000 miles in August. There were 23.3 complaints per 100,000 boardings in August.

Mr. Goldman shared an update on the Comprehensive Operational Analysis (COA) process and noted that staff hopes to have a solicitation completed by the end of the fourth quarter.

Mr. Goldman reported that planning is underway for the modified Bus Rapid Transit routes for both Plank Road and Florida Boulevard. Staff has determined it will proceed with the modified BRT on Plank Road first, and this will be a phased process that begins with the delivery of electric buses and will be followed by installation of shelters and amenities.

Mr. Deville shared that hub progress was ongoing, and the board would be asked to take action on the Cortana and Earl K. Long sites later in the meeting.



Mr. Deville noted that he executed a contract with Christina Stephens Public Relations, LLC for Communications and Public Relations Support one September 5<sup>th</sup>. The contract is for twelve months and will not exceed \$49,500 for the duration of the contract.

Mr. Deville shared that the RFP for the new paratransit contract was released on August 31<sup>st</sup> and the plan is to enter into a three-year contract with a vendor once it is awarded.

Mr. Deville reported that Congressman Graves called to let CATS know the agency has been awarded a \$500,000 no-lo grant, which is the first ever for CATS; he also noted that the \$1 million in DOTD TAP funding has been confirmed.

2. Financial Report: Mr. Conner Burns

Mr. Burns noted the balance of grant funds remaining was \$2,073,060.

August operating revenues were \$239,712; the total governmental revenues were \$2,025,946, for a total source of funds of \$2,265,658. The total direct operating expenses for August were \$2,320,997.

The year-to-date operating expenses breakdown is as follows: Operations – 50%; Maintenance – 20%; Administration – 12%; ADA Paratransit – 11%; Facility and Customer Care – 3%; Project Administration – 2%; and Security – 2%.

## VIII. 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 September 14<sup>th</sup> 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 referred the members to the minutes of the September 7<sup>th</sup> meeting in their packets. He shared the highlights and noted that the items would be considered for action later in the meeting.

3. Audit: Mr. Kevin O'Gorman

Mr. O'Gorman noted that the committee did not meet.



4. Planning: Mr. Kevin O'Gorman

Mr. O'Gorman referred the members to the minutes of the August 22<sup>nd</sup> meeting in their packets. He shared the highlights and noted that the items would be considered for action later in the meeting.

5. Community Relations: Ms. Linda Perkins

Ms. Perkins referred the members to the minutes of the September 13<sup>th</sup> meeting in their packets and shared the highlights of the meeting.

Mr. Rob Miller of Reliant Transportation reported that Reliant provided 7,026 rides in August and 95% were on time. There were 4,628 total service hours and zero valid complaints.

## IX. ACTION ITEMS

1. Report on the CEO Evaluation and Consideration of Increasing the CEO's Compensation (Due to the subject matter of this item, the board may vote to go into executive session to discuss the character and/or professional competence of the CEO)

Mr. Brandt reported that Ms. Perkins chaired the CEO Evaluation Committee and he and Dr. Breaux served on the committee with her. He gladly expressed that all nine board members participated in an evaluation survey. Mr. Brandt shared that there was also input from various stakeholders, including Baton Rouge Area Chamber, Baton Rouge Area Foundation, Center for Planning Excellence, FTA Region VI, the Mayors of Baton Rouge and Baker, Together Baton Rouge, and CATS riders.

Mr. Brandt noted that Mr. Deville met or exceeded all expectations in the evaluation.

It was the unanimous recommendation of the CEO Evaluation Committee that Mr. Deville receive a five per cent (5%) increase in his base salary on the anniversary date of his contract, September 20, 2017, and the F&E Committee also unanimously made the same recommendation.

Mr. Brandt moved that the base salary of William J. Deville be increased by five per cent (5%) as of the anniversary of his contract and Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.



2. Consideration of Awarding the Graphic Design Professional Services Contract to Brew Agency, LLC

Mr. Deville shared that CATS solicited proposals from six local graphic design firms and four were received by CATS. A Proposal Evaluation Committee reviewed the proposals and recommended Brew Agency, LLC as the firm to receive the contract award. The amount of the contract will not exceed \$76,000 for 12 months.

It was noted that this item was considered by the F&E Committee and was unanimously recommended.

Mr. Bellue moved that the CEO is authorized to enter into a contract for graphic design work with Brew Agency, LLC, for a period of one year and for an amount not to exceed \$76,000 and with additional terms and conditions as the CEO deems appropriate. Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion carried unanimously with no abstentions.

3. Consideration of Adopting the Title VI Disadvantage Business Enterprise (DBE) Policy

Ms. Rhonda Williams briefly reviewed the policy for the board members and noted that it was written in accordance with FTA requirements. She reported that she removed irrelevant and incorrect items from the previous CATS policy and incorporated what was necessary per FTA guidelines. It was noted that the DBE goal of CATS is six per cent (6%).

It was noted that this item was considered by both the TPP and F&E Committees and was unanimously recommended.

Dr. Breaux moved that the Title VI Disadvantaged Business Enterprise (DBE) Policy be adopted and Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion unanimously passed with not abstentions.

4. Consideration of Adopting the CATS Social Media Policy

It was noted that this was the first social media policy for CATS. After review at the TPP committee, legal counsel was asked to review the policy and he provided his input.

The policy was considered by both the TPP and F&E Committees and unanimously recommended.



Dr. Breaux moved that the CATS Social Media Policy be adopted and Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion carried unanimously with no abstentions.

5. Consideration of Authorizing the CEO to Begin Hub Improvements to Interim Hub Sites at Cortana Mall and Former Earl K. Long site

Mr. Goldman reported that CATS is seeking to make improvements to the interim hub sites at Cortana Mall and the former Earl K. Long site that include additional passenger boarding and alighting areas, extra transit shelters with seating, two or three designated bus bays, information signage, landscaping, asphalt removal and concrete replacement, and fencing at both areas. The projected cost is \$150,000-\$175,000 for both locations. Mr. Goldman shared that some of the operational changes proposed originated from George DeCuir, a bus operator.

It was noted that this item was considered by both the Planning and F&E Committees and was unanimously recommended.

Mr. O'Gorman moved that the CEO is authorized to begin making hub improvements to the interim transit hubs located at the Cortana Mall and the former Earl K. Long hospital sites at a cost not to exceed \$175,000. Mr. Cohran seconded the motion. Mr. Brandt invited public comment and there was none. The motion unanimously carried with no abstentions.

Before taking the last item Mr. Brandt moved to amend the agenda so that the board could take public comments before the board goes into executive session to discuss a pending workers compensation claim set forth in action item number six. Ms. Perkins seconded the motion. Mr. Brandt invited public comments and there were none. The motion passed unanimously with no abstentions.

## X. PUBLIC COMMENTS

Mr. Brandon Songy shared that he was a rider of choice and has been since November 2016. He noted that he has seen significant positive changes in the system since he began riding.

Mr. Brandt moved to enter into executive session to discuss the pending claim and Ms. Perkins seconded the motion. Mr. Brandt invited public comments and there were none. The motion passed unanimously with no abstentions. Thereafter, the board entered into executive session.



#### XI. CONTINUATION OF ACTION ITEMS

6. Authorization for the CEO to settle the workers compensation claim of Stephanie Breaux. (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, but not in litigation, and that Stephanie Breaux is the claimant and Capital Area Transit System is the defendant.)

Upon returning from executive session, Mr. Bellue moved that the CEO is authorized to settle the workers compensation claim of Stephanie Breaux for the sum of Eighty Thousand and 00/100 (\$80,000.00) Dollars to be paid as follows: \$10,000 upon approval from the workers compensation judge; \$30,000 on November 1, 2017, and \$40,000 to be paid on or before February 15, 2017. Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion carried unanimously with no abstentions.

#### XII. ADJOURNMENT

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





MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
OCTOBER 17, 2017
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. Rod Goldman, COO; Mr. Conner Burns, CFO; Mr. Darrell Brown, CAO; other CATS staff; Creighton Abadie of Lindsay Abadie, A.P.L.C., CATS attorney; and members of the public.

III. INVOCATION

Ms. Perkins gave the invocation.

IV. APPROVAL OF MINUTES OF SEPTEMBER 19, 2017 MEETING

Ms. Perkins moved to approve the minutes of the September 19 2017, meeting and Mr. Thomas seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

V. PRESIDENT'S ANNOUNCEMENTS



Mr. Brandt reviewed the public comment policy.

#### VI. ADMINISTRATIVE MATTERS

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

Ms. Bowie shared that the following hires were made in September: Administration – 1 Procurement Analyst; Maintenance – 2 Utility Technicians; and Customer Care – 1 Supervisor.

Ms. Bowie noted that CATS reviewed offers from potential insurance providers on October 10<sup>th</sup>.

It was noted that the Human Resources Department began antisexual harassment training on October 9<sup>th</sup> as well as reviewing the Social Media policy with all employees.

Mr. Goldman shared that, in Operations, there are currently 134 Operators on the roster and 127 are active. The Operators of the Month for September were LaDonna Robertson and Grace Cooper.

Mr. Goldman reported that ridership for September was 234,237. He noted the mean miles between mechanical failures were 1,809; the mean miles between road calls were 5,979.8. There were 218 trips cancelled in September, and 99.3% of trips operated. The on-time performance metric is still being revised, but by the current measurement, CATS was at 85% on time. There were 4.2 preventable accidents per 100,000 miles in September. There were 27.7 complaints per 100,000 boardings in September; there were 65 total complaints for the month.

Mr. Goldman noted that supervisors in Operations would be assigned certain routes in an effort to increase service quality.

Mr. Goldman shared an update on the Comprehensive Operational Analysis (COA) process and noted that staff hopes to have a solicitation completed by the end of the fourth quarter.

Mr. Deville shared that hub progress was ongoing, and CATS is currently working with the FTA to obtain the necessary approval required to finalize the sale of land for the North Baton Rouge hub.

Mr. Deville notified the board that CATS was awarded a \$500,000 FTA NoLo grant for Proterra electric buses as the initial step in upgrading the fleet to include electric buses for the modified BRT line.



Mr. Burns noted the balance of grant funds remaining was \$9,606,959.

September operating revenues were \$256,376; the total governmental revenues were \$2,612,662, for a total source of funds of \$2,869,038. The total direct operating expenses for September were \$2,459,763.

The property tax collected year-to-date is \$16,869,534, and the amount expended year-to-date is \$16,043,643.

The year-to-date operating expenses breakdown is as follows: Operations – 50%; Maintenance – 20%; Administration – 12%; ADA Paratransit – 11%; Facility and Customer Care – 3%; Project Administration – 2%; and Security – 2%.

#### 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 12<sup>th</sup> meeting in their packets. He shared the highlights and noted that the action items would be considered later in the meeting.

Mr. Brandt noted that he would be asking the board to defer the health insurance action item in order to give the ATU more time to review the proposal; if deferred, this item would be taken in November.

2. Technical, Policies and Practices: Dr. Peter Breaux

Dr. Breaux noted that the committee did not meet.

3. Audit: Mr. Kevin O'Gorman

Mr. O'Gorman noted that the committee did not meet.

4. Planning: Mr. Kevin O'Gorman

Mr. O'Gorman referred the members to the minutes of the September 21<sup>st</sup> meeting in their packets. He shared the highlights and noted that the majority of the discussion centered on the upcoming Plank Road modified BRT route and the Government Street project. He shared there was also discussion concerning future hub planning.



5. Community Relations: Ms. Linda Perkins

Ms. Perkins noted that the committee did not meet.

Mr. Rob Miller of Reliant Transportation reported that Reliant provided 6,481 rides in September and 95% were on time. There were 4,200 total service hours and one valid complaint.

#### VIII. ACTION ITEMS

1. Consideration of moving the November board meeting date to November 14, 2017

Mr. Brandt reported that there was concern of having a quorum if the meeting was held on its regular date, and therefore he recommended the meeting be moved to the second Tuesday in November on November 14<sup>th</sup>.

Mr. Brandt moved that the November meeting of the CATS Board of Commissioners be moved to November 14, 2017, and Mr. Cohran seconded the motion. Mr. Brandt invited public comment and there was none. The motion carried unanimously with no abstentions.

2. Consideration of renewing the health insurance policy with United Healthcare for 2018

This item was deferred to the November board meeting.

#### IX. PUBLIC COMMENTS

There were no public comments.

#### X. ADJOURNMENT

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





MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
NOVEMBER 14, 2017
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

Present were members Messrs. Bellue, Brandt, Breaux, Cohran, and Thomas and Ms. Perkins. Absent were Mr. O'Gorman and Mss. Green and Pierre. Also present were Mr. Bill Deville, CEO; Mr. Rod Goldman, COO; Mr. Darrell Brown, CAO; other CATS staff; Creighton Abadie of Lindsay Abadie, A.P.L.C., CATS attorney; and members of the public.

III. INVOCATION

Ms. Perkins gave the invocation.

IV. APPROVAL OF MINUTES OF OCTOBER 17, 2017 MEETING

Ms. Perkins moved to approve the minutes of the October 17, 2017, meeting and Mr. Thomas seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

V. PRESIDENT'S ANNOUNCEMENTS



Mr. Brandt reviewed the public comment policy.

Mr. Brandt shared that the 2018 budget would be considered for adoption at the December board meeting, along with the Strategic Plan and Capital Improvements and Investments Plan.

#### VI. ADMINISTRATIVE MATTERS

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

Ms. Bowie shared that the following hires were made in October: Operations – 1 Bus Operator, 22 Operator Trainees, and 1 intern.

Ms. Bowie noted that CATS conducted new hire training classes on October 2<sup>nd</sup> and 30<sup>th</sup>.

CATS will be conducting open enrollment for health insurance from November 13<sup>th</sup> through November 17<sup>th</sup>.

Mr. Goldman shared that, in Operations, there are currently 134 Operators on the roster and 123 are active. The Operators of the Month for October were Debra Taylor and Paula King.

Mr. Goldman reported that ridership for October was 235,514. He noted the mean miles between mechanical failures were 1,710; the mean miles between road calls were 5,132.1. There were 273 trips cancelled in October and 99.2% of trips operated. The on-time performance metric is measured by both current and new metrics, but by the current measurement, CATS was at 85.6% on time. There were 8.4 preventable accidents per 100,000 miles in October. There were 26.3 complaints per 100,000 boardings in October; there were 62 total complaints for the month, and 20 that required corrective action.

Mr. Goldman noted that supervisors in Operations would be assigned certain routes in an effort to increase service quality.

Mr. Goldman shared an update on the Comprehensive Operational Analysis (COA) process and noted that staff may be slightly behind schedule, but that the Scope of Work has been developed.

Mr. Deville shared that hub progress was ongoing, and CATS is currently working with the FTA to obtain the necessary approval required to finalize the sale of land for the North Baton Rouge hub.



Mr. Deville notified the board that CATS expects to take delivery of three electric buses in March 2018, and the board will be asked to take action later in the meeting.

Mr. Deville noted that former CFO Conner Burns has resigned, and he thanked Mr. Burns for his years of service to CATS. Mr. Deville then introduced Robert "Bob" Miller, who is serving as interim CFO until a replacement is named. Mr. Miller comes to CATS from California and has both private sector and transit experience.

With regards to the financials, Mr. Deville reported the balance of grant funds remaining was \$8,409,891.

October operating revenues were \$263,200; the total governmental revenues were \$695,833, for a total source of funds of \$959,033. The total direct operating expenses for October were \$2,571,871.

The property tax collected year-to-date is \$16,935,248, and the amount expended year-to-date is \$16,593,643.

The year-to-date operating expenses breakdown is as follows: Operations – 51%; Maintenance – 20%; Administration – 11%; ADA Paratransit – 11%; Facility and Customer Care – 3%; Project Administration – 2%; and Security – 2%.

#### 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 November 9<sup>th</sup> 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 that the committee did not meet.

3. Audit: Mr. Jim Brandt

As Mr. O'Gorman was absent, Mr. Brandt gave both the Audit and Planning Committee reports. Mr. Brandt noted that the committee did not meet.

4. Planning: Mr. Jim Brandt



Mr. Brandt referred the members to the minutes of the November 13<sup>th</sup> meeting in their packets. He shared the highlights and noted that the majority of the discussion centered on the Strategic Plan and the Capital Improvements and Investments Plan. He shared that CATS staff will be distributing the plans to board members for their final input before bringing the plans to the board for considerations in December.

5. Community Relations: Ms. Linda Perkins

Ms. Perkins noted that the committee did not meet.

Mr. Rob Miller of Reliant Transportation reported that Reliant provided 6,854 rides in October and 95% were on time. There were 4,474 total service hours and zero valid complaints.

#### VIII. ACTION ITEMS

1. Consideration of authorization to remove Conner Burns as a signatory on behalf of CATS for all Whitney/Hancock Bank accounts and authorization for the CEO to execute all documents required to effectuate these changes

It was noted that this is a requirement of Whitney/Hancock Bank anytime there is an addition or removal of a signatory on accounts.

Mr. Brandt informed the board that this item was unanimously recommended by the F&E Committee for approval.

Ms. Perkins moved that the following resolution be adopted and Mr. Bellue seconded the motion. Mr. Brandt invited public comment and there was none. The motion carried unanimously with no abstentions.

## RESOLUTION REVOKING CONNER BURNS'CHECK SIGNING AUTHORITY

BE IT RESOLVED that Mr. Frederick C. Burns' (Conner Burns) authority to sign checks for all Whitney/Hancock Bank accounts is hereby revoked, that William J. Deville is hereby authorized to execute all documents required to effectuate this change, and that the "Resolution of a State or Local Government Operating Under Authority of a Board, Council or Other Type of Governing Body" attached hereto as Exhibit A is hereby adopted.



# RESOLUTION OF A STATE OR LOCAL GOVERNMENT OPERATING UNDER AUTHORITY OF A BOARD, COUNCIL OR OTHER TYPE OF GOVERNING BODY

Whitney Bank, also dba Hancock Bank

Name: <u>Capital Area Transit System</u>, Address: <u>2250 Florida Boulevard</u> City, State and ZIP: Baton Rouge, LA 70802

A. We, the undersigned, certify that: we are the President and Secretary/Clerk of the above-named State or Local Government (hereinafter referred to as the "Governing Authority") duly created, organized, and operating under the Constitution and Laws of the State of Louisiana. Federal ID Number 720755868, and; that the following is a true, correct, and certified copy of a resolution adopted at a meeting of the Governing Authority, properly called and duly held on November 14, 2017, and; that this resolution has been properly entered into the minutes having not been modified or rescinded.

#### B. To be resolved that:

- (1) The Financial Institution named above is designated as a depository for the funds of this Governing Authority:
- (2) This resolution shall continue to have effect until written notice of its recession, modification, or cancellation has been received and recorded by this Financial Institution:
- (3) All transactions, if any, with respect to any deposits, withdrawals, rediscounts, and borrowings by or on behalf of the Governing Authority with this Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confinned:
- (4) Any of the persons named below, so long as they are acting in a representative capacity as agents of the Governing Authority, are authorized to make any and all contracts, agreements, stipulations and orders which they deem advisable and necessary to open an Account(s) with the Financial Institution and for the effective exercise of powers over said account(s) for the transacting of all business concerning funds deposited in, moneys borrowed from, or other business transacted by and between this Governing Authority and said Financial Institution and; to endorse checks and orders for the payment of moneys and withdrawal of funds on deposit with this Financial Institution, subject to any restriction(s) stated below. The Governing Authority agrees to, shall be bound by, and otherwise be liable for, the tenns and conditions of all such contracts, agreements, stipulations and orders. It shall be the responsibility of the Governing Authority to provide written notice to this Financial Institution



should the authority of any of the agents it has so authorized to transact business on its behalf has been terminated. This Financial Institution shall incur no liability for acting in good faith upon the representations of said agents until such notice is properly given:

- (5) Any and all prior resolutions by this governing authority and certified to this Financial Institution as governing the operation of the Governing Authority's account(s), are in full force and effect unless supplemented or modified by this authorization;
- (6) The Governing Authority agrees to the tenns and conditions of any account agreement, properly opened by any authorized representative of the Governing Authority and authorizes the Financial Institution named above, at any time, to charge the Governing Authority for all checks, drafts, or other orders, for the payment of moneys, drawn on the Financial Institution:
- C. Each person named below (name and title) is authorized to exercise the powers granted herein on all accounts opened under this Agreement and accompanying Master Signature Card on behalf of the Governing Authority:

Jeanette Eckert

Roderick Goldman

#### William J Deville

I further certify that the Governing Authority has, and at the time of adoption of this resolution did have, full power and lawful authority to adopt this foregoing resolution(s) and to confer the powers granted to the person(s) named herein:

IN WITNESS THEREOF, was of (date).	e have hereunto affixed our signatures
President	Secretary/Clerk
Printed Name	Printed Name



#### **EXHIBIT A**

MASTER SIGNATURE CARD FOR DEPOSITORY ACCOUNTS ANNEXED TO AND MADE PART OF THE RESOLUTION OF A STATE OR LOCAL GOVERNMENT OPERATING UNDER AUTHORITY OF A BOARD, COUNCIL OR OTHER TYPE GOVERNING BODY

Listing of Accounts ("listed Accounts")

Customer Name: Capital Area Transit System

#### Account Subtitle Account#

1. E	Commerce	XXXXXXX
2. H	lealth Insurance	XXXXXXX
3. F	TA	XXXXXXX
4. V	Vorker's Compensation	XXXXXX
5. P	ayroll	XXXXXXX
6. G	General	XXXXXXX
7. B	susiness Liability	XXXXXXX
8. H	lotel Motel Tax Receipts	XXXXXX
9. P	assenger Receipts	XXXXXXX
10.N	Medicaid Reimbursements	XXXXXXX
11.P	roperty Tax Fund	XXXXXXX



MASTER SIGNATURE CARD FOR DEPOSITORY ACCOUNTS ANNEXED TO AND MADE PART OF THE RESOLUTION OF A STATE OR LOCAL GOVERNMENT OPERATING UNDER AUTHORITY OF A BOARD, COUNCIL OR OTHER TYPE GOVERNING BODY

#### Customer Information:

Select One: 0 New Account X Update (Add/Delete) Signers 0 Supersede

**Exiting Signature Card** 

Governing Authority Name/Customer Name: Capital Area Transit System

Address: 2250 Florida Blvd City, State

Phone: 225-389-8920 Tax ID Number: 72-0755868

The undersigned certifies to Bank that (1) he/she is authorized to sign this Master Signature Card for Depository Accounts ("Signature Card") on behalf of Customer that are listed on Exhibit A (hereinafter referred to as Listed Accounts) and certifies that all statements made on this Signature Card are correct and in accordance with Customer's internal account authorization, organizational and governing documents; (2) each signature presented on this Signature Card is the signature of the named person, who is authorized to sign and otherwise act on behalf of Customer and all Listed Accounts with respect to the accounts listed in this Signature Card. The Customer on its behalf and on behalf of all Listed Accounts, acknowledges receipt of, and agrees to be bound by the Bank's Deposit Agreement, Terms and Conditions, as may be amended by Bank from time to time.

Authorized Signature	Officer Title	Date
Authorized Signature	Officer Title	Date
Authorized Signature	Officer Title	Date
Authorized Signature	Officer Title	Date
Authorized Signature	Officer Title	Date

2. Consideration of renewing the health insurance policy with United Healthcare for 2018

It was noted that this item was deferred from the October board meeting to give the ATU time to review the proposal. Since that time, the Union has reviewed and given their approval of the renewal.



Mr. Brandt shared that this item was unanimously recommended for approval in October and the committee reiterated that decision at the November meeting.

Mr. Cohran moved that the CEO is authorized to renew the health insurance policy with United Healthcare for 2018 as recommended by management that includes a one per cent decrease in total cost. Mr. Thomas seconded the motion. Mr. Brandt invited public comment and there was none. The motion carried unanimously with no abstentions.

3. Consideration of authorization to proceed with procurement of three Proterra electric buses for 2018 delivery

Mr. Deville shared that CATS staff has been working for the better part of the year to procure electric buses. These buses will be used for the modified BRT routes being planned on Plank Road and Florida Boulevard.

Proterra is able to build and deliver three electric buses with relative quickness because buses with similar specifications are currently in production for Lexington, Kentucky.

Mr. Brandt noted this item was discussed in the Planning Committee meeting and was unanimously recommended for approval.

Mr. Brandt moved that the following resolution be adopted, and Mr. Cohran seconded the motion. Mr. Brandt invited public comment and there was none. The motion carried unanimously with no abstentions.

### RESOLUTION AUTHORIZING THE CEO TO PROCEED WITH THE PROCUREMENT OF THREE PROTERRA ELECTRIC BUSES

BE IT RESOLVED that the Capital Area Transit System Chief Executive Officer is hereby authorized to proceed with the procurement of three Proterra electric buses for 2018 at a price not to exceed \$2,521,341 and under such other terms and conditions as he deems appropriate.

4. Authorization for the CEO to settle the claim of Robert Wilson 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 19<sup>th</sup>



Judicial District Court and is Suit Number 601,545, Sec. D; and that Robert Wilson is the plaintiff and Capital Area Transit System is the defendant.)

This item was deferred.

Mr. Brandt moved that the board enter into executive session to discuss the pending litigation and Ms. Perkins seconded. Mr. Brandt invited public comment and there was none. The motion carried unanimously with no abstentions.

5. Authorization for the CEO to settle the claim of Richard Andre 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 19<sup>th</sup> Judicial District Court and is Suit Number 657,914, Sec. 26; and that Richard Andre is the plaintiff and Capital Area Transit System is the defendant.)

Mr. Brandt moved that the CEO is authorized to settle the claim of Richard Andre for the sum of fifty one thousand one hundred seventy-four and 66/100 (\$51,174,66) dollars under the terms and conditions of the settlement and judgment payment policy adopted by the Board on July 20, 2004 as amended. Mrs. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion carried unanimously with no abstentions.

#### IX. PUBLIC COMMENTS

There were no public comments.

#### X. ADJOURNMENT

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





MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
DECEMBER 19, 2017
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. Rod Goldman, COO; Mr. Darrell Brown, CAO; other CATS staff; Creighton Abadie of Lindsay Abadie, A.P.L.C., CATS attorney; and members of the public.

III. INVOCATION

Ms. Perkins gave the invocation.

IV. APPROVAL OF MINUTES OF NOVEMBER 14, 2017 MEETING

Ms. Perkins moved to approve the minutes of the November 14, 2017, meeting and Mr. Thomas seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

V. PRESIDENT'S ANNOUNCEMENTS



Mr. Brandt reviewed the public comment policy.

Mr. Brandt took a moment to extend holiday greetings to the CATS board members, staff, contractors, and most especially the CATS customers.

Mr. Brandt shared this appreciation and admiration for the CATS operators and staff that worked the snow day on December 8<sup>th</sup> and noted that all routes had bus service—with no accidents— thanks to their dedication and efforts.

#### VI. ADMINISTRATIVE MATTERS

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

Before the executive report was reviewed, Mr. Deville wished everyone a Merry Christmas and a Happy New Year.

Ms. Bowie shared that the following hires were made in November: Maintenance – 2 Utility Technicians.

The following employees celebrated service anniversaries in the fourth quarter: one year – Agnes Brown, l'Vian Bernadette Robinson, Renee Tiner, Demichael Robertson, Darrell Brown, Brandi Renee Parker, Mary Smith, Brandi Wiggins, Candice Tucker; five years – Hunter Causey, Erica Charles, Roland Thomas, Jere Quinn, Jr.; ten years – Edward Grayson, Emily Efferson, Lori Cage; 28 years – Margo Kimble; and 33 years – Linda Square.

Mr. Goldman shared that, in Operations, there are currently 139 Operators on the roster and 135 are active. The Operators of the Month for November were Cotina Waker and Bonnie Johnson.

Mr. Goldman reported that ridership for November was 233,149. He noted the mean miles between mechanical failures were 1,452.4; the mean miles between road calls were 4,609.8. He noted the slight dip was partially due to winterization of the vehicles. There were 340 trips cancelled in November of the approximately 3,500 total and 99% of trips operated. The on-time performance metric is measured by both current and new metrics, but by the current measurement, CATS was at 85.5% on time. There were 1.9 preventable accidents per 100,000 miles in November. There were 25.7 complaints per 100,000 boardings in November; there were 60 total complaints for the month, and 21 that required corrective action.

Mr. Goldman noted that supervisors in Operations would be assigned certain routes in an effort to increase service quality.



Mr. Deville noted that two contracts under \$50,000 were executed by him in November: CK Associates for the Phase One Environmental Site Assessment for the LSU Property; and Victorious Gold for the temporary CFO services and assistance in hiring the Finance Director.

Mr. Deville shared that the paratransit RFP process is ongoing and the staff will have a recommendation for the board in January.

Mr. Deville reiterated Mr. Brandt's statements regarding the job well done by the operations and maintenance staffs on December 8<sup>th</sup> in providing much needed service to our customers in the snow.

#### 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 December 14<sup>th</sup> meeting in their packets. He shared the highlights and noted that the action items would be considered later in the meeting. He noted that all action items had been unanimously recommended by the F&E Committee for adoption.

2. Technical, Policies and Practices: Dr. Peter Breaux

Dr. Breaux referred the members to the minutes of the committee's December 7<sup>th</sup> meeting in their packets. He shared the highlights and noted that the two policies brought before the committee were unanimously recommended for adoption and sent to the F&E Committee.

3. Audit: Mr. Kevin O'Gorman

Mr. O'Gorman noted that the committee did not meet.

4. Planning: Mr. Kevin O'Gorman

Mr. O'Gorman noted that the committee did not meet but had been regularly meeting to work on the Strategic Plan. He thanked the board and staff for their combined efforts to bring the plan to completion.

5. Community Relations: Ms. Linda Perkins



Ms. Perkins referred the members to the minutes of the committee's December 13<sup>th</sup> meeting in their packets. She shared the highlights of the meeting and noted that the staff is continuing their efforts to enhance customer service for all CATS customers.

Mr. Rob Miller of Reliant Transportation reported that Reliant provided 6,133 rides in November and 97% were on time. There were 4,148 total service hours and zero valid complaints.

#### VIII. ACTION ITEMS

1. Consideration of adoption of CATS Policy Creation Guidelines

It was noted that this is policy that will guide the agency in its efforts to formalize, revise, and in some cases create policies that are both needed and required.

Mr. Deville thanked Ms. Jeanette Eckert for her commitment to establishing the necessary policies.

Mr. Brandt reiterated that this was considered at both the TPP and F&E Committees and was unanimously recommended for adoption by both.

Mr. Brandt moved that the CATS Policy Creation Guidelines be adopted and Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion carried unanimously with no abstentions.

2. Consideration of adoption of Ethics Policy

It was noted that this item is a requirement of the Louisiana Legislative Auditor.

Mr. Brandt reiterated that this was considered at both the TPP and F&E Committees and was unanimously recommended for adoption by both.

Ms. Perkins moved that the CATS Ethics Policy be adopted and Dr. Breaux seconded the motion. Mr. Brandt invited public comment and there was none. The motion carried unanimously with no abstentions.

3. Consideration of adoption of CATS Strategic Plan



Mr. Deville shared that CATS staff has been working for the better part of the year to develop the Strategic Plan and thanked both them and the board members for all the tireless work that went into the successful endeavor.

Mr. Brandt noted that the plan is one for the entire agency and provides not only priorities but also organizational goals and specific metrics. He added that there is much to do at the agency and this will be the guide for the successful implementation of the work remaining.

Ms. McNaylor noted that the staff had worked diligently to bring the plan to fruition and shared that the work could not have been done without the leadership and contribution of the CATS board, particularly Messrs. Brandt and O'Gorman.

Ms. Pierre moved that the CATS Strategic Plan be adopted and Mr. O'Gorman seconded the motion. Mr. Brandt invited public comment and there was none. The motion carried unanimously with no abstentions.

#### 4. Consideration of adoption of 2018 budget

Mr. Deville shared that the proposed 2018 budget is \$26.1 million and is a \$1.7 million reduction in expenses from 2017.

Mr. Deville thanked the staff and the finance department in particular for their perseverance in the creation of the budget.

Mr. Brandt noted that it was a remarkable feat to bring a budget with \$1.7 million reduction in spending while maintaining—at a minimum—the same service levels as 2017; there will actually be higher service levels with the addition of the modified BRT lines.

Mr. Brandt shared that a portion of the board reserve fund had been used in order to meet expense needs at the beginning of January as CATS does not receive its first property tax check before January 15<sup>th</sup> each year. Once the property tax money is received, the board reserve will be replenished.

Mr. O'Gorman moved that the following resolution be adopted and Ms. Perkins seconded. Mr. Brandt invited public comment and there was none. The motion carried unanimously with no abstentions.

RESOLUTION OF CATS BOARD OF COMMISSIONERS
APPROVING 2018 BUDGET



BE IT RESOLVED by the Board of Commissioners of Capital Area Transit System that the attached document setting forth the 2018 budget for the Capital Area Transit System, which has been made available for public inspection and presented to the Board, is hereby approved.

BE IT FURTHER RESOLVED that the agency's Chief Executive Officer shall have the authority to make changes to the line item amounts of the operating budget without the approval of the Board of Commissioners if the change does not exceed 10% in either direction. If the change exceeds a 10% variance in either direction, the agency's Chief Executive Officer shall have to return to the Board of Commissioners for approval. In no event may the amounts for total revenues to total expenditures be changed without approval of the Board of Commissioners.

Mr. Brandt moved that the board enter into executive session to discuss the pending litigation and Ms. Perkins seconded. Mr. Brandt invited public comment and there was none. The motion carried unanimously with no abstentions.

5. Authorization for the CEO to settle the claim of Robert Wilson 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 19<sup>th</sup> Judicial District Court and is Suit Number 601,545, Sec. D; and that Robert Wilson is the plaintiff and Capital Area Transit System is the defendant.)

Mr. Brandt moved that the CEO is authorized to settle the claim of Robert Wilson for the sum of fifty thousand and 00/100 (\$50,000) dollars under the terms and conditions of the settlement and judgment payment policy adopted by the Board on July 20, 2004 as amended. Ms. Pierre seconded the motion. Mr. Brandt invited public comment and there was none. The motion carried unanimously with no abstentions.

6. Authorization for the CEO to settle the claim of Katie Duplantis 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 19<sup>th</sup> Judicial District Court and is Suit Number 664,934, Sec. 22; and that



Katie Duplantis is the plaintiff and Shavis Smith, Capital Area Transit System, Theron Foster, and GEICO are the defendants.)

Mr. Brandt moved that the CEO is authorized to settle the claim of Richard Andre for the sum of fourteen thousand and 00/100 (\$14,000) dollars under the terms and conditions of the settlement and judgment payment policy adopted by the Board on July 20, 2004 as amended. Mrs. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion carried unanimously with no abstentions.

#### IX. PUBLIC COMMENTS

There were no public comments.

#### X. ADJOURNMENT

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





OPERATING AND CAPITAL BUDGET FOR THE YEAR ENDING DECEMBER 31, 2018 The CATS Operating and Capital Budget reflects the organization's commitment to the delivery of valuable transit services that are focused on the needs of our community. The Agency's service commitment has been continued as we have simultaneously focused on the efficient use of public resources that have been entrusted to us. We are pleased to announce that these efforts will permit the Agency to maintain our service hours as we lower our total direct operating expenses by almost \$2 million year over year. At the same time we will be able to introduce expanded electric bus services that are sensitive to the environment in our community. We are proud of this effort and want to recognize the commitment of our group of transit professionals.

#### **Operating Expenses:**

The CATS 2018 budget results from our efforts to review and justify all of our expenses. The CATS team seeks to position the organization for continued service enhancements. Several adjustments will be introduced in 2018. Steps have been planned in an effort to take advantages of opportunities to restructure the management to reduce costs and improve focus. Costs have been shifted and consolidated to bring new focus and efficiencies to our risk management function. Insurance, security and safety programs have been centralized. Expanded staffing has been included in order to improve service reliability and reduce overtime expenses. Additional economies result from updated personnel policies. The result of these efforts is that CATS will deliver the same services to the Baton Rouge community in 2018 at a cost that is almost \$2 mil below our costs in 2017.

#### **Operating Revenues:**

For 2018 the CATS team has focused on the efficient use of the public resources that we are entrusted with. We anticipate that \$4 mil of Federal funding will be available to underwrite the costs of the services we provide to our community. In addition, 15% of our costs will be underwritten by our riders and community partners in 2018 vs 10% in 2017. The balance of our operating revenue will come from local sources.

#### **Capital Programs:**

The introduction of new electric buses will be the most visible element of our capital program. But during 2018 CATS will move forward on important projects that will enhance mobility in our community. We will be working on the introduction of new BRT services & transit hubs that will be available in subsequent years. CATS has been active in efforts to attract Federal grant funding to move these projects forward.



#### **CAPITAL AREA TRANSIT SYSTEM**

#### **Operating Budget**

For the Year Ending December 31, 2018

	2017 Operating Revenues			
	2018 Budget	2017 Projected	Dollar Variance	
Operating Revenues:				
Passenger Paid Fares	1,800,000	1,709,677	90,323	
Special Transit Fares (Contract/Events)	328,228	338,493	(10,265)	
ADA/Paratransit Revenue	110,000	99,349	10,651	
Other Agency Revenue (Misc)	87,690	67,098	20,593	
Advertising Revenue	500,000	498,016	1,984	
Interest Income	50,000	14,103	35,897	
Total CATS Generated Revenue	2,875,918	2,726,736	149,182	
		Non Federal Subsidy		
Hotel/Motel Tax	1,300,000	1,320,481	(20,481)	
Parish Transportation Fund 145	550,000	550,000	-	
Property Tax Revenue	16,925,000	16,925,000	-	
Medicaid - NEMT	-	-	-	
Total Non Federal Subsidy	18,775,000	18,795,481	(20,481)	
	e e			
	Fed	deral Operating Subs		
FTA - CMAQ Operating	<del>-</del>	1,723,797	(1,723,797)	
FTA - Project Administration	90,000	88,362	1,638	
FTA - Planning	229,305	105,007	124,298	
FTA - Preventive Maintenance	4,118,291	3,750,000	368,291	
FTA - JARC/New Feedom	-	165,625	(165,625)	
FTA - Other Formula				
Total Federal Operating Funds	4,437,596	5,832,791	(1,395,195)	
Total Sources of Revenue	26,088,514	27,355,008	(1,266,494)	



#### **CAPITAL AREA TRANSIT SYSTEM**

#### **Operating Budget**

For the Year Ending December 31, 2018

2016 Operating Expenses

	2018		2017	Variance
	Budget		Projected	
Operating Expenses:				
Administration	3,906,588		3,071,707	834,881
Operations	12,111,667		13,631,164	(1,519,497)
Maintenance	4,772,982		5,378,853	(605,871)
ADA Paratransit	2,854,720		2,901,656	(46,936)
Project Admin & Planning	309,799		561,941	(252,142)
Customer Care	643,484		680,311	(36,827)
Facility Maint	410,727		546,690	(135,963)
Security	225,000		224,208	792
Total Direct Operating Expenses	25,234,967		26,996,530	(1,761,563)
Nonoperating Revenues (Expenses):	0.000	Federal	Capital Subsidy	
FTA - CMAQ Electric Buses Cost	2,887,734		-	
FTA - Grant money	(2,310,187)		-	
Local Match	577,547		220 127	
FTA - Bus Lease Payments FTA - Bus Lease Grant	656,274 (410,274)		328,137 (205,137)	
Local Match	246,000		123,000	
FTA - Other/Interim Hub Improvements	150,000		1,034,499	
Less Grant Funds	(120,000)		(827,598)	
Local Match	30,000		206,901	
Total Local Match for Capital Projects	853,547		329,901	
Net Operating	26,088,514		27,326,431	
not Operating	20,000,514		21,320,731	

\$



NET SURPLUS/(DEFICIT)

28,577



# MEETING OF THE BOARD OF COMMISSIONERS OF CAPITAL AREA TRANSIT SYSTEM AND PUBLIC TRANSPORTATION COMMISSION DECEMBER 20, 2016 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

Present were Messrs. Brandt, Breaux, Cutrera, and Perret, and Mss. Barrett, Collins-Lewis, Perkins, and Pierre. Mr. O'Gorman was absent. Also present were Mr. Bill Deville, CEO; Mr. Conner Burns, CFO; Mr. Don Palmer, COO; other CATS staff; Creighton Abadie of Lindsay & Abadie, A.P.L.C., CATS attorney; and members of the public.

III. INVOCATION

Ms. Perkins gave the invocation.

IV. APPROVAL OF MINUTES OF NOVEMBER 15, 2016, MEETING

Mr. Cutrera requested more detail regarding the CEO report portion of the November minutes. To ensure accuracy, the board agreed to defer the approval of the November's minutes until the January meeting so that the recording of the November meeting could be reviewed to ensure the accuracy of the minutes.

The approval of the November 15, 2016, board minutes was deferred.

V. ADMINISTRATIVE MATTERS:



#### 1. CEO Report: Mr. Bill Deville and Executive Staff

Mr. Deville noted that he would provide all the department updates for expediency.

In Human Resources, he noted that CATS made the following hires in November: Operations - 7 cadets, Administration - 1 Chief Administrative Officer, and Security - 1 Police Officer. A new class of cadets is expected to begin after Christmas.

Mr. Deville informed the board that, in Operations, the run cut implementation took effect on December 11<sup>th</sup>, and with the service, CATS no longer utilizes the Town Square/Old State Capitol area. The new hub location has moved back to the CATS Terminal at 2222 Florida. PASS training was held at CATS November 28-30 under the direction of ADA Coordinator Karen Denman.

Mr. Deville reported that, in Maintenance, preventive maintenance inspections (PMIs) are at 82%. A campaign to replace roof hatches and check all windows is underway for the month of December.

Mr. Deville reported there were 224,350 trips in November and 2,376,133 year-to-date. There were 63 complaints, and the on-time performance was 78%. The complaints are broken down as follows: courtesy -12; facilities/maintenance -3; passed up -6; performance -31; safety -7; website/IT issues -2; and other -2. It is important to note that there are 63 complaints out of 224,350 trips for the month, a percentage of 0.028%.

Mr. Deville shared that, in Service Planning, the service implementation project was completed. The highlights of this change are the CATS Downtown Transit Hub being relocated from the Old State Capitol to the CATS Terminal and the elimination of Route 15 – Red Stick Trolley.

In Facilities Planning, for the East Baton Rouge hub, CATS CAO Darrell Brown, Planner James Baker, and Project Manager Vanessa Dargin met with the City Parish Department of Transportation & Drainage Director Stephen Bonnette and staff and confirmed that his staff would provide cost and estimates for the proposed Cortana Mall Hub.

Mr. Deville noted that the COO replacement process is being led by the CATS CEO; the 2017 budget will be presented by the CATS CFO; and the CATS CEO Vision Narrative and CATS 2017 Board Retreat planning are underway and are being led by the Executive Assistant and Executive Staff.

#### 2. Financial Statements: Mr. Conner Burns

Mr. Burns described the highlights of the written report contained in the members' packets showing the status of grants. The balance of grant funds remaining was \$4,522,083.



He then discussed the highlights of the financial statements. The 2016 year-to-date property tax monies received was \$16,447,217, and the amount expended from that source was \$15,222,426. November operating revenues were \$209,550 and governmental revenues were \$2,015,449, for a total source of funds of \$2,224,999. The total direct operating expenses were \$2,076,894.

The year-to-date operating expenses break down as follows: Operations -50%, Maintenance -22%, ADA -10%, Administration -11%, Customer Care/Facility -3%, Security -2%, and Project Administration -2%.

#### VI. PRESIDENT'S ANNOUNCEMENTS

Mr. Brandt expressed his congratulations and best wishes to Mayor-President Elect Sharon Weston Broome. He noted that both he and Mr. Deville were honored to be serving on transition teams for the Mayor-President Elect.

Mr. Brandt shared that the annual Southwest Transit Association (SWTA) conference would be held in Baton Rouge February 12-15, 2017. The Hilton Capitol Center and the Raising Cane's River Center will be the locations for the conference.

#### VII. COMMITTEE REPORTS AND ANY ACTION THEREON

1. Finance and Executive: Mr. Brandt

Mr. Brandt referred the members to the minutes of the committee's December 15<sup>th</sup> meeting in their packets. He shared the highlights of the meeting and noted that there the action items would be discussed later in the meeting. He let the board know that the Mid-City Towers lease item was deferred.

Mr. Brandt noted that each action item for consideration was recommended for approval by the F&E Committee.

2. Technical, Policies and Practices: Dr. Peter Breaux

Dr. Breaux noted the committee did not meet.

3. Audit: Mr. O'Gorman

Mr. O'Gorman noted the committee did not meet.

4. Planning: Mr. Perret

Mr. Perret noted the committee did not meet. Mr. Cutrera discussed the process to date for the Cortana Mall transit hub and stated that it was his opinion that Wal-Mart is a better location than Virginia College for the hub.

5. Community Relations: Ms. Linda Perkins



Ms. Perkins referred the members to the minutes of the committee's December 14<sup>th</sup> meeting in their packets. She shared the highlights of the meeting, including complaints and certifications.

Mr. Morgan Landry of Reliant Transportation reported that Reliant provided 6,916 completed rides in November and 89% were on-time. There were 4,357 total hours and 2 valid complaints.

#### VIII. ACTION ITEMS

1. Adoption of Resolution required by Louisiana Bond Commission for the Revenue Anticipation Note/Certificate of Indebtedness

It was noted that the agency is proceeding with the certificate of indebtedness so that there are funds available for CATS operations due to anticipated delay in the receipt of property tax funds due to the August flood.

The Louisiana Bond Commission requires that this resolution be passed. This item will be considered by the State Bond Commission at its January meeting.

Ms. Collins-Lewis moved to adopt the Resolution required by the Louisiana Bond Commission for the Revenue Anticipation Note/Certificate of Indebtedness and that the funds from the certificate of indebtedness be secondary funds and only utilized after the board restricted reserve funds are utilized. Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously.

#### RESOLUTION

A resolution authorizing the Capital Area Transit System to incur debt and borrow an amount not to exceed in the aggregate \$5,000,000; authorizing the execution and delivery of all documents required in connection therewith; and authorizing the President and Secretary of the Board of Commissioners of the Capital Area Transit System to do all things necessary to effectuate this Resolution.

WHEREAS, the Capital Area Transit System (the "Issuer"), is a body politic and corporate, and a political subdivision of the State of Louisiana validly organized and created in accordance with Chapter 10 of Title 48 of the Louisiana Revised Statutes of 1950, as amended (La. R.S. 48:1451-1461, inclusive); and

WHEREAS, the Issuer, pursuant to the provisions of La. R.S. 39:742.2, desires to incur debt and issue not exceeding Five Million Dollars (\$5,000,000) of its Certificate of Indebtedness, Series 2017 (the "Certificate"), for the purpose of paying current operations of the Issuer in anticipation of revenues of the Issuer, said Certificate to mature on June 30, 2017 and to bear interest at a rate not to exceed two percent (2%) per annum; and

WHEREAS, the Board of Commissioners of the Issuer has determined that the principal and interest due in any year on the amount of the Certificate will not



exceed seventy-five percent (75%) of the revenues estimated to be realized from the 10.6 mills ad valorem tax levied and collected by the Issuer within the jurisdictional boundaries of the City of Baton Rouge, State of Louisiana, pursuant to an election held therein on April 21, 2012 (the "Baton Rouge Ad Valorem Tax"), and from the 10.6 mills ad valorem tax levied and collected by the Issuer within the jurisdictional boundaries of the City of Baker, State of Louisiana, pursuant to an election held therein on April 21, 2012 (the "Baker Ad Valorem Tax," and, together with the Baton Rouge Ad Valorem Tax, the "Pledged Ad Valorem Taxes"), as required by La. R.S. 39:742.2(B); and

NOW THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Capital Area Transit System, acting as governing authority of the Issuer, that:

SECTION 1. The Issuer is hereby authorized to incur debt and borrow an amount not to exceed in the aggregate \$5,000,000 at a rate not exceeding two percent (2%) per annum, to be repaid on or before June 30, 2017 for the purpose of paying the costs of current operations to be secured by and payable from the Pledged Ad Valorem Taxes.

SECTION 2. The President and Secretary of the Board of Commissioners of the Issuer, are hereby further authorized and directed to accept, receive, execute, seal, attest and deliver all such documents, certificates and other instruments as are required in connection with the authorization, issuance and delivery of the Certificate or to take such further action as may be appropriate or required by law in connection with the authorization, issuance and delivery of the Certificate.

SECTION 3. Application be and the same is hereby formally made to the State Bond Commission, Baton Rouge, Louisiana, for its consent and authority for the Issuer to incur debt and borrow in the aggregate not exceeding \$5,000,000 as herein provided, and a certified copy of this Resolution shall be forwarded to the State Bond Commission, together with a letter requesting the prompt consideration and approval of this application.

SECTION 4. It is recognized, found and determined that a real necessity exists for the employment of Bond Counsel in connection with the issuance of the foregoing, and, accordingly, Dunlap Fiore LLC, Baton Rouge, Louisiana, is hereby employed as Bond Counsel to the Issuer to do and to perform comprehensive, legal and coordinate professional work with respect thereto. The fee to be paid Bond Counsel for this matter shall not exceed the Attorney General's then current Bond Counsel Fee Schedule and other guidelines for comprehensive, legal and coordinate professional work, said fee to be payable out of funds provided by the Issuer subject to the Attorney General's written approval of said employment and fee as required by La. R.S. 42:261, et seq.

SECTION 5. By virtue of the Issuer's application for, acceptance and utilization of the benefits of the Louisiana State Bond Commission's approval resolved and set forth therein, the Issuer resolves that it understands and agrees that such approval is expressly conditioned upon, and it further resolves that it understands, agrees and binds itself, its successors and assigns to, full and continuing compliance with the



"State Bond Commission Policy on Approval of Proposed Use of Swaps, or other forms of Derivative Products Hedges, Etc.," adopted by the Commission on July 20, 2006, as to the borrowing and other matters subject to the approval, including subsequent application and approval under said Policy of the implementation or use of any swaps or other products or enhancements covered thereby. SECTION 6. This Resolution shall take effect immediately.

#### 2. Authorize the CEO to order 12 new buses for delivery in 2018

It was noted that this item was unanimously approved at the F&E meeting. Mr. Deville stressed that this simply allowed CATS to place the order and get in line to purchase the buses. This does not bind CATS to payment at this point.

Ms. Pierre moved that the CEO be authorized to order 12 new Gillig buses for 2018 delivery and to execute all documents required for the order. Mr. Perret seconded the motion. Mr. Brandt invited public comment and there was none. The item passed without objection.

It was noted that this is a tremendous step in the right direction and that CATS has spent approximately \$1.9 million to maintain the older buses in the last 18 months.

#### 3. Approve award of website redesign contract

It was the recommendation of the review committee that Covalent Logic be awarded the contract. This was also the recommendation of the F&E committee.

This contract will allow for the complete overhaul and maintenance of the CATS website. By contracting with Covalent Logic, CATS will obtain the use of proprietary software that is custom suited to the needs of the agency and will be user friendly on both the front and back ends.

Mr. Perret moved that Covalent Logic, LLC be awarded the contract to design the CATS website and that the CEO be authorized to enter into a contract with Covalent Logic for a price not to exceed \$91,000 in the first two years of the contract. Ms. Collins-Lewis seconded the motion. Mr. Brandt invited public comment. Rev. Anderson inquired about the solicitation process that was done with users of the website, asked if it was put out to bid, wanted to know what would be done to make the site better for the users, and wanted to know if cost was the sole factor. Following the public comments, the motion passed unanimously.

#### 4. Approve 2017 budget

Mr. Burns presented the 2017 budget to the board and expressed his appreciation to Jeanette Eckert and Pat Beard for their assistance with the planning. Mr. Burns noted that the budget is based on 275,000 service hours for 2017.

Mr. Burns shared that the 2017 total operating revenues are projected at \$2,926,000; the total federal revenue is projected at \$11,409,526; the total non-



operating revenues are projected at \$17,901,000; and the total sources of revenue is projected to be \$32,236,526.

The total direct operating expenses for 2017 are projected to be \$30,152,170. The funds projected for capital expenditures is \$2,084,356.

Ms. Perkins moved that the 2017 budget resolution be approved. Mr. Perret seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously.

#### RESOLUTION OF CATS BOARD OF COMMISSIONERS APPROVING 2017 BUDGET

BE IT RESOLVED by the Board of Commissioners of Capital Area Transit System that the attached document setting forth the 2017 budget for the Capital Area Transit System, which has been made available for public inspection and presented to the Board, is hereby approved.

BE IT FURTHER RESOLVED that the agency's Chief Executive Officer shall have the authority to make changes to the line item amounts of the operating budget without the approval of the Board of Commissioners if the change does not exceed 10% in either direction. If the change exceeds a 10% variance in either direction, the agency's Chief Executive Officer shall have to return to the Board of Commissioners for approval. In no event may the amounts of the total revenues or total expenditures be changed without approval of the Board of Commissioners.

#### IX. PUBLIC COMMENTS

At this point, since the next two items are expected to be discussed in executive session, a suggestion was made to have the public comments taken ahead of the last two action items. There was no objection to amending the agenda to take up public comments at this time.

Al Weeden, bus operator and ATU 1546 President, said he believes Wal-Mart is a better hub location than Virginia College at Cortana Mall. He apologized for the passengers that were stranded the previous night and said that one route affected three different hubs. He shared that Maintenance needs a place to park the new buses at night. He also commented that the union and the management will have to work together if things are going to get better.

Mike Dimicko, an Our Lady of the Lake employee, wanted to speak with someone regarding how CATS service can help their patients.

Rev. Anderson shared that she is frustrated and has been left on a street corner and not picked up. She has had to arrange alternate transportation because CATS has failed her. It is her opinion that there is something infinitely wrong with the system.



#### VIII. ACTION ITEMS - CONTINUED

5. Authorization for the CEO to settle the claim of Glenda Stikes 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 19<sup>th</sup> Judicial District Court and is Suit Number 644,396, Sec. 23; and that Glenda Stikes is the plaintiff and Capital Area Transit System and Tranetta Davis are the defendants.)

Ms. Collins-Lewis moved to enter executive session to discuss the pending litigation and possible settlement of each matter. Ms. Barrett seconded the motion and it passed unanimously.

Upon returning from executive session, Ms. Collins-Lewis moved that the CEO is authorized to settle the claim of Glenda Stikes for the sum of Forty Thousand Eight Hundred Twelve and 85/100 (\$40,812.85) Dollars under the terms and conditions of the settlement and judgment payment policy adopted by the Board on July 20, 2004 as amended. Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion carried unanimously.

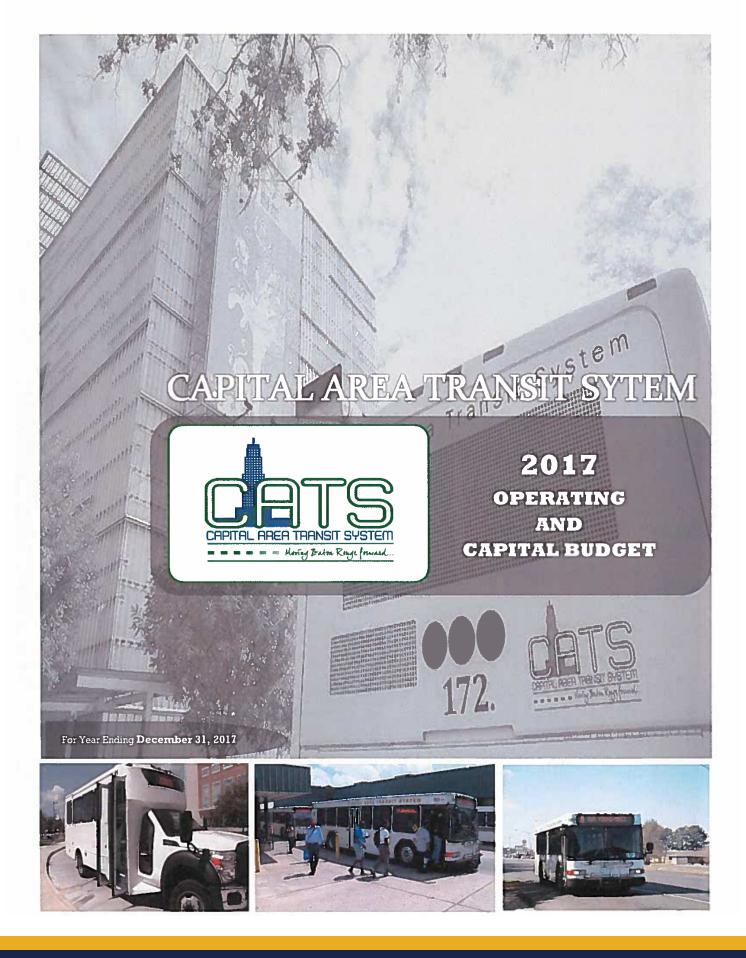
6. Authorization for the CEO to settle the claim of Teresa Sims under the terms of the settlement and judgment payment policy adopted by the Board on July 20, 2004 as amended. (This matter might possibly be discussed in executive session. As required by the Open Meeting Law, notice is hereby given that this claim is pending in the Baton Rouge City Court and is Suit Number 16-08288-C; and that Teresa Sims is the plaintiff and Capital Area Transit System and Khireston N. Scott are the defendants.)

Ms. Pierre moved that the CEO is authorized to settle the claim of Teresa Sims for the sum of Twelve Thousand Eight Hundred and 00/100 (\$12,800.00) Dollars under the terms and conditions of the settlement and judgment payment policy adopted by the Board on July 20, 2004 as amended. Mr. Perret seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed without objection.

#### X. ADJOURN

Mr. Perret moved to adjourn the meeting. Ms. Collins-Lewis seconded, and the motion carried unanimously.







## CAPITAL AREA TRANSIT SYSTEM Operating Budget For the Year Ending December 31, 2017

	2017 Operating Revenues			
	2017 Budget	2016 Projected	Dollar Variance	Percent Change
Operating Revenues				
Customer Revenue - Fares	1,680,000	1,609,345	70,655	4.20%
Customer Revenue - Contract	350,000	294,987	55,013	15.70%
Customer Revenue - Special Events		88	-88	n/a
Customer Revenue - Medicaid	320,000	22,743	297,257	92.90%
Customer Revenue - Paratransit	110,000	108,541	1,459	1.30%
Advertising Revenue	425,000	422,924	2,076	0.50%
Chartered Transportation Revenue	6,000	2,710	3,290	54.80%
Miscellaneous Revenue	25,000	37,543	-12,543	0.00%
Interest Income	10,000	10,000	-	0.00%
<u>Total Operating Revenues</u>	2,926,000	2,508,882	417,118	14.3%
	Federal Operating Subsidy			
Nonoperating Revenues (Expenses)				
FTA - CMAQ Electric Buses	2,300,000		2,300,000	0.00%
FTA - CMAQ Operating	1,316,272	2,772,732	-1,456,460	-110.70%
FTA - Project Administration		35,000	-35,000	n/a
FTA - Planning	140,000	83,333	56,667	40.50%
FTA - Preventive Maintenance	3,650,000	3,211,735	438,265	12.00%
FTA - JARC/New Freedom	361,877	422,471	-60,594	-16.70%
FTA - Other Formula	3,641,377	2,003,285	1,638,092	45.00%
<u>Total Federal</u>	11,409,526	8,528,556	2,880,970	25.3%
	Non Federal Subsidy			
Hotel/Motel Tax	1,150,000	1,200,000	-50.000	-4.30%
Parish Transportation Fund 145	751,000	550,000	201,000	26.80%
Property Tax Revenue	16,000,000	16,500,000	-500,000	-3.10%
Nonoperating Revenues (Expenses)	17,901,000	18,250,000	-349,000	-1.90%
<u>Total Sources of Revenue</u>	32,236,526	29,287,438	2,949,088	9.1%

#### **Factors Affecting Revenue**

#### **Operating Revenue**

Regular passenger fares make up the majority of operating revenue. CATS expects passenger revenue to increase by 4.2% over FY 2016 due to the increase in ridership and route adjustments and 14.3% increase in overall Agency generated revenue based on a significant increase in advertising and Medicaid riders. Fares include bus passenger fares, sales at the terminal, e-commerce and sales at off-site locations. Contract revenue includes colleges and universities and other local entities utilizing service. Other sources of revenue include charter services, miscellaneous revenue and interest income.

#### Federal Revenue: Non-Operating Revenue

Federal funding has been made available to CATS for transit operating assistance and capital projects. The allocation of grant revenue between the operating and capital budgets is a function of eligible costs and grant funds availability. CATS supplies the local portion of grant funding through generated revenue sources, as well as non-operating revenue. Major projects include transit center improvements and electric buses.

#### **Property Tax and Other Funding Sources**

Property tax revenues are received from the ten-year, 10.6 mills property tax approved in April 2012. This funding was passed to improve transit service with additional routes and service frequency. According to tax projections, CATS anticipates a 3.1% decrease over FY 2016 based on the potential impact of the August 2016 flooding. Additionally, CATS receives an allocation from the Parish Transportation Fund and the City/Parish Hotel/Motel Tax.



# CAPITAL AREA TRANSIT SYSTEM Operating Budget For the Year Ending December 31, 2017

	Englisher at	2016 Oper	ating Expenses	
	2017 Budget	2016 Projected	Dollar Variance	Percent Change
Operating Expenses				· · · · · · · · · · · · · · · · · · ·
Administration	2,915,628	2,967,369	-51,741	-1.80%
Operations	15,527,167	13,721,198	1,805,969	11.60%
Maintenance	6,604,839	6,140,931	463,908	7.00%
ADA Paratransit	2,979,306	2,707,540	271,767	9.10%
Project Administration & Planning	441,492	447,466	-5,974	-1.40%
Customer Care	1,108,998	970,896	138,102	12.50%
Facility Maint / Security	574,740	542,046	32,694	5.70%
<u>Total Direct Operating Expenses</u>	30, 152, 170	27,497,445	2,654,725	8.80%
Net Operating	2,084,356	1,789,993	294,363	14.1%
		Capital Fund Expe	nditures (Local Portio	n)
Capital Budget				
Capital Lease Payments (Incl. Interest)	123,000	832,000	-709,000	-576.40%
Anticipated Capital Expenditures	1,711,356	1,147,136	564,220	33.00%
Settlement Fund Payment Reserve	200,000	200,000	-	0.00%
Judgment Fund Payment Reserve	50,000	50,000	-	0.00%
Total Capital Funds Expended	2,084,356	2,229,136	(144,780)	-6.9%
NET SURPLUS/(DEFICIT)		(439,143)		

## Factors Affecting Operating Expenses and Capital Expenditures

#### **Operating Expenses**

Twenty four (24) additional positions are included in the FY 2017 budget compared to the FY 2016 existing personnel. The majority of these positions are operators, mechanics and safety related positions, each supporting the Agency's long term strategic goals and fulfilling the promises made to the public.

In addition to personnel, CATS is implementing major transit center/hub renovations and adding Bus Rapid Transit routes.

#### **Capital Fund Expenditures**

Planned capital expenditures, which are attached to this budget, include the funding of twelve new replacement buses, up to three new electric buses, one replacement para-transit van, and five utility vehicles. Other capital expenditures include bus restoration, shelters and business solution software.



		2000					-	
Project No.	Description	Status	Grant	Grant %	Completion Date	Cost	Grant	Local
A-711	Shelters 6	In Progress	LA-90-0404	80%	01-04 2017	51,071	40.857	10.214
117-B		In Progress	Formula Grants	80%	Q1-Q4 2017	62,500	50,000	12,500
119		In Progress	LA-95-X010	80%	Q1-Q4 2017	398,030	318,424	79,606
120	HVAC & Rehab Terminal	In Progress	Local	%0	Q1 2018	200,000	•	500,000
130.4	Bus - 2017 (2) - \$421 780	In Progress	Formula Grants	85%	202 2017	843 560	717 026	126.534
130-8		In Progress	2017 CMAR	85%	63 2017	2.705.882	2,300,000	405,882
130.0		In Progress	2016 5339	85%	Q1 2017	000'299	544,113	122,887
131	Bus - 2018 (12) - \$425,998	In Planning	Formula Grants	85%	Q1 2018	5,111,976	4,345,180	766,796
132	Bus - 2019 (12) - \$430,258	In Planning	Formula Grants	85%	Q1 2019	5,163,096	4,388,632	774,464
133	Bus - 2020 (12) - \$434,560	In Planning	Formula Grants	85%	Q1 2020	5,214,724	4,432,515	782,209
135	Utility Vehicles - 2017 Model (5) - \$21,500	In Planning	Local	%0	G3 2017	107,500		107,500
136	Utility Vehicles -2018 (6) - \$22,725	In Planning	Formula Grants	%0	Q4 2018	136,350	•	136,350
137	Utility Vehicles -2019 (6) - \$23,878	In Planning	Formula Grants	%0	Q4 2019	143,268	•	143,268
139	ADA Vans -2017 (1) - \$102.435	In Planning	Formula Grants	85%	Q3 2017	102,435	87,070	15,365
140	ADA Vans -2018 (4) - \$105,000	In Planning	Formula Grants	85%	G3 2018	420,000	357,000	63,000
141	ADA Vans -2019 (4) - \$107,600	In Planning	Formula Grants	85%	Q3 2019	430,400	365,840	64,560
142	ADA Vans -2020 (4) - \$110,300	In Planning	Formula Grants	85%	Q3 2020	441,200	375,020	66,180
143-A	IT - Iransit Software - Phase One	In Planning	Formula Grants	80%	61-64 2017	350,000	280,000	70,000
143-B	IT - Transit Software - Phase Two	In Planning	Formula Grants	80%	Q1-Q4 2017	200,000	160,000	40,000
145	Bus Washers	In Planning	Formula Grants	%08	Q4 2017	220,000	176,000	44,000
147-A	Transt Hub/Transt Center - Phase One	In Planning	Formula Grants	80%	Q1-Q4 2017	1,989,560	1,591,648	397,912
147-8	Transit Hub/Transit Center - Phase Tw	In Planning	Formula Grants	80%	Q1-Q4 2017	275,440	220,352	55,088
149	Facilities Equipment	In Planning	Local	%0	Q1-Q4 2017	27,500	•	27,500
152	Computer Hardware Elec	In Planning	Local	%0	Q1-Q42017	150,000	•	150,000
153	Bus Paint (2 @\$9,000 ea)	TBD	Local	%0	Q2-Q4 2017	18,000	•	18,000
154	AVL Equip (5) spares ea Elec	_	Formula Grants	80%	Q3 2017	94,990	•	18,998
155	Replacement Fareboxes (6) Elec	_		80%	Q4 2017	109,710	1	21,942
126	Computers Elec	_	Local	%0	Q1-Q4 2017	80,442	1	80,442
157	Camera Monitor Elec	_	Local	%0	Q2 2017	000'06	1	000'06
158		In Planning	Local	%0	Q2 2017	27,228	•	27,228
159	Card access and security	In Planning	Local	%0	Q3 2017	20,144		20,144
(;;								





MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
JANUARY 22, 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. Rod Goldman, COO; Mr. Darrell Brown, CAO; other CATS staff; Creighton Abadie of Lindsay Abadie, A.P.L.C., CATS attorney; and members of the public.

III. APPROVAL OF MINUTES OF DECEMBER 19, 2017 MEETING

Ms. Perkins moved to approve the minutes of the December 19, 2017, meeting and Mr. Cohran 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 reviewed the public comment policy.



Mr. Brandt shared that CATS would be hosting a Customer Appreciation Day on January 26<sup>th</sup> from 11:00 a.m. until 3:00 p.m. at the main terminal and invited everyone to participate.

Mr. Brandt noted that he had appointed Kevin O'Gorman to chair the nominating committee for board officers and that Matt Thomas and Erika Green would be on the committee. He urged any board member interested in holding an office to let one of the three committee members know.

Mr. Brandt shared that Peter Breaux, Erika Green, and Linda Perkins had all been reappointed by the Metro Council to serve another term on the CATS Board and thanked them for their continued service.

#### V. SAFETY MOMENT

Mr. Brandt communicated that CATS had recently hired Renee Simpson as the Safety and Risk Manager and noted that she would be sharing a safety moment at the board meetings moving forward.

Ms. Simpson shared that safety moments help create a culture of safety within organizations and that she looked forward to assisting in the development of a safety culture at CATS.

#### VI. ADMINISTRATIVE MATTERS

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

Ms. Bowie shared that the following hires were made in December: Facilities Maintenance – 1 Custodial Crew member.

Mr. Goldman shared that, in Operations, there are currently 140 Operators on the roster and 134 are active. The Operators of the Month for December were Marlon Gotch and Sheila Bennett.

Mr. Goldman reported that ridership for December was 196,660. He noted the mean miles between mechanical failures were 1,608.4; the mean miles between road calls were 5,781.5. He noted that the targets in the Strategic Plan were 3,000 mean miles between mechanical failures and 8,000 mean miles between road calls by December 31, 2018. There were 174.8 trips cancelled in December and 99.5% of trips operated. The on-time performance metric is measured by both current and new metrics, but this is the last month that the measurement of one minute early to ten minutes late would be measured; by that measurement, CATS was at 84.9% on time. The new measurement of zero minutes early to five minutes late would be



exclusively tracked moving forward, and by that metric, CATS was 64.8% on time. The goal is to have an on-time performance of 80% by December 31, 2019. There were 1.9 preventable accidents per 100,000 miles in December; the target is 2.5 preventable accidents by December 31, 2018, so CATS will continue striving to keep that number low. There were 25.9 complaints per 100,000 boardings in December; there were 51 total complaints for the month, and 20 that required corrective action. The target is to have less than 20 total complaints per month by the end of the year. It was noted that there were also three commendations for the month.

Mr. Deville reminded the board that the plans continue for the Plank Road BRT and that CATS is looking to invest in new electric buses and to undertake infrastructure improvements in conjunction with BRT.

It was noted that CATS has established dialogue with the East Baton Rouge Redevelopment Authority and its new President and CEO Chris Tyson that centers initially on the Plank Road Corridor.

Mr. Deville shared that work continues in areas of each of the hubs.

Mr. Deville informed the board that CATS will be leasing additional office space on the 9<sup>th</sup> floor of Mid-City Tower.

Mr. Deville communicated that the CATS team worked incredibly hard during the recent freeze and did suspend service, but did so in coordination with City officials and communicated this with the public.

Mr. Deville noted that the total operating revenue for December was \$236,386, and the total governmental revenues were \$0, for a total source of funds of \$236,386.

The total direct operating expenses for December were \$2,658,555.

The property tax collected year-to-date is \$17,065,502, and the amount expended year-to-date is \$17,043,643.

#### 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 January 11<sup>th</sup> meeting in their packets. He shared the highlights and noted that the action items would be considered later in the meeting.



He noted that all action items had been recommended by the F&E Committee for adoption.

2. Technical, Policies and Practices: Dr. Peter Breaux

Dr. Breaux noted the committee did not meet.

3. Audit: Mr. Kevin O'Gorman

Mr. O'Gorman noted that the committee did not meet.

4. Planning: Mr. Kevin O'Gorman

Mr. O'Gorman noted that the committee had met that afternoon to continue the discussion of the Capital Improvements and Investments Plan. He shared that the Plan will be presented for adoption in March.

5. Community Relations: Ms. Linda Perkins

Ms. Perkins noted the committee did not meet.

Mr. Rob Miller of Reliant Transportation reported that Reliant provided 5,611 rides in December and 96% were on time. There were 3,940 total service hours and four complaints, with zero deemed valid.

#### VIII. ACTION ITEMS

1. Consideration of authorization to renew general liability contract with Travelers Insurance

Mr. Brown shared that CATS has had this policy with Travelers Insurance for several years and that the agent of record had researched competitive quotes for the contract. It was staff's recommendation that the policy be renewed.

Mr. Brandt noted that this item was unanimously recommended for approval by the F&E Committee.

Mr. Bellue moved that the contract for general liability insurance with Travelers Insurance be renewed and Mr. Thomas seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.



2. Consideration of authorization to extend CFO services contract with Victorious Gold

Mr. Deville shared that Mr. Miller has been a tremendous asset in the Finance Department and noted that there is work that remains to be done where his expertise is required.

Mr. Brandt noted that this item was unanimously recommended for approval by the F&E Committee.

Mr. Cohran moved that the contract with Victorious Gold for the interim CFO services of Bob Miller be extended through March 31, 2018 and that the total value of the contract be increased to an amount not to exceed \$80,000. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

3. Consideration of authorization to award paratransit contract

Mr. Brown shared that the staff had worked diligently over the last several months to produce a scope of work to solicit proposals for paratransit service. It was noted that this was needed because the contract had not been rebid in more than ten years.

The Proposal Evaluation Committee reviewed the three proposals that were received and heard presentations from the two highest scoring bidders, MV Transportation, Inc. (hereinafter "MV") and Reliant On-Call (hereinafter "Reliant"). After considering the proposals, presentations, and costs associated, the PEC unanimously recommended that MV Transportation, Inc. be awarded the contract for paratransit services to CATS.

Mr. Brandt noted that this recommendation was the culmination of a great deal of work and that it followed the same procurement process as all other proposals. He further stated that it was the unanimous recommendation of the PEC that MV be awarded the contract.

So that she could obtain additional information, Ms. Green moved that the item be deferred for thirty days and Mr. Cohran seconded the motion. It was noted that the February board meeting would take place sooner than thirty days, and Ms. Green amended her motion so as to defer the item to the February board meeting. Mr. Cohran seconded the motion. Mr. Brandt invited public comment and several people spoke.



Chris Nichols stated that she would be the Project Manager and shared that she has spent 14 years going above and beyond for CATS. She and Reliant have a commitment to Baton Rouge and it matters to them. She asked that CATS look at Reliant's history with CATS when considering this matter.

Jamie Simpson stated that Chris Nichols is a great person and noted that she did not understand how Reliant scored lower than MV.

Davis Rhorer stated that Chris Nichols has worked in transportation for two decades and has been on the Downtown Development District's board. She is committed to transit.

Rob Miller stated that he would like to continue to work with CATS and that the last time Reliant lost a contract to MV it hurt a great deal. He noted that MV routinely underbids on contracts to win the business, and then increases the price once the contract is underway. He also spoke about the previous contract between CATS and MV wherein the amount of money paid to MV Transportation was increased over the life of the contract.

Al Weeden shared that the ATU Local 1546 supports Reliant.

Malcolm Meyer shared that he supported Reliant and felt they should continue to have the contract. He also discussed a packet of documents that was handed out to board members during his comments and noted a history of underbidding and overpricing by MV.

Trey Ourso stated that he supports Reliant and the fact that they are local. He noted that Mr. Miller was instrumental in the CATS tax election and feared the tax would not be renewed if an out-of-state-firm was awarded the contract.

Voting yes for the motion were Messrs. Breaux and Cohran and Mss. Green and Pierre. Voting no were Messrs. Bellue, Brandt, O'Gorman, and Thomas. Ms. Perkins abstained. The motion failed.

Mr. Brandt reiterated that the staff had done its due diligence in reviewing proposals and reaching a decision. He also noted that the increase in the amount paid to MV for the last contract between CATS and MV was at the behest of CATS, not MV, and that the work was satisfactorily completed.

Mr. Brandt moved that the following resolution be adopted:



# RESOLUTION TO AWARD PARATRANSIT SERVICES CONTRACT

BE IT RESOLVED by the Capital Area Transit System Board of Commissioners, that the paratransit RFP be and is hereby awarded to MV Contract Transportation, Inc. and that the CEO is authorized to enter into a contract with MV Contract Transportation, Inc. to provide paratransit services.

Mr. Thomas seconded the motion. Mr. Brandt invited public comment and several people spoke.

Mr. Miller stated that he hoped that Reliant and CATS would continue working together.

Mr. Gary Coles shared that MV has a record of working with transit agencies across the country and routinely saves money by providing efficiency and cost savings measures. He noted that the company began as a husband-and-wife team with two vans providing paratransit service in their community because they saw a need; MV only grew from there. Mr. Coles further stated that CATS and MV did have a successful relationship prior to this proposal and he hoped that relationship would continue in the future.

Voting yes for the resolution were Messrs. Bellue, Brandt, O'Gorman, and Thomas. Voting no were Messrs. Breaux and Cohran and Mss. Green and Pierre. Ms. Perkins abstained. The resolution failed.

4. Consideration of authorization to award electric bus purchase contract

Mr. Deville shared that CATS issued an ITB for the purchase of three electric buses.

BYD was the bidder that submitted the lowest price and their bid was determined to be responsive. The recommendation is to award the electric bus purchase contract to BYD.

It was noted that this item was unanimously recommended for approval by the F&E Committee.

Mr. Brandt moved that the following resolution be adopted:



#### RESOLUTION TO AWARD ELECTRIC BUS PURCHASE ITB

BE IT RESOLVED by the Capital Area Transit System Board of Commissioners, that the electric bus purchase ITB be and is hereby awarded to BYD and that the CEO is authorized to enter into a contract with BYD for the purchase of three (3) electric buses.

Mr. O'Gorman seconded the motion. Mr. Brandt invited public comment and there was none. Voting yes were Messrs. Bellue, Brandt, Breaux, Cohran, O'Gorman, and Thomas and Mss. Green, Perkins, and Pierre. The motion passed unanimously with no abstentions.

#### IX. PUBLIC COMMENTS

Al Weeden stated that the property tax would be up for renewal in 2022 and CATS must work to ensure the public has confidence in the work done.

## X. ADJOURNMENT

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





MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
FEBRUARY 20, 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. Rod Goldman, COO; Mr. Darrell Brown, CAO; other CATS staff; Creighton Abadie of Lindsay & Abadie, A.P.L.C., CATS attorney; and members of the public.

#### III. NOMINATION AND ELECTION OF OFFICERS

Mr. Brandt shared that Mr. O'Gorman chaired the nominating committee and serving with him were Ms. Green and Mr. Thomas. Mr. Brandt thanked the committee for volunteering their time to serve on the committee.

Mr. O'Gorman informed the board that the committee was proposing the following slate of officers:

President—Jim Brandt
Vice President—Linda Perkins
Treasurer—Kahli Cohran
Secretary—Antoinette Pierre



Mr. Brandt asked if there were any nominations from the floor and there were none.

Mr. Thomas moved that the floor be closed to nominations and Mr. Bellue seconded the motion. Mr. Brandt invited public comment and there was none. The motion carried unanimously with no abstentions.

It was noted that officers are elected for one-year terms.

Mr. Brandt moved that the slate of officers be approved. Mr. Brandt invited public comment and there was none. The motion carried unanimously with no abstentions.

Mr. O'Gorman congratulated Mr. Cohran on the election to Treasurer and shared his confidence that he would do well in the position. Mr. Brandt thanked Mr. O'Gorman for his years of service as Treasurer as well as his willingness to chair the nominating committee.

# IV. APPROVAL OF MINUTES OF JANUARY 22, 2018 MEETING

Ms. Perkins moved to approve the minutes of the January 22, 2018, meeting and Mr. Cohran seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

#### V. PRESIDENT'S ANNOUNCEMENTS

Mr. Brandt reviewed the public comment policy.

Mr. Brandt noted that this is typically the time of year when board members join or switch their committee memberships. He asked each committee chair to continue in their role for 2018 with the exception of the Audit Committee that would now be chaired by Mr. Cohran as the Treasurer.

Mr. Brandt shared that Antoinette Pierre had all been reappointed by the Metro Council to serve another term on the CATS Board and thanked her for her continued service.

Mr. Brandt informed the board that the Capital Improvements and Investments Plan (CIIP) draft would be sent to them for review. The board members are asked to review the plan and offer and feedback no later than February 28<sup>th</sup> to ensure the staff can bring the plan to the F&E Committee in March for consideration of adoption.

#### VI. SAFETY MOMENT



Ms. Simpson shared safety tips centered on behavior and the importance of having a safety mindset, leading by example, and notifying others of potential safety hazards.

#### VII. ADMINISTRATIVE MATTERS

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

Ms. Bowie shared that the following hires were made in January: Operations – 12 Operator Cadets; Administration – 1 Risk and Safety Manager.

Mr. Goldman shared that, in Operations, there are currently 145 Operators on the roster and 137 are active.

Mr. Goldman noted that CATS held a Customer Appreciation Day on January 26<sup>th</sup> at the CATS Terminal. Staff served lunch to customers and raffled bus passes, ranging from 24-hour to 31-day. The Operations and Communications Departments are planning to make this a quarterly event for the customers.

Mr. Goldman reported that ridership for January was 216,552. He noted the mean miles between mechanical failures were 1,435.6; the mean miles between road calls were 3372.5. There were 229.5 trips cancelled in January and 99.3% of trips operated. Based on the new metric of zero minutes early to five minutes late, CATS was 66.7% on time. There were 4.7 preventable accidents per 100,000 miles in January. There were 31.9 complaints per 100,000 boardings in January; there were 20 complaints that required corrective action. It was noted that there were also two commendations for the month.

Mr. Deville reminded the board that the plans continue for the Plank Road BRT and that CATS is looking to invest in new electric buses and to undertake infrastructure improvements in conjunction with BRT.

Mr. Deville shared that work continues in areas of each of the hubs.

Mr. Deville informed the board that CATS is meeting with the EBR Redevelopment Authority, DPW, DOTD, and other stakeholders regarding potential partnerships to create and implement the vision for transitioning the Plank Road Corridor from a blighted area into a modern model for economic development.



CATS representatives will be traveling to the BYD electric bus manufacturing plant in the Los Angeles area to perform due diligence to ensure manufacturing specifications are being met.

Ms. Rhonda Williams shared that the presentation format of the financials are being revised and encouraged feedback from the board members. She noted that the Finance Department will be working on five primary key performance indicators (KPIs) to streamline the accounting processes: use of Financial Edge, a software package; analysis of the farebox recovery; overtime use, Medicaid reimbursement; and grant funding.

Ms. Williams noted that the total operating revenue for January was \$197,717, and the total governmental revenues were \$2,221,245, for a total source of funds of \$2,418,962.

The total direct operating expenses for January were \$1,938,811.

The property tax collected year-to-date is \$12,184,593, and the amount expended year-to-date is \$1,100,000.

# VIII. 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 February 15<sup>th</sup> 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 and that the policies to be considered were referred to the F&E Committee for recommendation.

3. Audit: Mr. Kevin O'Gorman

Mr. O'Gorman noted that the committee did not meet.

4. Planning: Mr. Kevin O'Gorman

Mr. O'Gorman referred the members to the minutes of the committee's February 7<sup>th</sup> meeting in their packets. He shared the highlights and noted that there was continued discussion of the Capital Plan that will be considered for adoption in March. There was also an update on the North Baton Rouge Transit hub renderings and



updates on the interim hub locations at Cortana Mall and Earl K. Long. Mr. O'Gorman shared that there was discussion of the possibility of CATS providing some type of bus service on Nicholson Drive and the committee tasked the staff with determining that feasibility.

5. Community Relations: Ms. Linda Perkins

Ms. Perkins noted the committee did not meet.

Mr. Rob Miller of Reliant Transportation reported that Reliant provided 5,761 rides in January and 99% were on time. There were 4,144 total service hours and four complaints, with zero deemed valid.

#### IX. ACTION ITEMS

1. Consideration of authorization to renew adjuster services contract with Brown Claims Services, Inc.

Mr. Brown shared that CATS has had this contract with Brown Claims for many years and CATS is more than satisfied with the level of service the agency has received from Brown. Mr. Abadie noted that from a litigation perspective, Brown Claims has always been very helpful and timely in their responses to him.

Mr. Brandt noted that this item was unanimously recommended for approval by the F&E Committee.

Mr. Bellue moved that the adjuster services contract with Brown Claims Services, Inc. be renewed for a period of one year and Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

2. Consideration of authorization to add Rhonda Williams as signatory on behalf of CATS for all Whitney/Hancock Bank accounts and authorization for the CEO to execute all documents required by Whitney/Hancock Bank to effectuate these changes

Mr. Deville shared that this is a housekeeping item and one that is required by Whitney/Hancock Bank in order to add a check signer to the accounts.

Mr. Brandt noted that this item was unanimously recommended for approval by the F&E Committee.



Mr. Brandt moved that Rhonda Williams has the authority to sign checks for all Whitney/Hancock Bank accounts, and that William J. Deville is hereby authorized to execute all documents required by Whitney/Hancock Bank to effectuate this change, and that the "Resolution of a State or Local Government Operating Under Authority of a Board, Council, or Other Type of Governing Body" attached hereto as Exhibit A is hereby adopted. Mr. Cohran seconded the motion. Mr. Brandt invited public comment and there was none. The motion carried unanimously with no abstentions.

RESOLUTION OF A STATE OR LOCAL GOVERNMENT OPERATING UNDER AUTHORITY OF A BOARD, COUNCIL OR OTHER TYPE OF GOVERNING BODY

Whitney Bank, also dba Hancock Bank Name: <u>Capital Area Transit System</u>, Address: <u>2250 Florida Boulevard</u> City, State and ZIP: <u>Baton Rouge</u>, <u>LA 70802</u>

A. We, the undersigned, certify that: we are the President and Secretary/Clerk of the above-named State or Local Government (hereinafter referred to as the "Governing Authority") duly created, organized, and operating under the Constitution and Laws of the State of Louisiana. Federal ID Number 720755868, and; that the following is a true, correct, and certified copy of a resolution adopted at a meeting of the Governing Authority, properly called and duly held on February 20, 2018, and; that this resolution has been properly entered into the minutes having not been modified or rescinded.

#### B. To be resolved that:

- (1) The Financial Institution named above is designated as a depository for the funds of this Governing Authority:
- (2) This resolution shall continue to have effect until written notice of its recession, modification, or cancellation has been received and recorded by this Financial Institution:
- (3) All transactions, if any, with respect to any deposits, withdrawals, rediscounts, and borrowings by or on behalf of the Governing Authority with this Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confined:
- (4) Any of the persons named below, so long as they are acting in a representative capacity as agents of the Governing Authority, are



authorized to make any and all contracts, agreements, stipulations and orders which they deem advisable and necessary to open an Account(s) with the Financial Institution and for the effective exercise of powers over said account(s) for the transacting of all business concerning funds deposited in, moneys borrowed from, or other business transacted by and between this Governing Authority and said Financial Institution and; to endorse checks and orders for the payment of moneys and withdrawal of funds on deposit with this Financial Institution, subject to any restriction(s) stated below. The Governing Authority agrees to, shall be bound by, and otherwise be liable for, the terms and conditions of all such contracts, agreements, stipulations and orders. It shall be the responsibility of the Governing Authority to provide written notice to this Financial Institution should the authority of any of the agents it has so authorized to transact business on its behalf has been terminated. This Financial Institution shall incur no liability for acting in good faith upon the representations of said agents until such notice is properly given:

- (5) Any and all prior resolutions by this governing authority and certified to this Financial Institution as governing the operation of the Governing Authority's account(s), are in full force and effect unless supplemented or modified by this authorization;
- (6) The Governing Authority agrees to the terms and conditions of any account agreement, properly opened by any authorized representative of the Governing Authority and authorizes the Financial Institution named above, at any time, to charge the Governing Authority for all checks, drafts, or other orders, for the payment of moneys, drawn on the Financial Institution:
- C. Each person named below (name and title) is authorized to exercise the powers granted herein on all accounts opened under this Agreement and accompanying Master Signature Card on behalf of the Governing Authority:

**Jeanette Eckert** 

Roderick Goldman

William J Deville

**Rhonda Williams** 

I further certify that the Governing Authority has, and at the time of adoption of this resolution did have, full power and lawful authority



to adopt this foregoing resolution(s) and to confer the powers granted to the person(s) named herein:

signatures as of (date).	ave nereunto amxed our
President	Secretary/Clerk
Printed Name	Printed Name

#### **EXHIBIT A**

MASTER SIGNATURE CARD FOR DEPOSITORY ACCOUNTS ANNEXED TO AND MADE PART OF THE RESOLUTION OF A STATE OR LOCAL GOVERNMENT OPERATING UNDER AUTHORITY OF A BOARD, COUNCIL OR OTHER TYPE **GOVERNING BODY** 

> **Listing of Accounts** ("listed Accounts")

**Customer Name:** Capital Area Transit System

**Account Subtitle** Account#

1.	E Commerce	XXXXXX
2.	Health Insurance	XXXXXXX
3.	FTA	XXXXXX
4.	Worker's Compensation	XXXXXX
5.	Payroll	XXXXXX
6.	General	XXXXXX
7.	Business Liability	XXXXXX
8.	Hotel Motel Tax Receipts	XXXXXX
9.	Passenger Receipts	XXXXXXX
10	.Medicaid Reimbursements	ХХХХХХХ
	11. Property Tax Fund	XXXXXXX

MASTER SIGNATURE CARD FOR DEPOSITORY ACCOUNTS ANNEXED TO AND MADE PART OF THE RESOLUTION OF A STATE OR LOCAL



# GOVERNMENT OPERATING UNDER AUTHORITY OF A BOARD, COUNCIL OR OTHER TYPE GOVERNING BODY

#### **Customer Information:**

Select One: 0 New Account X Update (Add/Delete) Signers 0 Supersede Exiting Signature Card

Governing Authority Name/Customer Name: Capital Area Transit System

Address: 2250 Florida Blvd City, State

Phone: 225-389-8920 Tax ID Number: 72-0755868

The undersigned certifies to Bank that (1) he/she is authorized to sign this Master Signature Card for Depository Accounts ("Signature Card") on behalf of Customer that are listed on Exhibit A (hereinafter referred to as Listed Accounts) and certifies that all statements made on this Signature Card are correct and in accordance with Customer's internal account authorization, organizational and governing documents; (2) each signature presented on this Signature Card is the signature of the named person, who is authorized to sign and otherwise act on behalf of Customer and all Listed Accounts with respect to the accounts listed in this Signature Card. The Customer on its behalf and on behalf of all Listed Accounts, acknowledges receipt of, and agrees to be bound by the Bank's Deposit Agreement, Terms and Conditions, as may be amended by Bank from time to time.

Authorized Signature	Officer Title	Date
Authorized Signature	Officer Title	Date
Authorized Signature	Officer Title	Date
Authorized Signature	Officer Title	Date
Authorized Signature	Officer Title	Date

3. Consideration of authorization to approve CATS Cash Control Management Policy

Mr. Deville shared that CATS is working to comply with new Legislative Auditor requirements prior to the start of the annual material audit. It was noted that the agency has many of the practices in place and simply needs to have written policies in place.



Ms. Eckert shared that the purpose of the Cash Control Management Policy is to ensure CATS receipts are properly safeguarded, deposited, accounted for, and reported in accordance with Generally Accepted Accounting Principles.

Mr. Brandt noted that this item had been unanimously recommended for approval by the F&E Committee.

Mr. Bellue moved that the CATS Cash Control Management Policy be approved and Dr. Breaux seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

4. Consideration of authorization to approve CATS Credit Card Policy

Ms. Eckert shared that the purpose of the Credit Card Policy is to communicate eligibility, usage, and documentation of expenditure requirements for CATS credit cards.

Mr. Brandt noted that this item was unanimously recommended for approval by the F&E Committee.

Mr. Thomas moved that the CATS Credit Card Policy be approved and Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

5. Consideration of authorization to approve CATS Budgeting Policy

Ms. Eckert shared that the purpose of the Budgeting Policy is to provide guidelines to assist in the formulation and consideration of the annual financial plan for CATS.

Mr. Abadie noted that the Local Government Budget Act requires much of the information contained in the policy and that CATS is simply maintaining compliance by adhering to these requirements.

Mr. Brandt noted that this item was unanimously recommended for approval by the F&E Committee.

Ms. Perkins moved that the CATS Budgeting Policy is approved and Mr. Thomas seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

6. Consideration of authorization to award paratransit contract



Mr. Brandt summarized the process and the events at the January board meeting that led to the item reappearing on the February agenda.

Mr. Brandt again reviewed the public comment policy and noted that anyone wishing to speak specifically on this action item would be allowed two minutes per the CATS Board of Commissioners By-laws.

Mr. Brown shared with the board that upon coming to CATS, one of the first things he recognized was the need for the issuance of a new paratransit contract as it had been more than a decade since it was last solicited.

There were ongoing discussions with Reliant regarding a new RFP as well as Reliant's assertion that it could not continue to operate at its then-current rates. Based on this information, CATS staff asked the Board to approve an hourly rate increase last year, and this was approved. The Board also authorized amendment to the contract to extend the contract and the current extension expires on February 28, 2018; there is no executed agreement or extension at this time.

During the period since the rate increase, CATS staff has worked to prepare a scope of work and RFP in order to solicit proposals for paratransit service. As with all procurements, this process was managed by CATS Procurement Director Emily Efferson and followed the same guidelines as all other CATS RFPs. The standard memorandum from the Procurement Director outlines and summarizes the process from start to finish and concludes with the Proposal Evaluation Committee's and staff's recommendation to award the paratransit services contract to MV Transportation, Inc.

Mr. Goldman informed the board that one of his first tasks was to lead the development of a scope of work for a paratransit RFP. Several deficiencies in the current contract were identified that needed to be corrected. To prepare a new Scope of Work, staff reviewed several paratransit scopes of work and since Mr. Goldman had recently developed a scope of work for Arcadia Transit in Southern California, that was used a template for the CATS scope. Scopes of work and other information was also used from RTA in New Orleans and Greater Peoria Mass Transit, as well as the Transit Cooperative Research Program Report 124, which is a guidebook for measuring, assessing, and improving performance of demand-response transportation.



He shared that the scope of work was reviewed by himself, the Fixed Route/Paratransit ADA Manager, and the Director of Maintenance as they each have oversight and management of ADA services. The Procurement Department also reviewed the scope.

Mr. Goldman noted that the proposals from MV Transportation and Reliant On-Call were the most responsive received and were therefore the two considered by the Proposal Evaluation Committee. The assessment of the two proposals and subsequent staff recommendation were not a situation of one provider being good versus the other being bad, or based on an unfavorable opinion of Reliant's service operation. The recommendation was ultimately based on MV Transportation's proposal and presentation identifying a higher level of technological innovation, service delivery efficiency, and effectiveness in several areas, including a service delivery plan outline, safety training outline, the use of technology, mobile application availability for customers, KPI dashboard for monitoring, and financial stability.

As for costs, Mr. Goldman stressed that the proposals were evaluated using the same metrics, including the costs provided by each provider. The RFP estimated 50,000 annual service hours based on actual service the past two years. Using the 50,000 service hours, the costs submitted by each proposer were translated into a cost per hour by which they were evaluated on a uniform basis. MV provides CATS with a lower cost per hour than Reliant during the course of the contract. To control costs, it is incumbent upon CATS and the Project Manager to actively monitor and manage the contract, the daily operations, and the costs associated with the contract. In the event that situations arise creating a need for service hours to increase, the impact of those factors would need to be discussed and agreed upon, and the agency would negotiate costs with the service provider. These factors include situations due to changes in CATS operations or due to changes beyond the control of CATS or the contractor.

In the interest of full disclosure, Mr. Goldman informed the board that he has worked in the past as a sub-contractor for MV on two consulting projects in the capacity of providing transit service planning assistance. He served on the MV team that worked with CATS from December 2013 through December 2015; he also worked as a sub-consultant on a project for the State of Qatar from June to September 2015. During his ten years as a consultant in the transportation industry, he was sub-contractor for a number of transportation firms which is common in the industry. He emphasized that he has not been employed by MV, he has no



ongoing relationship with MV, and at no time during the course of the development and review of the paratransit RFP did MV or any outside transportation provider have any input into the work performed by the CATS staff.

Mr. Bellue inquired of legal counsel if he perceived any conflict of interest, and Mr. Abadie stated that in his opinion, there was no conflict of interest. Additionally, Mr. Abadie stated that Ms. Efferson, the Procurement Director, was not on the evaluation committee, but she was involved in the entire process and her role was to ensure the integrity of the process.

Mr. Abadie also highlighted after another question by Mr. Bellue that the RFP did not provide for a geographical preference because the FTA prohibits geographical preferences in procurements when FTA funds are used. While CATS generally does not have FTA funds available for paratransit, FTA funds have been used in the past when a FTA grant was available for paratransit services. Furthermore, CATS does utilize FTA funds for the purchase of the vehicles that are used to provide the paratransit services. As a result, CATS has treated this RFP as one that will utilize FTA funds so that the use in the future is not prohibited. CATS and Mr. Abadie are concerned that if an award decision is based upon a geographical preference, CATS will be unable to utilize FTA funds in the future for paratransit if they become available. This is important due to the fact that it is probable that there will be a protest to whatever determination the board makes in this matter and, in fact, Reliant has already made a protest to preserve certain issues. While he has no way of knowing if MV would protest, it seems likely since the original recommendation of the evaluation committee, that of the management, and that of F&E was to award the contract to MV, and since many of the arguments made at the last board meeting were to award the contract to Reliant because they are the local company. When there is a protest, CATS, in Mr. Abadie's opinion, is required to notify the FTA of the protest. While the FTA does not generally become involved in protests, there is a possibility that they would if there is a decision based on a geographical preference. Additionally, since there is protest, this may be an item that is reviewed at the next triennial review.

For the purpose of opening the floor for public comments, Mr. Brandt moved that the following resolution be adopted:

RESOLUTION TO AWARD PARATRANSIT SERVICES CONTRACT



BE IT RESOLVED; by the Capital Area Transit System Board of Commissioners, that the paratransit RFP be and is hereby awarded to MV Contract Transportation, Inc. and that the CEO is authorized to enter into a contract with MV Contract Transportation to provide paratransit services.

Councilman Trae Welch made comments supporting Reliant and said the basis of any decision should not be on the fact that Reliant is local, but that Reliant has a 16-year history of providing service for CATS. If the agency switches providers now to an out-of-town provider, you will be behind the eight-ball in providing service because an out-of-town company will not know the Baton Rouge.

Laura Bailey, of MV Transportation, thanked the board and agency for the opportunity to bid and shared that MV offers employees a career path and not just a job. She noted that MV provided a strong plan with a responsible price and was committed to providing the best service possible.

Gary Coles, of MV Transportation, shared that the company started locally, by two individuals who saw a need in their community; that company is now the largest provider of paratransit service in the country. He noted that MV is a good company and he hoped that the board would agree with the staff recommendation to be the provider for CATS. He further stressed that MV would be looking to hire as many local drivers as possible to ensure the best service achievable for CATS and its customers. He discussed the rate of pay for operators and noted that, much as Reliant had done in the past, MV would be on the ground to help with the renewal of the property tax for CATS in the coming years.

Sandra Cole, a CATS On Demand customer, shared that she would rather Reliant continue to have the service because they are from here and do a good job. Through Reliant, people at the Lighthouse are able to get to their jobs. She thinks that Reliant should keep the service because they are from Baton Rouge.

Beverly Duplesis, a CATS On Demand customer, has been a rider since 2009 and said the service gives her independence. She believes Reliant should continue to have the service because they are from here.

Malcolm Myer spoke on behalf of Reliant and stated Reliant does what they say they are going to do. He said they provide jobs to the community and helped CATS with the tax election.



Susan Sutton, a CATS On Demand customer, said the community depends on this service. She feels Louisiana is a unique place and for that reason, Reliant should continue to have the service.

Rob Miller, of Reliant Transportation, stated that Reliant continues to build its business and will continue whether it gets the CATS business or not. He noted that he would not let MV come in and hire his drivers because he has a great team. He noted that there have been issues with the process. He said there are eight or ten people from MV who now work for CATS, and that MV is basically running CATS. He further stated that those people scored this RFP and it went MV's way. He said they gave MV a better score for understanding of the project than Reliant, but Reliant provides the service every day. He stated that Reliant's proposal had the same technology listed as MV, and that it is coming. He stated the scope of work has not changed and noted that any new changes in the scope were things he was already doing and they just were not included in the contract. Rather than ask CATS to put things in writing and have Reliant charge more, he simply made it happen. He stated that Mr. Goldman indicated he used Peoria, Illinois's transit agency as a reference for the scope of work; Mr. Miller stated he believes MV runs that paratransit contract, so Mr. Goldman basically used an MV contract to write a scope of work. Reliant has realized a lot of community support in the last month because of the good work they have done for the last 14 years. He feels he will do a better job because \$2 million does not matter to MV but it matters to Reliant. He asked the board to override the staff recommendation because the staff got it wrong and the board has to be the independent, outside look. He asked the board to continue working with Reliant because they have done a great job.

At this point, Mr. Cohran moved to extend the meeting to 7:00pm and Ms. Pierre seconded the motion. Mr. Brandt invited public comment and there was none. The motion carried unanimously with no abstentions.

Mr. Brandt stated that MV outscored Reliant, they proposed a better cost, and the award cannot be contingent upon the company being local. He noted that the staff and PEC did an admirable job and went out of their way to be fair, and he has faith in the integrity of the process.

Mr. Brandt reiterated his motion to approve the following resolution:

RESOLUTION TO AWARD PARATRANSIT SERVICES CONTRACT



BE IT RESOLVED; by the Capital Area Transit System Board of Commissioners, that the paratransit RFP be and is hereby awarded to MV Contract Transportation, Inc. and that the CEO is authorized to enter into a contract with MV Contract Transportation, Inc. to provide paratransit services.

Mr. Thomas seconded the motion. Voting yes were Messrs. Bellue, Brandt, Cohran, O'Gorman, and Thomas. Voting no were Dr. Breaux, and Mss. Green, Perkins, and Pierre. Mr. Brandt invited public comment and there was none. The motion passed with five yeas and four nays.

It was noted that this is a three year contract with two, one year renewal options. It was also stated that there will be no subcontracting allowed.

Mr. Bellue moved to amend the agenda to include an item to extend the current paratransit services contract with Reliant and Mr. O'Gorman seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously.

Mr. Brandt moved that the CEO is authorized to extend the current paratransit services contract with Reliant Transportation through the transition period and under such terms and conditions as he deems appropriate, but in accordance with the terms and conditions of the hourly rate increase approved by the Board of Commissioners. Mr. Cohran seconded the motion. Mr. Brandt invited public comment and there was none. The motion carried unanimously with no abstentions.

#### X. PUBLIC COMMENTS

There were no general public comments.

#### XI. ADJOURNMENT

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





MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
MARCH 20, 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

Present at the meeting were Messrs. Bellue, Brandt, Breaux, Cohran, O'Gorman and Thomas and Mss. Green and Pierre. Ms. Perkins was absent. Also present were Mr. Rod Goldman, COO; Mr. Darrell Brown, CAO; other CATS staff; Creighton Abadie of Lindsay & Abadie, A.P.L.C., CATS attorney; and members of the public.

III. APPROVAL OF MINUTES OF FEBRUARY 20, 2018 MEETING

Mr. Thomas moved to approve the minutes of the February 20, 2018, meeting and Mr. O'Gorman 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 shared that Ms. Perkins lost her mother and expressed his condolences and that of the board members.

Mr. Brandt reviewed the public comment policy.



Mr. Brandt noted that Mayor-President Sharon Weston Broome had ended the tram project and asked CATS to provide a BRT service in its place on Nicholson Drive. Mr. Brandt shared that CATS is excited to undertake this project. He noted that staff has estimated approximately three months to develop a plan that will be shared. He further noted that this would delay the implementation of the Capital Investments and Improvements Plan in order to more accurately represent the growing BRT Network.

Mr. Brandt stated that Mr. Deville was in Washington, D.C. with both SWTA and LPTA talking to Congressional leaders about transit needs.

Mr. Brandt noted that the recently redesigned CATS website was awarded two ADDYs, which are awards given by the American Advertising Federation. He congratulated the communications staff for their work in this process.

Mr. Brandt concluded his announcements by letting the board members know that he would be traveling during the April board meeting and that Ms. Perkins would chair the meeting in his absence.

#### V. SAFETY MOMENT

Ms. Simpson shared safety tips centered on driving fatigue and the importance of being well rested when driving.

#### VI. ADMINISTRATIVE MATTERS

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

Ms. Bowie shared that the following hires were made in February: one Network Administrator in Administration; this was an internal promotion.

A new class of cadets began training on Monday, March 12<sup>th</sup>.

The following employees celebrated service anniversaries in the first quarter: one year – Tafari Beard, James Crockett, Darrell Carter, George Davis, Cynthia Cummings, David Blair, Adrianne Earls, and Brittany Stewart; five years – Jeanette Eckert; ten years – Carrie Arbuthnot and Archie Borskey; and 31 years – Hebert Collins.

Mr. Goldman shared that, in Operations, there are currently 145 Operators on the roster and 133 are active.



Mr. Goldman reported that ridership for February was 219,091. He noted the mean miles between mechanical failures were 2,109.3; the mean miles between road calls were 8,099.6. There were 240.3 trips cancelled in February and 99.3% of trips operated. Based on the new metric of zero minutes early to five minutes late, CATS was 66.4% on time. There were 1.5 preventable accidents per 100,000 miles in February. There were 23.7 complaints per 100,000 boardings in February.

Mr. Goldman reported for Mr. Deville that the CATS staff has established an internal Service Improvement Plan Task Force to identify the means and methods to implement and fund improvements to begin the Bus Rapid Transit Network of Plank, Florida, and Nicholson service.

Mr. Goldman shared that labor negotiations began on March 13<sup>th</sup> and will continue through the week. Another round of negotiations is set for April as well.

Mr. Goldman noted that Mr. Deville executed a contract with Washer Hill Lipscomb Cabaniss Architecture (LA) LLC for architectural renderings to support the Capital Improvements and Investments Plan as well as conceptual renderings and site plans illustrating BRT stations at designated stops along Plank, Florida, and Nicholson BRT routes. The contract will be for a period of three months at a cost not to exceed \$40,000.

Ms. Rhonda Williams shared that the annual audit began March 12<sup>th</sup>. She noted that the agency is still implementing the Financial Edge software and it will produce the reports necessary to represent accurate financial statements.

Ms. Williams noted that \$16.8 million has been received in property tax revenue, which is approximately 99.7% of the total amount.

The grant balance as of February 28, 2018 was \$9,098,907.

#### 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 March 15<sup>th</sup> meeting in their packets. He noted there was no quorum, so no items were recommended for approval; the members present did hear the items that were presented.



## 2. Technical, Policies and Practices: Dr. Peter Breaux

Dr. Breaux referred the members to the minutes of the committee's March 8<sup>th</sup> meeting in their packets. He shared the highlights of the meeting and noted that three policies were being recommended for approval: the Purchasing and Contracting Policy, Time and Attendance Policy, and the Debt Service Policy. Each of these has been vetted by an internal Executive Policy Committee and the TPP. They are all requirements of the Louisiana Legislative Auditor.

#### 3. Audit: Mr. Kahli Cohran

Mr. Cohran referred the members to the minutes of the March 8<sup>th</sup> meeting in their packets. He noted there was no quorum and no action was taken. He shared that there was a preliminary discussion of the upcoming audit and reviewed prior year findings to determine that procedures have been put in place and new practices have been implemented to correct these findings.

# 4. Planning: Mr. Kevin O'Gorman

Mr. O'Gorman noted the committee did not meet but that the staff is completing the Capital Improvements and Investments Plan to bring to the Board for consideration of adoption.

# 5. Community Relations: Ms. Linda Perkins

Ms. Pierre reported for Ms. Perkins and referred the members to the minutes of the March 14<sup>th</sup> meeting in their packets. She noted there was no quorum and no action was taken. She shared the highlights of the meeting and noted that there was discussion of discrepancies in the Reliant report in terms of completed rides and total service hours.

Ms. Pierre commended the staff for their hard work to reduce the number of customer complaints monthly.

Mr. Rob Miller of Reliant Transportation reported that Reliant provided 4,321 rides in February and 98% were on time. There were 4,001 total service hours and one complaint.

#### VIII. ACTION ITEMS

1. Consideration of authorization to approve CATS Purchasing and Contracting Policy



Ms. Eckert noted that the CATS Purchasing and Contracting Policy is designed to provide guidance for the development and use of written service contracts and purchase orders. There will be controls over purchasing and there will be no related party transactions allowed.

Mr. Brandt noted that the policy was unanimously recommended by the Technical, Policies and Practices Committee and was reviewed by the F&E Committee. It was also reviewed by legal counsel.

Mr. O'Gorman moved that the CATS Purchasing and Contracting Policy be approved and Dr. Breaux seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

2. Consideration of authorization to approve CATS Time and Attendance Policy

Ms. Eckert noted that this policy deals with the overtime, paid time off (PTO), and other leave types for non-collectively bargained agreement (CBA) employees (administrative employees). Ms. Eckert shared that PTO is accrued based on length of service with the agency.

Mr. Brandt noted that the policy was unanimously recommended by the Technical, Policies and Practices Committee and was reviewed by the F&E Committee. It was also reviewed by legal counsel.

Mr. Cohran moved that the CATS Time and Attendance Policy be approved and Mr. O'Gorman seconded the motion. Mr. Brandt invited public comment and there was none. The motion carried unanimously with no abstentions.

3. Consideration of authorization to approve CATS Debt Service Policy

Ms. Eckert noted that this policy is to outline a program where CATS follows recommended guidelines to obtain and manage debt.

Mr. Brandt noted that the policy was unanimously recommended by the Technical, Policies and Practices Committee and was reviewed by the F&E Committee. It was also reviewed by legal counsel.

Mr. O'Gorman moved that the CATS Debt Service Policy be approved and Mr. Thomas seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.



#### 4. Consideration of authorization to renew FuelTrac contract

Ms. Efferson shared that this is a joint contract with the City-Parish and this is the third renewal of the contract. It was noted that this is a dispensing services contract, meaning the agency is only billed for fuel actually used.

Mr. Bellue moved that the automated fuel dispensing services contract with FuelTrac be renewed for a period of one year and Mr. Cohran seconded the motion. Mr. Brandt invited public comment and there was none. The motion carried unanimously with no abstentions.

# IX. PUBLIC COMMENTS

Rose Mazerac stated that Route 57 needs additional buses so the schedule can be every 30 minutes.

Ralph Carter stated that he feels like he is in another country when he goes to the terminal and that the supervisors are not good.

#### X. ADJOURNMENT

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





MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
APRIL 17, 2018
4:30 p.m.
BREC Administration Building
6201 Florida Boulevard
Baton Rouge, LA 70806

# MINUTES

I. CALL TO ORDER: Ms. Linda Perkins

Ms. Perkins called the meeting to order. Ms. Green led the invocation.

II. ROLL CALL

Present at the meeting were Messrs. Bellue, Breaux, Cohran, O'Gorman and Thomas and Mss. Green and Perkins. Mr. Brandt and Ms. Pierre were absent. Also present were Mr. Bill Deville, CEO; Mr. Rod Goldman, COO; Mr. Darrell Brown, CAO; other CATS staff; Creighton Abadie of Lindsay & Abadie, A.P.L.C., CATS attorney; and members of the public.

III. APPROVAL OF MINUTES OF MARCH 20, 2018 MEETING

Mr. Cohran moved to approve the minutes of the March 20, 2018, meeting and Mr. O'Gorman seconded the motion. Ms. Perkins invited public comment and there was none. The motion passed unanimously with no abstentions.

IV. PRESIDENT'S ANNOUNCEMENTS

Ms. Perkins noted that there were no President's announcements. She thanked everyone for their thoughts, prayers, and condolences on the recent loss of her parents.



#### V. SAFETY MOMENT

Ms. Simpson shared a safety moment centered on bus stop safety.

#### VI. ADMINISTRATIVE MATTERS

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

Ms. Bowie shared that the following hires were made in March: Operations – 21 Bus Operator Trainees; Maintenance – 1 Utility Technician, 1 Tire Technician (internal promotion).

Mr. Goldman shared that, in Operations, there are currently 145 Operators on the roster and 133 are active.

Mr. Goldman reported that ridership for March was 231,324. He noted the mean miles between mechanical failures were 1,944.1; the mean miles between road calls were 6,833.8. There were 66 trips cancelled in March and 99.8% of trips operated. Based on the new metric of zero minutes early to five minutes late, CATS was 65.9% on time. There were 1.8 preventable accidents per 100,000 miles in March. There were 25.9 complaints per 100,000 boardings in March and there were 14 requiring corrective action. There was discussion regarding the savings to CATS due to the reduction in preventable accidents and it was decided that staff would provide a report to the board members.

Mr. Deville shared that the CATS staff has established an internal Service Improvement Plan Task Force to identify the means and methods to implement and fund improvements to begin the Bus Rapid Transit Network of Plank, Florida, and Nicholson service.

Mr. Deville noted that work continues in various stages on the four hub locations.

Mr. Deville shared that he executed a contract with Monroe and Corie, Inc. for conceptual drawings for the Cortana Wal-Mart hub improvements for an amount not to exceed \$12,625.

Mr. Deville noted that CATS was awarded a FTA grant in the amount of \$2.6 million for fleet replacement; CATS was the only Louisiana transportation agency to receive any FTA funding in this announcement.



Mr. Deville let the board know that his recent trip with LPTA and SWTA was a successful one. It was shortly after this visit that Congressman Graves informed CATS about the upcoming grant announcement for fleet replacement. Senator Cassidy's office also recognized the grant award and offered their assistance should the agency need it.

It was noted that union negotiations continued and another round is scheduled for May 22-25, 2018.

Ms. Rhonda Williams shared that the transition to Financial Edge is complete, and this will add ease to the financial reporting process.

Ms. Williams noted the operating revenue for March was \$257,524, and the non-federal revenue was \$1,354,166, for total operating revenue of \$1,611,691. The operating expense for the month was \$1,477,667.

#### VII. COMMITTEE REPORTS AND ANY ACTION THEREON

1. Finance and Executive: Ms. Linda Perkins

Ms. Perkins noted the committee did not meet.

2. Technical, Policies and Practices: Dr. Peter Breaux

Dr. Breaux noted the committee did not meet but did receive the Drug and Alcohol Policy and the Revised Employee Handbook for review.

3. Audit: Mr. Kahli Cohran

Mr. Cohran noted the committee did not meet but that he met with Mr. Deville, Ms. Williams, and John Murray of LaPorte to discuss the audit. He shared that LaPorte would be ready to present the audit to the Board in May.

4. Planning: Mr. Kevin O'Gorman

Mr. O'Gorman noted the committee did not meet but that the there was a meeting with CATS, the Redevelopment Authority, and DPW regarding the BRT plans on both Plank Road and Nicholson Drive. This provided an opportunity for CATS to hear the proposed vision of the Nicholson Corridor from the City.

5. Community Relations: Ms. Linda Perkins



Ms. Perkins noted the committee did not meet.

Mr. Rob Miller of Reliant Transportation reported that Reliant provided 6,562 rides in March and 98% were on time. There were three complaints and two were deemed valid.

#### VIII. ACTION ITEMS

Consideration of adoption of the 2017 Louisiana Compliance
 Questionnaire and authorization for the Board officers to execute the
 Compliance Questionnaire

Ms. Williams noted that this is a requirement of the Legislative Auditor and it is adopted annually.

Mr. Bellue moved that the 2017 Louisiana Compliance Questionnaire be approved and the appropriate CATS Board Officers are authorized to execute the Compliance Questionnaire. Mr. Thomas seconded the motion. Ms. Perkins invited public comment and there was none. The motion passed unanimously with no abstentions.

2. Consideration of approval of CATS Drug and Alcohol Policy

Ms. Eckert noted that this policy is required by the FTA for all of its grantees. She shared that Human Resources Generalist Aaron Verrett is the manager of this policy. She noted\ that the policy is in compliance with FTA regulations and that it had been reviewed by both Mr. Brown and Mr. Abadie.

Dr. Breaux moved that the CATS Drug and Alcohol Policy be adopted and Ms. Green seconded the motion. Ms. Perkins invited public comment and there was none. The motion carried unanimously with no abstentions.

3. Consideration of approval to award customer satisfaction surveys

Ms. Efferson shared that CATS solicited proposals for customer satisfaction surveys to be conducted semi-annually and received three proposals.

After review and evaluation, the Proposal Evaluation Committee recommended awarding the contract to ETC Institute. Inc.



Mr. O'Gorman moved that the contract for customer satisfaction surveys be awarded to ETC Institute, Inc. and that the Chief Executive Officer is authorized to enter into the contract with ETC Institute, Inc. Mr. Cohran seconded the motion. Ms. Perkins invited public comment and Mr. Corey Buck inquired how customers would be able to take the surveys. Ms. McNaylor shared that these would be onboard surveys and consideration would be given to placing the surveys online. The motion passed unanimously with no abstentions.

# 4. Consideration of adoption of Revised Employee Handbook

Mr. Abadie shared that a request was made to update the Employee Handbook for safety concerns and to be compliant with certain state law. The changes would prohibit smoking in the maintenance shop for reasons such as the presence of flammable materials.

Mr. Abadie noted that management would like to be able to update the handbook as needed to address safety concerns and to comply with applicable laws without prior board approval. He shared that management would present future revisions at meetings following the revisions.

Mr. Cohran moved that the CATS Employee Handbook be adopted as revised and that management be authorized to make changes to the handbook to be effective immediately and without board approval that are required for safety concerns or by applicable laws. Ms. Green seconded the motion. Ms. Perkins invited public comment and there was none. The motion carried unanimously with no abstentions.

## IX. PUBLIC COMMENTS

Corey Buck shared that he has experienced customer service representatives being rude and giving false information. He stated that buses do not all have signs with sharing what is happening.

Mr. Abadie shared that the financial disclosures are due by May 15<sup>th</sup>. This is an annual requirement for all board members.

## X. ADJOURNMENT

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





MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
MAY 15, 2018
4:30 p.m.
BREC Administration Building
6201 Florida Boulevard
Baton Rouge, LA 70806

# **MINUTES**

I. CALL TO ORDER: Ms. Linda Perkins

Mr. Brandt called the meeting to order.

II. ROLL CALL

All members were present at the meeting, namely Messrs. Bellue, Brandt, Breaux, Cohran, O'Gorman and Thomas and Mss. Green, Perkins, and Pierre. Also present were Mr. Bill Deville, CEO; Mr. Rod Goldman, COO; Mr. Darrell Brown, CAO; other CATS staff; Creighton Abadie of Lindsay & Abadie, A.P.L.C., CATS attorney; and members of the public.

III. APPROVAL OF MINUTES OF APRIL 17, 2018 MEETING

Ms. Perkins moved to approve the minutes of the April 17, 2018, meeting and Mr. Thomas 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 brief summary of the Bus Rapid Transit (BRT) project to date. He noted that CATS has been meeting with community stakeholders, including the City-Parish and the Redevelopment Authority, and the project has recently merged with the Nicholson Corridor project being done by the City. As meetings continue, various timelines are being



worked and signs are very positive that this is a collaboration that could have a meaningful impact for Baton Rouge.

#### V. SAFETY MOMENT

Ms. Simpson shared a safety moment centered on security on public transportation.

## VI. ADMINISTRATIVE MATTERS

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

Mr. Brown shared that the following hires were made in April: Maintenance – 1 Utility Technician; and AVL Technology – 1 Electronics Technician.

Mr. Goldman shared that, in Operations, there are currently 147 Operators on the roster and 135 are active. He also noted that 17 of 23 trainees were still in the training program to become Operators and there is a new class that will begin training on June 11<sup>th</sup>.

Mr. Goldman noted that some of the performance measures would not be reported this month, including preventable accidents, miles between road calls, or miles between mechanical failures due to a mileage discrepancy noted during the preparation of NTD information. He let the board members know he would provide updates at the June meeting.

Mr. Goldman reported that ridership for April was 218,241. There were 93 trips cancelled in April and 99.8% of trips operated. Based on the new metric of zero minutes early to five minutes late, CATS was 67.2% on time. There were 22.9 complaints per 100,000 boardings in April. There were 50 total complaints and 14 requiring corrective action.

Mr. Deville shared that CATS accepted positive changes to the FMO Findings Report and the Final Findings Report should be delivered in the next two weeks.

Mr. Deville noted that CATS On Demand transitioned to MV Transportation as the service provider on May 6<sup>th</sup> and service has been going well in the first week despite a few transition glitches that are common when such a large service shifts providers.



ETC Institute began conducting customer satisfaction surveys on May 11<sup>th</sup> and will continue through May 27<sup>th</sup>. The board will receive a final report in July.

It was noted that union negotiations continued and are scheduled for completion on May 25, 2018.

Mr. Deville shared that the CATS staff has established an internal Service Improvement Plan Task Force to identify the means and methods to implement and fund improvements to begin the Bus Rapid Transit Network of Plank, Florida, and Nicholson service.

Mr. Deville noted that work continues in various stages on the four hub locations.

Ms. Williams shared the Key Performance Indicators (KPIs) for the Finance Department. They are grants, overtime, Medicaid reimbursement, analyzing farebox revenue, and outstanding accounts receivable.

Ms. Williams noted that the grant balance was \$8.9 million. She shared that CATS generated revenue of \$360,724 in April and the total sources of revenue for the month totaled \$2,948,618. The operating expenses for April were \$1,821,750.

#### 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 May 10<sup>th</sup> 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. Kahli Cohran

Mr. Cohran noted the committee did not meet but that it would meet in June.

4. Planning: Mr. Kevin O'Gorman

Mr. O'Gorman noted the committee did not meet but that he met with staff regarding the BRT project.



# 5. Community Relations: Ms. Linda Perkins

Ms. Perkins noted the committee did not meet.

Mr. Rob Miller of Reliant Transportation reported that Reliant provided 6,562 rides in April and 97% were on time. There was one valid customer complaint.

Ms. Perkins thanked Mr. Miller for his service to CATS.

Ms. Perkins welcomed Mr. Bryan Basford, General Manager of MV's CATS On Demand service; he introduced himself and noted that he was very happy to begin the partnership with CATS. He shared that there had been a few minor glitches in the first week of service and that the call log had been much higher than anticipated.

Dr. Breaux asked if board members would be given the dashboard that had been mentioned at a previous board meeting, and Mr. Basford noted he would provide that information to Ms. McNaylor for distribution.

#### VIII. ACTION ITEMS

- 1. Adopt and levy the ad valorem tax millage rate of 10.6 mills for the City of Baton Rouge for the year 2018
  - Mr. Abadie noted that this is an annual requirement.

Mr. O'Gorman moved to approve the following resolution and Mr. Cohran seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed with James Brandt, Linda Perkins, Kahli Cohran, Antoinette Pierre, Peter Breaux, Mark Bellue, Erika Green, Parry Thomas, and Kevin O'Gorman voting in favor, no votes against and no abstentions.

RESOLUTION TO ADOPT AND LEVY TAX MILLAGE RATE OF 10.6
MILLS FOR THE CITY OF BATON ROUGE FOR THE YEAR 2018

BE IT RESOLVED, by the Board of Commissioners of Capital Area Transit System that the following millage(s) are hereby levied on the 2018 tax roll on all property subject to taxation in the City of Baton Rouge by Capital Area Transit System:



Capital Area Transit System tax in the City of Baton Rouge

10.6 mills

BE IT FURTHER RESOLVED that the proper administrative officials of the Parish of East Baton Rouge, State of Louisiana, be and they are hereby empowered, authorized, and directed to spread said taxes, as hereinabove set forth, upon the assessment roll of said Parish for the year 2018, and to make the collection of the taxes imposed for and on behalf of the taxing authority, according to law, and that the taxes herein levied shall become a permanent lien and privilege on all property subject to taxation as herein set forth, and collection thereof shall be enforceable in the manner provided by law.

- 2. Adopt and levy the ad valorem tax millage rate of 10.6 mills for the City of Baker for the year 2018
  - Mr. Abadie noted that this is an annual requirement.

Ms. Green moved to approve the following resolution and Mr. Thomas seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed with James Brandt, Linda Perkins, Kahli Cohran, Antoinette Pierre, Peter Breaux, Mark Bellue, Erika Green, Parry Thomas, and Kevin O'Gorman voting in favor, no votes against and no abstentions.

RESOLUTION TO ADOPT AND LEVY TAX MILLAGE RATE OF 10.6
MILLS FOR THE CITY OF BAKER FOR THE YEAR 2018

BE IT RESOLVED, by the Board of Commissioners of Capital Area Transit System that the following millage(s) are hereby levied on the 2018 tax roll on all property subject to taxation in the City of Baker by Capital Area Transit System:

Capital Area Transit System tax in the
City of Baker 10.6 mills

BE IT FURTHER RESOLVED that the proper administrative officials of the Parish of East Baton Rouge, State of Louisiana, be and they are hereby empowered, authorized, and directed to spread said taxes, as hereinabove set forth, upon the assessment roll of said Parish for the year 2018, and to make the collection of the taxes imposed for and on behalf of the taxing authority, according to law, and that the taxes herein levied shall become a permanent lien and



privilege on all property subject to taxation as herein set forth, and collection thereof shall be enforceable in the manner provided by law.

Before undertaking the remaining action items, Mr. Brandt noted that the board would be entering executive session for the last two items. Mr. Brandt moved to amend the agenda to take the public comments before entering executive session and Mr. Bellue seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

# IX. PUBLIC COMMENTS

At this point, since the last two items were expected to be discussed in executive session, Mr. Brandt moved to amend the agenda to take public comments ahead of the last two items and Mr. Bellue seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

There were no public comments.

Mr. Brandt moved to enter executive session and Mr. Cohran seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

#### VIII. CONTINUATION OF ACTION ITEMS

- 3. 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 19<sup>th</sup> 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 and Eric Marselis are the defendants.)
- 4. Consideration of authorization for the CEO to settle the claim of Allison Perkins 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 not in litigation yet; and that Allison Perkins is the plaintiff and Capital Area Transit System is the defendant.)

Upon returning from executive session, Mr. Brandt moved that the CEO is authorized to settle the claim of Allison Perkins for the sum



of TWENTY ONE THOUSAND THREE HUNDRED FORTY ONE and 35/100 (\$21,341.35) DOLLARS under the terms and conditions of the settlement and judgment payment policy adopted by the Board on July 20, 2004 as amended. Mr. Bellue seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

## X. ADJOURNMENT

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





MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
JUNE 19, 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

Present at the meeting were Messrs. Bellue, Brandt, O'Gorman and Thomas and Mss. Green, Perkins, and Pierre. Messrs. Breaux and Cohran were absent. Also present were Mr. Bill Deville, CEO; Mr. Rod Goldman, COO; Mr. Darrell Brown, CAO; other CATS staff; Creighton Abadie of Lindsay & Abadie, A.P.L.C., CATS attorney; and members of the public.

III. APPROVAL OF MINUTES OF MAY 15, 2018 MEETING

Ms. Perkins moved to approve the minutes of the May 15, 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.

V. SAFETY MOMENT

Ms. Simpson shared a safety moment centered on courtesy.



## VI. ADMINISTRATIVE MATTERS

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

Ms. Lisa Paul shared that the following hires were made in May: Facilities Maintenance – 4 Custodial Crew; Maintenance – 1 Utility Technician; and Administration – 1 Accountant I.

The following employees celebrated service anniversaries in the second quarter:

One year:

James Baker Director of Capital Improvement

Janie Brown
Michael Butler, Sr.
Jacqueline Cain
Miesha Culbert
Calpurnia Dotson

Bus Operator
Bus Operator
Bus Operator
Bus Operator

Roderick Goldman Chief Operating Officer

Sujatha Gopu Business Programmer Process

Analyst

Demetrice Green Bus Operator

Darrell Marsalis Buildings and Grounds

Tyrone McFadden Bus Operator Godwin Osawemwinde Bus Operator

Lisa Paul Human Resources Business Partner

Zaldreka Reddix Bus Operator

Virginia Smith Operations Supervisor

Lance Taylor Police Officer

Rushonda Tolbert Bus Operator

Aaron Verrett Human Resources Generalist

LaTonya Vessel Bus Operator Kiera Wilson Bus Operator

**Five Years:** 

Linda Bourke Instructor

23 Years:

Karen Denman Fixed Route/Paratransit Manager

35 Years:

Lillie Moore Accounting A/P

Ms. Rhonda Williams recognized Ms. Lillie Moore for her 35 years of service and thanked her for her loyalty, dedication, and hard work for CATS over these many years.



Mr. Goldman shared that, in Operations, there are currently 144 active operators. He also noted that there are 11 trainees in a class that began June 11<sup>th</sup>.

Mr. Goldman noted that the mileage discrepancy discovered during the preparation of NTD information has been corrected and all the metrics for 2018 have been updated to reflect the adjusted numbers.

Mr. Goldman reported that ridership for May was 223,663. There were 201 trips cancelled in May and 99.7% of trips operated. CATS was 67.8% on time. There were 33.1 complaints per 100,000 boardings in May; there were 74 total complaints and 17 requiring corrective action.

Mr. Goldman shared the reason for the spike in cancelled trips and customer complaints was largely associated with a maintenance issue with a vendor that has since been corrected. As the Maintenance Department weatherized vehicles for summer weather and replaced air conditioner belts, it was discovered that the belts had issues that needed to be corrected by the vendor. These A/C issues led to vehicles being pulled out of service, which caused some trips to be late or cancelled altogether.

Mr. Goldman reported that there were 1.6 preventable accidents per 100,000 miles for May. There were 7,258.6 miles between road calls and 1,825.3 miles between mechanical failures for the month. One factor in these numbers was the A/C belt issues.

Mr. Goldman noted that the agency would be making minor revisions to three routes in the coming weeks that would address some schedule adherence issues.

Mr. Deville reported that the agency continues working with the City-Parish and the Baton Rouge Redevelopment Authority toward implementing the vision of a Plank Road-Nicholson Drive Corridor BRT route. CATS continues its work to execute the Plank Road BRT route as Phase One of the larger collaborative project.

Mr. Deville noted that work continues in various stages on the four hub locations.

It was noted that the CEO executed two contracts in May: Venture Technologies for IT Backup Server Appliance in the amount of \$28,328 and Dee Everett HR Consulting for one year in the amount of \$50,000 to assist the CEO with filling the Human Resources Director position and other specialized Human Resources functions.



Ms. Williams shared the Key Performance Indicators (KPIs) for the Finance Department. They are grants and grants applications, overtime, Medicaid reimbursement, and analyzing farebox revenue.

Ms. Williams let the members know the agency collected \$401,970 in operating revenue for the month of May, and there was a slight increase attributed to interest income, advertising revenue, and outstanding receivables.

Ms. Williams noted that the total operating revenue was \$2,336,354 and the total operating expenses were \$1,909,052. The grant balance as of May 31<sup>st</sup> is \$8.9 million.

## 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 June 14<sup>th</sup> 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: Mr. Jim Brandt

Mr. Brandt gave the report for Dr. Breaux and referred the members to the minutes of the committee's June 8<sup>th</sup> meeting in their packets. He shared the highlights and noted the action items would be considered later in the meeting.

3. Audit: Mr. Jim Brandt

Mr. Brandt gave the report for Mr. Cohran and referred the members to the minutes of the committee's June 12<sup>th</sup> meeting in their packets. He invited Mr. John Murray of LaPorte CPAs to give a summary of the annual audit.

Mr. Murray shared that this was a clean unmodified opinion and that the agency is improving annually.

Mr. Murray informed the members that for the period ending December 31, 2017, the total current assets for CATS were \$20,059,195 and the total noncurrent assets were \$22,137,954, for total assets of \$42,197,149. The total current liabilities were \$2,811,911 and the total net position was \$33,611,379.

It was noted that the total operating revenue was \$2,741,580 and the total direct operating expenses were \$29,887,638. The total net



position was \$33,611,379. The total cash and cash equivalents at the end of the year were \$1,075,537.

Mr. Murray shared that the pension ended the year with a net position restricted for pensions of \$13,017,669. The total contributions were \$1,291,975 and the net investment income was \$1,933,099. The net deductions were \$834,253, and the net increase in net position was \$2,390,821.

Mr. Murray let the members know that there were three findings identified. These included timely deposit of terminal receipts, testing of payroll disbursements, and that the insurance coverage provided does not address rolling stock.

Mr. Murray shared that a new addition to the annual audit was the Statewide Agreed-Upon Procedures for the year 2017. He also discussed bank reconciliations.

4. Planning: Mr. Kevin O'Gorman

Mr. O'Gorman referred the members to the minutes of the committee's June 5<sup>th</sup> meeting in their packets. He noted that there was discussion of the proposed Service Improvement Plan and that the board will be apprised of these proposed changes ahead of a July consideration for approval. There was an updated on the BRT process and a reminder that the Capital Improvements and Investments Plan will be brought the board in July for consideration of adoption.

5. Community Relations: Ms. Linda Perkins

Ms. Perkins referred the members to the minutes of the committee's June 13<sup>th</sup> meeting in their packets and shared the highlights.

Mr. Bryan Basford of MV Transportation reported that MV served 5,183 passengers in May and of those, 744 were wheelchair bound. The on-time percentage was 80.08 and 1.57 passengers per hour were transported.

Mr. Basford shared that the initial glitches have been mostly resolved and that service continues to improve daily. He noted that the on-time percentage continues to rise.

#### VIII. ACTION ITEMS

1. Consideration of authorization to approve CATS Travel Policy



Ms. Eckert noted the purpose of the policy is to provide guidelines and establish procedures for CATS employees who travel on behalf of the agency and to ensure that adequate cost controls are in place and that travel and other expenditures are appropriate.

Ms. Eckert shared that one of the revisions to the policy is that receipts are no longer required for meals paid with the per diem given to the employee.

It was noted that the policy has been developed with the Executive Policy Committee and has been reviewed by legal counsel. The policy has been recommended for approval by the TPP and F&E Committees.

Mr. Thomas moved that the CATS Travel Policy be approved and Ms. Green seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

2. Consideration of authorization to approve CATS Branding Policy

Ms. McNaylor shared that the purpose of the CATS Branding Policy is to adopt a brand standard to develop a strong and professional reputation with the public, to differentiate the agency from other public entities and other transit agencies, and to consistently promote safety, security, and satisfaction among the workforce and customers.

The policy will require CATS employees to adhere to established brand standards and guidelines that include, but are not limited to, logos, correspondence, and messaging.

It was noted that the policy has been developed with the Executive Policy Committee and has been reviewed by legal counsel. The policy has been recommended for approval by the TPP and F&E Committees.

Ms. Green moved that the CATS Branding Policy be approved and Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion carried unanimously with no abstentions.

Consideration of adoption of CATS and ATU Local 1546 Labor Agreement



Mr. Deville informed the members that Rod Goldman, along with the assistance of Dwana Williams, Creighton Abadie, and Darrell Brown, led the recent labor negotiations whereby a mutually beneficial agreement was reached. He noted that both sides came willing to compromise and were able to agree to a three-year agreement that benefits both the agency and the union membership.

Mr. Goldman shared that the three-year contract was an improvement over the previously negotiated two-year agreement. The contract will be effective June 1, 2018 until December 31, 2020. Mr. Goldman let the members know some of the changes to the contract that include but are not limited to: allowing operators to reach their top pay after six years instead of nine; a three year term that provides for better financial stability to the agency; significant work rule changes; and the transition from PTO back to vacation, sick, and personal time.

The union membership voted to ratify the agreement on June 7<sup>th</sup> and Mr. Al Weeden, ATU Local 1546 President noted the union supports the agreement and hopes the board will approve it.

Mr. Goldman shared that the operators would experience a 3.8% increase in pay in 2018, 2.4% in 2019, and 2.0% in 2020. The Maintenance Department pay will be frozen in 2018 as the rates are near the top of the average in pay, but there will be a 1.3% increase in 2019 and 1.25% increase in 2020. There is no retroactive pay and there are no changes to the pension or the overtime rules.

Mr. Brandt thanked Mr. Weeden and the union as well as Mr. Goldman and management for their mutual commitment to crafting a new agreement.

Ms. Perkins moved that the labor agreement between CATS and ATU Local 1546 be ratified and Mr. Bellue seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

Mr. Abadie shared that Mr. Goldman deserved all credit for the successful negotiation and noted the work he put into the agreement before, during, and after the negotiations. He noted that he believes there is a very healthy relationship between CATS management and the union leadership and looks for that to continue with Mr. Goldman leading Operations and Maintenance.

4. Consideration of approval of Jeanette Eckert as Records Officer



It was noted that this was an annual requirement of the Secretary of State and that Ms. Eckert has been the Records Officer for the past year.

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. Brandt invited public comment and there was none. The motion carried unanimously with no abstentions.

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

Mr. Abadie noted that this is an annual requirement.

Ms. Perkins 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. Brandt invited public comment and there was none. The motion passed with Mr. Brandt abstaining.

## IX. PUBLIC COMMENTS

Mr. John Estorge of Fortis College requested that CATS extends its service to his college on Airline Highway. He has approximately 250 students who utilize CATS to get to school and currently have to walk from the last stop to get to the college.

## X. ADJOURNMENT

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





MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
JULY 17, 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

Present at the meeting were Messrs. Bellue, Brandt, Breaux, Cohran, O'Gorman and Thomas and Mss. Perkins, and Pierre. Ms. Green was absent. Also present were Mr. Bill Deville, CEO; Mr. Rod Goldman, COO; Mr. Darrell Brown, CAO; other CATS staff; Creighton Abadie of Lindsay & Abadie, A.P.L.C., CATS attorney; and members of the public.

III. APPROVAL OF MINUTES OF JUNE 19, 2018 MEETING

Ms. Perkins moved to approve the minutes of the June 19, 2018, meeting and Mr. Thomas 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 offered an update on the design services RFQ and noted it was anticipated that it would be out the following week. He shared that there had been several discussions regarding the current DBE program; these



conversations were in the Planning Committee meeting, in staff meetings, and with the FTA. After initially expressing a desire to have points awarded to proposing firms for DBE participation, the decision was made not to do this as the FTA recommended against it. There will be no DBE goal or points for DBE participation in this design service RFQ.

Members of the F&E Committee requested that staff look to engage a firm to conduct an assessment of the current DBE program.

Mr. Abadie updated the board members on the Reliant Transportation suit related to the paratransit contract. He noted that Reliant's legal counsel is also a state legislator who has been in consecutive special sessions and therefore no progress has been made. He informed the members that there were no new allegations and that CATS is confident in our procurement process and do not feel the lawsuit has any merit.

## V. SAFETY MOMENT

Ms. Simpson shared a safety moment centered on passenger conduct.

## VI. ADMINISTRATIVE MATTERS

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

Before beginning the report, Mr. Deville recognized Ms. Emily Efferson who would be retiring at the end of July. He thanked Ms. Efferson for her dedication and commitment to the agency over her 11 years. Ms. Efferson thanked the board, CEO, and staff for the good memories she will take with her as she leaves.

Ms. McNaylor introduced Mr. Aaron Hekele, Director of Field Operations for ETC Institute, who provided a summary of the results from the recently completed customer satisfaction surveys.

Mr. Hekele noted that the surveys were conducted in May and that 1,327 surveys were collected for the purposes of gathering customer opinions, updating customer profiles and travel patterns, and to benchmark scores with peer transit agencies.

Some of Mr. Hekele's highlights included noting that 70% of riders have an annual income less than \$25,000, 47% of riders are between the ages of 19 and 39, 39% of riders have used the system for more than five years, and 67% are transit dependent.



Mr. Hekele shared that 80% of riders feel safe riding the CATS system, 74% believe that the CATS operators are courteous, and 71% are satisfied with the route coverage.

It was noted that 61% of customers ride CATS to work, 19% to social activities, 9% to medical appointments, 6% to retail businesses for shopping, and 4% to school.

Mr. Hekele informed the board members that the primary opportunities for improvement based on customer feedback is with weekend service, frequency of service, on-time performance, and late evening service.

There was discussion of the results and it was requested that the next survey ask customers their level of satisfaction with their wait time. There was a request to compare the on-time performance of CATS to the national average on-time performance.

Ms. Lisa Paul shared that the following promotions were made in the first six months of 2018: Custodian to Buildings & Grounds Technician – Kevin Jordan and Darrell Marsalis; Mechanic Apprentice to Mechanic I – Chadrick Johnson; Utility Technician to Tire Technician – Robert Green; Business Program Analyst to Business Programmer Process Analyst – Sujatha Gopu; Grants Manager to Director of Finance – Rhonda Williams; and Buildings & Grounds Technician to Buildings & Grounds Supervisor – William "Dewey" Profit.

Human Resources is in the process of implementing the Performance Management Program for all Administrative employees by August 2018. All performance management reviews and job descriptions to admin employees will be done by October 2018.

Mr. Goldman shared that, in Operations, there are currently 152 active operators. He also noted that there are 9 trainees in a class that began June 11<sup>th</sup>.

Mr. Goldman reported on the performance measures. He noted that CATS had 211,464 passenger trips in June and that year over year ridership was slightly higher at a rate of 1%. There were 1.7 preventable accidents per 100,000 miles. Mr. Goldman shared that there were 293 trips cancelled in June of the approximately 35,000 trips for the month. The percentage of on-time trips was 68.2%. There were 37.8 complaints per 100,000 miles in June, mostly at the beginning of the month related to previously reported mechanical



issues. Mr. Goldman shared that there were 2,049.4 miles between mechanical failures and 6,767.9 miles between road calls.

Mr. Deville reported that the agency hosted a Customer Appreciation Day on July 13<sup>th</sup> in conjunction with Aetna. CATS will once again be providing Touchdown Express service for the 2018 football season.

Mr. Deville shared that work continues on the Plank Road BRT and the larger Plank-Nicholson BRT effort with the City-Parish.

It was noted that the CEO executed two contracts in May: Venture Technologies for IT Backup Server Appliance in the amount of \$28,328 and Dee Everett HR Consulting for one year in the amount of \$50,000 to assist the CEO with filling the Human Resources Director position and other specialized Human Resources functions.

Ms. Williams shared the Key Performance Indicators (KPIs) for the Finance Department. They are grants and grants applications, overtime, Medicaid reimbursement, and analyzing farebox revenue.

Ms. Williams offered that the agency collected \$220,364 in CATS generated revenue, \$1,564,584 in total non-federal revenue, and \$369,800 in federal operating revenue, for a total of \$2,154,747 in revenue.

Ms. Williams noted that the total operating expenses for June were \$1,840,848, and year-to-date, the agency has expended \$12,450,972.

Ms. Williams shared the KPIs for the month and noted that in grant applications, the BUILD (formerly TIGER) grant application is due July 19<sup>th</sup>; this is for bus and bus facility. Regarding overtime, the overtime costs were slightly lower this month as opposed to last month. There has been no new activity in Medicaid, and the agency is still trying to gain traction in that area. A committee is analyzing farebox revenue and looking to see if there is an opportunity to increase revenue.

Mr. Deville noted that he met with Mr. Cunningham regarding the Medicaid efforts. He thanked the Operations and Maintenance staffs for their efforts to keep overtime costs down in their respective departments.

### 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 July 12<sup>th</sup> 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 referred the members to the minutes of the committee's July 5<sup>th</sup> meeting in their packets. He noted that there was discussion of the proposed Service Improvement Plan as well as the BRT process and a reminder that the Capital Improvements and Investments Plan will be considered for adoption later in the meeting. He shared that, as previously mentioned by Mr. Brandt, there was considerable discussion concerning the design service RFQ and the DBE program.

5. Community Relations: Ms. Linda Perkins

Ms. Perkins noted the committee did not meet.

Mr. Bryan Basford of MV Transportation reported that MV completed 6,908 rides in June and the on-time percentage was 88.8%. The total service hours for the month were 3,758 and the total miles were 62,291.

Mr. Basford shared that the initial glitches have been mostly resolved and that service continues to improve daily. He noted that the on-time percentage continues to rise.

## VIII. ACTION ITEMS

 Consideration of authorization for the CEO to renew the RouteMatch Annual Technical Support, Maintenance, and Warranty contract for a period of one year

Mr. Goldman shared that this contract is for dispatching and monitoring. He noted that he and Director of AVL Technology Micah Anthony met with RouteMatch and negotiated a better price than the original quote of \$202,529.97. The agreed upon price is \$165,051.79.



It was noted that this item was unanimously recommended for authorization by the F&E Committee.

Mr. Bellue moved that the CEO is authorized to renew the RouteMatch annual technical support, maintenance, and warranty contract for a period of one year at a cost not to exceed \$165,051.79 and Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

2. Consideration of authorization for the CEO to purchase three replacement ADA vans

Mr. Goldman noted that this is consistent with the agency's Strategic Plan to maintain an average age of three years for ADA vans.

This purchase will be made with an 85%/15% federal grant. The total cost for the three vans will be \$189,756.66.

It was noted that this item was unanimously recommended for authorization by the F&E Committee.

Ms. Pierre moved that the CEO is authorized to purchase three replacement ADA vans at a cost of \$189,756.66 and Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion carried unanimously with no abstentions.

3. Consideration of adoption of CATS Capital Improvements and Investments Plan

Ms. McNaylor shared that this plan was originally introduced in December 2017 and there have been several revisions since then. The board has seen the plan and the Planning Committee has been closely involved with the progress. The plan has been to the Planning Committee twice and the F&E Committee twice.

It was noted that this item was unanimously recommended for approval by both the Planning and F&E Committees.

Mr. Brandt moved that the CATS Capital Improvements and Investments Plan be adopted and Mr. Cohran seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.



4. Consideration of authorization to proceed with Service Improvement Plan process

Mr. Brandt noted that this plan was first introduced last year at the board retreat and has since undergone revisions.

Mr. Goldman shared that the plan now includes not only service enhancements but also includes the Plank Road BRT route. He noted that many of the system's current routes will experience changes in one way or another with a reallocating of resources.

Mr. Brandt noted that by approving the Plan process to proceed, the board is not taking action on these route enhancements specifically as there may be changes made based on public feedback. Rather, the board is only authorizing staff to proceed with the required public meeting process.

Ms. McNaylor shared that this Plan will take place in two phases and will be done in 2019 and 2020, with the bulk of the enhancements taking place in 2019. The Plan will be taken to the public in August for input and will be on the Metro Council agenda in September for approval.

It was noted that this item has been reviewed by the Planning Committee and that it was unanimously recommended for approval by the F&E Committee.

Mr. Cohran moved that the staff is authorized to proceed with the Service Improvement Plan process and Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion carried unanimously with no abstentions.

## IX. PUBLIC COMMENTS

Mr. John Estorge of Fortis College reiterated his request that CATS extend its service to his college on Airline Highway. He has approximately 116 students living in zip codes 70802 to 70820.

Mr. Michael Thompson of Moore Career College echoed Mr. Estorge's request to have bus service extend further on Airline Highway. His college is near Fortis College. There are approximately 321 students attending his college living in the zip codes currently covered.

#### X. ADJOURNMENT



Mr. Bellue moved to adjourn the meeting and Mr. Thomas seconded the motion. The motion passed unanimously with no abstentions.







MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
AUGUST 21, 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. Rod Goldman, COO; Mr. Darrell Brown, CAO; other CATS staff; Creighton Abadie, CATS attorney; and members of the public.

III. APPROVAL OF MINUTES OF JULY 17, 2018 MEETING

Ms. Perkins moved to approve the minutes of the June 19, 2018, meeting and Mr. Bellue 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 it was time for the annual CEO evaluation and that Mr. Bellue has agreed to chair the committee. Mr. Brandt and Ms. Perkins



will also serve on the committee. He shared that the board members would be asked to provide their input in the coming weeks via survey.

## V. SAFETY MOMENT

Ms. Simpson shared a safety moment centered on sharing the road with school buses.

## VI. ADMINISTRATIVE MATTERS

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

Mr. Goldman shared that, in Operations, there are currently 145 active operators. He also noted that there are six trainees in the final stages of their training.

Mr. Goldman reported on the performance measures. He noted that CATS had 215,967 passenger trips in July and that year over year ridership was slightly higher at a rate of 1%. There were 1.7 preventable accidents per 100,000 miles. Mr. Goldman shared that there were 194 trips cancelled in July of the approximately 35,000 trips for the month. The percentage of on-time trips was 69%. There were 24.1 complaints per 100,000 miles in July. Mr. Goldman shared that there were 1,852.5 miles between mechanical failures and 6,627.8 miles between road calls.

Mr. Deville reported that CATS has been hosting public meetings for the proposed Service Improvement Plan and meetings were held at BREC, Downtown Development District, and the Charles Kelly Community Center. A request has been made to have a meeting at the Jewel J. Newman Community Center on September 11<sup>th</sup>.

CATS is thrilled to be partnering with Cristo Rey Baton Rouge Franciscan High School as a Corporate Work Study Partner for the 2018-2019 school year. Staff is looking forward to the opportunity to introduce these students to public transit and ways we can help the community, as well as mentoring the students and providing real work job skills.

CATS will once again provide Touchdown Express Service for the 2018 home football season. There will be pickup and drop off locations at the I110 Underpass at Florida, Hotel Indigo, L'Auberge Casino, and Tin Roof Brewery.



Ms. Williams shared the Key Performance Indicators (KPIs) for the Finance Department. They are grants and grants applications, overtime, Medicaid reimbursement, and analyzing farebox revenue.

Ms. Williams offered that the agency collected \$243,403 in CATS generated revenue, \$1,564,584 in total non-federal revenue, and \$1,172,046 in federal operating revenue, for a total of \$2,980,033 in revenue.

Ms. Williams noted that the total operating expenses for June were \$2,061,929, and year-to-date, the agency has expended \$14,555,162.

Ms. Williams shared the KPIs for the month and noted that in grant applications, the Bus and Bus Facilities grant was submitted to the FTA on August 9<sup>th</sup> and consists of proposals for 30 foot buses, AVL/CAD equipment and bus facilities. Overtime was \$50,000 for July, which is less than the amount for June. Staff met with Southern Strategies and Ruth Kennedy regarding Medicaid and she will assist the agency in connecting with major Managed Care Operators. The farebox committee is determining how best to better and more accurately forecast ridership by source and time as well as reviewing ridership trends to bring resolution to some fare structure issues.

## 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 July 12<sup>th</sup> 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 referred the members to the minutes of the committee's July 5<sup>th</sup> meeting in their packets. He noted that there was an update on the Cortana transit center site as well as the BRT Cooperative Endeavor Agreement with the City-Parish. The



committee discussed the process for the DBE assessment and noted that the process should be underway shortly.

5. Community Relations: Ms. Linda Perkins

Ms. Perkins noted the committee did not meet.

Mr. Bryan Basford of MV Transportation reported that MV completed 7,979 rides in July and the on-time percentage was 89.6%. The total service hours for the month were 4,199 and the total miles were 62,555.

#### VIII. ACTION ITEMS

1. Consideration of approval to proceed with improvements to Cortana transfer station

Mr. Goldman shared that the proposed modification of the project is from an interim transit center to a permanent transit center that would provide a decorative paved passenger waiting area in front of Walmart, the installation of large bus shelters and increased seating for passengers, improved lighting, security cameras, landscape enhancements, informational signage, and other enhancements.

The initial cost of interim improvements was \$150,000 and the projected total cost for a permanent site was originally approximately \$3,000,000. The total cost for a permanent hub at the current Cortana site now would be \$700,000.

It was noted that this item was unanimously recommended for authorization by both the Planning and the F&E Committees.

Mr. Brandt thanked the staff for their creative thinking to make this happen more quickly and at a cost significantly less than originally anticipated.

Mr. Cohran moved that the CATS staff is authorized to modify the budget for the Cortana transfer station from \$150,000 to \$700,000 and to proceed with the improvements for a permanent transfer station and Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

2. Consideration of authorization for the CEO to enter into a Cooperative Endeavor Agreement with the City-Parish for



redefinition of streetcar project to bus rapid transit project and to authorize the CEO to spend \$220,000 for the project

Mr. Deville informed the board that he and Mr. Goldman met with Fred Raiford and Parish attorney Bob Abbott to revise the CEA to include requests made by CATS and to secure additional protection for CATS. There was also a note made that the project is subject to FTA approval.

It was noted the HNTB is conducting the redefinition study since they were the firm hired to work on the original streetcar project.

The CEA will be used to implement the joint project between CATS and the City-Parish that will consist of a 10-mile corridor costing between \$40 and \$50 million.

Mr. Chris Tyson noted that this is an unprecedented opportunity for collaboration and a unique chance to bring BRT to the Capitol City.

Mr. Brandt thanked Mr. Tyson for his efforts to help with this project that will have a large scale community impact.

Mr. Cohran moved that the CEO is authorized to enter into a Cooperative Endeavor Agreement with the City-Parish for the redefinition of the streetcar project to a bus rapid transit project and that the CEO is authorized to spend \$220,000 for the redefinition project. Ms. Perkins seconded the motion. Mr. Brandt invited public comment and Mr. Shea Crank inquired about the route. Following the public comment, the motion carried unanimously with no abstentions.

3. Consideration of authorization for the CEO to purchase one replacement ADA Van

Mr. Goldman noted that the board approved the purchase of three replacement ADA vans last month. Since then, the agency has secured the matching funds to purchase one additional replacement van. It was noted that the van will be purchased with an 85%/15% grant.

It was noted that this item was unanimously recommended for approval by the F&E Committee.

Ms. Perkins moved that the CEO is authorized to purchase one replacement ADA van at a cost of \$63,252.22 and Ms. Pierre



seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

4. Consideration of authorization for the CEO to enter into a contract with Landmark American Insurance Company for catastrophic physical damage insurance coverage

Mr. Brown noted that the staff has been working to get this insurance coverage in place for quite a while and that this coverage would resolve certain issues.

It was noted that this would be a one year contract, from September 1, 2018 to September 1, 2019.

It was noted that this item was unanimously recommended for approval by the F&E Committee.

Mr. Bellue moved that the CEO is authorized to enter into a contract with Landmark American Insurance Company for catastrophic coverage for the CATS fleet under such terms and conditions he deems appropriate and that the CEO is authorized to pay additional premiums during the policy period not exceed 20% of the original premium that are due to fleet changes. Ms. Green seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

5. Consideration of authorization for the CEO to enter into a contract with Intueor Consulting, Inc. for enterprise suite specification development and procurement advisory services

Mr. Deville noted that this consultant will assess the technology needs of the agency and help develop a scope of work for technology solution needs. This contract will be only to provide an assessment and a scope of work; another vendor will be chosen to implement a technology solution.

Mr. Cohran moved that the CEO is authorized to enter into a contract with Intueor Consulting, Inc. for eight months at a cost of \$94,474 to provide enterprise suite specification development and procurement advisory services. Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously passed with no abstentions.

Mr. Brandt moved to amend the agenda to take public comments before the last action item and Mr. Bellue seconded the motion. Mr.



Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

## IX. PUBLIC COMMENTS

Mr. Shea Crank noted that the card machines are printing over the entries made. He shared that the newer drivers have a poor attitude and drivers are leaving customers by not pulling up to signs or looking over signs.

Ms. Maggie Doty asked about seniors and bus rides. She inquired about having the bus stop in Glen Oaks so seniors can transfer.

## X. CONTINUATION OF ACTION ITEMS

6. Consideration of authorization for the CEO to settle the claim of Theron Foster 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 19<sup>th</sup> Judicial District Court and is Suit Number 641,427, Sec. 22; and that Theron Foster is the plaintiff and Capital Area Transit System and Shavers Smith are the defendants.)

Mr. Brandt moved to enter executive session to discuss the pending litigation and Mr. Cohran seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no objection.

Thereafter, the board reconvened in open session.

Mr. Brandt moved that the CEO is authorized to settle the claim of Theron Foster in the amount of \$22,066.66 and Ms. Green seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no objection.

#### XI. ADJOURNMENT

Mr. Bellue moved to adjourn the meeting and Mr. Thomas seconded the motion. The motion passed unanimously with no abstentions.





MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
SEPTEMBER 18, 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. Rod Goldman, COO; Mr. Darrell Brown, CAO; other CATS staff; Creighton Abadie, CATS attorney; and members of the public.

III. APPROVAL OF MINUTES OF AUGUST 21, 2018 MEETING

Ms. Perkins moved to approve the minutes of the August 21, 2018, meeting and Mr. Thomas 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 8<sup>th</sup>.



## V. SAFETY MOMENT

Ms. Simpson shared a safety moment centered on passenger conduct.

## VI. ADMINISTRATIVE MATTERS

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

Mr. Deville welcomed Garrick Rose, the new Grants Manager for CATS. He shared that Mr. Rose comes to the agency with transit experience and will be an asset not only in Grants, but in other areas of the agency as well.

Ms. Paul noted that CATS made the following hires in August: Admin – 1 Grants Manager; Maintenance – 1 Body and Paint Technician. She noted that a new training class began September 10<sup>th</sup> for 11 Bus Operator Trainees. CATS has begun its work study program with Cristo Rey Baton Rouge Franciscan High School and has four students who work one day a week in Human Resources, Operations, Communications & Business Development, and Finance.

Mr. Goldman shared that, in Operations, there are currently 141 active operators.

Mr. Goldman updated the committee on the performance measures. He noted that CATS had 217,291 passenger trips in August. There were 1.6 preventable accidents per 100,000 miles. Mr. Goldman shared that there were 264 trips cancelled in August of the approximately 35,000 trips for the month. The percentage of on-time trips was 67.2%. He noted that the department is monitoring on-time performance and has discovered that approximately 10% of the trips not on time are early trips; supervisors and dispatchers are working to monitor routes and reduce the early arrivals. There were 30.8 complaints per 100,000 miles in August. Mr. Goldman shared that there were 1,491.6 miles between mechanical failures and 5,532.5 miles between road calls.

Mr. Deville reported that CATS has completed the public meeting process for the proposed Service Improvement Plan and meetings were held at BREC, Downtown Development District, the Charles Kelly Community Center, and the Jewel J Newman Center. The plan will be taken to the Metropolitan Council on September 26<sup>th</sup> for their approval, pending board approval at this meeting.



Mr. Deville noted that CATS began Touchdown Express service for 2018 on September 8<sup>th</sup> and has received positive responses from our customers who look forward to this service each year.

Mr. Deville let the board know that FTA Region VI held its joint Plank/Nicholson BRT Corridor Project conference call with the City-Parish, the RDA, HNTB, and CATS engaged all together for the first time.

Mr. Deville shared that CATS has been given clearance by the FTA and has been reassured there are no outstanding grant issues with the North Baton Rouge Transit Center. CATS is now permitted to move forward with property acquisition and engineering design activities.

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.

Mr. Deville informed the board that the Mayor of Baker is advocating for the development of a park-and-ride/transportation center on Plank Road in Baker. Staff recently attended a meeting with Baker Mayor Darnell Waites, Mayor Sharon Weston Broome, Chris Tyson of the Redevelopment Authority, and Jamie Setze of CRPC to discuss this vision.

Ms. Williams let the board know that for August, 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 noted that the total operating expense for August was \$2,141,470 and year-to-date the agency has expended \$16,759,397.

Ms. Williams noted the balance sheet is still in draft form as staff reviews data from the software conversion and waits for a final decision from the auditors.

Ms. Williams shared the KPIs for the month and noted that in grant applications, the Bus and Bus Facilities grant was submitted to FTA on August 9<sup>th</sup> and consists of proposals for 30-foot buses, AVL/CAD equipment, and bus facilities. In overtime, the agency was slightly



higher this month than last month, coming in at \$68,000; this can be attributed largely to a mandatory safety training that was conducted for all operators. In Medicaid, there have been no updates since staff met with Ruth Kennedy in July. A committee continues analyzing farebox revenue and looking to see if there is an opportunity to increase revenue.

## 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 September 13<sup>th</sup> 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 referred the members to the minutes of the committee's September 11<sup>th</sup> meeting in their packets. He shared the highlights and noted that the IT Risk Assessment Policy would be considered later in the meeting.

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 September 12<sup>th</sup> meeting in their packets. She shared the highlights of the meeting.

Mr. Bryan Basford of MV Transportation reported that MV served 9,252 customers and the on-time percentage was 83.9%. The total service hours for the month were 4,226 and the total miles were 65,246.

#### VIII. ACTION ITEMS

1. Consideration of approval of CATS IT Risk Assessment Policy



It was noted that the policy was developed at the recommendation of the FMO auditors. The FTA would like the policy to be approved by the CATS Board of Commissioners.

It was noted that this item was unanimously recommended for authorization by both the TPP and the F&E Committees.

Ms. Pierre moved that the CATS IT Risk Assessment Policy be approved and Dr. Breaux seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

2. Consideration of approval of proposed Service Improvement Plan and authorization for the CEO to present proposed Service Improvement Plan to Metropolitan Council for approval at Council meeting on September 26, 2018

Mr. Brandt shared that the board has seen the proposed plan several times and noted it has been to the public for input and feedback via four public meetings.

Mr. Goldman let the committee know that one change was made to the proposed new Route 15 Blount Road based on comments received from the meetings.

Mr. Brandt moved that the following resolution be adopted and Mr. Cohran seconded the motion. Mr. Brandt invited public comment and there was none. The motion carried unanimously with no abstentions.

# CATS BOARD OF COMMISSIONERS AND PUBLIC TRANSPORTATION COMMISSION RESOLUTION AUTHORIZING CATS SERVICE ADJUSTMENTS

BE IT RESOLVED by the Board of Commissioners of Capital Area Transit System (CATS) and the Public Transportation Commission, acting jointly, that after conducting public hearings before its designee for such purpose, William J. Deville, its Chief Executive Officer, and other members of CATS management, CATS Chief Executive Officer is hereby authorized to adjust its service to that set forth in the attached documents entitled "Service Improvement Plan" (Part A) and set forth in the attached map entitled "CATS Proposed System Map" (Part B), which service may be modified as provided in existing policy approved by the Board, the PTC and the Metropolitan Council (Part C), and all with such additional authority as provided in such existing policy.



3. Consideration of authorization for the CEO to enter into a contract for graphic design services

Ms. McNaylor let the board know that the agency was seeking a new contract for graphic design services in an effort to potentially apply grant money to some of the projects. She noted that the desire of the agency is to enter into a contract with a firm for multiple years and that the contract will be written as a one-year contract with up to four, one-year renewals.

CATS solicited 52 firms, posted the RFP on its website, and submitted public notices to The Advocate and the Weekly Press. The agency received six proposals and the Proposal Evaluation Committee reviewed all six. Of those, three were deemed to be in the competitive range. The proposal submitted by Rockit Science separated itself from its competitors and the PEC unanimously recommended that the agency engage the services of Rockit Science for its graphic design, photography, and videography needs.

Ms. McNaylor noted that the current contract has a very narrow scope that only consists of graphic design services and that the agency will not reach the maximum amount allowed in the contract.

The new contract will have a broader scope that includes not only graphic design but also photography and videography services the agency does not currently have.

Based on budget projections for 2019, staff has determined a need for services that will cost approximately \$110,000. In order to allocate for items that will arise over the next twelve months, staff is requesting that the board authorize the CEO to enter into a contract with Rockit Science for graphic design services with an amount not to exceed \$125,000.

Mr. Bellue moved that the CEO is authorized to enter into a contract with Rockit Science for graphic design and related services for one year with the option of up to four, one-year renewals for an amount not to exceed \$125,000 and with such additional terms and conditions the CEO deems appropriate. 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 Mr. Cohran seconded the motion. Mr.



Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

### IX. PUBLIC COMMENTS

Mr. Keith Cunningham spoke on behalf of his brothers regarding the CATS On Demand service. He shared that his brother has used the system since 2005 and has experienced hardship since the transition of service to MV Transportation. He let the board know that the community should provide above and beyond for the most dependent members of the community.

### X. CONTINUATION OF ACTION ITEMS

4. Consideration of authorization for the CEO to settle the claim of Mary Steward 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 19<sup>th</sup> Judicial District Court and is Suit Number 655,517, Sec. 26; and that Mary Steward is the plaintiff and Capital Area Transit System and Anthony Johnson are the defendants.)

Mr. Brandt moved to enter executive session to discuss the pending litigation and Mr. Cohran seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no objection.

Thereafter, the board reconvened in open session.

Ms. Perkins moved that the CEO is authorized to settle the claim of Mary Steward in the amount of \$22,500 under the terms of the settlement and judgment payment policy adopted by the Board on July 20, 2004 as amended and Ms. Pierre seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no objection.

# XI. ADJOURNMENT

Mr. Bellue moved to adjourn the meeting and Mr. Thomas seconded the motion. The motion passed unanimously with no abstentions.





CONTACT

# CATS BOARD OF COMMISSIONERS AND PUBLIC TRANSPORTATION COMMISSION RESOLUTION AUTHORIZING CATS SERVICE ADJUSTMENTS

BE IT RESOLVED by the Board of Commissioners of Capital Area Transit System (CATS) and the Public Transportation Commission, acting jointly, that after conducting public hearings before its designee for such purpose, William J. Deville, its Chief Executive Officer, and other members of CATS management, CATS Chief Executive Officer is hereby authorized to adjust its service to that set forth in the attached document entitled "Service Improvement Plan" (Part A) and set forth in the attached map entitled "CATS Proposed System Map" (Part B), which service may be modified as provided in existing policy approved by the Board, the PTC and the Metropolitan Council (Part C), and all with such additional authority as provided in such existing policy.

#### **CERTIFICATE**

In accordance with Code of Ordinances 10:103(g)(7), I certify that the foregoing resolution, with the document entitled "2018 Service Improvement Plan" attached, was adopted at a regular, jointly conducted meeting of the Public Transportation Commission and the Capital Area Transit System Board of Commissioners held on September 18, 2018, beginning at 4:30 p.m. at the BREC Commission Room, 6201 Florida Boulevard, Baton Rouge, Louisiana, at which members Mark Bellue, Jim Brandt, Peter Breaux, Kahli Cohran, Erika Green, Kevin O'Gorman, Linda Perkins, Antoinette Pierre, and Parry Thomas were present, and with all members thereafter present voting yes.

Baton Rouge, Lou	Amio McNaydor, Assistant Socretary
	Amie McNaylor, Assistant Secretary





# Part A: Summary of Service Improvement Plan Changes 2018

This Service Improvement Plan will occur in two phases: Phase One will be in 2019 and Phase Two will be in 2020.

The final analysis indicated that the proposed Service Improvement Plan (SIP) would result in an 18.9% increase in transit accessibility for residents of Baton Rouge.

Minority populations would realize a 21.55% increase

Low income populations a 20.07% increase

**Improve Service Frequency –** over 85% of routes will have head headways improved to 30 minutes or better. The following routes will experience improved frequency

### Peak Only

11 – Northside Circulator, 14 Thomas Delpit, 18 LSU-Cortana Mall, 21 Fairfields Ave-Cortana Mall, 22 Winbourne Ave, 46 Gardere-OLOL, 56 Mall-to-Mall, 57 Sherwood Forest Boulevard, 70 Baker-Southern University

### All Day

16 Capitol Park Shuttle & 60 Medical Circulator

**Later Evening Service –** The following routes will have service that extends later into the evening hours

20 North Acadian Thurway, 21 Fairfields Ave. Cortana Mall, 23 Foster Drive, 54 Airline Hwy-Southern University, 57 Sherwood Forest Boulevard, 58 Coursey Boulevard-O'Neal Lane, 59 Florida Boulevard, 60 Medical Circulator

Earlier Morning Service – the following routes will begin service earlier in the morning

14 Thomas Delpit, 44 Florida Boulevard, 47 Highland Road, 60 Medical Circulator

**Service Extended to New Areas** – the following routes will extend to provide service to key trip generators, including apartment complexes and low-income housing

- 14 Thomas Delpit extended to River Road: PHASE 2
- 15 New route serving Blount Road and Plank Road north of Harding: PHASE 1 and 2
- Extend to Greenwell Springs road, including Mallard Crossing Apartments
- Reroute to Jefferson Highway including Jefferson Lake Apartments

**Restructured Routes** – the following routes were restructured to improve routing efficiency

- 11 Direct, one-way service on Scenic Hwy and in Glen Oaks: PHASE 1 and 2
- 14 Extend to River Road: PHASE 2
- 16 More direct, faster travel times: PHASE 1
- 18 Truncate near Highland Road to avoid duplicate service: PHASE 1
- 44 Reroute through downtown: PHASE 1
- 46 Combine with 52: PHASE 2
- 52 Combine with 70: PHASE 1
- 54 Reroute to airport: PHASE 1
- 56 Combine with 46: PHASE 1
- 57 Extend to Greenwell Springs Road including Mallard Crossing Apartments: PHASE

Amie McNaylor

Director of Communications
amcnaylor@brcats.com





- 58 More direct near Costco: PHASE 1
- 60 Simplify route to be more direct: PHASE 1

Reallocate Resources to Productive Service – resources being reallocated from low ridership routes to improve service and frequency along key routes

- 15 New Route servicing Glen Oaks, Zion City, and Scotlandville: PHASE 1 and 2
- 50 Eliminate route; productive segments covered by Route 15: PHASE 1
- 55 Eliminate route; productive segments covered by Route 57: PHASE 1
- 103 Eliminate route; airport covered by Route 57: PHASE 1

### Remove Stop Restrictions on Route 70

# PHASE 1 IMPROVEMENTS: Route changes, schedule changes, and frequency improvements

Route 11

Route 14

Route 15

Route 16

Route 18

Route 20

Route 21

Route 22

Route 23

Route 41

Route 44

Route 46

Noute 40

Route 47

Route 50

Route 52 Route 54

Route 55

Route 57

Route 58

Route 59

Route 60

Route 70

Route 103

### PHASE 2 IMPROVEMENTS: Frequency Improvements

Route 11

Route 14

Route 15

Route 46

Route 70





# **Summary by Route**

### Route 11 – Northside Circulator

- Improve frequency from 60 minutes to 30 minutes during rush
- Reroute to be faster and more direct
- · Add one-way service on Scenic Highway and in Glen Oaks

### Route 14 – Thomas Delpit Drive

- Improve frequency from 60 minutes to 30 minutes during rush
- Provide earlier morning service
- Extend and restructure route service to serve River Road
- Add another bus to the route

### Route 15 - Blount Road

· New Route servicing the Blount Road area

### Route 16 - Capitol Park Shuttle

- Shorten route for faster travel time
- Improve frequency from 30 to 10 minutes

### Route 18 - LSU - Cortana Mall

- Shorten route to end at Parker Boulevard
- Improve frequency from 60 minutes to 30 minutes during rush
- Add another bus to service the route

### Route 20 - North Acadian Thruway

Provide later service

### Route 21 - Fairfields Ave

- Improve frequency from 60 minutes to 30 minutes during rush
- Provide later service
- · Add additional bus to service route

### Route 22 – Winbourne Ave. – Cortana Mall

- Improve frequency from 60 minutes to 30 minutes during rush
- · Add two additional buses to service route

### Route 23 - Foster Drive

• Provide later service

### Route 41 - Plank Road

• Improve frequency from 30 minutes to 15 minutes during rush

### Route 44 – Florida Blvd

Provide earlier morning service

### Route 46 – Gardere / Our Lady of the Lake

- Improve frequency from 60 minutes to 30 minutes during rush
- Combine route with the current Route 56
- · Add two additional buses to service the route

Amie McNaylor
Director of Communications
amcnaylor@brcats.com





### Route 47 - Highland Road

· Provide earlier morning service

### Route 50 - Glen Oaks / Greendale Circulator

- Eliminate route Stops covered by Route 15
- Annual savings \$220,000

#### Route 52 - Baker Circulator

- Eliminate route Stops covered by Route 70
- Annual savings \$622,000

### Route 54 – Airline Hwy. North / Southern University

- Reroute to service the Baton Rouge Airport
- Provide later evening service

### Route 55 - East Florida Boulevard

- Eliminate route Stops covered by Route 57
- Annual savings \$220,000

### Route 56 - Mall to Mall via Drusilla Lane

- Eliminate route Stops covered by Route 56
- Annual savings \$631,000

### Route 57 - Sherwood Forrest Boulevard

- Improve frequency from 60 minutes to 30 minutes during rush
- Extend service further north
- Provide later evening service
- Add three additional buses to route

### Route 58 - Coursey Boulevard / O'Neal Lane

- Reroute service near Costco
- Provider later evening service

### Route 59 - East Florida Boulevard / O'Neal Lane

Provide later evening service

### Route 60 - Medical Circulator

- Improve frequency from 60 minutes to 30 minutes during rush
- Increase span of route to service more areas

### Route 70 – Baker / Southern University / CATS Terminal

- Combine with Route 52 and 60
- Improve frequency from 60 minutes to 30 minutes during rush
- Add an additional bus to route

### Route 103 – Airport Express

- Eliminate Route Stops covered by 54
- Annual savings \$403,000





# **Summary of Service Improvement Plan Changes 2018**

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Improve Service Frequency - over 85% of routes will have head headways improved to 30 minutes or better. The following routes will experience improved frequency

Peak Only:

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21 – Fairfields Ave-Cortana Mall

22 – Winbourne Avenue

46 - Gardere-OLOL

56 - Mall-to-Mall

57 - Sherwood Forest Boulevard

70 - Baker-Southern University

All Day:

16 - Capitol Park Shuttle

60 - Medical Circulator

46 - Gardere-OLOL

56 – Mall-to-Mall

57 - Sherwood Forest Boulevard 70 – Baker-Southern University

Later Evening Service - The following routes will have service that extends later into the evening hours

20 - North Acadian Thruway 21 – Fairfields Ave-Cortana Mall

23 – Foster Drive

54 – Airline Hwy-Southern University

57 - Sherwood Forest Boulevard

58 - Coursey Boulevard-O'Neal Lane 59 - Florida Boulevard

60 - Medical Circulator

47 - Highland Road 14 - Thomas Delpit 44 - Florida Boulevard 60 - Medical Circulator

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Restructured Routes – the following routes were restructured to improve routing efficiency:

11 - Direct, one-way service on Scenic Hwy and in Glen Oaks

**Amie McNaylor** Director of Communications amcnaylor@brcats.com





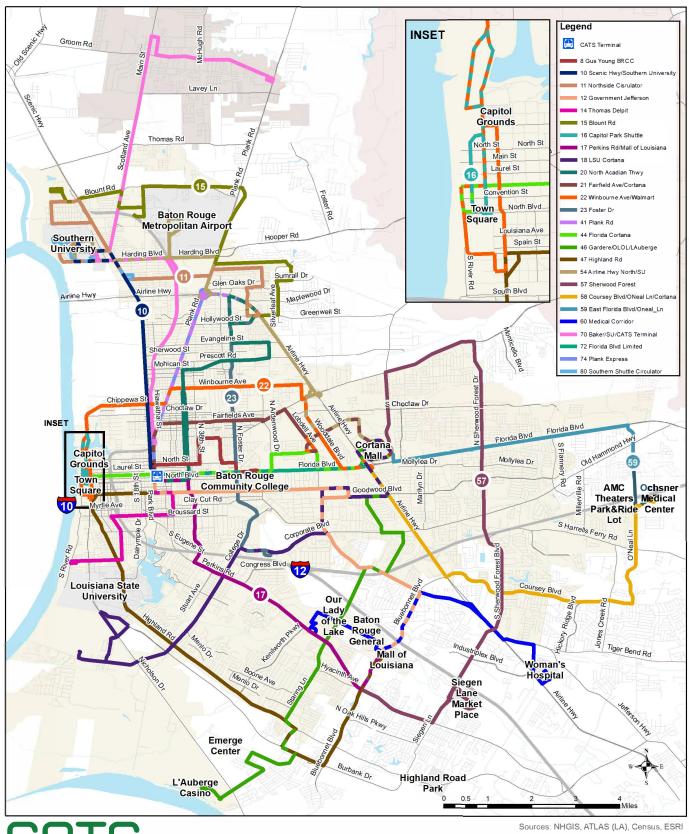
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- 57 Extend to Greenwell Springs Road including Mallard Crossing Apartments
- 58 More direct near Costco
- 60 Simplify route to be more direct

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- 15 New Route servicing Glen Oaks, Zion City, and Scotlandville
- 50 Eliminate route; productive segments covered by Route 15
- 55 Eliminate route; productive segments covered by Route 57
- 103 Eliminate route; airport covered by Route 54

**Remove Stop Restrictions on Route 70** 





Date: 7/9/2018

Part B CATS Proposed System Map



Connecting you to what matters.



CONTACT

# Part C Exceptions

- 1. CATS is authorized to substitute reduced levels of service on the days surrounding holidays when riding can reasonably be expected to be less than usual.
- 2. CATS is authorized to alter routes and schedules on a temporary and/or emergency basis as may be appropriate as a result of storms, civil disasters, construction or other conditions in the field.
- 3. CATS is authorized to operate routes and provide service not provided herein if they are subsidized by entities other than the City of Baton Rouge and the Parish of East Baton Rouge, such as but not limited to Louisiana State University, Southern University, and Baton Rouge Community College, and for such compensation as may be agreed to by the parties and/or fares not in excess of those approved herein.
- 4. CATS is authorized to provide temporary service not covered herein for special events, such as but not limited to Southern University and Louisiana State University home football games and other events, and to set fares for such service.
- 5. CATS is authorized to provide service levels greater than, and to charge fares less than, those specified.
- 6. CATS is authorized to modify starting and ending times, and the number of runs, on any route so as to reduce service levels by up to 15% of those specified.





MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
NOVEMBER 13, 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

Present at the meeting were Messrs. Bellue, Brandt, Breaux, O'Gorman and Thomas and Mss. Green, Perkins, and Pierre. Mr. Cohran was absent. 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 OCTOBER 16, 2018 MEETING

Ms. Perkins moved to approve the minutes of the October 16, 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 he had asked Ms. Green to chair the Nominating Committee for officers for 2019; Messrs. Thomas and O'Gorman will be on the committee along with Mr. Brandt, who will be serving ex officio. He



asked that any board members interested in serving as an officer for 2019 contact Ms. Green or one of the other members to share their intent.

### V. SAFETY MOMENT

Ms. Simpson shared a safety moment centered on public transit safety.

### VI. ADMINISTRATIVE MATTERS

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

Ms. Paul noted that CATS made the following hires in October: Customer Care – 1 Representative; and Operations – 10 Bus Operator Trainees. She noted that the Human Resources Department is completing the performance management program for administrative employees. It was noted that open enrollment is taking place November 13-19 for 2019 health insurance and benefits. The agency is accepting donations for the Greater Baton Rouge Food Bank through November 15<sup>th</sup>.

Ms. Dwana Williams shared that, in Operations, there are currently 132 active operators.

Ms. Williams updated the members on the performance measures. She noted that CATS had 246,390 passenger trips in October. There were 1.3 preventable accidents per 100,000 miles. Ms. Williams shared that there were 325.8 trips cancelled in October of the approximately 35,000 trips for the month. The percentage of on-time trips was 66.3%. There were 38.2 complaints per 100,000 miles in October. Ms. Williams shared that there were 2,057.5 miles between mechanical failures and 5,970.8 miles between road calls.

Mr. Deville reported that CATS participated in the Louisiana Public Transit Association (LPTA) conference held in New Orleans October 31<sup>st</sup> – November 2<sup>nd</sup>.

ETC Institute began customer satisfaction surveys November 10<sup>th</sup>. The agency will continue to survey customers on a semi-annual basis moving forward. These results will be presented to the board members upon their completion.

Legal counsel for CATS has been informed that the Division of Administration has authorized transfer of the LSU property in North Baton Rouge, and this allows LSU to proceed with the sale to CATS. LSU is required to advertise the transaction for 30 days, and the sale will be finalized in 2019.



The Service Improvement Plan is scheduled for implementation on February 24, 2019; this date coincides with the first of three run-cuts outlined in the labor agreement. Staff is working to ensure this deadline is met and that customers are fully educated on the new service before the implementation occurs.

Ms. Williams let the board know that for October, the agency collected \$250,924 in CATS generated revenue, \$1,564,583 in total non-federal revenue, and \$369,800 in federal operating revenue, for a total of \$2,185,307 in revenue. Year to date the agency has collected \$2,594,434 in CATS generated revenue, \$15,602,234 in non-federal revenue, and \$4,592,480 in federal revenue for a total of \$22,789,148 in revenue.

Ms. Williams noted that the total operating expenses for October were \$2,170,783 and year-to-date the agency has expended \$21,278,966.

### 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 November 8<sup>th</sup> meeting in their packets. He noted there was an indepth discussion of the DBE Program assessment and encouraged the members to read the minutes. 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 8,498 customers and the on-time percentage was 91.3%. There were three road calls for the month and nine complaints. He shared that the Operations team is fully staffed at this point.

### VIII. ACTION ITEMS

1. Consideration of approval of contract for architectural and engineering design services for Plank Road and Florida Boulevard BRT projects

Mr. Brown shared that the agency had advertised the Request for Qualifications (RFQ) and emailed it to 117 firms, including 28 small businesses and DBE firms.

CATS received five proposals and two were found to meet all the requirements of the RFQ. The two proposals were reviewed by the Proposal Evaluation Committee (PEC) and the PEC recommended an award to SJB Group, LLC. It was noted that the contract amount is not expected to exceed \$322,544.55.

Mr. Bellue moved that the CEO is authorized to enter into a contract with SJB Group, LLC, for architectural and engineering design services for Plank Road and Florida Boulevard BRT projects and Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

2. Consideration of renewal of security guard services contract with Weiser Security Services, Inc.

Mr. Brown shared the contract is entering its fourth year, which is the first of two, one-year renewals. He noted that a new cost has been negotiated with an annual increase of less than a \$4,000.

Ms. Perkins moved that the CEO is authorized to renew the contract with Weiser Security Services, Inc. for one year and Mr. Thomas seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

3. Consideration of approval of contract for external audit services

Mr. Brown noted that the contract with LaPorte had expired which necessitated the need for a new RFP. Two proposals were received from the advertisement and solicitation. The PEC reviewed the



proposals and recommended that the agency contract with Postlewaite and Netterville for external audit services.

It was noted that this contract is for both the agency and the pension fund. CATS pays for both services.

Ms. Pierre moved that the CEO is authorized to enter into a contract with Postlewaite & Netterville for external audit services for a period of three years with up to two, one year renewals and Dr. Breaux seconded the motion. Mr. Brandt invited public comment and there was none. The motion carried unanimously with no abstentions.

4. Consideration of approval of CEO Evaluation Committee recommendation to increase base salary of CEO William J. "Bill" Deville (Due to the subject matter of this item, the board may vote to go into executive session to discuss the character and/or professional competence of the CEO)

Mr. Brandt thanked Mr. Bellue for chairing the Evaluation Committee, Ms. Perkins for serving, and the board members for completing the surveys.

Mr. Bellue noted this was the second year of Mr. Deville's three year contract. He shared that the committee not only sought the input of the board members but also stakeholders when evaluating his performance. Mr. Bellue let the board know that Mr. Deville met or exceeded all expectations.

Mr. Bellue noted that the committee members initially recommended a five percent (5%) increase to the base salary, but Mr. Deville asked that the amount be reduced to three percent (3%), which is the amount of the cost of living increase the administrative staff received. Thus, the committee recommends a three percent (3%) increase.

Mr. Brandt shared that the recommendation was unanimously supported by the F&E Committee.

Mr. Bellue moved that the CEO Evaluation Committee recommendation to increase the base salary of CEO William J. "Bill" Deville by three percent (3%) be approved and Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

5. 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 19<sup>th</sup> 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.)

Mr. Brandt moved to enter executive session to discuss the pending litigation and Ms. Green seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no objection.

Thereafter, the board reconvened in open session.

Mr. Brandt moved that the CEO is authorized to settle the claim of Geraldine Robinson for the sum of eighteen thousand and 00/100 (\$18,000) dollars under the terms of the settlement and judgment payment policy adopted by the Board on July 20, 2004 as amended and Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no objection.

# IX. PUBLIC COMMENTS

There were no public comments.

# X. ADJOURNMENT

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





MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
DECEMBER 18, 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

Present at the meeting were Messrs. Brandt, Breaux, Cohran, O'Gorman and Thomas and Mss. Green, Perkins, and Pierre. Mr. Bellue was absent. 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 NOVEMBER 13, 2018 MEETING

Ms. Perkins moved to approve the minutes of the November 13, 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 CATS employees would be hosting a Christmas party on Thursday, December 20<sup>th</sup> from 12:00 p.m. until 4:00 p.m. and noted that all board members were invited to attend.



Mr. Brandt reminded the members that annual officer elections would take place in February and any member wishing to hold an officer position should let the Nominating Committee Chair Ms. Green know their intent.

### V. SAFETY MOMENT

Ms. Simpson shared a safety moment centered on slips, trips, and falls.

### VI. ADMINISTRATIVE MATTERS

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

Mr. Brown noted that CATS made the following hires in November: Customer Care – 1 Representative; and there was one internal promotion to Customer Care Lead Representative. He noted that agency is participating in a donation effort of winter items to St. Vincent DePaul during December.

Ms. Dwana Williams shared that, in Operations, there are currently 130 active operators.

Ms. Williams updated the members on the performance measures. She noted that CATS had 216,023 passenger trips in November. There were 2.3 preventable accidents per 100,000 miles. Ms. Williams shared that there were 339.4 trips cancelled in November of the approximately 35,000 trips for the month. The percentage of on-time trips was 66.8%. There were 27.3 complaints per 100,000 miles in November. Ms. Williams shared that there were 1,756.3 miles between mechanical failures and 5,340.7 miles between road calls.

Mr. Deville reported that CATS held the second round of customer satisfaction surveys for 2018 in November; ETC Institute is compiling the data and it will be presented in early 2019.

The Division of Administration is in the process of completing the sale of the LSU property in North Baton Rouge to CATS. There are various legal requirements to be met, and the sale may be final in the second quarter of 2019.

The Cortana Transit Center construction solicitation has been posted and a pre-bid conference has been held. The projected milestones are as follows: bid advertisement – December 2018; contract award – January 2019; begin revenue service – May, 2019.

CATS recently participated in a series of stakeholder workshops conducted by HNTB on behalf of the City-Parish in conjunction with



CATS and the Redevelopment Authority. Phase One of the outreach focused on elected leaders and community stakeholders to outline the scope and intent of the redefinition study, obtain concerns, and map out proposed funding structures.

The Service Improvement Plan is scheduled for implementation on February 24, 2019; this date coincides with the first of three run-cuts outlined in the labor agreement. Staff is working to ensure this deadline is met and that customers are fully educated on the new service before the implementation occurs.

Ms. Rhonda Williams shared that CATS had \$214,760 in self-generated revenue for November. There was \$1,564,583 in nonfederal revenue and \$369,800 in federal revenue for a total of \$2,149,143 in operating revenue for November. Year to date the agency has collected \$24,938,291 in total operating revenue.

The operating expenses for November were \$2,675,523. Year to date the agency has spent \$24,040,561 in operating expenses.

Ms. Williams reported on the Key Performance Indicators for November and noted that in grants, the Grants Manager has been revising existing grants and reallocating existing award funds with the FY2019 budget.

The agency spent \$115,000 in overtime in November that is primarily related to operator terminations, which have led to supervisors filling trips where possible.

It was noted there was no update on the Medicaid process.

Ms. Williams shared that the farebox committee plans to reconvene in January to discuss the recommendations made by the committee.

### 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 December 13<sup>th</sup> meeting in their packets. He shared the highlights and noted that the action items would be considered later in the meeting. He noted that all items except the general liability insurance came with a unanimous recommendation; this item comes with no recommendation to allow for the negotiation of final pricing. He let the members know that the 2019 Budget comes with a unanimous recommendation for adoption.



2. Technical, Policies and Practices: Dr. Peter Breaux

Dr. Breaux referred the members to the minutes of the committee's December 10<sup>th</sup> meeting in their packets. He shared the highlights and noted that the policy being considered comes with a unanimous recommendation from the TPP Committee.

3. Audit: Mr. Cohran

Mr. Cohran noted the committee did not meet.

4. Planning: Mr. Kevin O'Gorman

Mr. O'Gorman referred the members to the minutes of the committee's December 14<sup>th</sup> meeting in their packets. He shared the highlights and noted the Strategic Plan would come to the board in early 2019 for adoption.

5. Community Relations: Ms. Linda Perkins

Ms. Perkins referred the members to the minutes of the committee's December 12<sup>th</sup> meeting in the packets. She shared the highlights of the meeting and noted that she was able to attend a customer service training class with operators and found the experience to be very eye-opening.

Mr. Bryan Basford of MV Transportation noted that there were 7,489 scheduled trips; of those, 644 were cancellations and 217 were noshows. He noted that CATS On Demand did not operate on Thanksgiving, and the days before and after the holiday were very light. There were five complaints for the month and the on-time percentage was 93.6%.

### VIII. ACTION ITEMS

1. Consideration of amendment of CATS Settlement and Judgment Payment Policy

Mr. Abadie informed the members that it is the practice of CATS to pay fleet liability claims on a quarterly basis. The current amount CATS allocates for this fund has been \$200,000 annually; this year, the amount is \$300,000.

Mr. Abadie noted that each claim receives a prorated payment quarterly and once the balance due for a claim reaches \$1,000 or



less, the claim is paid in full. Mr. Abadie recommends that the pay in full amount be raised to \$2,000, which would allow the agency to close more claims. He noted that there are approximately 25 settlements that would close under this increased amount.

Mr. Abadie stated that he would research whether or not it would be advantageous to increase the amount to \$5,000.

Ms. Pierre moved that the following resolution be adopted and Mr. Cohran seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

# RESOLUTION OF CATS BOARD OF COMMISSIONERS AMENDING EARLIER ADOPTED PROCEDURE FOR PAYING SETTLEMENTS AND JUDGMENTS

BE IT RESOLVED by the Board of Commissioners of Capital Area Transit System that it hereby amends the resolution originally adopted on July 20, 2004, as amended in 2005, 2011 and 2016, that provides for a procedure for paying settlements and judgments, by amending the language as follows:

Under the heading of "Settlement Payment Procedure", amend Section 5(B) to the following:

В. If after the quarterly budget allocation the Settlement Account balance is greater than the total amount of approved settlements, then the settlements shall be paid in full. If the total amount of settlements is greater than the Settlement Account balance, then any settlements (or the remaining amounts to be paid on individual settlements) which are \$2,000.00 or less per claimant shall be paid from the balance in the Settlement Account to the extent funds are available to do so. If there are not adequate funds available, such claimants shall be paid on a prorata basis. If funds remain in the Settlement Account after the payment of these \$2,000.00 or less claims, then the amount of the balance shall be divided by the total monetary amount of the settlements then payable and the resulting percentage will be applied to each settlement to calculate the amount to be paid to each claimant. This procedure will be repeated at the end of each quarter.

BE IT FURTHER RESOLVED that this amendment shall be effective for payments made at the end of the first quarter of 2019.



2. Consideration of award of general liability insurance contract

Mr. Brown shared that this is a contract for the general liability, employee benefit liability, management liability, employment practices liability, law enforcement liability, property, crime, and inland marine insurances. He noted that CATS sought quotes with the help of Arthur J. Gallagher, the agent of record. Two firms provided quotes; Travelers Insurance, the current provider, and Stone Insurance, Inc.

Mr. Brown shared that Stone Insurance, Inc. provided lower premiums than the current provider; the difference being \$11,558. After discussion at the F&E Committee meeting, staff was able to remove the taxes - \$1,236.17 – from the total of the quote.

The total cost of the quote is \$12,794.00 for the general liability, employee benefit liability, management liability, employment practices liability, law enforcement liability, property, crime, and inland marine insurance.

Mr. Cohran moved that the CEO is authorized to award the contract for general liability insurance to Stone Insurance, Inc. and Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

3. Consideration of approval of CATS Emergency Preparedness and Recovery Plan

Ms. Eckert shared that the purpose of the policy is to capture all the information relevant to CATS' ability to withstand an emergency and to document the steps that CATS will follow if an emergency occurs in order that business continuity is restored.

Ms. Eckert noted that many of the details included therein already existed in various forms, but they have not been compiled into one document. She shared that an internal committee has been meeting weekly for approximately three months and has dedicated many hours to creating this plan.

It was noted that each emergency scenario is self-contained and has its own appendix.

The committee responsible for the Plan will meet quarterly to review the plan and update it as necessary. There will also be a meeting



after any emergency where the plan is activated; this will help determine what worked, what did not, and what revisions need to be made.

Ms. Eckert noted that the plan will be available on the employee portal and there will also be physical copies in all the departments for easy access.

Mr. Thomas moved that the CATS Emergency Preparedness and Recovery Plan be adopted and Dr. Breaux seconded the motion. Mr. Brandt invited public comment and there was one. Reverend Alexis Anderson inquired how the plan will be disseminated to the public and how it will be distributed to signage. The motion carried unanimously with no abstentions.

# 4. Consideration of approval of 2019 Budget

Ms. Rhonda Williams shared that the 2019 Operating Budget is \$26,999,987, which is a five percent increase over 2018.

Ms. Williams briefed the board members on the highlights contained in the budget. Some of those highlights include the first quarter 2019 implementation of the Service Improvement Plan; a \$400,000 decrease in CATS On Demand paratransit services; the first-ever acquisition and delivery of three electric buses; and the construction and completion of the Cortana Transit Center.

It was noted that the majority of operating revenue comes from the property tax millage and federal grants, and that the balance comes from the Parish Transportation Fund, the Hotel/Motel tax, and advertising revenue.

Ms. Williams shared that the operating expenses for 2019 will be aided in the delivery of eight new Gillig diesel buses to replaced aged vehicles as well as increased recruitment to reach a full complement of operators. The agency will continue its efforts to upgrade technology and this includes the implementation of a new, state-of-the-art financial management system.

CATS will continue to focus attention on the items in the Capital Improvements and Investments Plan (CIIP). To that end, the agency will kick-off several projects, including a Bus Rapid Transit (BRT) route on Plank Road, as well as several transit centers. The CIIP calls for the acquisition of sixteen revenue and four non-revenue vehicles to obtain an average fixed route fleet age of less than four years.



Ms. Williams shared that there is an increase of \$100,000 – to \$300,000 total – for the settlement payments; this is reflected in the casualty and liability line item in Operating Expenses.

Mr. Cohran moved that the full board adopt the resolution approving the 2019 budget and Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

# Resolution of CATS Board of Commissioners Approving 2019 Budget

BE IT RESOLVED by the Board of Commissioners of Capital Area Transit System that the attached document setting forth the 2019 budget for the Capital Area Transit System, which has been made available for public inspection and presented to the Board, is hereby approved.

BE IT FURTHER RESOLVED that the agency's Chief Executive Officer shall have the authority to make changes to the line item amounts of the operating budget without the approval of the Board of Commissioners if the change does not exceed ten percent (10%) in either direction. If the change exceeds a ten percent (10%) variance in either direction, the agency's Chief Executive Officer shall have to return to the Board of Commissioners for approval. In no event may the amounts for total revenues or total expenditures be changed without approval of the Board of Commissioners.

5. Consideration of authorization for the CEO to settle the claim of Willis Travis, Sr. and Marie Travis 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 19<sup>th</sup> Judicial District Court and is Suit Number 656,552, Sec. 22; and that Willis Travis, Sr. and Marie Travis are the plaintiffs and Capital Area Transit System and Michelle Moore are the defendants.)

Mr. Brandt moved to enter executive session to discuss the pending litigation and Mr. Cohran seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no objection.

5. 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 19<sup>th</sup> 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 and Eric Marselis are the defendants.)

Thereafter, the board reconvened in open session.

Mr. Brandt moved that the CEO is authorized to settle the claim of Willie Travis, Sr. and Marie Travis for the sum of fifty-five thousand and 00/100 (\$55,000) dollars under the terms of the settlement and judgment payment policy adopted by the Board on July 20, 2004 as amended and Ms. Pierre seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no objection.

### IX. PUBLIC COMMENTS

Mr. Ahmed Furqan commented that the community of Alsen and St. Erma Lee has no service and the closest stop is two miles. He shared that he had a petition with signatures requesting that service be added.

Reverend Alexis Anderson shared that things have not improved since her last visit to the board. There is failure to adhere to ADA regulation and there was no communication of Route 12 changes to the public. She inquired of the appeals process when customers have been banned from using the system. There is no weekend coordination and drivers are rude all the time.

# X. ADJOURNMENT

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





MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
JANUARY 15, 2019
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 at the meeting, 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 DECEMBER 18, 2018 MEETING

Ms. Perkins moved to approve the minutes of the December 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 introduced the new CATS Board member Laurence Lambert. He shared that Mr. Lambert is principal at Vectura Consulting Services, LLC and is a graduate of LSU.



Mr. Brandt congratulated Mr. Bellue and Ms. Pierre on their reappointments to the board and noted that Mr. Thomas was not reappointed. He recognized Mr. Thomas's dedication to the agency during his time on the board.

Mr. Brandt shared that the agency would begin serving the new Ochsner medical facility on January 16<sup>th</sup>.

Mr. Brandt provided a review of the public comment process.

### V. SAFETY MOMENT

Ms. Simpson shared a safety moment centered on tips for transit operators.

### VI. ADMINISTRATIVE MATTERS

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

Ms. Dwana Williams shared that, in Operations, there are currently 131 active operators.

Ms. Williams updated the members on the performance measures. She noted that CATS had 203,627 passenger trips in December. There were 1.9 preventable accidents per 100,000 miles. Ms. Williams shared that there were 385 trips cancelled in December of the approximately 35,000 trips for the month. The percentage of on-time trips was 66.0%. There were 41.7 complaints per 100,000 miles in December. Ms. Williams shared that there were 1,305.1 miles between mechanical failures and 4,377.5 miles between road calls.

Mr. Deville reported that, in 2018, CATS experienced a new level of stakeholder support and was able to successfully be awarded several grants facilitating a number of projects and programs. He shared that the agency was invited to participate in a number of collaborative projects for the betterment of the Baton Rouge area.

CATS has several projects planned for 2019, notably including the Service Improvement Plan scheduled for February 24<sup>th</sup>. CATS is working with Will Scott & Company to do an executive search for a Chief Operating Officer and hopes to have qualified candidates by early second quarter.

The first BRT project is underway with BYD electric buses scheduled for delivery in March. The Plank Road BRT revenue service is slightly delayed to near the end of 2019 to work in the major joint Transit



Oriented Development project, the Plank-Nicholson BRT Corridor Small Starts project in collaboration with City-Parish and the Redevelopment Authority.

Operations and Communications is working to determine how to best utilize the new electric buses once they are ready for revenue service, between their arrival and the beginning of BRT revenue service.

CATS will be implementing its first microtransit pilot project. TransLoc is working with the agency to study the possible areas for implementation.

Postlewaite & Netterville CPA firm confirmed they will arrange a team of accounting practice and finance software auditors to review and confirm changes made by the Finance staff.

Ms. Rhonda Williams shared that CATS had \$172,543 in self-generated revenue for December. There was \$1,564,583 in non-federal revenue and \$369,800 in federal revenue for a total of \$2,106,926 in operating revenue for December. Year to date the agency has collected \$27,045,216 in total operating revenue.

The operating expenses for December were \$1,897,066. Year to date the agency has spent \$25,937,627 in operating expenses.

Ms. Williams reported on the Key Performance Indicators for December and noted that in grants, CATS has received the initial "Recipient Information Request" for the upcoming Triennial Review.

The agency spent \$95,221 in overtime in December that is primarily related to operator terminations, which have led to supervisors filling trips where possible.

It was noted there was no update on the Medicaid process.

Ms. Williams shared that the farebox committee plans to reconvene in January to discuss the recommendations made by the committee.

### 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 January 10<sup>th</sup> meeting in their packets. He shared the highlights and noted that the action items would be considered later in the meeting.



He noted that the action item to consider waiving fares was discussed in the meeting and the committee members were unanimous in their desire to recommend the full board approve waiving fares for the first week of revenue service for the improvement implementation.

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 but would be meeting in the near future to discuss the two year capital budget.

5. Community Relations: Ms. Linda Perkins

Ms. Perkins noted the committee did not meet.

Mr. Bryan Basford of MV Transportation noted that there were 7,217 scheduled trips; of those, 671 were cancellations and 232 were noshows. There were four complaints for the month and the on-time percentage was 94.6%.

Mr. Basford let the board members know that CATS On Demand is now operating with 21 total vehicles in the fleet and that the CATS Maintenance Department does great work keeping the fleet running as some of the vehicles are aged.

### VIII. ACTION ITEMS

1. Consideration of approval to extend adjuster claims services contract with Brown Claims Management Group, LLC

Mr. Brown noted that this renewal is being recommended by CATS staff. He shared that the CATS Project Manager determined it is in the best interest of the agency to renew and extend the contract for a period of one year. CATS has allowed Brown Claims to apply the Consumer Price Index (CPI), which will result in an increase of 2.23% to the adjuster hourly rate, the clerical hourly rate, and the file origination fee.



Mr. Abadie let the board members know that Brown Claims has been a good partner to CATS and to Mr. Abadie in liability cases.

Mr. Bellue moved that the CEO is authorized to renew the adjuster claims services contract with Brown Claims Management Group, LLC for a period of one year and Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

2. Consideration of adoption of 2019 CATS Strategic Plan

Ms. McNaylor shared that the revisions to the 2019 Strategic Plan were centered on goals and action items. The goals and action items completed in 2018 were replaced with the goals and action items listed in the new plan. She noted there were no changes to the priorities, core values, or mission statement.

It was noted that the plan had been reviewed by both the Planning and F&E Committees and was unanimously recommended by both for approval.

Ms. Pierre moved that the CATS 2019 Strategic Plan be adopted and Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

3. Consideration of approval for CEO to waive passenger fares from February 24 through March 2, 2019

Ms. McNaylor noted that there was discussion of waiving fares for the first week of the Service Improvement Plan revenue service at the F&E Committee meeting. She shared that the average weekly revenue for 2018 was \$26,960, and the revenue for the same week in 2018 was \$31,188.

Ms. McNaylor let the members know that the agency waived fares in 2014 for the first week of the service expansion and the staff felt it was a successful endeavor.

Mr. Brandt moved that the CEO is authorized to waive passenger fares from February 24 through March 2, 2019 for the Service Improvement implementation and Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.



4. Consideration of approval to award the contract for the construction of the Cortana Transit Center ITB

It was noted that the F&E Committee heard information pertaining to the construction bid but did not take action as there was a hearing scheduled for the next day; that hearing did not take place. The low bid was rejected as it was not responsive.

It was noted that the bid solicitation was emailed to 41 prospective contractors, including 13 small businesses and DBE firms in addition to the advertisement in The Advocate and the Weekly Press (DBE publication).

Mr. Abadie shared that two bids were received and the low bid was non-responsive. The firm that submitted the low bid filed a protest regarding the other bid that was received. At this time, that protest is unresolved.

It was recommended that the contract be awarded to the second lowest bidding firm subject to a determination that the bid was responsive in order to not stall the construction process. It was noted that there is a protest pending.

There was discussion concerning the procurement, the bids received, and the protest.

Mr. Bellue moved that, subject to a determination of CATS management that the bid submitted by the Kelly Construction Group, LLC was responsive, the CEO is authorized to award the construction of the Cortana Transit Center ITB to the Kelly Construction Group, LLC and to enter into a contract with the Kelly Construction Group, LLC in the amount of \$465,181. Mr. O'Gorman seconded the motion. Mr. Brandt invited public comment and Mr. Crank inquired as to where the money was coming from and where it was going. Voting yes were Messrs. Bellue, Brandt, and O'Gorman. Voting no were Dr. Breaux, Mr. Cohran, and Ms. Pierre. Mr. Lambert and Mss. Green and Pierre abstained. The motion failed.

### IX. PUBLIC COMMENTS

Mr. Greg Drake shared that he had both praise and concerns. He noted that when Mr. Deville took over, the system was broken and there were many problems that have since been resolved. He said that the Ochsner service is a problem. He had to go to the media to get a resolution that is still not a good one. He noted that the customer service department is not knowledgeable, is rude, and needs to treat everyone the same.



Mr. Shea Crank said the operators are rude and this is a problem.

# X. ADJOURNMENT

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







MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
FEBRUARY 19, 2019
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

Present at the meeting were members Messrs. Bellue, Brandt, Breaux, Cohran, Lambert, and O'Gorman and Mss. Green and Perkins. Ms. Pierre was absent. Also present were Mr. Bill Deville, CEO; Mr. Darrell Brown, CAO; other CATS staff; Creighton Abadie, CATS attorney; and members of the public.

III. NOMINATION AND ELECTION OF OFFICERS

Ms. Green shared that she chaired the nominating committee and served with Messrs. Brandt and O'Gorman. The nominating committee proposed the following slate of officers:

President – Mark Bellue Vice-President – Erika Green Treasurer – Kahli Cohran Secretary – Antoinette Pierre

There were no other nominations from the floor.



Mr. Lambert moved to elect the slate of officers as proposed and Ms. Green seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

Mr. Brandt congratulated the newly elected officers and passed the gavel to Mr. Bellue.

# IV. APPROVAL OF MINUTES OF JANUARY 15, 2019 MEETING

Mr. Brandt moved to approve the minutes of the January 15, 2019, meeting and Ms. Green seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

## V. PRESIDENT'S ANNOUNCEMENTS

Mr. Bellue welcomed the public and provided a review of the public comment process.

### VI. SAFETY MOMENT

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

### VII. ADMINISTRATIVE MATTERS

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

Ms. Dwana Williams shared that, in Operations, there are currently 133 active operators.

Ms. Dwana Williams updated the committee on the performance measures. She noted that CATS had 221,453 passenger trips in January. There were 1.4 preventable accidents per 100,000 miles. Ms. Williams shared that there were 173 trips cancelled in January 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 January. Ms. Williams shared that she would report on the mechanical failures and road calls at the March board meeting as there were discrepancies in the reporting.

Mr. Deville reported that CATS has rebid the construction project for the East (Cortana) Transit Center and hopes to have a recommendation at the March board meeting.

CATS has been approached to look into the potential of implementing the Boston paratransit/transportation network companies on-demand template that has been successful there.



CATS will be represented at the SWTA annual conference the first week of March in El Paso, Texas.

Mr. Deville shared that CATS, the Redevelopment Authority, and the City-Parish participated in a series of workshops on January 28<sup>th</sup> and 29<sup>th</sup> to discuss the proposed Plank-Nicholson BRT Corridor. The CATS BRT project team is collaborating with the CATS finance staff to determine the budget effects on operating and maintenance costs resulting from the planned addition of the corridor.

Mr. Deville let the board know that CATS has been working with the Baker Mayor and CRPC to plan a bus layover facility and a park-and-ride location in Baker. Project funding has been identified by CRPC with local match to be provided by both CATS and the City of Baker. The anticipated revenue start date is expected in 18 to 24 months, contingent upon funding.

Mr. Deville provided an overview of the January financials that were prepared by Postlewaite & Netterville. He noted that the total operating expenses for the month were \$2,042,906. CATS generated revenue was \$264,845 and operating subsidies were \$1,985,070, for a total operating revenue of \$2,249,915.

# VIII. 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 February 14<sup>th</sup>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 but that he was waiting on word from the auditors.

4. Planning: Mr. Kevin O'Gorman

Mr. O'Gorman noted the committee did not meet but would be meeting in the near future to discuss the two year capital budget.

5. Community Relations: Ms. Linda Perkins



Ms. Perkins referred the members to the minutes of the committee's February 14<sup>th</sup>meeting in their packets. She noted that the paratransit and communications departments recently implemented a newsletter tailored to the CATS On Demand customers.

Mr. Bryan Basford of MV Transportation noted that there were 8,249 scheduled trips; of those, 658 were cancellations and 310 were noshows for a total of 7,591 completed trips. There were five complaints for the month and the on-time percentage was 94.7%. There were five road calls for the month of January.

## IX. ACTION ITEMS

1. Consideration of award of legal services contract with Abadie Law Firm. A.P.L.C.

Mr. Brown shared that this was a new three-year contract that will take effect upon expiration of the current contract in May.

It was noted that CATS currently contracts with Abadie Law Firm and the firm has represented CATS for over 40 years.

Mr. Brown let the board know the current rates will be continued in the new contract.

Mr. Brandt moved that the CEO is authorized to enter into a three year contract with Abadie Law Firm, A.P.L.C. for legal services and Mr. O'Gorman seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

## X. PUBLIC COMMENTS

There were no public comments.

## XI. ADJOURNMENT

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





MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
MARCH 19, 2019
4:30 p.m.
BREC Administration Building
6201 Florida Boulevard
Baton Rouge, LA 70806

# MINUTES

I. CALL TO ORDER: Mr. Jim Brandt

Mr. Bellue called the meeting to order.

II. ROLL CALL

Present at the meeting were members Messrs. Bellue, Brandt, Cohran, Lambert, and O'Gorman and Mss. Green, Perkins and Pierre. Dr. Breaux was absent. 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 FEBRUARY 19, 2019 MEETING

Mr. Brandt moved to approve the minutes of the February 19, 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 welcomed the public and provided a review of the public comment process.

V. SAFETY MOMENT



Ms. Simpson shared a safety moment centered on effective practices on bus transit safety.

## VI. ADMINISTRATIVE MATTERS

1. Customer Satisfaction Survey Results: Mr. Aaron Heckele, ETC Institute

Mr. Heckele shared that the second round of customer surveys were conducted in November 2018 and more than 2,000 usable surveys were collected.

It was noted that the majority of riders surveyed rely on CATS as their primary means of transportation. 74% of riders have an annual household income under \$50,000, and that majority of those are less than \$25,000. 58% of riders are between the ages of 19 and 39, and 29% have used CATS more than five years; 40% have utilized the system less than one year. It was noted that 85% of riders have a smartphone. 74% of riders are transit dependent.

Mr. Heckele let the board know that the primary purpose for trips is work, and 65% of those riding use the system five or more days weekly.

It was noted that the mean satisfaction rating for fall 2018 is 67.

CATS customers are highly satisfied with operators; the mean rating for fall 2018 is 78, which is near the highest numbers for operator satisfaction in the industry.

Overall, customers feel safe and secure when on a CATS vehicle.

The top three service items of importance to CATS riders are buses arriving on time, route coverage, and fare price.

It was noted that customers will once again be surveyed in the spring and fall of 2019 to ensure the agency is addressing the issues that are important to the customers.

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

Ms. Dwana Williams shared that, in Operations, there are currently 131 active operators.

Ms. Williams noted that CATS had 221,163 passenger trips in February. There were 5.8 preventable accidents per 100,000 miles.



Ms. Williams shared that there were 200 trips cancelled in February of the approximately 33,000 trips for the month. The percentage of on-time trips was 67.26%. There were 31.7 complaints per 100,000 miles in February. There were 1,792 mean miles between road calls for the month.

Mr. Deville reported that CATS has rebid the construction project for the East (Cortana) Transit Center and there will be a recommendation later in the meeting.

After the BYD electric bus inspection at their facility, CATS staff informed the agency that all three buses are in the road test/punch list phase, and all are scheduled to arrive ahead of the planned revenue service startup for the CATS Plank Road BRT route. Once they have arrived and been outfitted, they will be placed into revenue service on a fixed route until the BRT route is active.

The CATS SIP implementation on February 24<sup>th</sup> was successful, with some minor issues as expected. The free rides were appreciated by the customers. Operations, Planning, and Scheduling are closely monitoring the startup. Some of the issues that have arisen are some operators saying certain route schedules do not allow time for comfort breaks and some customers still needed help adjusting to the new routes.

Mr. Deville shared that CATS has hired a new Human Resources Manager, Jim Fight, who starts March 20<sup>th</sup>. Mr. Fight comes to the agency with more than twenty years in human resources, and more than ten years in transit human resources.

An administrative reorganization took effect on March 1<sup>st</sup>, and some of the highlights include naming Dwana Williams the Chief Operating Officer and Garrick Rose the Director of Planning and Program Development.

Mr. Deville shared that the CATS planning staff participated in the Redevelopment Authority's "Walk the Plank" event. The community walk-and-ride tour was held to encourage residents and business owners who live along Plank Road to tell officials what the future should look like for the corridor.

In Facilities Planning, Mr. Deville let the board know that CATS is anticipating FTA's approval of the 2018 formula. Legal counsel is working with LSU officials to complete certain requirements prior to executing the purchase agreement.



The Cortana Transit Center construction project was rebid and three firms submitted bids. The lowest bidder is in compliance with the ITB and will be recommended for consideration of award.

Mr. Deville let the board know that a preliminary assessment of the BRT stations has been completed by SJB. The assessment focused on right-of-way limitations, ADA compliance, site evaluations, and development of conceptual designs. The assessment confirmed the suitability and acceptability of the station locations and allows the design phase to advance to the utility phase. The sites deemed unacceptable have been replaced with alternate sites.

CATS and HNTB met with City-Parish DPW and DOTD officials to explore the challenges associated with the Plank Road rights-of-way. Narrow rights-of-way and access management, as well as the transfer of Plank Road from DOTD to DPW were some of the issues discussed.

Mr. Deville let the board know that CATS has been working with the Baker Mayor and CRPC to plan a bus layover facility and a park-and-ride location in Baker. Project funding has been identified by CRPC with local match to be provided by both CATS and the City of Baker. The anticipated revenue start date is expected in 18 to 24 months, contingent upon funding.

Mr. Deville noted that he had engaged Postlethwaite & Netterville to conduct an audit of the finances at the agency in addition to their upcoming annual material audit. The firm has been critical in learning the deficiencies in the finance department and financials.

The firm has now begun the work of the material audit while continuing to work on the finances.

Mr. Deville shared the statement of budgeting versus actual for 2018 as prepared by P&N and noted that CATS had \$26,438,164 in total operating expenses. There was \$2,917,014 in CATS generated revenue, \$19,266,570 in non-federal subsidies, and \$5,304,758 in federal subsidies. The net operating balance was \$1,050,177.

## VII. COMMITTEE REPORTS AND ANY ACTION THEREON

1. Finance and Executive: Mr. Jim Brandt

Mr. Bellue referred the members to the minutes of the committee's March 14<sup>th</sup>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

Ms. McNaylor noted the committee did not meet but plans to meet in April.

3. Audit: Mr. Cohran

Mr. Cohran noted the committee did not meet but would be meeting March 25<sup>th</sup>.

4. Planning: Mr. Kevin O'Gorman

Mr. O'Gorman referred the members to the minutes of the committee's March 15<sup>th</sup> meeting in their packets. He shared the highlights and noted that there was discussion on the Plank Road BRT route, the Plank-Nicholson BRT Corridor, the City of Baker Park and Ride, and various FTA coordination topics.

5. Community Relations: Ms. Linda Perkins

Ms. Perkins noted the committee did not meet.

Mr. Bryan Basford of MV Transportation noted that there were 7,926 scheduled trips; of those, 582 were cancellations and 281 were noshows for a total of 7,063 completed trips. There were four complaints for the month and the on-time percentage was 90.5%. There were 10 road calls for the month of February.

## VIII. ACTION ITEMS

 Consideration of renewal of automated fuel dispensing services contract with Mansfield Oil (formerly FuelTrac)

Mr. Darrell Brown noted that this is a contract initiated by the City-Parish and CATS is a participant. The contract originated in 2014 and this is the fourth renewal; the option is for up to seven renewals. The contract is for gasoline and diesel utilized by all CATS vehicles and is based on Oil Price Information Services (OPIS) pricing.

It was noted that CATS is only billed for fuel actually used, not fuel delivered to the agency.

Mr. Brandt moved that the CEO is authorized to renew the automated fuel dispensing services contract with Mansfield Oil (formerly FuelTrac) and Mr. Cohran seconded the motion. Mr. Bellue invited



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

2. Consideration of award of contract for construction services for Cortana Transit Center construction project

Mr. Darrell Brown let the members know that the solicitation was rebid after the two original bids were deemed to be flawed.

Three bids were received from the rebid solicitation and all three were deemed to be responsive. Kelly Construction Group was the lowest responsive bidder at \$524,848.

Mr. Cohran moved that the CEO is authorized to award the construction of the Cortana Transit Center ITB to Kelly Construction Group, LLC and to enter into a contract with Kelly Construction Group, LLC in the amount of \$524,848 and Mr. Brandt seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

## IX. PUBLIC COMMENTS

Ms. Linda DeSimone shared that she is a daily rider of the CATS system. There are not enough seating areas at the Cortana Transit Center and she inquired when there would be more. She feels that the new schedules are worse and CATS should bring back the 57 route.

## X. ADJOURNMENT

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





MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
APRIL 16, 2019
4:30 p.m.
BREC Administration Building
6201 Florida Boulevard
Baton Rouge, LA 70806

# MINUTES

I. CALL TO ORDER: Mr. Jim Brandt

Mr. Bellue called the meeting to order.

II. ROLL CALL

Present at the meeting were members 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 MARCH 19, 2019 MEETING

Mr. Brandt moved to approve the minutes of the March 19, 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 welcomed the public and provided a review of the public comment process.

V. SAFETY MOMENT

Ms. Simpson shared a safety moment centered on railroad crossing safety.



#### VI. ADMINISTRATIVE MATTERS

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

Mr. Deville introduced Jim Fight as the new Human Resources Director and noted that he is from the Kansas City area. He comes to the agency with decades of human resources experience and more than ten years of transit experience.

Mr. Fight let the board know that he is excited to be at CATS and he has been working on the human resources strategy to address the operator shortage that will be presented to the board.

Ms. Williams introduced Demetrius Gulley and James Payton from the Operations Department.

Ms. Dwana Williams shared that, in Operations, there are currently 122 active operators.

It was noted that there are currently eight routes impacted by road construction throughout the city.

Ms. Williams noted that CATS had 213,485 passenger trips in March. There were 1.7 preventable accidents per 100,000 miles, 511 trips cancelled of the approximately 33,000 trips for the month. The percentage of on-time trips was 60.68%, there were 57.1 complaints per 100,000 miles, and there were 4,415 mean miles between road calls for the month.

Mr. Deville reported that HNTB has met with members of the CATS board and staff to discuss the results of the BRT redefinition study. He noted that some of the next steps include HNTB leading tasks to advance the project, documentation, conceptual design, and development of an application to the BUILD grant (Better Utilizing Investments to Leverage Development) rather than the Small Starts Program. HNTB is working closely with the City Parish, the Redevelopment Authority, DOTD, and CATS regarding funding resources and what appears now to be a better and possibly lower cost option.

Mr. Deville let the board know that CATS received word that Congressman Graves is still interested in having CATS explore the paratransit/Uber on-demand model that is being successfully used in Boston. MV, the paratransit service provider for CATS, has experience with this model from their work with Dallas DART and is



going to meet with CATS to discuss the possibilities for Baton Rouge.

Mr. Garrick Rose shared that CATS has partnered with TransLoc to determine the best zones in which to provide a microtransit pilot project. He noted that this study is being funded by federal grants the agency needed to expend. CATS is looking to possibly provide microtransit service in two areas – North Baton Rouge surrounding Southern University and the Baton Rouge Airport, and in the City of Baker.

Mr. Rose let the board know that Planning is preparing the CATS FY2019 grants applications and refining CATS Program of Projects. The grants staff is continuing to prepare information requested by the FTA for the triennial review process. Planning met with the Downtown Development District staff to review the downtown trolley service and consider adjustments to the trolley route. DDD will assist in facilitating discussions for a downtown transit center. CATS has received a request to look at servicing OLOL's Children's Hospital and the Operations Department is looking into this.

Planning is preparing a three year program of projects for inclusion in the June 2019 Transportation Improvement Program/State Transportation Improvement Program (TIP/STIP).

Mr. Deville let the board know that, regarding the North Baton Rouge Transit Center, CATS is anticipating the FTA's approval of the 2018 formula funding. Legal counsel is working with LSU officials to complete certain legislative requirements prior to executing the purchase agreement.

At the Cortana-Walmart Transit Center, the Kelly Construction Group has submitted all required documentation to the Department of Public Works and is awaiting the construction permit. Current service at Cortana will relocate its operation to the mall side of Cortana Place, and this is scheduled to begin at the end of April. Construction is slated for completion by the end of July.

Regarding bus rapid transit, Mr. Deville shared that the electric buses have been delivered and are being inspected by the Maintenance Department. He noted that the Communications Department will begin a campaign when the buses are ready for revenue service. Mr. Deville let the board members know that the buses would go into fixed route revenue service prior to their service for the BRT.



Mr. Deville updated the board on the Baker Park and Ride facility and noted that Baker Mayor Waites has a vision and wants to see a transit component. The first step of the project is a feasibility study to determine both the site and the feasibility for the project. CATS has committed \$12,000 to the local match of the project.

Mr. Deville shared the statement of budgeting versus actual for 2018 as prepared by P&N and noted that there were a number adjustments that need to be made by the auditors in their preparation. These were discussed and include revenues being understated.

CATS had \$2,251,170 in total operating expenses. There was \$246,694 in CATS generated revenue, \$1,850,383 in non-federal subsidies, and \$256,703 in federal subsidies. The net operating balance was \$102,611.

## VII. COMMITTEE REPORTS AND ANY ACTION THEREON

1. Finance and Executive: Mr. Mark Bellue

Mr. Bellue referred the members to the minutes of the committee's April 11<sup>th</sup> meeting in their packets. He shared the highlights and noted that the action items would be considered later in the meeting. He let the members know that all items for consideration at the board meeting were recommended for approval by the F&E Committee.

2. Technical, Policies and Practices: Dr. Peter Breaux

Dr. Breaux referred the members to the minutes of the committee's April 4<sup>th</sup> meeting in their packets. He shared highlights of the meeting and noted that there was no quorum so no action was taken. The members present did agree that the items should be considered for approval and adoption.

3. Audit: Mr. Cohran

Mr. Cohran noted the committee met on March 25<sup>th</sup> as a kickoff to the audit. He shared that there was a transition of accounting software and the auditors are working to meet the deadline. He noted that the goal is to have a finalized audit before the next board meeting.

4. Planning: Mr. Kevin O'Gorman

Mr. O'Gorman referred the members to the minutes of the committee's April 12<sup>th</sup> meeting in their packets. He shared the highlights and noted that there was discussion on the hubs, bus



rapid transit, the two year capital budget, and the Baker park and ride.

5. Community Relations: Ms. Linda Perkins

Ms. Perkins noted the committee did not meet. She shared that, beginning in May, the committee will begin meeting monthly.

Ms. Perkins commended the staff for the operators' appreciation day event the agency held.

Ms. Crystal Wilson of MV Transportation noted that there were 7,675 scheduled trips; of those, 630 were cancellations and 308 were noshows for a total of 6,737 completed trips. There were 12 complaints for the month and the on-time percentage was 86.9%. There were 2 road calls for the month of March.

## VIII. ACTION ITEMS

1. Consideration of renewal and amendment of customer satisfaction surveys with ETC Institute

Ms. Sevier informed the board that CATS contracted with ETC Institute in 2018 and they performed two customer satisfaction surveys in 2018. The agency was able to take the results of the spring survey to assist in the creation of the SIP.

This is a one-year contract with a one year renewal option. CATS would like to exercise the renewal option to continue the semi-annual customer satisfaction surveys. The cost for these two surveys will remain the same – \$34,059.98 each, for a total of \$68,110.56.

In addition to the two customer surveys, the agency would like to amend the contract to include one additional survey. This will be aimed at non-riders and non-rider stakeholders. The survey will be in two tasks that speak specifically to the non-riders and to stakeholders to determine areas of improvements to the agency.

Mr. Bellue noted this item was recommended for approval by the F&E Committee.

Mr. Brandt moved that the CEO is authorized to renew the contract with ETC Institute for customer satisfaction surveys with an amendment to include one additional non-rider survey and Ms. Perkins seconded the motion. Mr. Bellue invited public comment and



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

2. Consideration of award of antifreeze services contract to Miguez Fuel

Mr. Darrell Brown informed the members that this contract will be the second contract with Miguez Fuel, which is the reason to bring it before the board.

CATS advertised an Invitation to Bid (ITB) for motor oil and antifreeze and Miguez Fuel was the lowest responsive and responsible bidder. The cost for the antifreeze will be \$15,000.

Mr. Bellue noted that the F&E Committee unanimously recommended this item for approval.

Mr. Cohran moved that the CEO is authorized to enter into a contract with Miguez Fuel for antifreeze and Ms. Green seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

3. Consideration of approval to waive fares on April 25, 2019 for National Get On Board Day

APTA has traditionally held a national day to encourage people to try transit and in the past it has been dubbed "Dump the Pump." The event has been rebranded and it is now called "Get On Board."

There is a handout in the board packet that lists many of the transit agencies across the country participating and they are all conducting their own events using the APTA branding.

CATS is requesting that the board waive fares on April 25<sup>th</sup> to encourage people to try transit. For the same date in 2018, CATS generated \$4,283.71 in farebox revenue.

If approved, the Communications Department will produce cards with transit facts and publish a page on the website with CATS transit information.

Staff and committee members had an in-depth discussion regarding the topic at the F&E meeting and examined the pros and cons of participating in this event. The committee members agreed that it was a worthy initiative and unanimously recommended that the board consider waiving the fares.



Ms. Perkins moved that the CEO is authorized to waive fares on April 25th for National Get On Board Day and Mr. Lambert seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

4. Consideration of authorization to approve CATS Information Technology Backup Policy

Ms. Jeanette Eckert shared that this policy defines the backup policy for CATS computers. In addition to computer files and backup services, it will include CATS servers. Ms. Eckert noted that the backups are tested at least twice annually.

Dr. Breaux moved that the CATS Information Technology Backup Policy be approved and Mr. Brandt seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

5. Consideration of authorization to approve CATS Password Policy

Ms. Eckert shared that this policy seeks to establish a standard for creation of strong passwords, the protection of passwords, and the frequency of change.

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

6. Consideration of authorization to approve CATS Passenger Code of Conduct and Banning Passenger Policy

The purpose of the policy is to codify procedures the agency has had in place for some time. The policy provides the guidelines for safe and appropriate behavior by passengers on CATS vehicles and property.

The passenger code of conduct was created in 2015 and was presented to the Community Relations Committee at that time. The passengers were made aware of the rules when they were created and implemented, and there are still interior ads in the vehicles detailing the rules to remember.

The agency has had procedures in place to either suspend or ban passengers when their behavior warrants such actions, but they



have not been gathered in one document to this point. This policy does that.

The policy details the procedure that passengers can follow to appeal their suspension or expulsion from the system and the steps to take to request re-entry.

The policy was written with coordination by the Operations, Customer Care, and Safety Departments. It was vetted by the internal executive policy committee and has been reviewed by Mr. Abadie.

This policy was presented to the TPP Committee; there was no quorum so the committee could not formally recommend the policy, but the members present did agree the policy should be recommended for approval. The F&E Committee reviewed the policy and did recommend the board approve the policy.

There was discussion regarding the frequency of passengers being suspended or banned as well as the number of passengers that have been banned. There was also discussion concerning the length of the ban or suspension.

Dr. Breaux moved that the CATS Passenger Code of Conduct and Banning Passenger Policy be adopted and Ms. Perkins seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

7. Consideration of approval to declare five Gillig buses and one Ford Cutaway van and parts as surplus

Mr. James Godwin noted that these vehicles have been retired with the addition of the new Gillig buses that were put into service earlier this year. As FTA assets, the board must approve the agency getting rid of them and their parts as surplus.

Mr. Brandt moved that the following resolution be approved and Ms. Perkins seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

RESOLUTION OF BOARD OF COMMISSIONERS OF CAPITAL AREA TRANSIT SYSTEM DECLARING CERTAIN ITEMS AS SURPLUS PROPERTY

BE IT RESOLVED that the following Gillig buses and Ford Cutaway van and parts are declared surplus property and that the CEO of Capital



Area Transit System (CATS) is authorized to have the buses and parts disposed of as he deems fit:

- Two (2) 1997 Gillig Phantoms
- Once (1) 1998 Gillig Phantom
- Two (2) 2001 Gillig Phantoms
- One (1) 2013 Ford Glaval Cutaway

Vehicle No.	Year	Length	Description - CATS Vehicle	VIN	Date in Service
104	1997	35 foot	Gillig Phantom Coach	15GCB211XV1088205	4/28/1997
114	1997	35 foot	Gillig Phantom Coach	15GCB2117V1088324	5/5/1997
122	1998	35 foot	Gillig Phantom Coach	15GCB2116W1088516	4/18/1998
253	2001	35 foot	Gillig Phantom Coach	15GCB271811111319	11/8/2014
254	2001	35 foot	Gillig Phantom Coach	15GCB271611111321	11/8/2014
255	2001	35 foot	Gillig Phantom Coach	15GCB271811111322	11/8/2014
90	2013	24 foot	Ford Glaval Cutaway	1FDGF5GT9DEA24800	4/11/2013

8. Consideration of authorization to add Dwana Williams as signatory on behalf of CATS for all Whitney/Hancock Bank accounts and consideration of authorization for the CEO to execute all documents required by Whitney/Hancock Bank to effectuate these changes

It was noted that CATS requires two signatures on all checks made by the agency and since the departure of Mr. Goldman, there have been only three approved signatories. It is helpful to have four approved signatories in the event someone is not available when checks need to be signed. It was noted that the three current signatories are Mr. Deville, Ms. Rhonda Williams, and Ms. Eckert.

Ms. Perkins moved that the CEO is authorized to add Dwana Williams as signatory on behalf of CATS for all Whitney/Hancock Bank



accounts and the CEO is authorized to execute all documents required by Whitney/Hancock Bank to effectuate these changes. Ms. Green seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

RESOLUTION OF A STATE OR LOCAL GOVERNMENT OPERATING UNDER AUTHORITY OF A BOARD, COUNCIL OR OTHER TYPE OF GOVERNING BODY

Whitney Bank, also dba Hancock Bank

Name: <u>Capital Area Transit System</u>, Address: <u>2250 Florida Boulevard</u> City, State and ZIP: <u>Baton Rouge</u>, <u>LA 70802</u>

A. We, the undersigned, certify that: we are the President and Secretary/Clerk of the above-named State or Local Government (hereinafter referred to as the "Governing Authority") duly created, organized, and operating under the Constitution and Laws of the State of Louisiana. Federal ID Number 720755868, and; that the following is a true, correct, and certified copy of a resolution adopted at a meeting of the Governing Authority, properly called and duly held on April 16, 2019, and; that this resolution has been properly entered into the minutes having not been modified or rescinded.

### B. To be resolved that:

- (1) The Financial Institution named above is designated as a depository for the funds of this Governing Authority:
- (2) This resolution shall continue to have effect until written notice of its recession, modification, or cancellation has been received and recorded by this Financial Institution:
- (3) All transactions, if any, with respect to any deposits, withdrawals, rediscounts, and borrowings by or on behalf of the Governing Authority with this Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confined:
- (4) Any of the persons named below, so long as they are acting in a representative capacity as agents of the Governing Authority, are authorized to make any and all contracts, agreements, stipulations and orders which they deem advisable and necessary to open an Account(s) with the Financial Institution and for the effective exercise of powers over said account(s) for the transacting of all business concerning funds deposited in, moneys borrowed from, or other business transacted by and between this Governing Authority



and said Financial Institution and; to endorse checks and orders for the payment of moneys and withdrawal of funds on deposit with this Financial Institution, subject to any restriction(s) stated below. The Governing Authority agrees to, shall be bound by, and otherwise be liable for, the terms and conditions of all such contracts, agreements, stipulations and orders. It shall be the responsibility of the Governing Authority to provide written notice to this Financial Institution should the authority of any of the agents it has so authorized to transact business on its behalf has been terminated. This Financial Institution shall incur no liability for acting in good faith upon the representations of said agents until such notice is properly given:

- (5) Any and all prior resolutions by this governing authority and certified to this Financial Institution as governing the operation of the Governing Authority's account(s), are in full force and effect unless supplemented or modified by this authorization;
- (6) The Governing Authority agrees to the terms and conditions of any account agreement, properly opened by any authorized representative of the Governing Authority and authorizes the Financial Institution named above, at any time, to charge the Governing Authority for all checks, drafts, or other orders, for the payment of moneys, drawn on the Financial Institution:
- C. Each person named below (name and title) is authorized to exercise the powers granted herein on all accounts opened under this Agreement and accompanying Master Signature Card on behalf of the Governing Authority:

Jeanette Eckert

William J Deville

**Dwana Williams** 

**Rhonda Williams** 

I further certify that the Governing Authority has, and at the time of adoption of this resolution did have, full power and lawful authority to adopt this foregoing resolution(s) and to confer the powers granted to the person(s) named herein:

IN WITNESS THEREOF, we have hereunto affixed our signatures as of (date).



President	Secretary/Clerk
Printed Name	Printed Name

## **EXHIBIT A**

MASTER SIGNATURE CARD FOR DEPOSITORY ACCOUNTS ANNEXED TO AND MADE PART OF THE RESOLUTION OF A STATE OR LOCAL GOVERNMENT OPERATING UNDER AUTHORITY OF A BOARD, COUNCIL OR OTHER TYPE GOVERNING BODY

Listing of Accounts ("listed Accounts")

Customer Name: Capital Area Transit System

## Account Subtitle Account#

1. E Commerce	XXXXXXX
2. Health Insurance	XXXXXX
3. FTA	XXXXXX
4. Worker's Compensation	XXXXXX
5. Payroll	XXXXXX
6. General	XXXXXX
7. Business Liability	XXXXXX
8. Hotel Motel Tax Receipts	XXXXXX
9. Passenger Receipts	XXXXXX
10.Medicaid Reimbursements	ХХХХХХХ
11. Property Tax Fund	XXXXXXX

MASTER SIGNATURE CARD FOR DEPOSITORY ACCOUNTS ANNEXED TO AND MADE PART OF THE RESOLUTION OF A STATE OR LOCAL GOVERNMENT OPERATING UNDER AUTHORITY OF A BOARD, COUNCIL OR OTHER TYPE GOVERNING BODY

**Customer Information:** 



Select One: 0 New Account X Update (Add/Delete) Signers 0 Supersede Exiting Signature Card

Governing Authority Name/Customer Name: Capital Area Transit System

Address: 2250 Florida Blvd City, State

Phone: 225-389-8920 Tax ID Number: 72-0755868

The undersigned certifies to Bank that (1) he/she is authorized to sign this Master Signature Card for Depository Accounts ("Signature Card") on behalf of Customer that are listed on Exhibit A (hereinafter referred to as Listed Accounts) and certifies that all statements made on this Signature Card are correct and in accordance with Customer's internal account authorization, organizational and governing documents; (2) each signature presented on this Signature Card is the signature of the named person, who is authorized to sign and otherwise act on behalf of Customer and all Listed Accounts with respect to the accounts listed in this Signature Card. The Customer on its behalf and on behalf of all Listed Accounts, acknowledges receipt of, and agrees to be bound by the Bank's Deposit Agreement, Terms and Conditions, as may be amended by Bank from time to time.

Authorized Signature	Officer Title	Date
Authorized Signature	Officer Title	Date
Authorized Signature	Officer Title	Date
Authorized Signature	Officer Title	Date
Authorized Signature	Officer Title	Date

9. Adopt and levy the ad valorem tax millage rate of 10.6 mills for the City of Baton Rouge for the year 2019

Mr. Abadie read the following resolution into the record:

RESOLUTION TO ADOPT AND LEVY TAX MILLAGE RATE OF 10.6 MILLS FOR THE CITY OF BATON ROUGE FOR THE YEAR 2019

BE IT RESOLVED, by the Board of Commissioners of Capital Area Transit System that the following millage(s) are hereby levied on the



2019 tax roll on all property subject to taxation in the City of Baton Rouge by Capital Area Transit System:

MILLAGE

Capital Area Transit System tax in the City of Baton Rouge 10.6 mills

BE IT FURTHER RESOLVED that the proper administrative officials of the Parish of East Baton Rouge, State of Louisiana, be and they are hereby empowered, authorized, and directed to spread said taxes, as hereinabove set forth, upon the assessment roll of said Parish for the year 2019, and to make the collection of the taxes imposed for and on behalf of the taxing authority, according to law, and that the taxes herein levied shall become a permanent lien and privilege on all property subject to taxation as herein set forth, and collection thereof shall be enforceable in the manner provided by law.

Mr. Cohran moved to adopt the resolution and Mr. O'Gorman seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed with Mark Bellue, James Brandt, Peter Breaux, Kahli Cohran, Erika Green, Laurence Lambert, Kevin O'Gorman, Linda Perkins and Antoinette Pierre voting in favor, no votes against and no abstentions.

10. Adopt and levy the ad valorem tax millage rate of 10.6 mills for the City of Baker for the year 2019

Mr. Abadie read the following resolution into the record:

# RESOLUTION TO ADOPT AND LEVY TAX MILLAGE RATE OF 10.6 MILLS FOR THE CITY OF BAKER FOR THE YEAR 2019

BE IT RESOLVED, by the Board of Commissioners of Capital Area Transit System that the following millage(s) are hereby levied on the 2019 tax roll on all property subject to taxation in the City of Baker by Capital Area Transit System:

> MILLAGE 10.6 mills

Capital Area Transit System tax in the City of Baker

BE IT FURTHER RESOLVED that the proper administrative officials of the Parish of East Baton Rouge, State of Louisiana, be and they are hereby empowered, authorized, and directed to spread said taxes, as hereinabove set forth, upon the assessment roll of said Parish for the year 2019, and to make the collection of the taxes



imposed for and on behalf of the taxing authority, according to law, and that the taxes herein levied shall become a permanent lien and privilege on all property subject to taxation as herein set forth, and collection thereof shall be enforceable in the manner provided by law.

Ms. Perkins moved to adopt the resolution and Ms. Pierre seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed with Mark Bellue, James Brandt, Peter Breaux, Kahli Cohran, Erika Green, Laurence Lambert, Kevin O'Gorman, Linda Perkins and Antoinette Pierre voting in favor, no votes against and no abstentions.

11. Consideration of authorization for the CEO to settle the claims of Arthur Davis, Sr., Arthur Davis, Jr., Artisha Davis, and Carla Davis 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 19<sup>th</sup> 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 and Eric Marselis are the defendants.)

This item was deferred.

#### IX. PUBLIC COMMENTS

There were no public comments.

## X. ADJOURNMENT

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





June 7, 2018

ETC Institute Attn: Mr. Aaron Hekele, Director 725 W Frontier Circle Olathe, KS 66061

Via email: Aaron.Hekele@etcinstitute.com

Re: Contract between CATS and ETC Institute

Customer Satisfaction Survey - Solicitation #2018-CustSurvey-009

Contract Period: May 1, 2018 through April 30, 2019

Dear Mr. Hekele:

Enclosed is a fully executed Contract for the above referenced Customer Satisfaction Survey Contract between the Capital Area Transit System (CATS) and ETC Institute.

- The term of the contract is for twelve (12) months, commencing on May 1, 2018 and ending on April 30, 2019.
- For project identification purposes, please reflect Purchase Order #2018056 on all progress reports and invoices submitted for payment.
- CATS Assigned Project Manager is Amie McNaylor. If you have any questions about the scope of work, please contact her at <a href="mailto:amcnaylor@brcats.com">amcnaylor@brcats.com</a>, office: (225) 346-5541 or cell: (225) 772-0171.

If you need Procurement assistance in regards to this contract, please contact me at (225) 346-5553 or at: <a href="mailto:lsanchez@brcats.com">lsanchez@brcats.com</a>.

We look forward to working with you on this project.

Sincerely,

Lisa M Sanchez, CPPB

**CATS Procurement Manager** 

Enclosure

Copy: Emily Efferson, Procurement Director

Amie McNaylor, Communications Director





# Capital Area Transit System

## And

## **ETC** Institute

# **Customer Satisfaction Surveys**

THIS AGREEMENT is made and entered into by and between the Capital Area Transit System, the public transit system for the City of Baton Rouge and a Political Subdivision of the State of Louisiana, 2250 Florida Blvd., Baton Rouge, Louisiana 70802 (hereinafter referred to as CATS), and ETC Institute (hereinafter referred to as ETC, contractor or consultant), located at 725 W. Frontier Lane, Olathe, Kansas 66061 to provide Customer Satisfaction Surveys.

WHEREAS, CATS desires to have a firm to conduct Customer Satisfaction Surveys hereinafter set forth, requiring specialized skills and other supportive capabilities; and the technical resources required to provide such services are not available through CATS personnel or facilities; and

WHEREAS, CATS received a proposal from ETC, Institute on February 20, 2018 and through an approval process, CATS selected ETC, Institute as the contractor to perform these services and CATS Board of Commissioners approved the contract award on April 17, 2018.

This agreement is to define the conditions and terms by which CATS will engage ETC, Institute to perform the services as defined in the Proposed Scope of Work (SOW-Exhibit A).

NOW, THEREFORE, in consideration of the terms, conditions, covenants and performance, the parties agree as follows:

#### Article 1 - Scope of Work

ETC, Institute shall provide Customer Satisfaction Surveys as described in this agreement and in the attached Exhibit—A Scope of Work (SOW) and as more fully detailed in CATS RFP 2018-CustSurvey-009 and in ETC's submitted proposal which are hereby incorportated by reference into, and made an integral part of this contract. Exhibit A SOW includes the tasks and responsibilities to be performed by the consultant during the period of this contract.

#### Article 2 - Period of Performance

This Agreement shall be for a **term of approximately one year (12) months** commencing on **May 1, 2018 and ending April 30, 2019.** By written mutual consent from each party, the period of performance may be renewed or extended for an additional one year consecutive renewal period in the form of a written contract change order under the same terms and conditions.

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#### Article 3 - Compensation

In consideration of services performed, the total maximum contract limit under this contract shall not exceed sixty eight thousand, one hundred nineteen dollars and ninety six cents (\$68,119.96). This total amount includes two (2) separate semi-annual surveys at thirty four thousand fifty nine dollars and nine eight cents each (\$34,059.98) as detailed and described in the consultant's price proposal and briefly described in the table below. The two surveys will be conducted and scheduled approximately six to eight months apart at the discretion of CATS Project Manager and as agreed upon with the consultant.

Task	Scope of Work / Deliverables & Fees Description of Service	Cost
1.	First Survey - Taken during the Month of May 2018 - Total Cost (Board Presentations and Report due by July 2018)	\$34,059.98
2.	Second Survey - Taken during the Month of November 2018 - Total Cost (Board Presentations and Report due by January 2019	\$34,059.98
_38		\$68,119.96

Monthly Invoices and Progress Report: The Consultant shall deliver a monthly invoice and progress report to the assigned CATS Project Manager as described below:

- Monthly Invoice: Contractor shall submit a signed and dated Monthly Invoice to the Project Manager (original plus 2 copies). An authorized company representative must sign the invoice certifying that the amount billed to CATS is true and correct.
- Monthly Progress Report & Itemized Hours: Contractor shall submit a Monthly Progress Report which
  should reflect the period of performance, specific dates worked on a per task basis with a description of
  work performed in sufficient detail to appropriately describe the work accomplished such as the following:
  - a) Survey Dates / Presentation Dates, etc. (actual dates worked on the project).
  - b) Identify contract personnel / hourly rates, etc. (names) who worked on the project
  - c) Include suffient detail describing the nature of the work performed on the project, e.g., training sessions, powerpoint development, fact sheet, etc.

**Direct Expenses:** Are inclusive in the total price of this contract and not eligible for reimbursement.

Project Identification: Contractor should reflect Purchase Order #2018056 on invoice(s) submitted for payment.

<u>Payment</u>: Upon receipt and approval of each invoice for services satisfactorily performed, CATS shall pay the amount shown to be due and payable within thirty (30) calendar days of receipt of an approved invoice. Disputed amounts shall not be paid until the dispute is resolved. The contractor reserves the right to cease representation if an invoice remains outstanding for more than forty-five (45) days. The Contractor shall, for the agreed upon compensation, obtain all data and furnish all services and materials required to fully develop and complete the required services of this project. All items required to accomplish these results, whether or not specifically mentioned in this contract, are to be furnished at a cost not to exceed the maximum annual amount established by this Contract.

The work to be undertaken under this contract shall consist of the work tasks detailed in this contract and in the attached Exhibit A - Scope of Work (SOW). The final determination of the completeness of each task of the project will be determined by the CATS Project Manager assigned to this contract. All matters relating to this contract will be processed through "CATS Project Manager" who will be identified in the "Notice to Proceed" letter.

All costs charged to the project shall be supported by appropriate documentation which is to be retained by the Contractor in the official project file. The official project file is subject to inspection and audit by CATS and/or Louisiana Legislative Auditor, FTA, the U.S. General Accounting Office or other federal agency, shall be retained for a period of five (5) years after the date of project completion.

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#### Article 4 -Resources

**Project Staff:** Contractor shall provide competent and qualified project staff as specified in the contractor's proposal for the applicable Project Tasks and Scope of Work outlined in the RFP and Exhibit A - SOW.

Contract Personnel: CATS reserves the right to disapprove the continuing assignment of contract personnel provided under this Contract. If CATS exercises this right, and the Contractor cannot immediately replace the disapproved personnel, CATS agrees to work with the Contractor on an equitable adjustment in personnel and schedules that may be affected hereby.

The Contractor shall not remove, replace or substitute any key personnel assigned to this contract specifically the Project Manager without ten (10) days written advance notice to CATS. The Contractor is required to offer an equally qualified replacement subject to the approval of CATS.

#### Article 5 - Ownership of Documents

CATS shall own any and all documents, research, plans and files of any nature whatsoever utilized in connection with the performance of services under this contract. CATS retains all rights to creative materials, etc., as CATS proprietary product for future use. All such records shall be available for copying or inspection by CATS upon request to do so. All files shall be presented to CATS in a usable electronic format at the end of the contract and/or at the request of CATS Project Manager. Contractor must obtain prior written approval from CATS for the right to copy such documents furnished by Contractor and/or to use these documents for marketing and other purposes not related specifically to CATS and this project.

## **Article 6 - Termination**

Either party may terminate this contract by giving thirty (30) days advance written notice to CATS Procurement Director at: <a href="mailto:catsprocurement@brcats.com">catsprocurement@brcats.com</a>. In the event of the termination, CATS will be liable to Contractor for only those services that have been rendered prior to the date of mailing or submission of such notice. In the event of termination of any or all of the work provided for under this contract, the Contractor shall be paid a proportionate part of for the work and services actually completed as of the date of termination and/or as applicable with the fees reflected in Exhibit A – SOW.

#### Article 7 - Right to Audit

This agreement shall permit an authorized representative(s) of CATS to periodically inspect and audit any and all data and records of the Contractor relating to the Contractor's performance under this agreement. The official project file kept by the contractor is subject to inspection and audit by CATS and/or the Louisiana Legislative Auditors and shall be retained for a period of five (5) years from the date of project completion.

#### Article 8 - Contract Changes

Minor revisions in the work described in **Exhibit A – Scope of Work** shall be at the discretion of the CATS Project Manager without additional compensation to the Contractor. If CATS requires more substantial revisions or additional work which the Contractor believes warrants additional compensation, the Contractor shall notify CATS Project Manager in writing. If CATS agrees that the required work is necessary and warrants additional compensation, the Contract can be amended by a written "**change order**" providing authorization to proceed with the additional work and shall state the additional compensation. The Contractor shall not commence with any additional work until written authority to proceed has been given by CATS.



#### Article 9 - Performance Measures

Contractor shall comply with all applicable laws, ordinances, licensing requirements, rules, and regulations of any and all governmental authorities, including all constitutional and statutory restrictions on the use of funds for public purposes, which statutes and restrictions are made part of this agreement. If Contractor violates any such laws, ordinances, licensing requirements, rules, regulations, or restrictions, it shall assume full responsibility for and pay all fines and liabilities which result from the same.

CATS shall have the right to review the performance of the Contractor(s) to ensure performance goals are being achieved in an approved manner and that the contract requirements are being met.

Performance measures may include an in-depth review of the contractual services such as project management, quality assurance and control, satisfaction of work performed, proposal revisions, progress reporting, monthly invoices, meeting proposed timelines and being within budget, monitoring and reporting of DBE goal attainment and other related factors as required by CATS.

#### **Article 10 - Independent Contractor Obligation**

Contractor shall be an independent contractor under this contract and shall assume all of the rights, obligations and liabilities applicable to it as an independent contractor hereunder. Contractor shall perform all details of the services in a manner consistent with that level of care and skill ordinarily exercised by other professional contractors under similar circumstances at the time the services are performed.

Contractor acknowledges that it is an independent contractor and is responsible for all project related taxes and there shall be no withholding of taxes by CATS. The Contractor understands, acknowledges and agrees that none of its employees shall be an employee of CATS and that none of its employees shall have, be entitled to, or receive any of the benefits afforded to the employees of CATS.

#### Article 11 - Title VI - Nondiscrimination

- (a) Contractor and sub-contractor hereby agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1973, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, title IX of the Education Amendements of 1972, and Contractor agrees to abide by the requirements of the Americans with Disabilities of Act of 1990.
- (b) Contractor hereby agrees not to discriminate in its employement practices, and shall render services under this contract without regard to race, color, religion, sex, national origin, and veteran status, political affiliation or physical disabilities.
- (c) Any act of discrmination committed by Contractor or any sub-contractor(s), or failure to comply with these statutory obligations when applicable, shall be grounds for termination of this contract.

#### Article 12 - Indemnification

The Consultant agrees to indemnify and hold harmless CATS, its officers, commissioners, directors, employees, authorized agents from claims, losses, damages, expenses, including reasonable attorneys' fees and costs of defense, fines and penalties and other liabilities connected with any claim for personal injury, death, property damage or other type of claim or liability, that may be asserted against CATS, its officers, commissioners, directors, employees and authorized agents by any person or entity to the extent which arises out of the fault or negligence of the consultant, sub-consultant, partner, and any of their officers, directors, employees, agents and assigns respectively performing the work or services performed under this agreement or arising out of a failure to comply with any state or federal stature, law, regulation or act. Consultant shall have no indemnification liability under this section for death, injury, or damage arising solely out of the negligence or misconduct of CATS.

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#### Article 13 - Insurance

Required Coverage: Contractor shall procure, maintain, and keep in force, at Contractor's expense, the insurance coverage as required below and shall cause CATS to be included as an additional insured on all policies (except professional liability and Workers Compensation). Contractor shall provide Proof of Insurance to CATS prior to award and at each renewal period if applicable. Proof of Insurance shall include an additional insured endorsement. For the duration of the Agreement and until all work under the Agreement is completed. Contractor shall have and maintain, at Contractor's expense, the following types of insurance and shall comply with all limits, terms and conditions of such insurance.

#### Article 14 - Assignment

Contractor shall not assign or transfer any interest whatsoever without the written consent of CATS.

#### Article 15 - Severability

If any provision herein or the application therof to any party or circumstance is held invalid or unenforceable, the remainder of the contract and application of such provision or provisions to the other parties and circumstances will not be affected thereby, the provisions of this contract being severable in any such instance.

#### Article 16 - Governing Law

This Agreement shall be governed by and interpreted in accordance with the laws of the State of Louisiana. Venue of any action brought with regard to this Agreement shall be in the Nineteenth Judicial District Court, parish of East Baton Rouge, State of Louisiana.

#### **Article 17 - Entire Contract**

This contract terminates and supersedes all prior understanding or contracts on the subject matter hereof. This Agreement may be modified only by a further writing that is duly executed by both parties. This contract, together with the Contractor's proposal and any exhibits specifically incorporated herein by reference, constitute the entire agreement between the parties with respect to the subject matter.

IN WITNESS HEREOF, the parties hereto have caused these presents to be executed by their respective officers, who are authorized to execute any and all subsequent documents relative to this project, and whose authority is deemed to be continuing as of the day and year first above written.

EXECUTED the 29th day of May, 2018

ETC, Institute

**Gregory S. Emas, CFO Fed I.D. #48-0945023** 

reu 1.D. #46-0945025

William "Bill" Deville, CEO

Capital Area Transit System

Fed I.D. #72-0755868

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# Exhibit A SCOPE OF WORK

Specific objectives for this project include the following:

- a) Assess customer opinions regarding service, safety, reliability, convenience and value;
- b) Update CATS customer profiles and travel patterns; and
- c) Benchmark CATS scores with peer transit agencies.

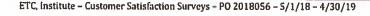
#### The following are the criteria for the survey:

- a) Design and produce survey instrument for interviews:
- b) Conduct interviews in both English and Spanish:
- Specify sample size options, identify how samples will be selected and provide specific information regarding the confidence level of the data; and
- d) Provide data compilation and analysis.

While the expertise of the selected Consultant will be recognized, CATS plans to be an active partner in the design of the survey and the project as a whole.

#### **GENERAL**

- A. CATS will supplement the selected Consultant with access to past surveys and results. CATS will provide ridership data for each route prior to surveys beginning in order for the Consultant to develop an appropriately weighted schedule.
- B. The surveys from this contract will entail (at CATS discretion) the semi-annual on-board customer satisfaction surveys. The Consultant is to identify their means of determining riders versus non-riders. This information would also potentially apply to other internal marketing the Agency will do at a future date. This survey will gauge how aware non-riders are about the services available to them and therefore gauge how well CATS communicates to the community as a whole and how to engage them in the future. The non-riders will provide answers as to why they do not currently use the system and what it would take for them to try "public transit" CATS.
- C. The selected Consultant will develop a survey that will function as a means to measure and monitor customer satisfaction. The Consultant will work with the CATS senior leadership team and CATS Communications Department to ensure that the survey is consistent with metrics utilized by CATS. The Consultant will work with CATS to determine the appropriate questions that will be asked to ensure the most efficient measurement of goals and metrics. The surveys will be measured by the Consultant to ensure that the CATS staff is aware of its performance expectations and realities, as well as provide context for the metrics of peer agencies.
- D. The Consultant will provide oversight of the use of the customer satisfaction surveys and verify that the surveys remain a manageable length and duration while also capturing the pertinent information needed to better serve the customers.
- E. The Consultant will create a schedule of meetings to keep CATS Communications Department apprised of time and budgetary constraints.
- F. It should be noted that the work to be performed by the Consultant will include all activities and costs related to the design of survey instruments, selection of respondents, administration and verification of all interviews, tabulation of raw results and cross-tabulations of a maximum of ten demographic categories for each survey.



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- G. The Consultant is responsible for recruiting and training surveyors. All personnel employed by the Consultant are the sole responsibility of the Consultant and are in no way considered employees of CATS. Consultant shall pay all wages, salaries, taxes, and other costs associated in connection with this project.
- H. The wages of the employees of the Consultant shall be in conformance with the provisions of the labor codes of the State of Louisiana, and the Parish of East Baton Rouge regulations or ordinances in effect or hereinafter enacted.

#### **TASKS**

The work to be performed under this contract consists of conducting quantitative research involving inperson interviews and tabulation of results, as detailed below. The Consultant will be responsible for the following tasks:

- Based on a provided list of topics, the Consultant will prepare a bilingual (English/Spanish)
  questionnaire for each survey, not to exceed 40 questions.
  - The draft questions will be submitted for approval to the CATS Project Manager. Questions will be revised as necessary.
  - b) Conduct bilingual (English/Spanish) interviews with bus passengers onboard buses and at CATS transit hubs.
  - A sampling plan will be prepared to assure a confidence interval of at least 94% within a 95% probability range.
- Onboard interviews will be spaced throughout CATS service hours, seven days a week (approximately 5:00 am-11:00 pm) to assure a broad representation of different rider groups. The on-board interviews should represent a least a 13 to 14 day period and must include at least one entire week-end.
- 3. The Consultant will develop a weighted sampling plan to assure completed surveys reflect proportional ridership levels across each CATS bus route
- 4. At a minimum, CATS will accept no less than 500 completed surveys which will be approved by CATS staff based on the information provided by the Consultant concerning the surveys required to achieve the desired confidence level range.
  - a) The Consultant will tabulate separately the raw results of all surveys and provide to the CATS Project Manager for review. The onboard survey data should be stratified per bus line /route and by peak and non-peak hours.
- 5. The Consultant will prepare and present a report highlighting the major findings for all sample groups; and, provide defensible and actionable recommendations concerning the provision and marketing of transit services based on the data compiled in the onboard surveys
- The Consultant will attend a CATS Board of Commissioners Committee meeting and a regular CATS Board of Commissioners meeting to present final report to CATS Board of Commissioners and CATS staff.
- The Consultant will work with CATS Communications Department on miscellaneous items related to the Scope of Work that may not be specifically mentioned or listed herein, but that may arise and are deemed appropriate by CATS.

## **Deliverables**

- Consultant will prepare a written final report with executive summary in an electronic format (such as a flash drive or email).
- Consultant will make a presentation to CATS Executive Staff followed by a presentation to CATS
  Board of Commissioners at a committee meeting and at a regular scheduled monthly Board
  Meeting on the 2<sup>nd</sup> Tuesday of the month at 4:30pm.









MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
MAY 21, 2019
4:30 p.m.
BREC Administration Building
6201 Florida Boulevard
Baton Rouge, LA 70806

## **MINUTES**

I. CALL TO ORDER: Ms. Erika Green

Ms. Green called the meeting to order.

II. ROLL CALL

Present at the meeting were members Messrs. Brandt, Breaux, and Lambert 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 APRIL 16, 2019 MEETING

Mr. Brandt moved to approve the minutes of the April 16, 2019, meeting and Ms. Perkins seconded the motion. Ms. Green invited public comment and there was none. The motion passed unanimously with no abstentions.

IV. PRESIDENT'S ANNOUNCEMENTS

Ms. Green noted there were no announcements.

V. SAFETY MOMENT

Ms. Simpson shared a safety moment centered on computer eye strain prevention.



## VI. ADMINISTRATIVE MATTERS

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

Mr. Jim Fight shared that the agency organized a roundtable with community workforce stakeholders that is part of the broader initiative to create a pipeline for local talent. There were representatives from various workforce agencies, BRCC, and several youth outreach programs. Also in attendance were CATS Board members Antoinette Pierre and Linda Perkins.

CATS is planning a job fair to recruit for maintenance and operations positions. The fair, Behind the Wheel, will be held at the Automotive Campus of BRCC on Tuesday, June 4<sup>th</sup> from 12:00 until 6:00 p.m. The agency will have CATS staff on hand to conduct on-the-spot interviews with the hope of hiring operators and mechanics as quickly as possible. Human Resources and Communications are working together to produce materials to distribute prior to the event, and there will be radio spots promoting the job fair as well.

Ms. Dwana Williams shared that, in Operations, there are currently 134 active operators. There are 13 inactive operators due to workers' compensation, light duty, and FMLA.

Ms. Williams noted that CATS had 201,647 passenger trips in April. There were 1.4 preventable accidents per 100,000 miles, and 827 trips cancelled of the approximately 33,000 trips for the month. The percentage of on-time trips was 64.49%, there were 42.2 complaints per 100,000 miles, and there were 7,583 mean miles between road calls for the month.

Mr. Deville reported that CATS was invited to attend the May 8<sup>th</sup> Baton Rouge North Economic Development District "Transportation Drives Economic Development" luncheon panel discussion. The event was part of the BRNEDD's week of events highlighting the North Baton Rouge area. CATS Board Vice-President Erika Green was the moderator for the panel discussion. CATS Board Treasurer Kahli Cohran and Bill Deville joined Dr. Shawn Wilson, Secretary of LaDOTD; Mike Edwards, Director of Aviation/BTR; Bryan Jones of HNTB; and Kelvin Hill, East Baton Rouge Parish Assistant CAO as panelists for the discussion.

CATS was invited to participate in the stakeholder group meeting regarding the Baton Rouge Zoo and Greenwood Community Park



Master Plans that involved various scenarios for transportation to and from both venues.

The agency was also invited to attend and present a CATS status report to the members of the Mid-City AARP Group that is represented by members from across Baton Rouge. The meeting was well attended, enthusiastic, and they had lots of questions.

Mr. Rose let the board know that Planning has submitted its Five Year Program of Projects for inclusion in the June 2019 TIP/STIP.

The Planning and Grants staff met with Pierlott & Associates to review information requested by the FTA for the Triennial Review that is scheduled for August 7-8<sup>th</sup> in Baton Rouge.

The Planning staff is scheduled to meet with Our Lady of the Lake staff to discuss CATS service to the new hospital campus.

Planning continues to refine the FTA FY2019 grant award applications.

Mr. Deville let the board know that, regarding the Cortana-Walmart Transit Center, Operations has successfully and safely relocated its service stops and shelters from the Walmart side to the Mall side of Cortana Place. Kelly Construction continues to work with DPW to resolve traffic and safety issues. Demolition of the site is underway. Safety fencing and debris controls are in place, along with construction equipment and a construction trailer. Further demolition of the Oak Villa Street side is pending approval of the traffic and safety plan.

CATS and the City-Parish are currently in discussion to review additional cost requests to cover the NEPA (National Environmental Protection Act) study for the Plank Phase One and Plank-Nicholson Phase Two projects. Once additional funding has been approved, CATS and HNTB will prepare support documentation to secure environmental clearance for the Plank and Plank-Nicholson projects. A Categorical Exclusion is anticipated permitting both phases to proceed.

Mr. Deville shared the statement of budgeting versus actual and noted that year-to-date, CATS had \$8,599,860 in total operating expenses. For the current month, there was\$2,149,179 in total operating expenses. There was \$301,227 in CATS generated revenue, \$2,269,150 in non-federal subsidies, and \$2,996,138 in federal subsidies.



## VII. COMMITTEE REPORTS AND ANY ACTION THEREON

1. Finance and Executive: Mr. Jim Brandt

Mr. Brandt gave the report for Mr. Bellue and referred the members to the minutes of the committee's May 16<sup>th</sup> 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

Ms. McNaylor noted that the committee did not meet but would be meeting in June to receive the audit.

4. Planning: Mr. Kevin O'Gorman

It was noted that the committee did not meet.

5. Community Relations: Ms. Linda Perkins

Ms. Perkins referred the members to the minutes of the committee's May 15<sup>th</sup> meeting in their packets and shared the highlights of the meeting.

Mr. Bryan Basford of MV Transportation noted that there were 7,785 scheduled trips in April; of those, 572 were cancellations and 366 were no-shows for a total of 6,847 completed trips. There were 12 complaints for the month and the on-time percentage was 87.3%. There were 5 road calls for the month of April.

Mr. Basford shared that MV recently updated its technology packet from One MV to Trapeze; this was done because the demand outgrew the capacity of One MV, and this was done at no additional cost to CATS.

It was noted that CATS is updating its CATS On Demand policy that will reflect a more strict policy surrounding no-shows.

VIII. PENSION SYSTEM UPDATE: Mr. Jim Brandt



Mr. Brandt gave an update on the pension system. He noted that it is governed by a separate board that is comprised of four members: two are selected by the ATU – Mr. Al Weeden and Mr. George Decuir – and two are selected by the agency – Mr. Tom Hanlon and Mr. Brandt.

The pension board oversees the assets and investments and also sets policies and procedures for the administration of the benefits for the pension.

G.S. Curran, Limited is the private contractor to provide administrative staffing for the pension fund and as the actuarial consultant. Edward James is the investment advisor for the pension fund.

The pension board received its annual update last month and the pension is healthy, strong, and well positioned for the future. This system is 105% funded. There are no unfunded accrued liabilities for the system.

A 2% cost of living increase has been unanimously approved for the members of at least one year. This is the first since 2007 and it is fully funded by employee (7%) and employer (8%) contributions.

The ten year average rate of return is 7.8% even though there was a loss in 2018.

There are more than \$14 million in assets and more than 200 active members. Moving forward, the pension board unanimously voted to lower the returned rate of return to 5.75%. This keeps the pension from relying on excessive rates of return.

Mr. Brandt recognized and thanked both Mr. Weeden and Mr. Decuir for all their hard work and noted that he enjoys working with them.

## IX. ACTION ITEMS

1. Consideration of authorization to award professional services contract to Pierlott & Associates

Mr. Darrell Brown let the members know that Pierlott & Associates has done work under two separate contracts with CATS for DBE Program assessment and improvements and for FTA compliance review.

CATS is requesting that the board authorize the CEO to enter into a contract with Pierlott & Associates for an estimated amount of \$144,349.



Mr. Brandt moved that the CEO is authorized to enter into a contract with Pierlott & Associates for an amount not to exceed \$144,349 for compliance oversight and Ms. Perkins seconded the motion. Ms. Green invited public comment and there was none. The motion passed unanimously with no abstentions.

Ms. Green moved to amend the agenda to include an action item to award a consultant contract to New Age Industries. She noted the item was discussed at the F&E Committee meeting. The motion was seconded by Ms. Pierre. Ms. Green invited public comment and there was none. Mr. Brandt noted that he did not have an objection to placing the item on the agenda but shared he would be asking to defer the item. The motion unanimously passed with no abstentions.

2. Consideration of award of consultant contract to New Age Industries

Ms. Green noted the item was discussed in the F&E Committee and shared that Mr. Deville has expressed desire to have the services of Mr. Toliver once again as Mr. Deville feels that he has been an invaluable resource to Mr. Deville and the agency. Mr. Toliver is assisting with the placement of a permanent Deputy CEO.

Mr. Brandt noted that there were three board members absent from this meeting – Messrs. Bellue, Cohran, and O'Gorman – and he felt they should be present for the discussion. He shared that he had questions that were raised at the F&E Committee meeting regarding the contract that have not been answered to this point. Those questions included a breakdown of the itemized budget including travel and lodging, the duration of the contract, and a detailed scope of work for what his assignments would be.

Mr. Deville shared that this contract is similar in nature to other contracts he has executed. Mr. Deville noted that Mr. Toliver came to CATS when Rod Goldman left the agency and that his initial charge was to find a replacement COO. Mr. Deville then chose to do a reorganization of the agency and thought it would be wise in his vison to create a Deputy CEO position. Mr. Deville then named Ms. Dwana Williams as the COO and wants her to report to the Deputy CEO. Mr. Toliver was nominated for APTA's Hall of Fame, he has managed systems throughout the country, and the agency is lucky to have him.

Mr. Deville let the members know that in the past, CATS was able to utilize his services for four and a half months without exceeding \$50,000.



Mr. Brown noted that he was under the impression that the DCEO would mentor the COO to support the CEO's efforts to prepare for upcoming initiatives. Mr. Brown suggested bringing the item to the board in the interest of transparency. Mr. Brown shared that when the previous CFO left the agency and CATS contracted with a consultant for an interim period, there was an initial contract that was amended with the board's approval. This was the precedent for bringing this contract to the board.

Ms. Green inquired whether anything in the original contract would be changing in the new contract and it was noted that neither the contract for New Age Industries nor the scope of work was shared with CATS legal counsel.

There was discussion regarding the practice of contracts being executed and whether they were reviewed by legal counsel before execution.

There was discussion regarding the specifics of the contract and when Mr. Deville would be able to provide that information to the board members. Mr. Deville noted that he would absolutely provide that information, that it is under \$50,000, and as noted in the financials, the agency can afford it. Mr. Deville feels that it is detrimental to the agency to continue to delay the approval of the contract.

Mr. Brandt moved to defer the item.

Ms. Pierre inquired how long it would take to get the information requested by Mr. Brandt to the full board and whether Mr. Brandt would be willing to put his questions in writing so the CEO may answer them. Mr. Deville indicated he could provide the information within 24 hours. Mr. Brandt noted that the information was requested at the F&E Committee meeting and they were informed they would receive it in 24 hours, but, to this point, the information has still not been provided. Given that there was nothing to present, Mr. Brandt recommended the item be deferred. Mr. Brandt reiterated he was seeking the scope of work, detailed budget, length of time Mr. Toliver would be onsite, and the basics of the contract. Ms. Green suggested that the contract be provided to legal counsel so that he may review it and disseminate it to the board members.

There was no second to the motion to defer.



Ms. Perkins inquired why the board was only receiving the information today when it had been on previous agendas. She also inquired as to why it was added and removed from several agendas.

Ms. Perkins moved that the CEO is authorized to enter into a contract with New Age Industries for the services discussed and to serve as an interim Deputy CEO for an amount not to exceed \$50,000. Ms. Green seconded the motion. Ms. Green invited public comment and there was none. Four members voted yes, there were zero nays, and two members abstained. The motion passed.

3. Consideration of authorization for the CEO to settle the claims of Arthur Davis, Sr., Arthur Davis, Jr., Artisha Davis, and Carla Davis 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 19<sup>th</sup> 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 and Eric Marselis are the defendants.)

Mr. Brandt moved to enter executive session to discuss the pending litigation. Ms. Pierre seconded the motion. Ms. Green invited public comment and there was none. The motion passed unanimously with no abstentions.

Ms. Green noted that public comments would be taken upon the board's return from executive session.

At this point, the board entered into executive session.

Following the executive session, this item was deferred.

# X. PUBLIC COMMENTS

There were no public comments.

# XI. ADJOURNMENT

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





MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
JUNE 18, 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 members Messrs. Bellue, Brandt, Breaux, Cohran, Lambert, and O'Gorman and Mss. Perkins and Pierre. Ms. Green was absent. 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 MAY 21, 2019 MEETING

Ms. Perkins moved to approve the minutes of the May 21, 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.

V. SAFETY MOMENT



Ms. Simpson noted that June is National Safety Month. She shared the names of 48 operators who had zero preventable accidents in the last twelve months.

#### VI. ADMINISTRATIVE MATTERS

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

Mr. Jim Fight shared that the agency hosted its Behind the Wheel job fair on June 4<sup>th</sup> and that more than 250 job seekers attended the event. The agency has extended the following offers of full-time employment: Operator – 20; Mechanic – 2; Utility Technician – 2; Customer Care Representative – 4; and Custodian – 1. Mr. Fight noted that he hoped to have a new hire class starting June 25<sup>th</sup>.

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

Ms. Williams noted that CATS had 213,627 passenger trips in May. There was 1 preventable accident per 100,000 miles, and 498 trips cancelled of the approximately 33,000 trips for the month. The percentage of on-time trips was 63.91%, there were 34.6 complaints per 100,000 miles, and there were 7,237 mean miles between road calls for the month.

Mr. Deville reported that he was invited to attend a meeting with the new BREC Superintendent Corey Wilson to discuss how CATS and BREC can collaborate. Mr. Wilson explained that he would like to see access to and from all BREC facilities as this is key to its current and future success.

There was discussion with Chris Tyson, President and CEO of the newly rebranded Build Baton Rouge (formerly the East Baton Rouge Redevelopment Authority) regarding the potential for New Markets Tax Credits (NMTC) within our existing program and project sites.

Mr. Rose informed the board that CATS Five Year Program of Projects was adopted at the June 12<sup>th</sup> MPO Transportation Policy Committee meeting.

Planning and Grants staff attended an FTA-sponsored Triennial Review workshop in Baton Rouge on June 4<sup>th</sup> and 5<sup>th</sup>.

Planning submitted a Bus and Bus Facilities grant award application for four electric trolleys and six electric buses.



Mr. Deville shared the balance sheet for May 2019 and noted that the agency's total current assets are \$30,629,829. The total current liabilities are \$6,270,918.

Mr. Deville provided the statement of operating budget versus actual for the period ending May 31, 2019. He noted the total operating expenses were \$2,528,792. The total operating revenues were \$256,179 and the total operating subsidies were \$4,629,245. The net operating balance for the month was \$2,356,632.

#### VII. COMMITTEE REPORTS AND ANY ACTION THEREON

1. Finance and Executive: Mr. Mark Bellue

Mr. Bellue referred the members to the minutes of the committee's June 13<sup>th</sup> 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 referred the members to the minutes of the committee's June 11<sup>th</sup> meeting in their packets. He invited Ms. Tiffani Dorsa of Postlethwaite & Netterville to give an overview of the annual audit.

Ms. Dorsa noted that the agency received an unmodified opinion, which is the highest opinion that can be given. She shared highlights of the audit with the board members.

4. Planning: Mr. Kevin O'Gorman

Mr. O'Gorman referred the members to the minutes of the committee's June 7<sup>th</sup> meeting in their packets and shared the highlights.

5. Community Relations: Ms. Linda Perkins

Ms. Perkins referred the members to the minutes of the committee's June 12<sup>th</sup> meeting in their packets and shared the highlights of the meeting.



She noted that she attended the customer service training that was conducted by the Southwest Transit Association (SWTA) and was pleased to hear the information shared at the training session.

Mr. Bryan Basford of MV Transportation noted that there were 8,656 scheduled trips in May; of those, 615 were cancellations and 479 were no-shows for a total of 7,562 completed trips. There were 2 complaints for the month and the on-time percentage was 86.9%. There were 0 road calls for the month of May.

Mr. Basford shared that the conversion to Trapeze from One MV software was proving very beneficial and there was already a reduction in ride time violations from 90 in April to 11 in May.

Mr. Basford shared a year in review with the board members as MV completed its first year of providing paratransit service for CATS. He noted there were 95,676 scheduled trips; of those, 86,476 were completed. The completion percentage was 90.38%. There were 96,065 total riders, and 23,000 of those used mobility aids. There were 816,045 service miles and 54,551 service hours.

Mr. Basford thanked the board members and the CATS staff for the opportunity to develop this relationship and noted he looked forward to continued success for the CATS On Demand customers.

It was noted that there was a more than fifty per cent increase in customers than what was specified in the request for proposals. He noted that new applications are received daily, and that he and the CATS staff work together to ensure the best service possible is provided.

# VIII. ACTION ITEMS

 Consideration of authorization for cost expenditures associated with NEPA completion and fifteen per cent (15%) design for Plank-Nicholson BRT Corridor Project

It was noted there was a lengthy discussion at the F&E Committee meeting, where some of the topics included the scope, timeline, and cost. It was noted that the F&E Committee unanimously recommended the expenditures be approved.

Mr. Cohran moved that the CEO is authorized to spend \$229,000 for cost expenditures associated with NEPA completion and fifteen per cent (15%) design for the Plank-Nicholson BRT Corridor Project and



Ms. Perkins seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed with Mr. Lambert abstaining.

2. Consideration of approval to award contract for design services for transit amenities

Mr. Brown shared that the agency solicited qualifications for transit amenities design. The RFQ was sent to 98 architectural & engineering firms, including 27 small business and DBE firms. The agency received six proposals in response to the RFQ.

The Proposal Evaluation Committee was comprised of both CATS staff and external stakeholders, and they reviewed all the submissions.

It was noted that the selected firm will be responsible for the design of the custom shelters that will be located throughout the system at BRT stops and high-profile locations, information kiosks, BRT signage, and on-time displays.

The recommended firm is Reich Landscape Architects. They are a local firm that comes with an excellent reputation.

The work is not expected to exceed \$180,000.

Mr. Brandt moved that the CEO is authorized to enter into a contract with Reich Landscape Architects for the design of transit amenities for an amount not to exceed \$180,000 and Ms. Perkins seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed with Mr. Lambert abstaining.

3. Consideration of authorization for the CEO to settle the claims of Arthur Davis, Sr., Arthur Davis, Jr., Artisha Davis, and Carla Davis 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 19<sup>th</sup> 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 and Eric Marselis are the defendants.)

Mr. Bellue moved to enter executive session to discuss the pending litigation and Mr. Brandt seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.



Following the executive session, Mr. Brandt moved that the CEO is authorized to settle the claims of Arthur Davis, Sr., Arthur Davis, Jr., Artisha Davis, and Carla Davis under the terms of the settlement and judgment payment policy adopted by the Board on July 20, 2004 as amended in the amount of \$975,000 and Mr. O'Gorman seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

# X. PUBLIC COMMENTS

There were no public comments.

# XI. ADJOURNMENT

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





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 24<sup>th</sup> 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 6<sup>th</sup> 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 Odimgbe to the post. Mr. Odimgbe has decades of transit experience, both public and private sector. His first day was July 9<sup>th</sup>. Mr. Odimgbe 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 15-19<sup>th</sup> 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 10<sup>th</sup> 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 ontime 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.







MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
AUGUST 20, 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, and O'Gorman and Mss. Perkins, and Pierre. Messrs. Cohran and Lambert and Ms. Green were 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 JULY 16, 2019 MEETING

Mr. Brandt moved to approve the minutes of the July 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 informed those present that there was one item that would be considered in executive session and that public comments would be taken after the meeting resumed.



#### V. SAFETY MOMENT

Mr. Bellue noted this item had been removed from the agenda.

#### VI. ADMINISTRATIVE MATTERS

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

Mr. Deville provided agency updates and introduced Ms. Pearlina Thomas. He noted that she is with the agency on an interim basis as the interim Chief Administrative Officer and is working to fill the vacancy left by Darrell Brown's departure. She has experience in the public sector and with policy, programs, and implementation.

DCEO Charles Odimgbe has been meeting with all the departments and is working on department goals, expectations, etc.

The agency had its triennial review August 7<sup>th</sup> and 8<sup>th</sup> and a summary of the review and follow up process will be provided to the Board once it has been reviewed by CATS staff.

Mr. Jim Fight shared that the agency is interviewing 41 candidates for employment in various departments. A new hire orientation for bus operators has been scheduled for August 26<sup>th</sup>. The agency has completed interviews for the Comptroller and has extended an offer of employment to the preferred candidate. Training modules are being introduced to all departments and the initial effort will be tailored to supervision for the agency.

Ms. Dwana Williams shared that, in Operations, there are currently 126 active operators. The department lost five operators to termination and FMLA. There are ten operators in the training class now and approximately 20 more have been hired to begin training August 26<sup>th</sup>.

Ms. Williams noted that CATS had 203,476 passenger trips in July. There was 1.1 preventable accidents per 100,000 miles, and 1,419.7 trips cancelled of the approximately 33,000 trips for July. The percentage of on-time trips was 67.56%, there were 51.6 complaints per 100,000 miles, and there were 6,130 mean miles between road calls for the month.

Mr. Odimgbe let the board know that he is working with Operations and Maintenance to address the various performance measures that are trending downward. He noted that several options are being considered to address the challenges.



Mr. Deville extended his condolences to the family of former Governor Kathleen B. Blanco and noted that CATS worked with Dr. Shawn Wilson of DOTD to provide shuttle service for her funeral services.

Mr. Deville shared that CATS is planning several press events to occur between now and October to announce the launch of the three easily identifiable and branded electric buses into fixed-route service on a temporary basis. The press event for the electric buses is planned for September 16<sup>th</sup> at the CATS terminal.

CATS is also preparing an event in late September or early October, depending on the weather, for the grand opening of the Cortana Transit Center.

CATS is preparing to conduct stakeholder/non-rider surveys that will be administered by ETC Institute, the same group that performs the customer satisfaction surveys. This information will be used by multiple departments in the agency in preparation for our community outreach campaign.

The microtransit pilot program work continues and CATS hopes to have an RFP ready for solicitation in September 2019. This will allow CATS to serve two zones in North Baton Rouge – the area around the Baton Rouge Metropolitan Airport and Southern University as well as the City of Baker.

CATS received a Low-No grant award notice for \$2.6 million for the purchase of three additional electric buses from its May 2019 application.

It was noted that CATS staff provided an overview of BRT activity for the past year at the request of FTA Region VI. The NEPA/preliminary engineering project has been authorized and awaits notice to proceed.

FTA provided recommendations for the BRT projects and suggested using the preliminary design from the NEPA preliminary design phase to guide other design firms under contract for Architectural and Engineering services.

Mr. Deville presented the July financials and noted that the total current assets as of July 31, 2019 are \$26,191,474. The total assets are \$54,791,190. The total current liabilities are \$7,615,145 and the total liabilities are \$13,653,181.



The operating expenses as of July 31, 2019 are \$2,682,464.

The total CATS-generated operating revenues as of July 31, 2019 are \$216,758. The total non-federal subsidies are \$1,467,373 and the total federal subsidies are \$367,629. The total operating subsidies are \$1,835,002.

# VII. COMMITTEE REPORTS AND ANY ACTION THEREON

1. Finance and Executive: Mr. Mark Bellue

Mr. Bellue referred the members to the minutes of the committee's August 15<sup>th</sup> meeting in their packets. He shared the highlights of the meeting and noted there was one change to the action item regarding the Whitney/Hancock Bank item.

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 referred the members to the minutes of the August 16<sup>th</sup> meeting and shared the highlights. He noted that there was discussion of the two year capital budget that would be shared at the next Planning Committee meeting.

5. Community Relations: Ms. Linda Perkins

Ms. Perkins referred the members to the minutes of the committee's August 14<sup>th</sup> meeting in their packets and shared the highlights of the meeting.

Mr. Bryan Basford of MV Transportation noted that CATS On Demand had 8,066 scheduled trips in July; of those, 650 were cancellations and 255 were no shows, for a total of 7,416 completed trips.

Mr. Basford noted that 49% of the trips were subscription and 51% were demand trips. There were zero valid complaints for the month and the on-time performance was 92.1%.



There was discussion of the vehicle fleet and it was noted that there are typically two to four "down" vehicles daily and MV is sending two of its vehicles to assist with the fleet.

Ms. Perkins shared that this would be Mr. Basford's last meeting as he has accepted another position with MV. He will continue to be available to CATS in the interim and will assist in training his replacement.

#### VIII. ACTION ITEMS

1. Consideration of authorization to remove Rhonda Williams and to add Charles Odimgbe as signatory on behalf of CATS for all Whitney/Hancock Bank accounts and recommend authorization for the CEO to execute all documents required by Whitney/Hancock Bank to effectuate these changes

It was noted that Ms. Williams's name was not included in the recommendation from F&E but was included in this item.

This is a requirement of the bank and must be done to add and/or remove a signatory for CATS accounts.

Mr. O'Gorman moved that the CEO is authorized to remove Rhonda Williams as a signatory and add Charles Odimgbe as a signatory for all Whitney/Hancock Bank accounts and that the CEO is authorized to execute all documents required by Whitney/Hancock Bank to effectuate these changes. Mr. Brandt seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

RESOLUTION OF A STATE OR LOCAL GOVERNMENT OPERATING UNDER AUTHORITY OF A BOARD, COUNCIL, OR OTHER TYPE GOVERNING BODY

Whitney Bank, also dba Hancock Bank Capital Area Transit System 2250 Florida Boulevard Baton Rouge, LA 70802

A. We, the undersigned, certify that we are the President and Secretary/Clerk of the above-named State or Local Government (hereinafter referred to as the "Governing Authority") duly created, organized, and operating under the Constitution and Laws of the State of Louisiana Federal Employer ID Number 72-0755868, and that the following is a true, correct, and certified copy of a resolution



adopted at a meeting of the Governing Authority, properly called and duly held on August 20, 2019 and that this resolution has been properly entered into the minutes of the Governing Authority, having not been modified or rescinded.

#### B. To be resolved that:

- (1) The Financial Institution named above is designated as a depository for the funds of this Governing Authority;
- (2) This resolution shall continue to have effect until express written notice of its recession, modification, or cancellation has been received and recorded by this Financial Institution;
- (3) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowing by or on behalf of the Governing Authority with this Financial Institution prior to the adoption of the resolution are hereby ratified, approved, and confirmed;
- (4) Any of the persons named below, so long as they are acting in a representative capacity as agents of the Governing Authority, are authorized to make any and all contracts, agreements, stipulations and orders which they may deem advisable and necessary to open an Account(s) with the Financial Institution and for the effective exercise of powers over said account(s) for the transaction of all business concerning funds deposited in, money borrowed from, or other business transacted by and between this Governing Authority and said Financial Institution and to endorse checks and orders for the payment of moneys and withdrawal funds on deposit with this Financial Institution, subject to any restriction(s) stated below. The Governing Authority agrees to, shall be bound by, and otherwise be liable for, the terms and conditions of all such contracts, stipulations, and orders. It shall be the responsibility of the Governing Authority to provide written notice to this Financial Institution should the authority of any of the agents it has so authorized to transact business on its behalf has been terminated. This Financial Institution shall incur no liability for acting in good faith upon the representations of said agents until such notice is properly given;
- (5) Any and all prior resolutions adopted by this Governing Authority and certified to this Financial Institution as governing the operation of this Governing Authority's account(s), are in full force and effect, unless supplemented or modified by this authorization;



- (6) The Governing Authority agrees to the terms and conditions of any account agreement, properly opened by any authorized representative of the Governing Authority and authorizes this Financial Institution named above, at any time, to charge the Governing Authority for all checks, drafts, or other orders, for the payment of moneys, drawn on the Financial Institution;
- C. Each person named below (name and title) is authorized to exercise the powers granted herein on all accounts opened under this Agreement and accompanying Master Signature Card on behalf of the Governing Authority:

William J. "Bill" Deville, Chief Executive Officer Jeanette Eckert, Grants Manager Charles Odimgbe, Deputy Chief Executive Officer Dwana Williams, Chief Operating Officer

D. I further certify that the Governing Authority has, and at the time of adoption of this resolution did have, full power and lawful authority to adopt the foregoing resolution(s) and to confer the powers granted to the person(s) named herein;

IN WITNESS WHEREOF, we have hereunto affixed our signatures as of August 20, 2019.

Mark Bellue, CATS Board President
Amie McNaylor, CATS Board Assistant Secretary

2. Consideration of authorization for the CEO to settle the worker's compensation claim of John Scott. (This matter might possibly be discussed in executive session. As required by the Open Meeting Law, notice is hereby given that this claim is a pending worker's compensation claim and that John Scott is the plaintiff and Capital Area Transit System is the defendant.)

Mr. Bellue moved to enter into executive session to discuss this pending workers compensation claim. Mr. Brandt seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions. At this point, the board entered into executive session.

Following the executive session, Mr. Brandt moved that the CEO is authorized to settle the worker's compensation claim of John Scott for the sum of sixty-eight thousand and 00/100 (\$68,000) dollars and Ms. Pierre seconded the motion. Mr. Bellue invited public comment



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

# X. PUBLIC COMMENTS

Mr. Jewell Mendes wanted to discuss personnel matters but was informed that the board, per its bylaws, does not discuss personnel matters.

Yvette Rhines, the newly elected President of ATU Local 1546, introduced the new Union Board officers as follows:

Yvette Rhines, President/Business Agent George Decuir, Vice President Toye Hebert, Financial Secretary Shavez Smith, Executive Board/Operations Anthony Holmes, Executive Board/Maintenance Emily Maten, Recording Secretary Angelina Primus-Jackson, Sergeant of Arms

Ms. Agnes Carlin requested that the bench at the stop at the Wesley Plaza Senior Homes on Hollywood be upgraded to a covered stop.

# XI. ADJOURNMENT

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





MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
SEPTEMBER 17, 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, Lambert and O'Gorman and Mss. Perkins, and Pierre. Ms. Green 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 AUGUST 20, 2019 MEETING

Mr. Brandt moved to approve the minutes of the August 20, 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 informed those present that there was one item that he expected would be considered in executive session and that public comments would be taken after the meeting resumed.



#### V. ADMINISTRATIVE MATTERS

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

Mr. Deville provided agency updates and introduced the new Comptroller John Cutrone. He noted that Mr. Cutrone will be in charge of the Finance Department and is leading the management of the agency's finances. Mr. Cutrone comes to CATS with 25 years' experience at various levels of finance and accounting, and he has worked in both the public and private sectors.

Mr. Jim Fight shared that the agency hired 27 cadets who began training on August 26<sup>th</sup>.

Mr. Fight requested a point of personal privilege and introduced his Human Resources staff and noted that he was appreciative of their efforts.

Ms. Dwana Williams shared that, in Operations, there are currently 130 active operators. There are 140 total operators and the remaining ten are on FMLA and light duty.

Ms. Williams noted that CATS had 224,556 passenger trips in August. There were 1.87 preventable accidents per 100,000 miles, and 746.75 trips cancelled for the month. The percentage of on-time trips was 57.71%, there were 49.4 complaints per 100,000 miles, and there were 4,382.8 mean miles between road calls for the month.

Mr. Deville shared that the microtransit pilot program work continues and CATS hopes to have an RFP ready for solicitation for September, 2019, whereby two North Baton Rouge zones will be merged for a service area in North Baton Rouge that includes the Airport, Southern University, and the City of Baker.

The CATS Board President and several committee chairs were able to meet with Congressman Garret Graves on August 29<sup>th</sup> to discuss the BRT project as well as other CATS initiatives. The meeting was brief but well received and the Congressman and board members took advantage of the photo opportunity along and inside the newly wrapped BYD electric bus.

Planning staff has been riding several routes to adjust schedules and time points for the upcoming October service adjustment.

The Plank Road BRT Phase One project's final engineering is on hold until the completion of the NEPA process and receiving



environmental approval for the entire Plank Road and Plank-Nicholson BRT projects. The City-Parish has received a signed contract and is now in the City-Parish execution process. The contract has been signed by the Director of Transportation and Drainage and has been forwarded to the Purchasing Department; it is now under review by the Parish Attorney.

Mr. Deville let the board know that management has identified three options that would address the administrative office requirements and hopes to complete choice negotiations this week. Staff is visiting and evaluating each location to determine suitability and cost effectiveness. The facilities that have been identified are adequate in size to fully accommodate all administrative functions and personnel from 5700. Management is looking to execute a 12 to 36 month lease with options immediately within the confines of board governance guidelines as this is an urgent matter.

Mr. Deville presented the August financials and noted that the total current assets as of August 31, 2019 are \$24,764,973. The total assets are \$53,823,513. The total current liabilities are \$5,879,288 and the total liabilities are \$11,917,324.

The operating expenses as of August 31, 2019 are \$2,335,162.

The total CATS-generated operating revenues as of August 31, 2019 are \$229,381. The total non-federal subsidies are \$1,604,873 and the total federal subsidies are \$835,829. The total operating subsidies are \$2,440,702.

# VI. 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 referred the members to the minutes of the September 5<sup>th</sup> meeting and shared the highlights. He noted there was discussion of the ADA Paratransit Manual that was updated after the recent triennial review. He shared that the TPP Committee unanimously recommended the manual be approved.

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 but would be scheduling a meeting in the coming weeks prior to the October board meeting.

5. Community Relations: Ms. Linda Perkins

Ms. Perkins referred the members to the minutes of the committee's September 11<sup>th</sup> meeting in their packets and shared the highlights of the meeting.

Mr. Bryan Basford of MV Transportation introduced the new General Manager Walter "Lenny" Cooksey. Mr. Basford noted that he has begun his position with MV in Canada and Mr. Cooksey will begin making the reports in October.

Mr. Basford noted that CATS On Demand had 9,118 scheduled trips in August; of those, 505 were cancellations and 233 were no shows, for a total of 8,613 completed trips.

Mr. Basford noted that 48% of the trips were subscription and 52% were demand trips. There were six complaints and the on-timer percentage was 87%.

There was discussion of the vehicle fleet and it was noted there were three road calls and three vehicles had to be towed on their routes.

Mr. Deville requested a moment to recognize an employee for his lifesaving efforts on a CATS bus. Ms. Pearlina Thomas recognized Mr. Elijah Pipersburg for his actions to help a bus operator in distress.

# VII. ACTION ITEMS

1. Consideration of authorization for the CEO to renew strategic creative partner Rockit Science contract

Ms. McNaylor shared with the board that CATS was near the end of the first year of the contract with Rockit Science and that it has been a productive partnership. She noted that strides had been made in efforts to promote the agency and more work remains over the coming years.

Rockit Science performs graphic design work, photography, videography, market strategy, and media planning for the agency. In



addition to the brand awareness that has been developed, Rockit Science will be working with CATS on a focused education outreach campaign and internal customer campaigns throughout the year.

CATS staff is recommending the first renewal option be exercised with a cost not to exceed \$160,000 for the period of October 1, 2019 through September 30, 2020.

Mr. Brandt moved that the CEO is authorized to renew the strategic creative partner contract with Rockit Science for a period of one year and an amount not to exceed \$160,000 and Ms. Perkins seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

2. Consideration of authorization for the CEO to renew the RouteMatch annual technical support, warranty, and technical contract for a period of one year

Ms. Sanchez let the board know that this is a renewal of a contract with RouteMatch to provide warranty and technical support for the software and technology utilized on CATS vehicles. The price was negotiated to a lower amount of \$165,052 for twelve months.

There was discussion concerning the RouteMatch contract as well as the on-call services "bench" solicitation. It was noted that the agency is currently considering options that would replace RouteMatch; it would likely take 12-15 months to create a scope of work, solicit and evaluate proposals, and make a contract award.

Ms. Perkins moved that the CEO is authorized to enter into a contract with RouteMatch for annual technical support, warranty, and technical services for a period of one year and an amount of \$165,052 and Mr. Bellue seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

3. Consideration of authorization to add John Cutrone as signatory on behalf of CATS for all Whitney/Hancock Bank accounts and to remove Jeanette Eckert as signatory and consideration of authorization for the CEO to execute all documents required by Whitney/Hancock Bank to effectuate these changes

Mr. Deville noted that this is a requirement of Whitney Bank and that the addition of Mr. Cutrone and the removal of Ms. Eckert should be the last amendment for some time. The four authorized signatories



will be Messrs. Deville, Odimgbe, and Cutrone and Ms. Dwana Williams.

Mr. Cohran moved that the CEO is authorized to remove Jeanette Eckert as a signatory and add John Cutrone as a signatory for all Whitney/Hancock Bank accounts and that the CEO is authorized to execute all documents required by Whitney/Hancock Bank to effectuate these changes. Ms. Pierre seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

RESOLUTION OF A STATE OR LOCAL GOVERNMENT OPERATING UNDER AUTHORITY OF A BOARD, COUNCIL, OR OTHER TYPE GOVERNING BODY

Whitney Bank, also dba Hancock Bank Capital Area Transit System 2250 Florida Boulevard Baton Rouge, LA 70802

- A. We, the undersigned, certify that we are the President and Secretary/Clerk of the above-named State or Local Government (hereinafter referred to as the "Governing Authority") duly created, organized, and operating under the Constitution and Laws of the State of Louisiana Federal Employer ID Number 72-0755868, and that the following is a true, correct, and certified copy of a resolution adopted at a meeting of the Governing Authority, properly called and duly held on September 17, 2019 and that this resolution has been properly entered into the minutes of the Governing Authority, having not been modified or rescinded.
- B. To be resolved that:
  - (1) The Financial Institution named above is designated as a depository for the funds of this Governing Authority;
  - (2) This resolution shall continue to have effect until express written notice of its recession, modification, or cancellation has been received and recorded by this Financial Institution;
  - (3) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowing by or on behalf of the Governing Authority with this Financial Institution prior to the adoption of the resolution are hereby ratified, approved, and confirmed;



- (4) Any of the persons named below, so long as they are acting in a representative capacity as agents of the Governing Authority, are authorized to make any and all contracts, agreements, stipulations and orders which they may deem advisable and necessary to open an Account(s) with the Financial Institution and for the effective exercise of powers over said account(s) for the transaction of all business concerning funds deposited in, money borrowed from, or other business transacted by and between this Governing Authority and said Financial Institution and to endorse checks and orders for the payment of moneys and withdrawal funds on deposit with this Financial Institution, subject to any restriction(s) stated below. The Governing Authority agrees to, shall be bound by, and otherwise be liable for, the terms and conditions of all such contracts, stipulations, and orders. It shall be the responsibility of the Governing Authority to provide written notice to this Financial Institution should the authority of any of the agents it has so authorized to transact business on its behalf has been terminated. This Financial Institution shall incur no liability for acting in good faith upon the representations of said agents until such notice is properly given;
- (5) Any and all prior resolutions adopted by this Governing Authority and certified to this Financial Institution as governing the operation of this Governing Authority's account(s), are in full force and effect, unless supplemented or modified by this authorization;
- (6) The Governing Authority agrees to the terms and conditions of any account agreement, properly opened by any authorized representative of the Governing Authority and authorizes this Financial Institution named above, at any time, to charge the Governing Authority for all checks, drafts, or other orders, for the payment of moneys, drawn on the Financial Institution;
- C. Each person named below (name and title) is authorized to exercise the powers granted herein on all accounts opened under this Agreement and accompanying Master Signature Card on behalf of the Governing Authority:

John Cutrone, Comptroller William J. "Bill" Deville, Chief Executive Officer Charles Odimgbe, Deputy Chief Executive Officer Dwana Williams, Chief Operating Officer

D. I further certify that the Governing Authority has, and at the time of adoption of this resolution did have, full power and lawful authority



to adopt the foregoing resolution(s) and to confer the powers granted to the person(s) named herein;

IN WITNESS WHEREOF, we have hereunto affixed our signatures as of September 17, 2019.

Mark Bellue, CATS Board President Amie McNaylor, CATS Board Assistant Secretary

4. Consideration of approval of CATS ADA Paratransit Manual

Ms. Thomas shared that the revisions made to the CATS ADA Paratransit Manual were done at the recommendation of the auditors with the FTA Triennial Review. The changes have been approved by the FTA and the manual must be adopted by the CATS Board of Commissioners before it can be submitted to the FTA.

Dr. Breaux moved that the CATS ADA Paratransit Manual be adopted 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 authorization for the CEO to enter into a lease for new office space for CATS

Mr. Deville shared that staff has been working to find office space for the administrative staff that has been displaced since August 8<sup>th</sup>.

Mr. Deville noted that a building has been identified at 350 North Donmoor Avenue. The building has 10,875 square feet and the cost for the first year will be \$89,718.72. The cost for the second year will be \$92,437.56 and the third year cost will be \$95,156.28.

There was considerable discussion about the state of the building, the inspection status, and the cost of the building. There were suggestions that a commercial building inspection be completed and that the last tenant be contacted to determine the feasibility of the building. There was also a question as to how long the building had been vacant. It was strongly urged that the staff ensure the building will be suitable and safe and all proper measures taken to ensure this is the best decision for the agency.

Mr. O'Gorman moved that the CEO is authorized to enter into a three year lease with the owner of the property located at 350 North Donmoor Avenue at a cost not to exceed \$277,312.56 and with such other terms and conditions as the CEO deems appropriate and Mr.



Cohran seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

6. Consideration of authorization for the CEO to settle the claims of Lionel Hayes and Sharon Chambers 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 19<sup>th</sup> Judicial District Court and is Suit Number 669,306, Sec. 22; and that Lionel Hayes and Sharon Chambers are the plaintiffs and Capital Area Transit System is the defendant.)

Mr. Brandt moved to enter into executive session to discuss this pending litigation. Mr. Lambert seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions. At this point, the board entered into executive session.

Following the executive session, Mr. Brandt moved that the CEO is authorized to settle the claims of Lionel Hayes for the sum of thirty one thousand and 00/100 (\$31,000.00) plus court costs and the claims of Sharon Chambers for the sum of eighteen thousand five hundred and 00/100 (\$18,500.00) plus court costs each under the terms and conditions of the settlement and judgment payment policy adopted by the Board on July 20, 2004 as amended. Ms. Perkins seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

# X. PUBLIC COMMENTS

#### XI. ADJOURNMENT

Mr. Cohran moved to adjourn the meeting and Mr. O'Gorman seconded the motion. The motion passed unanimously with no abstentions.





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. Odimgbe 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.







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 7<sup>th</sup> 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 14<sup>th</sup> through November 22<sup>nd</sup>, and there will be a new component where providers will be onsite to answer questions. Flu shots for employees were offered on Friday, November 15<sup>th</sup> and Tuesday, November 19<sup>th</sup>.



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 5<sup>th</sup>, 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 29<sup>th</sup> 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 14<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

Ms. McNaylor gave a report in Mr. O'Gorman's absence. She referred the members to the minutes of the committee's November 7<sup>th</sup> 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 8,297completed 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.





MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
DECEMBER 17, 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 at the meeting, namely Messrs. Bellue, Breaux, Cohran, Lambert, and O'Gorman and Mss. Green, 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 NOVEMBER 19, 2019 MEETING

Ms. Perkins moved to approve the minutes of the November 19, 2019, meeting and Mr. Lambert seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions. Dr. Breaux and Ms. Green were not present for the vote.

IV. PRESIDENT'S ANNOUNCEMENTS

Mr. Bellue reviewed the public comment process.

Mr. Bellue noted that Mr. Brandt's board replacement would be taken at the February 26, 2020 Metro Council meeting, so it will be the March 2020 board meeting before there is a full complement of nine board members.



Mr. Bellue shared that he would be appointing a Nominating Committee for officer nominations and anyone interested in being on the committee should let Mr. Bellue know.

### V. ADMINISTRATIVE MATTERS

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

Mr. Deville noted that CATS provided shuttle service on Thanksgiving Day for St. Vincent de Paul's annual Thanksgiving Day lunch at the Raising Cane's River Center.

Ms. Dwana Williams shared that, in Operations, there are currently 130 active operators. There are 140 total operators and the remaining operators are on FMLA and light duty.

Ms. Williams noted that CATS had 200,579 passenger trips in November. There were 2.0 preventable accidents per 100,000 miles, and 960.25 trips cancelled for the month. The percentage of on-time trips was 58.40%, there were 39.4 customer contacts per 100,000 boardings, and there were 5,287.80 mean miles between road calls for the month.

It was noted that 12 new operators joined in early December and one operator returned from FMLA. There is a new training class with 12 cadets currently in training.

It was noted that there has been a shift in the Maintenance Department and Micah Anthony has been named the Director of Maintenance. One of his goals is to work to improve on-time performance from a maintenance perspective. It was also noted that fleet issues are being rectified by keeping inventory parts in stock.

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 a number of the board members were able to meet with the CEO and Comptroller to discuss the budget in detail.



Staff held its first meeting following the BRT BUILD grant award with senior staff as well as board members Kahli Cohran, Laurence Lambert, and Kevin O'Gorman. Positive progress was made in defining the path forward that will lead to a CEA between CATS and the City-Parish. That CEA will define funding sources and allocation(s), as well as timelines for major milestones, including NEPA. A determination has been made and agreed by both senior staff and those board members present that CATS should merge the Plank and Nicholson BRT projects while still implementing Plank BRT as Phase One.

The CEO met with FTA Region VI representatives in Fort Worth and were introduced to the BUILD grant award project team, including the assigned management specialist.

BRAC held a one-day Leadership Baton Rouge event with a focus on City and State government on December 10<sup>th</sup> and the CEO spoke on the CATS mission, its impact on government, and major projects and initiatives.

Some of CATS staff met with BYD's new Manager of the Central Division and BYD has committed to a policy where no tariffs will be passed on to the buyers.

Mr. Odimgbe shared that staff from Communications and Planning attended a "Mobility for All" webinar with a grant opportunity with a short deadline. Finance and Grants continue to work on ECHOs as reimbursements from previous ECHO draws were incorrectly charted and most have been reconciled.

It was noted that HNTB is assisting with the preliminary work on the North Baton Rouge Transit Center site.

CATS will be meeting with City-Parish engineers to identify who should be in the discussion for the Downtown Transit Center site being used as a bus pull through.

Construction is substantially complete at the Cortana Transit Center and CATS is completing the timeline to begin revenue service.

Mr. Deville shared that, regarding office facilities, the City-Parish will conduct appraisals utilizing their staff and the agency plans to meet with them to finalize next steps for the two properties adjacent to 2250.



GOTECH is preparing a new scope of work to include a master plan for the 2250 site. Part of this assessment will include an alternative site study. Once completed, this information will enable CATS to proceed with seeking funding for the AOM project master plan.

Mr. Cutrone presented the November financials and noted that the total current assets as of November 30, 2019 are \$18,758,768. The total assets are \$48,620,905. The total current liabilities are \$6,872,138 and the total liabilities are \$12,910,174.

The operating expenses as of November 30, 2019 are \$3,076,956.

The total CATS-generated operating revenues as of November 30, 2019 are \$238,499. The total non-federal subsidies are \$1,604,873 and the total federal subsidies are \$492,679. The total operating subsidies are \$2,097,552.

### 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 December 12<sup>th</sup> meeting and shared the highlights. He noted the action items were presented to the F&E Committee. The committee took no action on action item #4 and recommended it come to the full board for approval.

- 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 December 11<sup>th</sup> meeting in their packets. Ms. Perkins thanked Mr. Jimmy Thomas and Ms. Dwana Williams for the training that was provided to the Customer Care representatives. She thanked the CATS staff and the CATS customers for their dedication in 2019.



Mr. Cooksey noted that CATS On Demand had 8,603 scheduled trips in November. Of those, 864 were cancellations and 404 were no shows, for a total of 7,335 completed trips.

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

The on-time performance for the month was 86.2%.

There were six road calls for the month.

Mr. Deville noted that CATS and MV are working with U-Serve to provide a pilot program for paratransit Microtransit service.

### VII. ACTION ITEMS

1. Consideration of approval of purchase of three BYD electric buses

It was noted that CATS had a purchase order with BYD to purchase up to nine electric buses. The original contract was executed on March 6, 2018.

This purchase is for three electric buses and three charging systems. The cost of each bus is \$765,415 and the cost of each charging system is \$28,333.33, for a total cost of \$2,381,245.00.

Mr. Cohran moved that the CEO is authorized to purchase three BYD electric buses and three charging systems for an amount not to exceed \$2,381,245 and under such terms and conditions the CEO deems appropriate. Dr. Breaux seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously.

2. Consideration of approval of ERP software contract

Paul Simon introduced Mr. Andy Wakefield of Intueor Consulting to provide an overview of the ERP software procurement process. Mr. Wakefield noted that Intueor worked with CATS to develop a scope of work for a finance and human resources ERP software system for the agency.

CATS received three proposals in response to the RPF and after evaluation and consideration by the Proposal Evaluation Committee, it was recommended that the contract be awarded to Tyler Technologies, ERP Software Solutions.



It was noted that the maximum cost for up to eight years of service will be \$1,110,378.00. The contract is for five years with up to three, one-year renewal options.

Mr. O'Gorman moved that the CEO is authorized to enter into a contract with Tyler Technologies for ERO software for a period of five years with up to three, one-year renewal options at a cost not to exceed \$1,110,378, and to renegotiate the contract after year five, and with other such terms and conditions the CEO deems appropriate. Mr. Cohran seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously.

3. Consideration of approval of Kevin O'Gorman absences

Mr. Abadie noted that this is a requirement of the State Statute and Mr. O'Gorman missed the October and November meetings.

Ms. Green moved that the following resolution be adopted and Ms. Pierre seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously.

# RESOLUTION OF CATS BOARD OF COMMISSIONERS APPROVING ABSENCES OF KEVIN O'GORMAN

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 board meetings without an excuse approved by a resolution of the board at its next regular meeting"; and

WHEREAS, it was necessary for Kevin O'Gorman to be absent from the board meetings held on October 15, 2019, and November 19, 2019;

BE IT RESOLVED by the Board of Commissioners of Capital Area Transit System that it approves the absences of Kevin O'Gorman from its meetings held on October 15, 2019, and November 19, 2019.

4. Consideration of approval of construction contract for administrative office improvements

Ms. Thomas let the board know that the contract was for interior renovations and ADA improvements to the new administrative office site at 350 North Donmoor. She noted that the original contract with



Honore Companies, LLC was for interior improvements and was under the \$50,000 threshold for CEO approval for contracts. When a determination was made that additional ADA improvements were needed, the amount of the contract exceeded the \$50,000 threshold.

Ms. Perkins moved that the CEO is authorized to issue a change order and/or enter into an amended contract with Honore Companies, LLC for administrative office construction improvements in an amount not to exceed \$86,100.00 and Mr. Cohran seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously.

### 5. Consideration of approval and adoption of 2020 budget

Mr. Deville informed the board members that the annual budget three years ago was \$30 million and the agency has been able to reduce expenses over the last several years.

Mr. Cutrone shared the proposed 2020 budget with the board members and noted that the revenue is currently estimated at \$28.9 million to fund expenses of approximately \$28.9 million.

The 2020 operating revenue budget is projected as the following: \$2,930,637 in CATS generated revenue; \$19,554,264 in non-federal revenue, with \$17,780,000 in property tax revenue; \$3,314,597 in federal operating revenue; and \$3,106,386 in FTA capital projects. The total proposed operating revenues are \$28,905,884.

The 2020 operating expenses budget is projected as \$18,593,732 in labor and fringe benefits and total operating expenses of \$28,905,884.

Mr. Abadie noted that \$300,000 is appropriated for the payment of settlements and \$40,000 for the payment of judgments.

Mr. Cohran moved that the following resolution be adopted and Ms. Pierre seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously.

# RESOLUTION OF CATS BOARD OF COMMISSIONERS APPROVING 2020 BUDGET

BE IT RESOLVED by the Board of Commissioners of Capital Area Transit System that the attached document setting forth the 2020 budget for the Capital Area Transit System, which has been made



available for public inspection and presented to the Board, is hereby approved.

BE IT FURTHER RESOLVED that the agency's Chief Executive Officer shall have the authority to make changes to the line item amounts of the operating budget without the approval of the Board of Commissioners if the change does not exceed 10% in either direction. If the change exceeds a 10% variance in either direction, the agency's Chief Executive Officer shall have to return to the Board of Commissioners for approval. In no event may the amounts for total revenues or total expenditures be changed without approval of the Board of Commissioners.

# VIII. PUBLIC COMMENT There were no public comments.

### IX. ADJOURNMENT

Mr. Bellue wished everyone a Merry Christmas and happy new year.

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





OPERATING AND CAPITAL BUDGET FOR THE YEAR ENDING DECEMBER 31, 2020



### **CATS 2020 Operating Budget Narrative**

CONTACT

Bill Deville Chief Executive Officer bdeville@brcats.com The revenue for Calendar Year 2020 is currently estimated at nearly \$28.9 million to fund estimated expenses of \$28.9 million.

CATS CY2020 Operating budget is \$28,905,885, compared to CY2019 Operating budget of \$26,999,987; this is an increase of \$1,465,228, or 7.05%.

### Highlights:

- CATS construction of its Cortana East Transit Center is expected to be completed by the end of 2019. Revenue service will begin early in the first quarter of 2020.
- CATS, along with the City-Parish and Build Baton Rouge, was awarded
  a \$15,000,000 BUILD grant in the fourth quarter of 2019, for its PlankNicholson Bus Rapid Transit (BRT) Corridor project with NEPA reviews
  starting no later than the end of the first quarter 2020; categorical
  environmental exclusion is expected from the NEPA process. The
  successful award of the BUILD grant helps pave the way for the \$40
  million BRT project, and CATS will be seeking to adjust its Capital
  Budget to reflect the early success of the grant application/award.
- CATS concluded the planning component of the Microtransit project in 2019, via Transloc technology contract, and the agency will be implementing it first Microtransit service pilot for six months, with Phase I beginning by the end of the first quarter of 2020. The proposed service area in North Baton Rouge includes two zones: the Baton Rouge Metropolitan Airport and Southern University, and the City of Baker.
- CATS is nearing the end of the planning phase to implement a pilot ADA paratransit microtransit-type service with the current CATS On Demand provider, MV Transportation. This service is slated to begin in the first quarter of 2020 and will serve a sampling of the elderly and disabled communities across East Baton Rouge
- CATS began a new Service Improvement Plan that will be implemented in spring 2020.



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**CONTACT** 



- CATS will be seeking to begin the process to obtain funding to contract for a formal Comprehensive Operational Analysis (COA) by the end of 2020.
- CATS will continue to work with neighboring parish governments in 2020 to find ways to improve inter-parish transportation planning efforts; one program initiated by the City of Baker in 2019 is its planned Baker Park and Ride project. This project would include a CATS Park and Ride right-of-way within the boundaries of the planned hotel, retail, and housing real estate development; financial support is being led by CRPC for the project.
- CATS has begun looking for ways to strategically invest in improvements and expansion of its 2250 Administration, Operations, and Maintenance (AOM) facility; further planning efforts are expected to take place in 2020, including expansion of sorely needed parking space for employees.
- The CATS Planning Committee has noted its support of the relocation of the current downtown transit center/terminal service to the I-110 Underpass area at Florida Boulevard; it is expected that planning and construction will begin in 2020.
- CATS expects to contract a "bench" of consultants and contractors for its "on call" programs to strategically help the agency with revenue leveraging, the aforementioned COA, and program management of its board approved operating and capital programs.
- FTA concluded its 2019 Triennial Review, and CATS is applying the agreed upon responses in 2020.
- CATS has applied, and will continue to apply, for grants to fund the
  goal of using electric buses on all BRT routes. The agency received its
  first three electric buses in the spring of 2019 and plans to replace the
  aged fleet with smaller, 29-foot electric buses; this is expected to start
  by the fourth quarter of 2020.

#### **Operating Revenue**

Operating Revenues are expected to total \$28.9 million. As indicated by the attached budget and revenue projections, the majority of CATS operating revenues come from the dedicated property tax millage and federal grants,



CONTACT



with the balance coming from Passenger Revenues, the Parish Transportation Fund, Hotel/Motel tax, and Advertising revenues.

### **Operating Expenses**

With 19 Fleet vehicles reaching full life expectancy, CATS is challenged to continue improving comprehensive service and maintenance programs within the confines of the 2020 operating budget, with the goal of continuing and improving service reliability. While there is a national shortage of transit operators, CATS is developing plans to obtain and maintain a full employment of operators. Together with the service improvement plan, CATS expects positive results in improved customer service and service sustainability. In 2020, CATS will continue to upgrade its technology efforts, critical in today's transit world.

### **Capital Program**

CATS rapid transit network plan for East Baton Rouge got a huge push forward with the November 2019 BUILD grant award for \$15 million. The environmental review of all the BRT stations and transit centers located within the Plank Road-Nicholson BRT Corridor will get underway in the first quarter 2020.

The Florida Blvd BRT stations will be included in the environmental review, and CATS will begin reassessing the timing and funding needs for this vital BRT route

Continuing its efforts to obtain funding at all levels, coupled with the grant and local revenues being received, CATS is positioning itself for the next two to five years with a Board approved Capital Improvement Investment Plan.

CATS is expected to get the final approval to obtain title to proposed North Transit Hub located on Airline Highway adjacent to the new LSU Urgent Care and Health Facilities location.

CATS is planning to begin designing and construction for the relocation of its *Downtown* 22<sup>nd</sup> and Terminal service to I-110 and Florida in 2020.

Construction of the East Cortana Transit Center is expected to be completed in the fourth quarter of 2019, allowing revenue service to begin early in 2020.

CATS is seeking a proposed site for its South Transit Center, in 2020, with two options becoming available via CATS Board members and the East Baton Rouge and Health District, both are open to entertaining proposals.



# **Capital Area Transit System**

# **Operating Budget**

For the Year Ending December 31, 2020



## **Operating Revenues**

Description	2020	2019	Dollar
	Budget	Budget	Variance
Operating Revenue			
Passenger Paid Fares	1,726,698	1,701,630	25,068
Special Transit Fares (Contrac	243,330	311,319	(67,989)
ADA/Paratransit Revenue	117,144	92,000	25,144
Advertising Revenue	540,000	732,647	(192,647)
Interest Income	163,453	162,183	1,270
Other Agency Revenue	140,012	179,366	(39,354)
Total CATS Generated	2,930,637	3,179,146	(248,509)
Non Federal Revenue			
Hotel/Motel Tax	1,224,264	1,250,823	(26,559)
Parish Transportation Fund	550,000	550,000	0
Property Tax Revenue	17,780,000	17,608,470	171,530
Total Non Federal	19,554,264	19,409,292	144,972
Federal Operating Subsidies			
FTA - Preventive Maintenance	3,083,512	4,186,549	(1,103,037)
FTA - Project Administration	0	0	0
FTA - Planning	100,000	225,000	(125,000)
FTA - JARC/New Freedom	131,085	0	131,085
Total Federal Operating	3,314,597	4,411,549	(1,096,952)
Total Operating Revenues	25,799,498	26,999,987	(1,200,489)
FTA - Capital Projects	3,106,386	0	3,106,386
TOTAL SOURCES OF REVENUE	28,905,884	26,999,987	1,905,897



# **Capital Area Transit System**

# **Operating Budget**

For the Year Ending December 31, 2020



# **Operating Expenses**

Description	2020	2019	Dollar
	Budget	Budget	Variance
Operating Expenses			
Labor	11,653,980	10,885,580	768,400
Fringe Benefits	6,939,752	6,482,182	457,570
Labor and Fringe Benefits	18,593,732	17,367,762	1,225,970
Casualty and Liability	1,805,525	1,686,478	119,047
Services	1,917,114	1,790,710	126,404
Purchased Transportation	2,408,825	2,250,000	158,825
Materials & Supplies	2,926,174	2,733,238	192,936
Utilities	291,200	272,000	19,200
Miscellaneous Expenses	792,020	739,799	52,221
Leases and Rentals	171,294	160,000	11,294
Total Operating Expenses	28,905,884	26,999,987	1,905,897

NET BALANCE (+/-) 0.00 0.00
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OPERATING AND CAPITAL BUDGET FOR YEAR ENDING DECEMBER 31, 2019



CONTACT

#### **CATS 2019 Operating Budget Narrative**

The Agency's revenue for 2019 is currently estimated at nearly \$27 million to fund estimated expenses to be \$26.9 million.

CATS CY2019 Operating Budget is \$26,999,987, compared to estimated CY2018 actuals of \$25,534,759. This is an increase of \$1,465,228, or 5.7%.

### Highlights:

- An increase in personnel and salaries of two percent (2%) over 2018
- First quarter 2019 implementation of the Service Improvement Plan (SIP)
- The agency's first Bus Rapid Transit (BRT) route on Plank Road in late 2019
- CY2019 budget includes a full employment for operators 20 additional operators at a cost up to \$624,000
- Implementation of Phase I of CATS' Technology Improvement Plan at a cost up to \$1.5 million
- \$400,000 decrease in cost of Paratransit on demand services
- CY2019 Budget includes Catastrophe Coverage as required by the FTA at a cost of \$50,000 that is represented in Casualty & Liability
- The first-ever acquisition and delivery of three (3) electric buses
- The construction and completion of Cortana Transit Center
- The agency's first Microtransit Service Pilot Project at a cost of \$325,000; a study will commence in the first quarter 2019, and the service is anticipated to begin three to six months after the study is complete
- An increase in the settlement and judgment payment fund of \$100,000 represented in Casualty & Liability

Throughout the 2018 budget year, CATS has been able to reduce its budget compared to 2017 by nearly \$2.0 million. Furthermore, CATS projects its 2018 year-end actual expenditures to be \$25,534,759, leaving a balance of approximately \$1.0 million in revenues that will be used for capital match and restricted reserves in 2019.

CY18 was a challenging budget year, as CATS sought to position its financial capacity to manage the beginning of its future phased-in service and capital improvements in 2019 and beyond.



CONTACT



There have been a number of improvements in 2018, and several are paving the way for future operating and capital programs, including a Service Improvement Plan that will take place in February 2019. Additionally, these cost efficiency measures will allow for key capital improvement investments in 2019, including the Cortana Transit Center and the North Baton Rouge Transit Center.

#### **Operating Revenue**

2019 operating revenues are expected to total \$27.0 million. As indicated by the budget and revenue projections, the majority of CATS operating revenues come from the dedicated property tax millage and federal grants; the balance comes from passenger revenues, the Parish Transportation Fund, the Hotel/Motel tax, and advertising revenues.

### **Operating Expenses**

Budgetary measures were put in place in 2018, and CATS expects to continue benefiting from those in 2019. With the addition of eleven new buses (eight diesel and three electric), CATS expects maintenance costs savings as well as improvement in service reliability, which helps ensure improved service performance. CATS is targeting full operator employment in 2019, and has budgeted accordingly. Full employment with operators results in improved customer service and service sustainability. CATS will continue to upgrade its technology efforts in 2019, and this includes the implementation of a new, state-of-the-art financial management software system (ERP) to replace the current antiquated financial system; there will also be an upgrade of CATS desktops, laptops, tablets, servers and related operations and applications.

#### **Capital Program**

In addition to the CY19 kick-off of several capital improvement projects, CATS has positioned itself for the next five years with a Board-approved Capital Improvement Investment Plan (CIIP). In 2019, the community will see the arrival of three electric buses, the flagship of the new BRT network CATS is planning. Expected to be Louisiana's first Bus Rapid Transit service, CATS looks to implement the first BRT line on Plank Road in late 2019.

CATS will have its first transit center, the East, or Cortana Transit Center, completed in early 2019. The agency remains focused on efforts to begin the North Baton Rouge Transit Center, adjacent to LSU Health facilities, in 2019.



CAPITAL AREA TRANSIT SYSTEM

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CONTACT

The CIIP provides for the acquisition of sixteen (16) revenue and four (4) non-revenue vehicles. This will allow CATS to retire older vehicles and obtain an average fixed route fleet age of less than four (4) years.

CATS will continue to retain and attract new ridership while looking to diversify revenue in 2019.



## **Capital Area Transit System**

### **Operating Budget**

For the Year Ending December 31, 2019

Operating Revenues

Description	2019	2018	Dollar
	Budget	Projected	Variance
Operating Revenue			
Passenger Paid Fares	1,701,630	1,731,821	(30,191)
Special Transit Fares (Contract)	311,319	290,447	20,872
ADA/Paratransit Revenue	92,000	90,963	1,037
Advertising Revenue	732,647	720,098	12,549
Interest Income	162,183	152,474	9,709
Other Agency Revenue	179,366	184,700	(5,334)
Total CATS Generated	3,179,146	3,170,503	8,643
Non Federal Revenue			
Hotel/Motel Tax	1,250,823	1,260,658	(9,835)
Parish Transportation Fund	550,000	550,000	0
<ul> <li>* Property Tax Revenue</li> </ul>	17,608,470	15,592,201	2,016,268
Total Non Federal	19,409,292	17,402,859	2,006,433
Federal Operating Subsidies			
FTA - Preventive Maintenance	4,186,549	4,101,500	85,049
FTA - Project Administration		124,600	(124,600)
FTA - Planning	225,000	200,000	25,000
FTA - JARC/New Freedom		535,297	(535,297)
Total Federal Operating	4,411,549	4,961,397	(549,848)
Total Operating Revenues	26,999,987	25,534,759	1,465,228
TOTAL SOURCES OF REVENUE	26,999,987	25,534,759	1,465,228

<sup>\*2018</sup> property tax is estimated at \$17.8 million, \$15.6 million was applied to balance the operating budget; the balance will be applied to capital match, reserve and restricted reserve.



# **Capital Area Transit System**

# **Operating Budget**

For the Year Ending December 31, 2019

Operating Expenses

Description	2019	2018	Dollar
	Budget	Projected	Variance
Operating Expenses			
Labor	10,885,580	9,922,072	963,508
Fringe Benefits	6,482,182	6,535,022	(52,840)
Labor and Fringe Benefits	17,367,762	16,457,094	910,668
<ul> <li>* Casualty and Liability</li> </ul>	1,686,478	1,650,549	35,929
Services	1,790,710	1,680,247	110,463
Purchased Transportation	2,250,000	2,039,282	210,718
Materials & Supplies	2,733,238	2,708,828	24,410
Utilities	272,000	206,365	65,635
Miscellaneous Expenses	739,799	616,843	122,956
Leases and Rentals	160,000	175,551	(15,551)
Total Operating Expenses	26,999,987	25,534,759	1,465,228

NET BALANCE (+/-)	0.00	0.00	

<sup>\*</sup>The Casualty and Liability line item includes a settlement fund of \$300,000.00





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 21<sup>st</sup>.

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 13<sup>th</sup>.

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 19<sup>th</sup> and all punch list items were completed. There will be an opening on February 11<sup>th</sup>.

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 16<sup>th</sup> 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 15<sup>th</sup> 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.





MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
FEBRUARY 18, 2020
4:30 p.m.
BREC Administration Building
6201 Florida Boulevard
Baton Rouge, LA 70806

### MINUTES

I. CALL TO ORDER: Ms. Erika Green

Ms. Green called the meeting to order.

II. ROLL CALL

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

III. NOMINATION AND ELECTION OF OFFICERS: Ms. Erika Green

Ms. Perkins, Chair of the Nominating Committee, shared that the proposed slate of officers for 2020 was unchanged.

The proposed slate of officers was as follows:
President – Mark Bellue
Vice-President – Erika Green
Treasurer – Kahli Cohran
Secretary – Antoinette Pierre

There were no nominations from the floor.



Ms. Green invited public comment and there was none. The slate of officers was elected without objection. Messrs. Cohran and Lambert were not present for the vote.

### IV. APPROVAL OF MINUTES OF JANUARY 21, 2020 2019 MEETING

Ms. Perkins moved to approve the minutes of the January 21, 2020, meeting and Ms. Pierre seconded the motion. Ms. Green invited public comment and there was none. The motion passed unanimously with no abstentions. Messrs. Cohran and Lambert were not present for the vote.

### V. PRESIDENT'S ANNOUNCEMENTS

Ms. Green reviewed the public comment process.

Ms. Green shared celebrations of Mardi Gras and Black History Month.

#### VI. ADMINISTRATIVE MATTERS

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

Before beginning the Executive Report, Mr. Deville invited Ms. Tiffani Dorsa of Postlethwaite & Netterville to speak to the board members.

Ms. Dorsa shared that she was communicating with the members as required. She noted that P&N would be starting the annual audit at the end of the month.

Ms. Dorsa let the members know that those performing the CATS audit must remain independent. She shared that she is looking forward to improvements made by the agency. It was noted that the firm uses the concept of materiality. The goal is to have the audit complete by April 1<sup>st</sup>.

Mr. Deville shared that the agency welcomed a new Accounting Manager, Joe Ramirez, and a new Risk Management Manager, Peter Truxillo, to the agency. Mr. Ramirez started on January 27<sup>th</sup> and Mr. Truxillo started on February 3<sup>rd</sup>.

Mr. Charles Odimgbe has left the agency and we thank him for his service during the short time he was here.

The Pierlott group was onsite last week to facilitate CATS Triennial responses to the findings reports. They plan on getting preliminary work underway regarding the CATS DBE three-year policy that expires this year.



Postlethwaite & Netterville met with the CEO, CAO, and the Comptroller in a pre-audit meeting.

Ms. Dwana Williams shared that, in Operations, there are currently 137 active operators. There are 146 total operators and the remaining operators are on FMLA and light duty.

Ms. Williams noted that CATS had 208,810 passenger trips in January. She noted the decrease is a result of running holiday schedules for New Year's Day and Dr. Martin Luther King, Jr. Day. There were 1.1 preventable accidents per 100,000 miles, and 731 trips cancelled for the month. The percentage of on-time trips was 60.81%, and there were 5,722 mean miles between road calls for the month.

There were questions as to when the agency would be rectifying its fleet and manpower issues.

There was discussion surrounding the agency fleet and how many vehicles are beyond their useful life. A board member inquired as to the number of vehicles outlined for purchase in the Capital Improvements and Investments Plan.

Mr. Deville shared that Mayor-President Sharon Weston Broome was recently honored in the Celebrating Women Who Move the Nation awards by the Conference of Minority Transportation Officials. She was one of 12 honorees and the only mayor to be selected.

Mr. Deville noted that the Microtransit RFP is on the streets and should be ready in April. He let the board members know that the paratransit Microtransit work is nearly ready with MV and Uzerv.

Mr. Deville shared the he and Board Vice-President Erika Green would be on the James Gilmore radio program on Thursday, February 20<sup>th</sup> to discuss the good things happening with CATS.

CATS successfully opened its Phase One Cortana-Walmart Transit Center on February 11<sup>th</sup>. It was attended by CATS staff and board, members of the public, stakeholders, and multiple media outlets.

The CAO has composed and sent notices to on-call proposers after a management meeting two weeks ago that was also attended by three board members.



The CEO is investigating options to do a short and/or long-term bus lease to resolve issues developing with the 14 cut-a-way vans used in fixed route service. The vans have reached their useful life and are becoming problematic, leading to vehicle shortage and trip cancellations. The FTA verbally approved the strategy when proposed four years ago before the agency procured a number of new buses and doing a lease purchase for eight.

Mr. Deville noted that staff continues to work towards service improvements that will be implemented in the spring. These are designed to improve on-time performance and enrich the customer experience. The CEO contracted with an expert service planning & scheduling consultant after the DCEO requested CEO approval to proceed with implementation.

A challenge was issued from the Mayor's office after getting complaints that the transit stop accessing the Veteran's Clinic had been removed in February 2019 with the service changes. CATS was informed that one of the veterans took it upon himself to represent a group of veterans with a written complaint. The DCEO informed the CEO that it would be June before it could be resolved. However, the CEO has intervened with staff to find an immediate solution. The facility will be included in the service changes for March and will be served beginning March 30<sup>th</sup>.

Mr. Deville and Mr. Abadie noted that CATS is waiting on LSU for the sale of the North Baton will be complete.

HNTB has presented staff with a potential preliminary draft of what the Downtown/I110 Transit Center could look like.

CATS planning staff conducted a feasibility study of four potential sites for the South Baton Rouge Transit Center and an update will be provided upon its completion.

Mr. Fight noted that the HR Department will begin a training initiative for administrative employees on February 20<sup>th</sup> entitled Leadership CATS. The program will run monthly until August and will provide leadership tools and skills to the executives, directors, managers, and those supervisors and employees who apply and are selected.

Mr. Cutrone presented the January financials and noted that the total current assets as of January 31, 2020, are \$28,860,875. The total assets are \$58,525,954. The total current liabilities are \$6,406,287 and the total liabilities are \$11,849,323. The total net liabilities and assets are \$58,525,954.



The total operating expenses for the month as of January 31, 2020, are \$2,301,354.

The total CATS-generated operating revenues for the month as of January 31, 2020, are \$238,600. The total non-federal subsidies for the month are \$1,481,667 and the total federal subsidies are \$361,366. The total operating subsidies for the month are \$2,081,633. The net operations balance as of January 31, 2020 is -\$219,721.

Mr. Cutrone noted that the agency received the first property tax check on January 15<sup>th</sup> and the maintenance inventory was completed on January 3<sup>rd</sup>.

# VII. COMMITTEE REPORTS AND ANY ACTION THEREON

1. Finance and Executive: Ms. Erika Green

Ms. Green referred the members to the highlights of the minutes of the February 13<sup>th</sup> meeting and shared the highlights. She 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. 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 February 12<sup>th</sup> meeting in their packets. She noted that Mr. Cooksey recognized Mr. Ira Fontenette for his work to spearhead security and lighting issues at the facility.

Ms. Perkins thanked the union leadership for attending the meeting and encouraged them to continue coming to the meetings in the future.



Ms. Perkins congratulated Mr. Deville and the staff for a wellexecuted and well attended opening of the Cortana Transit Center. She noted that the event was not only well attended but got positive coverage in the media.

Mr. Cooksey noted that CATS On Demand had 9,913 scheduled trips in January. Of those, 894 were cancellations and 417 were no shows, for a total of 8,602 completed trips.

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

The on-time performance for the month was 87.7%.

There were two road calls for the month.

Ms. Green gave kudos to the staff for the opening at Cortana and congratulated the Communications Department for their efforts that resulted in good media coverage.

Ms. Pierre gave praise to the staff and to the Communications Department for the Cortana event. She shared that people in her office were talking about the Transit Center because they saw the coverage.

#### VIII. ACTION ITEMS

1. Consideration of authorization to add Pearlina Thomas as signatory on behalf of CATS for all Whitney/Hancock Bank accounts and to remove Charles Odimgbe as signatory and recommend authorization for the CEO to execute all documents required by Whitney/Hancock Bank to effectuate these changes

It was noted that this is a required item by the bank to add and remove signatories. With this action, there will be four approved signatories for checks: Bill Deville, Dwana Williams, Pearlina Thomas, and John Cutrone.

Ms. Perkins moved that the CEO is authorized to add Pearlina Thomas as signatory on behalf of CATS for all Whitney/Hancock Bank accounts and to remove Charles Odimgbe as signatory and that the CEO is authorized to execute all documents required by Whitney/Hancock Bank to effectuate these changes. Mr. Lambert seconded the motion. Ms. Green invited public comment and there was none. The motion passed unanimously.



# RESOLUTION OF A STATE OR LOCAL GOVERNMENT OPERATING UNDER AUTHORITY OF A BOARD, COUNCIL, OR OTHER TYPE GOVERNING BODY

Whitney Bank, also dba Hancock Bank Capital Area Transit System 2250 Florida Boulevard Baton Rouge, LA 70802

A. We, the undersigned, certify that we are the President and Secretary/Clerk of the above-named State or Local Government (hereinafter referred to as the "Governing Authority") duly created, organized, and operating under the Constitution and Laws of the State of Louisiana Federal Employer ID Number 72-0755868, and that the following is a true, correct, and certified copy of a resolution adopted at a meeting of the Governing Authority, properly called and duly held on February 17, 2020, and that this resolution has been properly entered into the minutes of the Governing Authority, having not been modified or rescinded.

### B. To be resolved that:

- (1) The Financial Institution named above is designated as a depository for the funds of this Governing Authority;
- (2) This resolution shall continue to have effect until express written notice of its recession, modification, or cancellation has been received and recorded by this Financial Institution;
- (3) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowing by or on behalf of the Governing Authority with this Financial Institution prior to the adoption of the resolution are hereby ratified, approved, and confirmed;
- (4) Any of the persons named below, so long as they are acting in a representative capacity as agents of the Governing Authority, are authorized to make any and all contracts, agreements, stipulations and orders which they may deem advisable and necessary to open an Account(s) with the Financial Institution and for the effective exercise of powers over said account(s) for the transaction of all business concerning funds deposited in, money borrowed from, or other business transacted by and between this Governing Authority and said Financial Institution and to endorse checks and orders for the payment of moneys and withdrawal funds on deposit with this Financial Institution, subject to any restriction(s) stated below. The Governing Authority agrees to, shall be bound by, and otherwise be



liable for, the terms and conditions of all such contracts, stipulations, and orders. It shall be the responsibility of the Governing Authority to provide written notice to this Financial Institution should the authority of any of the agents it has so authorized to transact business on its behalf has been terminated. This Financial Institution shall incur no liability for acting in good faith upon the representations of said agents until such notice is properly given;

- (5) Any and all prior resolutions adopted by this Governing Authority and certified to this Financial Institution as governing the operation of this Governing Authority's account(s), are in full force and effect, unless supplemented or modified by this authorization;
- (6) The Governing Authority agrees to the terms and conditions of any account agreement, properly opened by any authorized representative of the Governing Authority and authorizes this Financial Institution named above, at any time, to charge the Governing Authority for all checks, drafts, or other orders, for the payment of moneys, drawn on the Financial Institution;
- C. Each person named below (name and title) is authorized to exercise the powers granted herein on all accounts opened under this Agreement and accompanying Master Signature Card on behalf of the Governing Authority:

William J. "Bill" Deville, Chief Executive Officer John Cutrone, Comptroller Dwana Williams, Chief Operating Officer Pearlina Thomas, Chief Administrative Officer

D. I further certify that the Governing Authority has, and at the time of adoption of this resolution did have, full power and lawful authority to adopt the foregoing resolution(s) and to confer the powers granted to the person(s) named herein;

IN WITNESS WHEREOF, we have hereunto affixed our signatures as of February 17, 2020.

Mark Bellue, CATS Board President
Amie McNaylor, CATS Board Assistant Secretary

2. Consideration of approval of automated fuel dispensing services contract with Mansfield Oil (formerly FuelTrac)



It noted that this is a renewal of the existing fuel dispensing services contract and it is a contract with the City-Parish. This is the fifth year of the contract and there are up to two, one-year renewals remaining.

The term of the contract is for a period of one year, from April 1, 2020 to March 31, 2021.

Ms. Green moved that the CEO is authorized to renew the automated fuel dispensing services contract with Mansfield Oil (formerly FuelTrac) for one year and Mr. Cohran seconded the motion. Ms. Green invited public comment and there was none. The motion passed unanimously.

# IX. PUBLIC COMMENT

Rose Mazerac inquired as how many customers are adversely affected by the vehicle shortage and when it would be resolved. She also shared a concern from a fellow rider about Route 47 at Highland and Aster. The bus arrives late and/or is cancelled almost daily. When this happens, people miss their connection and end up being late for their jobs.

Ms. Green let those assembled know that there would be an event honoring the late Ms. Sadie Roberts-Joseph at the Independence Park Theater with Ms. Green and BREC.

# X. ADJOURNMENT

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





MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
JUNE 23, 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

All members were present at the meeting, namely Messrs. Bellue, Breaux, Cohran, Hill, Lambert, and O'Gorman and Mss. Green, Perkins, and Pierre. Also present were Mr. Bill Deville, CEO; other CATS staff; Creighton Abadie, CATS attorney; and members of the public.

III. APPROVAL OF MINUTES OF FEBRUARY 18, 2020 MEETING

Ms. Perkins moved to approve the minutes of the February 18, 2020, meeting and Ms. Green 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 welcomed everyone back and noted the long absence due to the COVID-19 pandemic, and he noted that he hoped this marked the slow return to normal.



Mr. Bellue welcomed new CATS Board member Johnathan Hill, who is serving the remainder of Jim Brandt's unexpired term.

Mr. Bellue reviewed the public comment process.

## V. ADMINISTRATIVE MATTERS

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

Mr. Deville shared a summary of activities that have transpired since Governor Edwards declared a pandemic state of emergency on March 11<sup>th</sup> and signed the Stay at Home Order on March 22<sup>nd</sup>. He noted that the internal policy committee became the COVIC-19 Response Task Force, and this group has been meeting and monitoring updates and changing guidelines.

The FTA Coronavirus Aid, Recovery, and Economic Security (CARES) Act was enacted into law on April 27<sup>th</sup> and superseded the March 18<sup>th</sup> Families First Coronavirus Response Act (FFCRA), which made mass transit a U.S. Department of Homeland Security Cybersecurity and Infrastructure Security Agency (CISA) "essential" service class, including CATS service. This DHS CISA compliance was merged into the Governor's orders.

The CARES Act supplemental grant funding allocation was awarded to CATS in the amount of \$17 million. The agency is able to use the funds for loss of revenues, all COVID-19 related operating expenses, and all "operating" expenses, effective January 20, 2020, until the funds are fully exhausted.

Mr. Deville shared that Arthur Gaudet was instrumental in developing the essential "lifeline" service that agency has been providing since April 5<sup>th</sup>.

It was noted that the Triennial Review responses were completed and as a result of the work done by the agency, all but one finding was removed.

The annual material audit is nearing completion and lacks only National Transit Database (NTD) and CATS Pension information.

Ms. Williams noted that there are currently 116 active operators. There are 145 total operators. The remaining operators are as follows: inactive – 9, and out due to COVID-19 – 20.



Ms. Williams shared that ridership for May was 90,485, which is 42% down from May 2019 but is higher than April 2020. The on-time performance was 64.76%. The percentage of trips operated in May was 98%. The agency operated 199,138 miles. There were 1.5 preventable accidents per 100,000 miles in May and 7,375 mean miles between road calls.

Ms. Williams let the members know that the following routes had impacts on the agency's on-time performance for May: 12 – Government Street; 14 – Thomas Delpit; 17 – Perkins Road/Mall of Louisiana; 18 – LSU-Cortana Mall; 46 – Gardere/OLOL/L'Auberge; 47 – Highland; and 60 – Medical Circulator.

Ms. Williams noted there were renewed fleet issues that began mid-January and contributed to the on-time performance and cancelled trips.

Ms. Thomas echoed Mr. Deville's statement regarding the COVID-19 Response Task Force. She noted there were no new cadets currently in training.

Ms. Thomas shared that there is a position being advertised for the Planning Department.

13 cadets have passed the training class. There are five or six cadets that will be retested.

There is a reorganization underway in the Training Department and the department is expanding. The agency is working with the Louisiana Workforce Commission for a certified apprenticeship program.

Mr. Deville noted that the agency hosted its first Juneteenth celebration on June 19<sup>th</sup> and it was attended by Mayor Sharon Weston Broome, Baker Mayor Darnell Waites, and other members of the community.

There was discussion of various policies in need of creation as well as a timeline to get them presented to the board for adoption and implementation.

Ms. Green requested that a timeline be provided to the board members detailing the policies that will be brought to the board in the next four months.



There as discussion of the number of operators and it was noted that currently 82 operators are required to fully operate the lifeline service being offered.

Mr. Deville shared that the agency has applied for several grants, including an FTA Bus & Bus Facilities Grant, an FTA Helping Obtain Prosperity for Everyone (HOPE) grant in conjunction with New Orleans, and an FTA Accelerating Innovative Mobility (AIM) grant.

It was noted that a major milestone was met with the Plank-Nicholson BRT Corridor project in the State Historic Preservation Office approved the project and the FTA provided the environmental clearance. There will be meetings scheduled with the City-Parish, Build Baton Rouge, HNTB, and CATS for the design of BRT and transit center station shelters.

Mr. Deville let the board members know that the current Collective Bargaining Agreement with the Local ATU 1546 is set to expire on December 31, 2020, and that those negotiations will need to get underway soon.

Mr. Cutrone shared that CATS used its cash position to give us the time needed to fully study our options and respond in the most beneficial way to the COVID-19 crisis. The agency elected to delay the normal monthly drawdowns on formula grants and applied for federal assistance under the CARES Act.

It was determined that it was in the best interest of the agency to not use any formula grants until the CARES Act application process was approved and completed. We funded our operations using our current cash reserves and replenished them with a \$7,460,001 drawdown from the CARES Act in June.

Mr. Cutrone presented the May financials and noted that the total current assets as of May 31, 2020, are \$23,754,817. The total assets are \$45,554,343. The total current liabilities are \$15,483,870 and the total liabilities are \$18,979,828.

The total operating expenses for the month of May are \$2,817,262.

The total CATS-generated operating revenues for the month as of May 31, 2020, are \$32,375. The total non-federal subsidies for the month are \$1,481,667 and the total federal subsidies are \$2,841,415. The net operations balance as of May 31, 2020, is \$1,309,044.

# VI. COMMITTEE REPORTS AND ANY ACTION THEREON



1. Finance and Executive: Mr. Mark Bellue

Mr. Abadie informed the committee that this a reassessment year for the property taxes and the reassessment will be completed by the end of June. Consideration of rolling forward will take place at the August board meeting.

Mr. Bellue referred the members to the highlights of the minutes of the June 18<sup>th</sup> meeting and shared the highlights. He noted that an there was an action item regarding on-call contracts but after discussion, it was decided that the item would be introduced when more information was gathered.

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 but shared that the auditors were concluding their work.

4. Planning: Mr. Kevin O'Gorman

Mr. O'Gorman noted that the committee did not meet.

5. Community Relations: Ms. Linda Perkins

Ms. Perkins noted that the committee had not met since March as a result of COVID-19.

Mr. Cooksey shared that ridership on CATS On Demand has decreased as a result of COVID-19.

Mr. Cooksey noted that CATS On Demand had 3,935 scheduled trips in May. Of those, 112 were cancellations and 157 were no shows, for a total of 3,823 completed trips.

The on-time performance for the month was 84.6%.

## VII. ACTION ITEMS

1. Consideration of authorization to extend adjuster claims services contract with Brown Claims Management Group, LLC



Ms. Thomas noted that this item was originally intended to come to the board in March and the extension has been executed. This item needs to be ratified by the board.

The current contract has been extended until December 31, 2020. The agency will advertise an RFP to secure a new contract for the services.

Mr. Lambert moved that the CEO is authorized to extend the contract with Browns Claims Management Group, LLC for adjuster claims services through December 31, 2020 and Ms. Green seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously.

It was noted that Thomas Cating is the new Procurement Manager for the agency.

2. Consideration of authorization to extend drug and alcohol testing services contract with IHSN

Ms. Thomas noted that this item was originally intended to come to the board in March and the extension has been executed. This item needs to be ratified by the board.

The current contract has been extended until December 31, 2020. The agency will advertise for bids to secure a new contract for the services.

Mr. Cohran moved that the CEO is authorized to enter into a contract extension with IHSN for drug and alcohol testing services and Mr. Lambert seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously.

3. Consideration of authorization to extend service planning and scheduling assistance contract with Arthur N. Gaudet & Associates

Mr. Deville introduced Arthur Gaudet to the board and invited him to summarize his work with the agency to this point.

Mr. Gaudet shared that he has been with the agency in this capacity since February and he started by evaluating the existing schedule because there were schedule adherence issues due to bad timing and inadequate running times.



It was noted that the agency has completed 11 weeks of lifeline service to this point and it will likely extend into September 2020. It was stressed that this is a moving target.

There was discussion of the service and board members expressed their cautious optimism at the goal of Mr. Gaudet's work.

It was noted that getting feedback from the operators is essential and it was appreciated that this is being factored into future schedules.

Mr. Gaudet emphasized that the agency must get better at service and on-time performance.

Mr. Cohran noted that he made several requests for a service report that he has not received to this point. He reiterated his desire to have a report detailing what is being done with service, and how and when targets will be reached with service.

Mr. Gaudet noted that the on-time performance is not tracked accurately due to the RouteMatch software.

Dr. Breaux moved that the CEO is authorized to amend the contract with Arthur N. Gaudet & Associates for service planning and scheduling through February 1, 2021 and for a total contract amount not to exceed \$125,000. Mr. Hill seconded the motion. Mr. Bellue invited public comment and ATU Local 1546 President Yvette Rhines said she was very happy to hear that Mr. Gaudet was helping the agency because operators are being written up for some of the schedule issues that Mr. Gaudet referenced. She also asked about adding the 72 – Florida Limited back into service as well as the 56 (which is not active at this time). The motion passed unanimously.

4. Consideration of authorization to purchase two power backup generators

Mr. Godwin informed the board members that the agency is seeking to purchase backup generators for the main facility and the fueling station at 2250.

The generators will be purchased from the state contract and will be funded with existing grants.

It was noted that the cost of the purchase does include installation of the generators.



Mr. Lambert moved that the CEO is authorized to purchase two backup generators at a cost not to exceed \$170,000 and Mr. Cohran seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously.

5. Consideration of adoption of Public Transportation Agency Safety Plan

Ms. Thomas and Mr. Deville noted that this plan has been created in conjunction with Alliance Transportation Group and the plan will last for five years. It must be submitted to the FTA by July 20<sup>th</sup>.

This plan is a requirement of the FTA.

Ms. Green moved that the Public Transpiration Agency Safety Plan be adopted and Ms. Pierre seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously.

6. Consideration of authorization to award ERP implementation contract to Intueor Consulting, Inc.

Ms. Thomas shared that this contract is for the implementation of the ERP contract that was approved in 2019. The payroll system will be the first system to be implemented.

Intueor was the highest rated proposal of the four submitted.

It was noted that the contract will be grant funded and will not exceed \$147,500.

Mr. Deville shared that the mapping for Human Resources and Accounting could begin as early as July 1<sup>st</sup>.

Mr. Lambert moved that the CEO is authorized to enter into a contract with Intueor Consulting, Inc. for the implementation of the ERP system under such terms and conditions as the CEO deems appropriate and Mr. Cohran seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously.

7. Consideration of authorization to purchase Gillig bus operator protections barriers

Mr. Godwin noted that the agency is seeking to purchase operator protection barriers that will be placed between operators and the



fareboxes on the vehicles. This will ensure the safety and physical distance for operators and also allow fare collections to resume.

It was noted that the purchase of these barriers will mean all buses and vans with the exception of 14 cutaway vans have the protection barriers. The cutaway vans are not configured in a way that allows for these barriers so alternative measures are being sought for them.

It was noted that the barriers will be paid 100% with CARES Act funds.

Ms. Green moved that the CEO is authorized to purchase 28 Gillig bus operator protection barriers at a cost not to exceed \$137,400 and Mr. Cohran seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously.

8. Consideration of authorization to purchase ADA/paratransit van operator protection barriers

Mr. Godwin noted that the agency is seeking to purchase operator protection barriers that will be placed between operators and the fareboxes on the vehicles. This will ensure the safety and physical distance for operators and also allow fare collections to resume.

Mr. Godwin shared that these are for the ADA paratransit vans in the fleet.

It was noted that the barriers for the ADA vans will be purchased from Creative Bus Sales and paid 100% with CARES Act funds.

Ms. Pierre moved that the CEO is authorized to purchase 21 ADA/paratransit van operator protection barriers at a cost not to exceed \$25,560 and Mr. Cohran seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously.

9. Consideration of authorization to purchase two BYD electric charging stations

Mr. Godwin shared that the agency is seeking to purchase two additional BYD electric charging stations for the expansion of the electric bus fleet.

It was noted that CATS currently has three electric buses and four charging stations. There are three additional buses and three charging stations on order.



These are the last two remaining chargers on the contract.

It was noted that the cost includes the purchase and installation of the charging stations.

Mr. Lambert moved that the CEO is authorized to purchase two BYD electric bus charging stations at a cost not to exceed \$56,667 and Ms. Pierre seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously.

10. Consideration of authorization to increase external audit services contract with Postlethwaite & Netterville

Mr. Cutrone noted that this is the second proposed amendment for this contract. The original contract value was \$97,000. Amendment One to the contract increased the total contract amount to \$119,500. The 2019 Financial Audit Amendment Two is for an additional \$63,000.

Mr. Cohran moved that the CEO is authorized to increase the external audit services contract with Postlethwaite & Netterville by \$63,000 for a total contract amount of \$279,500 and Mr. Lambert seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously.

11. Consideration of authorization to renew RouteMatch annual technical support, maintenance, and warranty services

Mr. Deville shared that this contract is an annual contract for technical support, maintenance, and warranty work with RouteMatch for the AVL system.

Mr. Deville noted that the agency is looking to replace the software but has not completed a new RFP and it is therefore necessary to continue the contract with RouteMatch.

It was noted that the final amount was negotiated down from an original billed amount of \$212,000 to \$117,500.

Ms. Perkins moved that the CEO is authorized to renew the annual technical support, maintenance, and warranty contract with RouteMatch through July 31, 2021, for an amount of \$117,500 and Ms. Green seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously.



12. Consideration of authorization to designate The Advocate as the official journal of CATS as set forth in the CAT Board of Commissioners 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.

Mr. Lambert moved to amend the agenda to take public comments before entering into executive session and Mr. Cohran seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously.

## VIII. PUBLIC COMMENT

Shavez Smith, who has been an ATU officer since 2019, said there is a problem with the Training Department because we cannot keep operators. The taxpayers deserve better. Social distancing is not being provided for customers or operators and strapping customers in a wheelchair is a problem because customers are not wearing masks. Operators are not being treated fairly.

Yvette Rhines, ATU Local 1546 President, said a bus went up in flames on an operator and there are safety issues at CATS. The board needs to step in and do something. A customer pulled a gun on an operator and there was no footage available from the bus. Another customer ripped off the tape for social distancing and no one is doing anything. Operators' lives are in danger and they are not safe.

Ms. Green asked what safety measures are in place and Ms. Williams shared that Unit 1 is called when there is an incident, and Unit 1 sends a supervisor to the scene. She noted that Baton Rouge Police Department must get involved if a customer is to be banned.

Ms. Green noted that CATS cannot force people to wear masks; we can only strongly encourage it.

Ms. Green asked that a report be compiled of banned customers and shared with the board members as well as the union leadership.



Mr. Abadie referenced a letter written by Ms. Thomas related to wheelchairs being secured in vehicles and noted that outside counsel reviewed the issue before it was distributed to the staff.

Mr. Bellue moved that the board enter into executive session to discuss the pending litigation that is referenced in Action Items 13 and 14. Mr. Cohran seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously.

Upon the completion of the executive session, the board continued in regular session.

# IX. CONTINUATION OF ACTION ITEMS

13. Consideration of authorization to settle the claims of Dawn Altazan 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 19<sup>th</sup> Judicial District Court and is Suit Number 681,503, Section 25; and that Dawn Altazan is the plaintiff and Leatrice Gray, Capital Area Transit System, Jonise Williams, and Progressive Insurance Company are the defendants.)

Ms. Pierre moved that the CEO is authorized to settle the claims of Dawn Altazan for the sum of thirteen thousand five hundred and 00/100 (\$13,500) dollars under the terms and conditions of the settlement and judgment payment policy adopted by the Board on July 20,2004 as amended. Mr. Cohran seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously.

14. Consideration of authorization to settle the claims of Linda Clayton under the terms of the settlement and judgement 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 19<sup>th</sup> Judicial District Court and is Suit Number 665,144, Section 27; and that Linda Clayton is the defendant and Capital Area Transit System, State Farm Mutual Automobile Insurance Company, and Robert Tate are the defendants.)

Ms. Pierre moved that the CEO is authorized to settle the claims of Linda Clayton for the sum of sixty thousand and 00/100 (\$60,000) dollars under the terms and conditions of the settlement and judgment payment policy adopted by the Board on July 20, 2004 as



amended. Mr. Lambert seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously.

# X. ADJOURNMENT

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





MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
JULY 21, 2020
4:30 p.m.
Virtually and at the CATS Administrative
Office Building
350 North Donmoor Avenue
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 at the meeting, namely Messrs. Bellue (physically present), Breaux, Cohran, Hill, Lambert, and O'Gorman (physically present) and Mss. Green, Perkins, and Pierre. Also present were Mr. Bill Deville, CEO; other CATS staff; Creighton Abadie, CATS attorney; and members of the public.

III. APPROVAL OF MINUTES OF JUNE 23, 2020 MEETING

Mr. Lambert moved to approve the minutes of the June 23, 2020, meeting and Mr. Hill 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 read the agenda into the record and noted that public comments would be accepted via email at <a href="mailto:catsboard@brcats.com">catsboard@brcats.com</a> until the beginning of the action items section of the agenda. He noted that all public comments would be read into the record.



## V. ADMINISTRATIVE MATTERS

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

Mr. Deville shared that the agency continues to waive fares and enforce limited seating and rear entry for those without mobility impairments. The agency continues to monitor COVID-19 status, daily ridership trends, and local news conferences and announcements from elected officials.

Mr. Deville noted that Governor Edwards announced the continuation of Phase 2 for COVID recovery and the agency's protocols would continue as they are.

Ms. Williams noted that there are currently 145 total operators. There are 111 active operators. The remaining operators are out as a result of COVID-19, FMLA, and Workers' Comp.

Ms. Williams shared that ridership for June was 110,415, which is slightly higher than ridership in May 2020 but still less than June 2019. The on-time performance was 64.01%. The percentage of trips operated in June was 97.71%. The agency operated 196,474 miles. There were 2.0 preventable accidents per 100,000 miles in June and 7,557 mean miles between road calls.

Ms. Williams informed the members that operations will be working to improve performance measures.

Ms. Thomas shared that the role of Facilities/Contracts Manager, along with Buildings and Grounds, has been moved to Administration, and the Custodial Staff has moved to the Maintenance Department. This will improve efficiency, increase effectiveness, and streamline processes. The Facilities Manager will be able to work more closely with Procurement and employees covered under the Collective Bargaining Agreement will be under Operations.

The current operator training class has 13 cadets who have completed their third party testing, received their CDLs, and are with the line instructors. There is one cadet still in training and six that have joined Operations full time. The cadets will have a thorough review of the employee handbook.

The following positions are being advertised at this time: mechanic, bus operator, maintenance supervisor, information technology



analyst, electronics technician, buildings and grounds crew, and planning and capital projects manager.

The COVID-19 Task Force continues to meet and is working with vendors to keep adequate supplies of PPE stocked for the agency. CATS is preparing for a mask giveaway for customers.

To date, the following supplies have been distributed to CATS employees: 4,470 surgical masks; 310 cloth masks; 1,578, 4-ounce bottles of hand sanitizer; 34,450 pairs of gloves; 3,264, 32-ounce bottles of disinfectant; and 87 cases of pull-roll paper towels.

Mr. Deville shared that CATS has been monitoring the ridership daily since the onset of the Stay at Home Order from Governor Edwards. Ridership trends are down, still in the area of 3,000 daily riders versus the 8,000 daily riders pre-COVID.

There will likely be no new service through the end of the year as a result of COVID.

Mr. Deville noted that a major milestone was accomplished with approvals received from both the State Historic Preservation Office and environmental clearance from the FTA.

Mr. Abadie let the members know that that the sale of property for the North Baton Rouge Transit Center has one remaining hurdle in that the resolution adopted by the LSU Board of Supervisors calls for the signature of F. King Alexander, who is no longer at LSU. Mr. Abadie is hopeful the matter will be resolved by September.

Mr. Deville noted that CATS continues meeting with principals involved in the Baker Park and Ride project.

Mr. Cutrone presented the June financials and noted that the total current assets as of June 30, 2020, are \$34,987,294. The total assets are \$56,599,059. The total current liabilities are \$10,856,141 and the total liabilities are \$14,352,099. The total net assets are \$42,246,960, compared to \$43,669,820 in 2019.

The total operating expenses for the month of June are \$2,203,735.

The total CATS-generated operating revenues for the month as of June 30, 2020, are \$70,178. The total non-federal subsidies for the month are \$2,007,609 and the total federal subsidies are \$2,282,411. The net operations balance as of June, 2020, is \$1,927,313.



#### 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 July 16<sup>th</sup> meeting and shared the highlights. He noted that all the action items to be presented were recommended for approval by the committee.

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 referred the members to the highlights of the minutes of the July 15<sup>th</sup> meeting and shared the highlights. He noted that the committee was updated on service planning, BRT, transit centers, and task orders for the on-call consultants.

5. Community Relations: Ms. Linda Perkins

Ms. Perkins noted that the committee had not met since March as a result of COVID-19.

Mr. Cooksey shared that ridership on CATS On Demand has decreased as a result of COVID-19.

Mr. Cooksey noted that CATS On Demand had 3,935 scheduled trips in May. Of those, 112 were cancellations and 157 were no shows, for a total of 3,823 completed trips.

The on-time performance for the month was 84.6%.

## VII. ACTION ITEMS

It was noted by Mr. Bellue that no written public comments were submitted.

1. Consideration of authorization to renew website redesign and hosting services contract with Covalent Logic



Ms. McNaylor shared that the website was redesigned by Covalent Logic and they have continued to host the site.

This is the third year of the contract and it allows for a revamp and additional functionalities to be built in the content management of the site.

It was noted that the hosting fee is \$4,000 annually and that a refresh of the site and additional functionality is approximately \$10,000. The agency is asking to renew the contract at a cost not to exceed \$16,000.

Ms. Perkins moved that the CEO is authorized to renew the website redesign and hosting services contract with Covalent Logic for an amount not to exceed \$16,000 and Ms. Pierre seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously.

It was noted that Thomas Cating is the new Procurement Manager for the agency.

2. Consideration of authorization to execute task order for Atlas Technical Consultants for Program Management

Ms. Thomas noted that they will work with CATS to develop procedures and standards used to govern overall management of the project, which will include project initiation, document controls and reporting, communications controls, schedule management, budget management, and project identification and prioritization.

It was noted they will work to augment CATS staff as well as to provide program management.

Ms. Perkins moved that the CEO is authorized to execute a task order with Atlas Technical Consultants for program management services through July 21, 2021, at a cost not to exceed \$354,770 and Mr. Cohran seconded the motion. Mr. Lambert abstained. Mr. Bellue invited public comment and there was none. The motion passed with one abstention.

3. Consideration of authorization to execute task order for HNTB Corporation for Transit Development Plan

Ms. Thomas shared that the task order for HNTB encompasses project management, public/stakeholder engagement coordination,



organizational review, transit vision and strategic plans, proposed capital program, funding strategies, and an implementation plan.

The first task will be primarily focused on transit vison, strategic plans and the proposed capital program.

Ms. Perkins moved that the CEO is authorized to execute a task order with HNTB Corporation for transit development plan services through July 21, 2021, at a cost not to exceed \$350,000 and Mr. Hill seconded the motion. Mr. Lambert abstained. Mr. Bellue invited public comment and there was none. The motion passed with one abstention.

4. Consideration of authorization to execute task order for The Goodman Corporation for Microtransit implementation

Ms. Thomas shared that The Goodman Corporation will be working on project management and final report production, review of accessible transit conditions, stakeholder engagement/public outreach, developing accessible transit options, and the implementation plan.

The first project to be undertaken will be to rework and rebid the microtransit service project. This will be done with a proprietary tool developed by Cambridge Systematics.

Ms. Perkins moved that the CEO is authorized to execute a task order with The Goodman Corporation for mictrotransit implementation services through July 21, 2021, at a cost not to exceed \$160,000 and Ms. Pierre seconded the motion. 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.

## X. ADJOURNMENT

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





MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
AUGUST 18, 2020
4:30 p.m.
Virtually and at the CATS Administrative
Office Building
350 North Donmoor Avenue
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 (physically present), Breaux, Hill, Lambert, and O'Gorman and Mss. Green, Perkins (physically present), and Pierre. Mr. Cohran was absent. Also present were Mr. Bill Deville, CEO; other CATS staff; Creighton Abadie, CATS attorney; and members of the public.

III. APPROVAL OF MINUTES OF JULY 21, 2020 MEETING

Ms. Perkins moved to approve the minutes of the July 21, 2020, 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 read the agenda into the record and noted that public comments would be accepted via email at <a href="mailto:catsboard@brcats.com">catsboard@brcats.com</a> until the beginning of the action items section of the agenda. He noted that all public comments would be read into the record.



Mr. Bellue noted that the meeting had been advertised as a virtual meeting and was available via zoom.

Mr. Bellue shared that the September board meeting would be held on the fourth Tuesday, September 22, 2020, to allow for more time to consider the millage roll forward. The board members will be asked to consider the millage roll forward at the meeting in September. If anyone has questions, they should contact either Mr. Bellue or Mr. Deville.

# V. ADMINISTRATIVE MATTERS

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

Mr. Deville shared that the agency continues to waive fares and enforce limited seating and rear entry for those without mobility impairments. The agency continues to monitor COVID-19 status, daily ridership trends, and local news conferences and announcements from elected officials.

Mr. Deville noted that the operator barriers should be installed in September.

Ms. Williams noted that there are currently 148 total operators. There are 104 active operators. The remaining operators are out as a result of COVID-19, FMLA, and Workers' Comp.

Ms. Williams let the committee know that ridership for July was 97,366, which is lower than June and remains lower than ridership in 2019. She noted the ridership is expected to increase in August and September with some schools reopening and as the Executive Order changes. The on-time performance was 63.31%. Operations is increasing the focus on street supervision in an effort to increase the OTP. Supervisors will be monitoring arrival and departure times, as well as passenger loads at the transfer centers. Supervisors will be providing their feedback on areas for improvement. The percentage of trips operated in July was 98.32%. The agency operated 202,135 miles. There were 3.0 preventable accidents per 100,000 miles in July and 4,930 mean miles between road calls. There were three mirror taps and three additional accidents that contributed to the preventable accidents for the month.

Ms. McNaylor shared an update on communications efforts since the onset of the COVID-19 pandemic.

It was noted that CATS conducted resident and stakeholder surveys last year, and among the topics covered was the best way to receive



information. The agency learned that many in the community primarily receive their news via social media, The Advocate, and television stations. The Communications Department has worked throughout the year to target both social media and The Advocate, both print and digital, to reach not only customers but also the community at large.

When COVID-19 hit Baton Rouge, CATS wanted to make sure we were reaching our customers and the community in as many ways as possible to inform them of the agency's efforts to provide safe service in the form of additional cleaning, social distancing, and waiving fares.

The Communications Department maintained contact with riders via email updates, as well as website updates; these updates were daily in weeks and months following the pandemic and the subsequent Stay at Home Order.

There have been opportunities with The Advocate – in both print and digital formats – as well as WAFB.com to have paid messaging campaigns that have wide reaching results.

There have been several consecutive campaigns with The Advocate, and the agency has been running print and digital ads for nearly five months at discounted rates to share COVID-19 information.

CATS ads have performed exceptionally well on theadvocate.com, with an engagement rate more than twice the national average.

The Communications Department has continued to use shelter, buses, and the terminal to have print messages posted for customers.

Mr. Deville let the members know that Ms. Thomas is still out but that she is improving.

Mr. Deville informed the board members that Jim Fight resigned his position as Human Resources Director on August 7<sup>th</sup>, effective immediately. He is now working in Ohio.

Mr. Richards shared that the COVID-19 Task Force continues to meet and is working with vendors to keep adequate supplies of PPE stocked for the agency. CATS is preparing for a mask giveaway for customers. He noted that the committee is working on a COVID-19 policy that he hopes to have completed and ready for board review in September.



Mr. Gaudet shared that the current level of service will continue through the end of the year.

It was noted that the run-cut pick for September will tweak certain routes and run time adjustments in response to ridership, route checking, scheduling reassessment, on-time-performance, stakeholders' requests, etc. It will also provide operators an opportunity to sign up for new routes/work days that will operate until the first run pick of 2021.

Mr. Gaudet informed the board that there will be added recovery time now that can be utilized to increase schedule adherence when ridership increases. He noted that more buses will be waiting longer for now so that the time can be used later.

Mr. Gaudet shared that RouteMatch has always had challenges and those issues persist. Mr. Deville noted that Mr. Anthony has done a tremendous job getting RouteMatch to be as effective as possible.

Mr. Deville let the members know that the task orders have been executed with Atlas Technical, HNTB, and The Goodman Corporation. He shared that the project manager with Atlas, Jonathan Charbonnet, has office space at the Donmoor location.

Mr. Deville noted that the competitive selection and approval of Tyler Technologies as the CATS ERP system is complete. Additionally, the competitive selection and approval of Intueor Consulting, Inc. to manage the implementation of Tyler ERP is complete.

The agency is seeking scheduling/AVL system software and is participating in multiple demos from potential vendors.

Mr. Abadie shared that the LSU Board of Supervisors would pass a new resolution for the sale of the property in North Baton Rouge and it should be done by September.

Mr. Deville let the board know that the agency was able to submit its data for the National Transit Database (NTD) annual report.

It was noted that emergency generators were being installed at 2250 ahead of the heart of hurricane season and that a switch would be installed at the Donmoor location.

Mr. Cutrone presented the July financials and noted that the total current assets as of July 31, 2020, are \$34,830,484. The total assets



are \$56,226,165. The total current liabilities are \$9,234,652 and the total liabilities are \$12,730,610. The total net assets are \$43,495,555.

The total operating expenses for the month of July are \$2,297,236.

The total CATS-generated operating revenues for the month as of July31, 2020, are \$43,946. The total non-federal subsidies for the month are \$1,577,407 and the total federal subsidies are \$2,153,629. The net operations balance as of July 31, 2020, is \$1,248,594.

There was discussion of the board-restricted reserves being replenished and Mr. Cutrone noted that it would be reflected in the financials for the following month.

# 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 August 13<sup>th</sup> meeting and shared the highlights. He noted that all the action items to be presented were recommended for approval by the committee.

2. Technical, Policies and Practices: Dr. Peter Breaux

Dr. Breaux noted the committee did not meet.

3. Audit: Mr. Cohran

It was noted the committee did not meet.

4. Planning: Mr. Kevin O'Gorman

Mr. O'Gorman noted the committee did not meet but had a meeting scheduled for Friday, August 21<sup>st</sup>.

5. Community Relations: Ms. Linda Perkins

Ms. Perkins referred the members to the highlights of the minutes of the August 12<sup>th</sup> meeting and shared the highlights.

Ms. Perkins took a moment and let the board members know that Ke'Lin Dillard, daughter of Karen Denman, had passed away the evening prior. Mr. Cooksey noted that Ms. Dillard worked for MV and was respected by all who knew her.



Mr. Cooksey shared that CATS On Demand is performing well despite the challenges faced by the COVID-19 pandemic.

There were 4,486 scheduled trips in July. Of those, 4,468 were completed; 18 were cancellations and 126 were no-shows.

Mr. Cooksey noted that 38% of the trips were subscription and 62% were demand trips.

It was noted there were zero valid complaints for the month.

The on-time percentage for the month of July was 92.8%.

Mr. Cooksey let the board know that four new paratransit vans had been delivered to MV and were a great asset to the fleet.

Mr. Bellue noted that the period for public comments had concluded and that no public comments had been submitted.

## VII. ACTION ITEMS

1. Consideration of authorization to amend the settlement and judgement payment policy to increase the balance threshold for payments in full and to increase the contribution to the fund for 2020

Mr. Abadie informed the members that all settlements are paid quarterly, and when a settlement balance reaches \$2,000 or less, it is paid in full. By increasing this threshold to \$5,000, over 30 settlements will be paid in full.

Mr. Cutrone noted that there are administrative costs for both CATS and Mr. Abadie involved with each quarterly payment and increasing the threshold would reduce costs.

If the threshold is increased, the funds required pay the balances due would exceed the current quarterly contribution balance.

Messrs. Cutrone and Abadie are recommending that the budget for this quarter only be increased from \$75,000 to \$150,000 to enable CATS to pay in full all settlements with balances of \$5,000 and below while leaving funds available to make payments on the remaining settlements.

Ms. Perkins moved that the following resolution be adopted and Ms. Pierre seconded the motion. Mr. Bellue invited public comment and there was none. A roll call vote was taken. The motion passed unanimously.



# RESOLUTION OF CATS BOARD OF COMMISSIONERS AMENDING EARLIER ADOPTED PROCEDURE FOR PAYING SETTLEMENTS AND JUDGMENTS

BE IT RESOLVED by the Board of Commissioners of Capital Area Transit System that it hereby amends the resolution originally adopted on July 20, 2004, as amended in 2005, 2011, and 2016, and 2018 that provides for a procedure for paying settlements and judgments, by amending the language as follows:

Under the heading of "Settlement Payment Procedure", amend Section 5(B) to the following:

В. If after the quarterly budget allocation the Settlement Account balance is greater than the total amount of approved settlements, then the settlements shall be paid in full. If the total amount of settlements is greater than the Settlement Account balance, then any settlements (or the remaining amounts to be paid on individual settlements) which are \$5,000.00 or less per claimant shall be paid from the balance in the Settlement Account to the extent funds are available to do so. If there are not adequate funds available, such claimants shall be paid on a prorata basis. If funds remain in the Settlement Account after the payment of these \$5,000.00 or less claims, then the amount of the balance shall be divided by the total monetary amount of the settlements then payable and the resulting percentage will be applied to each settlement to calculate the amount to be paid to each claimant. This procedure will be repeated at the end of each quarter.

BE IT FURTHER RESOLVED that this amendment shall be effective for payments made at the end of the third quarter of 2020 and shall continue thereafter.

BE IT FURTHER RESOLVED that the 2020 CATS budget is amended to increase the funds placed into the settlement fund for the third quarter of 2020 only by an additional \$75,000.00.

2. Consideration of authorization to renew tire lease contract with Bridgestone America Tires

Mr. Godwin shared that CATS has a three year tire lease contract with Bridgestone America Tires; this is the first of two, one-year renewals available on the contract. The renewal is not to exceed \$200,000.



Ms. Perkins moved that the CEO is authorized to renew the tire lease contract with Bridgestone America Tires for a period of one year, to be effective from September 1, 2020 to August 31, 2021, and for an amount not to exceed \$200,000. Ms. Pierre seconded the motion. Mr. Bellue invited public comment and there was none. A roll call vote was taken. The motion passed unanimously.

3. Consideration of authorization to extend period for compliance contract with Pierlott & Associates, LLC until March 31, 2021

Mr. Deville reported that the work being done by Pierlott & Associates was halted as a result of COVID-19 when travel became untenable.

The contract with the firm has expired and it is necessary to add more time. There will be no additional costs associated with the contract.

Mr. Deville recommended that the contract be extended to March 31, 2021 to allow for ample time to complete the work within the current virus-mandated restraints.

Ms. Perkins moved that the CEO is authorized to extend the time period only on the compliance support contract for Pierlott & Associates until March 31, 2021 and Mr. Hill seconded the motion. Mr. Bellue invited public comment and there was none. A roll call vote was taken. The motion passed unanimously.

# VIII. PUBLIC COMMENT

There were no public comments.

# X. ADJOURNMENT

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





PUBLIC HEARING OF THE BOARD OF COMMISSIONERS CAPITAL AREA TRANSIT SYSTEM AND PUBLIC TRANSPORTATION COMMISSION SEPTEMBER 22, 2020 4:25 p.m.

MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
SEPTEMBER 22, 2020
4:30 p.m.
CATS Administrative
Office Building
350 North Donmoor Avenue
Baton Rouge, LA 70806

# MINUTES OF THE PUBLIC HEARING

I. CALL TO ORDER: Mr. Mark Bellue

Mr. Bellue called the hearing to order and noted this was a public hearing only and no action would be taken until the board meeting.

There were no comments from the board members.

Anthony Garland of the ATU International stated that the union is not against the millage and noted it is a good thing to have for transit. The union objections are that the agency is not being run well. The issues need to be resolved and those are internal issues.

It was noted that the hearing and subsequent board meeting were being recorded and there was a live video and audio feed into the overflow room that was established to be in compliance with social distancing guidelines.



There being no further comments, the hearing adjourned.

# MINUTES OF THE BOARD MEETING

I. CALL TO ORDER: Mr. Mark Bellue

Mr. Bellue called the meeting to order.

II. ROLL CALL: Ms. Amie McNaylor

Present at the meeting were Messrs. Bellue, Breaux, Hill, Lambert, and O'Gorman and Mss. Green, Perkins, and Pierre. Mr. Cohran was absent. Also present were Mr. Bill Deville, CEO; other CATS staff; Creighton Abadie, CATS attorney; and members of the public.

III. APPROVAL OF MINUTES OF AUGUST 18, 2020 MEETING: Mr. Mark Bellue

Ms. Pierre moved to approve the minutes of the August 18, 2020, meeting and Ms. Green seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

IV. PRESIDENT'S ANNOUNCEMENTS: Mr. Mark Bellue

Mr. Bellue thanked those assembled for attending the meeting.

He noted that an "overflow" room had been set up to accommodate the members of the public in attendance.

Mr. Bellue reviewed the public comment process and noted that general public comments are heard at the end of the meeting.

#### V. ADMINISTRATIVE MATTERS

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

Mr. Deville let the board know that there were some early struggles with the on-time-performance but it has improved about 10% over the least three months.

Mr. Deville shared that the agency continues to run essential lifeline service and it will be in place until January. The agency continues to monitor ridership trends, news conferences, and announcements from local and state officials.



The COVID Task Force completed updating policies for COVID and is installing temperature checks and hand sanitizing stations will be coming next week.

Mr. Deville gave the operations report for Ms. Williams, who was out. It was noted that there are currently 156 total operators. There are 107 active operators. The remaining operators are out as a result of COVID-19, FMLA, and Workers' Comp.

Mr. Deville shared that ridership for August was 105,704. The on-time performance was 68.45%. The percentage of trips operated in August was 98.97%. The agency operated 203,556 miles. There were zero preventable accidents per 100,000 miles in August and 4,965 mean miles between road calls.

It was noted that the agency is hiring a Human Resources Consultant on an interim basis to work with the department. Gallagher will perform an executive search for a Human Resources Director on behalf of CATS.

CATS is holding a voter registration drive on September 30<sup>th</sup> and October 1<sup>st</sup> at the CATS terminal and at the Cortana Transit Center. There will also be a mask giveaway on those days.

Mr. Deville introduced the new CATS Planning Director Cheri Soileau. She comes to the agency with a great blend of expertise in service planning and is a certified planner with a number of years of experience in planning and MPO work.

Mr. Cutrone presented the August financials and noted that the total current assets as of August 31, 2020, are \$29,501,226. The total assets are \$56,132,869. The total current liabilities are \$7,864,637 and the total liabilities are \$11,360,595. The total net assets are \$44,772,274.

The total operating expenses for the month of August are \$1,962,991.

The total CATS-generated operating revenues for the month as of August 31, 2020, are \$90,712. The total non-federal subsidies for the month are \$1,481,667 and the total federal subsidies are \$1,896,482. The net operations balance as of August 31, 2020, is \$1,276,719.

2. Appointment of committee to evaluate the operations of CATS: Mr. Mark Bellue



Mr. Bellue informed the members that he would be appointing a committee to make recommendations to the Board hopefully by the December meeting.

Vice-President Erika Green, Treasurer Kahli Cohran, and Board member Johnathan Hill expressed interest in serving on the committee. If anyone else is interested, he requested that the member let him know.

Some of the areas to be reviewed by the committee will be the flow of information between management and the board, board policy regarding authority levels for executing contracts, and the current performance measures and whether or not they need to be revised.

The goals and objectives of the committee will be defined by the members and they will make their presentation of recommendations to the board members and management.

# VI. COMMITTEE REPORTS AND ANY ACTION THEREON

1. Finance and Executive: Mr. Mark Bellue

Mr. Bellue referred the members to the minutes of the September 17<sup>th</sup> meeting and shared the highlights. He noted that all the action items to be presented were heard. The millage roll forward is being brought to the board with no recommendation or action taken by the F&E Committee. All other items were unanimously recommended to the full board.

2. Technical, Policies and Practices: Dr. Peter Breaux

Dr. Breaux referred the members to the minutes of the September 15<sup>th</sup> meeting and shared the highlights. He noted that there were no action items. The Emergency Preparedness Policy was presented and staff indicated all other items are a work in progress.

3. Audit: Mr. Cohran

It was noted the committee did not meet.

4. Planning: Mr. Kevin O'Gorman

Mr. O'Gorman noted the committee met on August 21<sup>st</sup> and would be meeting again in the coming weeks.

5. Community Relations: Ms. Linda Perkins



Ms. Perkins referred the members to the minutes of the September 16<sup>th</sup> meeting and shared the highlights.

Mr. Cooksey informed the members that Mr. Jermaine Kelly was named MV Operator of the Quarter and will be eligible for the Operator of the Year.

Mr. Cooksey noted that CATS On Demand had 4,407 scheduled trips in August. Of the scheduled trips, 4,229 were completed; 32 were cancellations and 146 were no-shows.

Mr. Cooksey noted that 34% of the trips were subscription and 66% were demand trips. He informed the board that there was one valid complaint for the month.

Mr. Cooksey noted that the on-time performance for the month was 89%. It was noted that there was one road call for the month.

Mr. Cooksey shared that there may be an increase in ridership in October since Governor Edwards has moved the state to Phase 3.

#### VII. ACTION ITEMS

1. Consideration of authorization to purchase five support vehicles from State Contract

Mr. Godwin shared that the agency is seeking to purchase five Chevy Traverse vehicles to replace the aged Dodge Nitro vehicles that have been used by the Street Supervisors.

Mr. Lambert moved that the CEO is authorized to purchase five Chevrolet Traverse support vehicles from the State Contract for an amount not to exceed \$124,832.00 and Mr. Hill seconded the motion. Mr. Bellue invited public comment and Mr. Garland stated that the ATU submitted a pandemic policy to CATS in March and was never contacted. Mr. Bellue informed Mr. Garland that general public comments would be heard at the end of the meeting and that at this point, comments were being taken for this action item. Mr. Garland acknowledged his understanding. The motion passed unanimously with no abstentions.

2. Consideration of authorization to renew graphic design services contract with Rockit Science Agency, Inc.



Ms. McNaylor informed the members that CATS is completing its second year with Rockit Science and the relationship has been productive and beneficial. She noted there was a summary in the member's packets of work that has been done in the last 12 months and noted that the agency pays a \$95 per hour fee for most of the work done, with the exception of photography and videography work.

The first year of the contract was not to exceed \$125,000 and the second year was not to exceed \$160,000. Through 11 months of the contract and projecting the cost for September, it is expected that CATS will have spent approximately \$135,000.

Mr. Bellue noted that he was pleased with the level of work produced, especially considering the pricing.

The contract is being recommended for renewal at the same cost, not to exceed \$160,000.

Ms. Perkins moved that the CEO is authorized to renew the graphic design services contract with Rockit Science Agency, Inc. for a period of one year and an amount not to exceed \$160,000.00 and Mr. Lambert seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously.

3. Consideration of authorization to enter into a contract with Hitachi for technical services

Ms. Thomas shared that the contract is to work on the Accelerating Innovative Mobility (AIM) grant that was awarded to CATS by the FTA. This grant will work to improve the customer experience and introduce new technology.

There was no solicitation for the project because the vendor relationship had to be established prior to the grant application.

The project has a total cost of \$300,000. The grant award was \$250,000, and the local match from CATS will be \$50,000.

It was noted that CATS may consider rear-entry payment methods and tap pay options.

Ms. Perkins moved that the CEO is authorized to enter into a contract with Hitachi for technical services related to the AIM grant and Mr. Hill seconded the motion. Mr. Bellue invited public comment and Anthony Garland asked to speak on this item.



Mr. Garland inquired as to why the agency would invest in rear entry payment methods when the pandemic is over and people will move back to front entry.

It was noted that the agency is looking at long-term rear entry payment and not just for the period of the pandemic.

Mr. Garland inquired why this was being pursued when there will not be an attendant in the back and Mr. Bellue shared that this is simply one consideration.

Shavez Smith asked when the program would be implemented and it was noted that CATS and Hitachi would come back at a later date with implementation plans. Ms. Green noted the paperwork states a timeline of September 2020-2023.

Mr. O'Gorman asked if CATS would be required to pay additional funds related to the project with Hitachi and Ms. Thomas said the project would require more money. The agency will continue to seek additional grant funding to maintain the project once the initial grant is expended. Ms. Thomas indicated that staff would bring any future expenditures to the Board for approval.

The motion passed unanimously with no abstentions.

4. Consideration of authorization to bind Automobile Physical Damage Coverage with renewal premium not to exceed \$74,900

Ms. Thomas noted that CATS is required to have terrorism coverage and the renewal of the current automobile physical damage policy covers all vehicles owned by CATS, as well as the property at 2250 through September 2021. Stone Insurance is the agency of record for this policy.

Mr. Lambert moved that the CEO is authorized to renew the automobile physical damage coverage for an amount not to exceed \$74,900.00 and Ms. Pierre seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously.

Consideration to amend bylaws to designate the principal office of CATS



Mr. Abadie noted this was a housekeeping matter and it pertains to the posting of notices.

After a brief discussion, it was decided that this item would be deferred.

6. Adopt and levy the adjusted millage rate of 10.060 mills as determined at reassessment for the City of Baton Rouge for 2020 and to adopt and levy the adjusted tax millage rate of 9.600 mills as determined at reassessment for the City of Baker for 2020

Following Mr. Bellue's reading of the item, Mr. Abadie read the resolution set forth below into the record.

Mr. Abadie noted that this is not the "roll forward" item. It is the item that must be considered annually for CATS to receive its property tax revenue.

2020 was a reassessment year and since the taxable value of the property in Baton Rouge and in Baker increased, the millage rates for each are adjusted down to so that the agency receives the same amount of funds as it did the prior year. The "roll forward" up to the maximum millage rates will be considered after this item.

Ms. Pierre moved that the board adopt the following resolution and Ms. Perkins seconded the motion. Mr. Bellue invited public comment and there was none. A roll call vote was taken and voting "yes" were Messrs. Bellue, Breaux, Hill, Lambert, and O'Gorman and Mss. Perkins and Pierre. There were no "no" votes and no abstentions. Mr. Cohran and Ms. Green were absent. The motion passed unanimously by a vote of seven (7) "yes" votes and zero "no" votes.

## RESOLUTION

BE IT RESOLVED, by the Board of Commissioners of Capital Area Transit System of the Parish of East Baton Rouge, Louisiana, in a public meeting held on September 22, 2020, which meeting was conducted in accordance with the Open Meetings Law and the additional requirements of Article VII, Section 23(C) of the Louisiana Constitution and R.S. 47:1705(B), that the following adjusted millage rates be and they are hereby levied upon the dollar of the assessed valuation of all property subject to ad valorem taxation within said Parish for the year 2020, for the purpose of raising revenue:

**MILLAGE** 

**Capital Area Transit System** 



tax in the City of Baton Rouge

10.060 mills

Capital Area Transit System tax in the City of Baker

9.600 mills

BE IT FURTHER RESOLVED that the Assessor of the Parish of East Baton Rouge, shall extend upon the assessment roll for the year 2020 the taxes herein levied, and the tax collector of said Parish shall collect and remit the same to said taxing authority in accordance with law.

7. Adopt the increased ad valorem tax millage rate of 10.600 mills to be levied for the City of Baton Rouge for 2020 and to adopt the increased ad valorem tax millage rate of 10.600 mills to be levied for the City of Baker for 2020 (Roll Forward)

Following Mr. Bellue's reading of the item, Mr. Abadie read the resolution set forth below into the record. He noted this is the roll forward item.

Mr. Abadie informed the members that unless the agency "rolls forward", the agency will receive the same amount of funds from property tax revenues for Baton Rouge and Baker as last year. If the agency votes to "roll forward" to its maximum mileage rate of 10.600 mills, the rate set in 2012, for Baton Rouge and for Baker, the increase in tax revenue to CATS from Baton and from Baker would be approximately \$1,075,000.

Mr. Abadie shared that the "roll forward" is not required for 2020, but it must be done prior to the next reassessment. If it is not done, the adjusted mileage rates will remain.

It was noted that many agencies are choosing to forego the roll forward given the hardships being faced by so many families related to COVID-19.

There were no public comments. A roll call vote was taken. There were no "yes" votes. Voting "no" were Messrs. Bellue, Breaux, Hill, Lambert, and O'Gorman and Mss. Perkins and Pierre. Mr. Cohran and Ms. Green were absent. The motion failed by a vote of seven (7) "no" votes and zero "yes" votes.

#### RESOLUTION



BE IT RESOLVED, by the Board of Commissioners of Capital Area Transit System of the Parish of East Baton Rouge, Louisiana, in a public meeting held on September 22, 2020, which meeting was conducted in accordance with the Open Meetings Law and the additional requirements of Article VII, Section 23(C) of the Louisiana Constitution and R.S. 47:1705(B),that the taxing district voted to increase the millage rates, but not in excess of the prior year's maximum rates, on all taxable property shown on the official assessment roll for the year 2020,and when collected, the revenues from said taxes shall be used only for the specific purposes for which said taxes have been levied. Said millage rates are:

Capital Area Transit System tax in the City of Baton Rouge	Adjusted Rate 10.060 mills	2020 Levy 10.600 mills
Capital Area Transit System tax in the City of Baker	9.600 mills	10.600 mills

BE IT FURTHER RESOLVED that the Assessor of the Parish of East Baton Rouge, shall extend upon the assessment roll for the year 2020 the taxes herein levied, and the tax collector of said Parish shall collect and remit the same to said taxing authority in accordance with law.

Since there were members of the public present to speak and since the next two items may require executive session, Mr. Lambert moved to amend the agenda to take public comments ahead of action items 8 and 9 and Ms. Perkins seconded the motion. Mr. Bellue invited public comments and there was none. The motion passed unanimously with no abstentions. Ms. Green was not present for the vote.

#### VIII. PUBLIC COMMENT

Mr. Garland spoked and stated that he presented a written statement to the board. The union presented a pandemic policy and nothing has been discussed since it was given to management. There should be a joint labor- management discussion.

Mr. Garland noted there is a loophole allowing the CEO to sign contracts in an amount up to \$50,000.

The union has made a records request and would like a response.

Employees are not treated with respect and the agency has bad buses that need to be addressed.



Mr. Garland wants a forum for these issues to be handled internally.

Connie Drake spoke and stated it isn't fair to paint a picture that things are so bad simply because employees have been terminated. Things were never this bad for those employees when the employees were working here.

## IX. CONTINUATION OF ACTION ITEMS

8. Consideration of authorization to settle the claims of Michael Rhines 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 19<sup>th</sup> Judicial District Court and is Suit Number 677,953, Section 26; and that Michael Rhines is the plaintiff and Calpurnia Dotson and Capital Area Transit System are the defendants.)

Mr. Lambert moved that the board enter executive session to discuss the pending lawsuits in Action Items 8 and 9. Ms. Pierre seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions. Ms. Green was not present for the vote.

After returning from executive session, Ms. Pierre moved that the CEO is authorized to settle the claims of Michael Rhines for the sum of Fifty-Five Thousand and 00/100 (\$55,000.00) Dollars plus court costs under the terms and conditions of the settlement and judgement payment policy adopted by the Board on July 20, 2004 as amended. Mr. Lambert seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously. Ms. Green was not present for the vote.

9. Consideration of authorization to settle the claims of Donnie Carey 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 19<sup>th</sup> Judicial District Court and is Suit Number 657,491, Section 21; and that Donnie Carey is the plaintiff and Capital Area Transit System and Gloria Smith are the defendants.)

After returning from executive session, Ms. Perkins moved that the CEO is authorized to settle the claims of Donnie Carey for the sum of



Twenty Thousand and 00/100 (\$20,000) Dollars plus court costs under the terms and conditions of the settlement and judgment payment policy adopted by the Board on July 20, 2004 as amended. Mr. Lambert seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions. Ms. Green was not present for the vote.

## X. ADJOURNMENT

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





MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
OCTOBER 20, 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: Ms. Amie McNaylor

Present at the meeting were Messrs. Bellue, Breaux, Cohran, Hill, Lambert, and O'Gorman and Mss. Green and Perkins. Mrs. Pierre was absent. Also present were Mr. Bill Deville, CEO; other CATS staff; Creighton Abadie, CATS attorney; and members of the public.

III. APPROVAL OF MINUTES OF SEPTEMBER 22, 2020 MEETING: Mr. Mark Bellue

Ms. Perkins moved to approve the minutes of the September 22, 2020, 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. Mark Bellue
  - Mr. Bellue thanked those assembled for attending the meeting.

Mr. Bellue reviewed the COVID-19 restrictions in place per BREC guidelines. He noted that any members of the staff and public who wished



to attend the meeting would need to observe from the hall once the allocated seats were filled.

Mr. Bellue reviewed the public comment process and noted that general public comments are heard at the end of the meeting.

#### V. ADMINISTRATIVE MATTERS

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

Mr. Deville shared that the FTA is working with the State of Louisiana on a vaccine for COVID-19 to be released to the public.

Mr. Deville let the board know that Governor Edwards announced last week that Louisiana will remain in Phase 3 for another four weeks, through November 6<sup>th</sup>, as he cautiously and incrementally releases restrictions.

Mr. Deville shared that the agency has installed sanitization stations at all admin facilities and has installed digital temperature check stations at employee, customer, and visitor entrances at the CATS OAM and Terminal facility, as well as the Donmoor office. A "how-to" video has been produced that lets both employees and visitors know the protocol for the temperature check stations, and these have been shared on the agency's social media pages and the employee portal.

Mr. Deville gave the operations report for Ms. Williams, who was out. It was noted that there are currently 153 total operators. There are 107 active operators. The remaining operators are out as a result of COVID-19, FMLA, and Workers' Comp.

Mr. Deville shared that ridership for September was 111,403. The ontime performance was 68.87%. The percentage of trips operated in September was 99.21%. The agency operated 196,900 miles. There were zero preventable accidents per 100,000 miles in September and 5,049 mean miles between road calls.

It was noted that CATS has hired Amy Cannon as the Interim Human Resources Director while a search for a director is conducted by Gallagher.

Human Resources and Operations are working together on a plan to bring operators back into service, including various forms of training. Human Resources Emotional Training will be October 28<sup>th</sup>.



There was discussion of ridership and an inquiry was made as to whether ridership is down because of demand or reduced service. It was noted that service has decreased 30-40% and there is an hour between buses on most routes.

Ms. Soileau noted that CATS is beginning to work on the February 2021 service change; as we move forward, the agency will be looking at several options which depend on the phase of the pandemic and resource availability.

The BUILD grant agreement between the City-Parish and the USDOT has not yet been signed, but discussions regarding station design and other elements have been ongoing.

There are roadway repairs being done by DPW underway at the Cortana Transit Center.

Federal funding is being sought to fund amenities needed for the relocation of the downtown site to Florida at I110. The agency will be looking at traffic impacts.

CATS is awaiting word from LSU regarding the wiring instructions for the transfer of funds for the North Baton Rouge property.

CATS continues meetings with CRPC and the City of Baker for the Baker Park and Ride, and a planning study by CRPC and the City of Baker is the next step.

The Goodman Corporation has completed surveys with both the riders and bus operators. They are also in the process of collecting data to analyze origin/destinations throughout the planning area for the Microtransit service.

HNTB is working to collect the data for the Transit Development Plan and will be interviewing key staff as the first step of the organizational review task.

The Tyler Technology kick-off has taken place and training sessions are in Phase I; financial modules have been scheduled for the next three months.

Planning and Operations, along with AVL and Maintenance staff are seeking solutions for scheduling/AVL software.

Mr. Deville shared that Atlas Technical scheduled a kickoff meeting with the CATS CEO and its public engagement sub-consultant



Emergent Method. Atlas and Emergent conducted the second meeting with CATS staff on October 15<sup>th</sup>.

The Goodman Corporation is wrapping some of its research on the Microtransit project and they will be conducting a procurement workshop for CATS staff.

Mr. Cutrone presented the September financials and noted that the total current assets as of September 30, 2020, are \$31,068,894. The total assets are \$55,371,908. The total current liabilities are \$6,490,139 and the total liabilities are \$9,986,097. The total net assets are \$45,385,812.

The total operating expenses for the month of September are \$2,225,566.

The total CATS-generated operating revenues for the month as of September 30, 2020, are \$89,753. The total non-federal subsidies for the month are \$1,619,167 and the total federal subsidies are \$1,359,335. The net operations balance as of September 30, 2020, is \$613,538.

#### VI. 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 but that they are looking forward to receiving emergency plans from staff.

3. Audit: Mr. Cohran

It was noted the committee did not meet.

4. Planning: Mr. Kevin O'Gorman

Mr. O'Gorman noted the committee did not meet but a few of the board members did have an opportunity to meet with the new Planning Director.

5. Community Relations: Ms. Linda Perkins



Ms. Perkins referred the members to the highlights of the minutes of the October 14<sup>th</sup> meeting and shared the highlights. She noted the agency only had one customer complaint and there were zero pass ups for the month.

Ms. Perkins noted that Mr. Cooksey has moved from CATS On Demand and the new manager Serena Thomas would be at the November board meeting.

## VII. ACTION ITEMS

1. Consideration of authorization to approve absences of Kahli Cohran

Mr. Bellue let the board know that this is a requirement when a board member misses two of any three regularly scheduled meetings.

Mr. O'Gorman moved that the board adopt the resolution approving the absences of Mr. Cohran and Mr. Lambert seconded the motion. Mr. Bellue invited public comment and there was none. The motion carried unanimously with no abstentions.

## RESOLUTION APPROVING ABSENCES OF KAHLI COHRAN

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 Kahli Cohran to be absent from the board meetings held on August 18, 2020, and September 22, 2020;

BE IT RESOLVED by the Board of Commissioners of Capital Area Transit System that it approves the absences of Kahli Cohran from its meetings held on August 18, 2020, and September 22, 2020.

2. Consideration to amend paratransit services contract with MV Transportation

Ms. Thomas noted that CATS is requesting to change the rate from \$46.20 to \$55.44 because of the effect of the reduction in service due to COVID-19. She noted that this would not change the amount of the contract. The request is to be retroactive to January 2020.



It was noted there is no language referencing a pandemic in the contract so the contract would be amended to reflect that as a justification to amend the contract because this language was not added in 2017.

Ms. Thomas shared this amendment is needed because MV has suffered economic loss as a result of the pandemic and their service has been cut in half.

It was noted that CATS attorney Mr. Abadie has not seen the requested changes to the contract. There were questions as to whether the pandemic language was similar to other disaster language.

There was a question related to the timing of the service rate increase and whether it would revert to the original rate and Ms. Thomas indicated it would revert to the original rate in January.

There was a question as to whether Ms. Thomas had been in contact with MV regarding this proposed change and Ms. Thomas noted that she had been in contact with MV.

There was an inquiry regarding the cash flow of MV and whether they could wait an additional month and Mr. Deville indicated they can wait.

It was decided that this item would be deferred until the next board meeting.

3. Consideration of authorization to amend employment and labor services contract with Breazeale, Sachse, & Wilson, LLP

Ms. Thomas shared that the contract for the legal services of Murphy Foster was exhausted and there needed to be an increase in the amount of the contract from \$50,000 to \$125,000.

Ms. Thomas noted this was based on billable rates, the work Mr. Foster has done, and the work remaining. She shared that the firm has done additional work related to investigations and there is more work pending.

Anthony Garland made a public comment and stated that CATS has three attorneys on its payroll. The Human Resources Department is dysfunctional and the management will not let them do their job. He said that Murphy Foster is not an HR professional.



George Decuir stated that he objected to the agency spending any more of CATS money on this fee. He noted it will cost CATS already more than \$100,000 in arbitration costs plus salary. Mr. Decuir stated that the CARES Act should not be used for this.

Ms. Green inquired as to whether there is a State hourly rate scale for legal fees. It was noted that the Attorney General's Office publishes an hourly fee schedule for state agencies and that there are exceptions to that schedule.

Ms. Green asked if this original contract was within the fee range and Ms. Thomas stated it was, and she stated that the work to be done would also be within range when Ms. Green inquired.

There was no motion on this item. Mr. Bellue recommended that this item be deferred and it was requested that the staff provide more detail on the cost, comparison to legal expenses in past years, and other relevant information.

4. Consideration of authorization to execute task order for rider and stakeholder surveys with HNTB

ETC Institute will be conducting surveys for the agency, and CATS has worked with them in the past.

Ms. Perkins moved that the CEO is authorized to execute a task order for rider and stakeholder surveys with HNTB for an amount not to exceed \$78,104 and Mr. Hill seconded the motion. Mr. Lambert abstained. Mr. Bellue invited public comment and there was none. The motion passed with one abstention.

## VIII. PUBLIC COMMENT

Mr. Garland spoked and stated that he could see why there was a deficit every year when the board lets Mr. Deville spend so much money. The union wants to have a public reckoning and the board is not interested.

Mr. Garland stated that looking at the triennial reports shows a deficiency in competence. He said Mr. Deville goes over budget every single year.

Mr. Garland stated that if Murphy Foster is going to do the job of Human Resources, there is no need to have an HR Department. If the agency is going to have Mr. Foster in the role of Human Resources and COO then there is no need to have those positions.



Mr. Garland stated that the agency spends 90% of the budget on consultants doing the work that should be done by people that are hired by CATS.

Mr. Garland stated that the CAO does not have a degree and she does not know what to do. She was hired as a consultant in the summer of 2019 and the financial committee warned CATS it would run a deficit by the end of the year of \$3.5 million. The agency hired Ms. Thomas for a six month period but gave her the permanent job in October and what happened to the rest of her contract? Mr. Garland stated that Ms. Thomas was being investigated by the State Licensing Board and was fined to the max for unethical practices but she is a signature on CATS accounts.

Mr. Deville stated for the record that Mr. Garland is completely wrong about the deficit remarks and he would get a report to the board between now and the next board meeting.

Yvette Rhines asked who looks into cancellations and why the board is not paying closer attention to that metric.

Ms. Rhines inquired if CATS is increasing the rate for MV for the riders or just for the consultants.

Darryl Hurst stated that CATS needs to look into the ditches near CATS bus stops. The agency needs to provide better maintenance and lighting at its stops.

Mr. Garland spoke again and reiterated the agency deficiencies.

# IX. ADJOURNMENT

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





MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
NOVEMBER 17, 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: Ms. Amie McNaylor

Present at the meeting were Messrs. Bellue, Breaux, Cohran, Hill, and Lambert, and Mss. Pierre and Perkins. Mr. O'Gorman and Ms. Green were absent. Also present were Mr. Bill Deville, CEO; other CATS staff; Creighton Abadie, CATS attorney; and members of the public.

III. APPROVAL OF MINUTES OF OCTOBER 20, 2020 MEETING: Mr. Mark Bellue

Ms. Perkins moved to approve the minutes of the October 20, 2020, 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. Mark Bellue

Mr. Bellue thanked those assembled for attending the meeting.

Mr. Bellue reviewed the COVID-19 restrictions in place per BREC guidelines. He noted that any members of the staff and public who wished



to attend the meeting would need to observe from the hall once the allocated seats were filled.

He noted that all who speak were asked to speak clearly and loudly enough to be heard in the microphone.

Mr. Bellue shared that the board would likely enter executive session for the last action item and that all those gathered would be asked to wait in the lobby during the session.

Mr. Bellue reviewed the public comment process and noted that general public comments are heard at the end of the meeting.

## V. ADMINISTRATIVE MATTERS

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

Mr. Deville let the board know that Governor Edwards has extended Phase 3 through December 9<sup>th</sup>. CATS is still providing the same lifeline service.

Ms. Williams noted that there are currently 147 total operators. There are 100 active operators. The remaining operators are out as a result of COVID-19, FMLA, and Workers' Comp.

Operations is meeting more frequently as the reopening incrementally expands to determine what Phase 3 requirements look like for the agency.

Ms. Williams shared that ridership for October was 114,030, and the ridership continues to grow each month. The on-time performance was 68.13%, which is higher than October 2019. The percentage of trips operated in October was 98.24%. The agency operated 204,348 miles. There were 2.4 preventable accidents per 100,000 miles in October and 10, 217 mean miles between road calls.

It was noted that the operator barriers were expected to ship to CATS at the end of November.

Ms. Thomas shared that staff is working with Operations to get operators back to work who have been out as a result of COVID-19.

CATS has met with Gallagher regarding the health insurance benefits for 2021 and is making a recommendation to the board members as an action item.



Pending approval of the recommended 2021 health insurance plan by the Board, open enrollment is slated for the first week of December.

CATS hosted ExxonMobil and the Capital Area United Way on November 13<sup>th</sup> for their annual "United we feed" event.

CATS submitted a grant application for the Public Transportation COVID-19 Research Demonstration Grant Program.

CATS is supporting Build Baton Rouge to honor Mr. Johnnie Jones, who was the attorney at the center of the Baton Rouge bus boycott.

Ms. Soileau shared that CATS is working with HDR to establish KPIs and it is anticipated this project will be completed in February 2021.

The Transit Development Plan and Strategic Plan being done with HNTB is being reviewed and next steps included board member and stakeholder engagement.

The February service change will address post-COVID ridership needs, and it will increase frequency on job-friendly routes.

A Service Standards Manual is being created that will address types of routes, passenger amenities, Title VI/Disparate Analysis evaluations, and ADA/Paratransit operations.

The 2021 capital budget has been submitted and Planning is working with Finance to streamline the process in the future.

The CEA for the Plank-Nicholson BRT Corridor is being submitted for approval by the CATS Board and the Metro Council.

A ferry study has been commissioned by CRPC to study the feasibility of reinstating a ferry between East and West Baton Rouge.

A Microtransit feasibility study has been conducted to address the first mile/last mile in underserved areas, with two focus areas for implementation.

Transit centers and bus shelters are being considered in various locations throughout the service area. There is an allocation of \$250,000 in the 2021 budget for 16 new shelters at key destinations and major activity centers. There are plans for another 15 shelters in 2022.



Staff is evaluating the possibility of temporarily relocating the terminal to the I/110 underpass.

CATS received \$300,000 in grant funding to analyze the highest and best use of the Florida terminal site.

Staff is seeking a suitable site for the South Baton Rouge Transit Center.

The East Baton Rouge/Cortana Transit Center needs to have upgrades to new standards with customer amenities.

There is an RFP for preliminary engineering for the Baker Park and Ride site.

The technical on-call master service agreement with Atlas Technical is augmenting staff and providing business systems support.

Emergent Method is working with CATS on strategic communications and is coordinating public engagement and outreach activities for projects that are underway. Emergent will be supporting internal and external communications needs.

Mr. Deville let the board know that he attended the November 10<sup>th</sup> meeting of the Metro Council at the request of DTD Director Fred Raiford for consideration of the CEA between CATS and the City-Parish for the Plank-Nicholson BRT Corridor.

CATS has completed its draft of the 2021 budget and it has been advertised and posted on the CATS website. The CATS Board will be asked to approve the budget at its December meeting.

CATS is participating in the LSU IFC Regional Roundtable Discussion.

CATS was presented with the "Rising Star" award by Louisiana Clean Fuels for its significant introduction of electric buses to the agency's fleet.

Mr. Cutrone presented the October financials and noted that the total current assets as of October 31, 2020, are \$28,695,160. The total assets are \$52,782,014. The total current liabilities are \$5,013,847 and the total liabilities are \$8,509,806. The total net assets are \$44,272,208.



The total operating expenses for the month of October are \$2,771,454. There were three payrolls as well as transmission rebuilds during the month.

The total CATS-generated operating revenues for the month as of October 31, 2020, are \$47,828. The total non-federal subsidies for the month are \$1,598,203 and the total federal subsidies are \$240,970. The total operating revenues are \$1,887,002. The net operations balance as of October 31, 2020, is a deficit of \$1,113,604.

## VI. COMMITTEE REPORTS AND ANY ACTION THEREON

1. Finance and Executive: Mr. Mark Bellue

Mr. Bellue referred the members to the minutes of the November 12<sup>th</sup> meeting in their packets. He noted that the first two items were recommended for approval by the committee.

Mr. Bellue let the members know that the health insurance item and the MV Transportation contract amendment were sent to the board without a recommendation.

The employment and labor services contract with Breazeale, Sachse & Wilson was recommended for approval but with a scope limited to arbitrations only.

- 2. Technical, Policies and Practices: Dr. Peter Breaux
  - Dr. Breaux noted the committee did not meet.
  - Dr. Breaux asked that the board consider keeping virtual meetings as an option with the rise in COVID-19 cases.
- 3. Audit: Mr. Cohran

It was noted the committee did not meet.

4. Planning: Mr. Kevin O'Gorman

Mr. Bellue reported for Mr. O'Gorman that the committee met on November 13<sup>th</sup> and he referred the members to the minutes in their packets.

Mr. Bellue noted that the meeting covered the service changes planned for February 2021, a capital projects update, and a program management update.



# 5. Special Committee: Mr. Johnathan Hill

Mr. Hill noted that the committee met on October 30<sup>th</sup> and again on November 13<sup>th</sup>.

The committee has considered several items, including communication between board members and staff, audits and triennial reports, performance measures, contract authority, and other items.

Mr. Hill shared that the staff has been very helpful and forthcoming with information requested.

The committee is on track to make recommendations in December.

# 6. Community Relations: Ms. Linda Perkins

Ms. Perkins referred the members to the minutes of the November 10<sup>th</sup> meeting and shared the highlights. She noted that the agency is going to resume refresher training and customer service training.

This was the second month in a row with zero pass up complaints from customers.

Barriers have been installed in CATS On Demand vehicles.

Ms. Perkins introduced Serena Thomas, the new General Manager at MV.

Ms. Thomas of MV Transportation shared that CATS On Demand had 4,316 scheduled trips in October. Of the scheduled trips, 4,308 were completed and seven were cancellations.

There was one valid complaint for the month.

The on-time performance for the month was 93%.

## VII. ACTION ITEMS

1. Consideration of authorization to purchase three BYD electric buses

Mr. Godwin noted that this is the last three of the nine buses on the BYD contract.



The total cost of the three electric buses will not exceed \$2,296,245. The cost will be paid with a combination of grant funds and CATS local funds.

Mr. Lambert moved that the CEO is authorized to purchase three BYD electric buses at a cost not to exceed \$2,296,245 and Mr. Cohran seconded the motion. Mr. Bellue invited public comment and there was none. The motion carried unanimously with no abstentions.

2. Consideration of authorization to execute Cooperative Endeavor Agreement with City-Parish for Plank-Nicholson Bus Rapid Transit Corridor

Ms. Soileau noted that the proposed CEA outlines the responsibility of both CATS and the City-Parish.

The CEA was approved by the Metro Council at its November 10<sup>th</sup> meeting.

There is \$850,000 in local share funds for design services. There is a total of \$8.7 million in grant money to be paid by CATS. The project is a \$53 million project in total.

Ms. Pierre moved that the CEO is authorized to execute a Cooperative Endeavor Agreement with the City-Parish for the Plank-Nicholson Bus Rapid Transit Corridor project and Ms. Perkins seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed with Mr. Lambert abstaining.

3. Consideration of authorization to approve health insurance contract for 2021

Ms. Thomas shared that the board is being asked to approve the 2021 benefits package with a move from United Healthcare to Blue Cross Blue Shield that will lead to a reduction in cost.

Mr. Trey Little of Gallagher informed the board that there is a \$3,500 PPO plan as well as a \$2,000 PPO plan. There is also a community blue plan.

CATS and Gallagher are recommending all three plans with BCBS and the employee will have the ability to choose their preferred plan.

Dental coverage is being offered through Sunlife with no increase in cost.



Vision coverage is being offered through Sunlife at a 5% reduction in cost.

Employer paid life insurance is being offered with a move to Equitable at a 15% decrease in cost.

Voluntary life will remain the same.

Short-term disability is recommended to move to Equitable at a cost decrease and long-term disability is recommended to move to Equitable at a cost decrease.

There was an inquiry as to the COVID-19 policy and whether BCBS provided 100% coverage and Mr. Little indicated he did not know specifics of the policy as it relates to Covid. He noted that most carriers are covering the Covid test the same way.

It was noted that the dental, vision, life insurance, voluntary life, and disability coverages are locked in for two years.

Mr. Bellue moved that the CEO is authorized to execute a contract with Blue Cross Blue Shield for health insurance for 2021 and Mr. Lambert seconded the motion. Mr. Bellue invited public comment and there were comments.

Anthony Garland asked if the board had just negotiated the healthcare piece of the collective bargaining agreement. He advised the board members to look at Article 36 of the CBA and noted that is a bargaining effect of the working conditions of this body.

Yvette Rhines stated that this was not introduced to employees and asked how the board is going to approve it when the employees have not seen it. She noted that this is part of the contract that is binding between the union and the agency. No one received a phone call related to this at all.

Mr. Hill stated that he would like to hear a response from staff or counsel regarding the questions raised. Mr. Deville stated that this was an unusual situation this year with COVID-19 and the situation with employees that cannot be discussed here. Management went forward with communicating with the locals that management would let the employees know as soon as management finished negotiating with the insurance agent the best fit with the cost that was budgeted and notify them of the policy that was selected once the board approved it. Mr. Deville stated that we went into a trustee situation and he cannot get into that right now because it is legal.



Mr. Bellue noted that this motion is simply to authorize the CEO to execute the contract and that the board is not executing the contract.

Mr. Abadie stated that the board is simply authorizing the CEO to execute the contract and that the CEO would not sign the contract if there is an issue that needs to be discussed.

Mr. Hill stated that he was still uncertain and asked if the board is giving the CEO the authority to enter into the contract for health insurance for 2021.

Mr. Abadie indicated he has not involved in this process. At this time, it is his opinion that the board can make the authorization and Mr. Deville will give the board assurances that he will not enter into the contract if the contract or the process is improper.

Mr. Abadie stated that the board may defer the matter and noted the issue with deferring the item until the December board meeting is that there is an open enrollment period planned that will begin the first week or so of December. If the board waits until the next board meeting, there may be some logistical issues.

Mr. Cohran stated that his understanding from the F&E meeting was that if this is deferred, there will be a delay with employees receiving insurance cards but not coverage.

Mr. Little stated that all carriers have cutoff dates. If the agency stays with United Healthcare, there is no delay and everything stays the same, but there is an increase in cost.

Mr. Little stated that Gallagher was trying to get the best deal for the employees and CATS by finding similar offerings at lesser premiums. If CATS chooses to go with Blue Cross Blue Shield, there is a cutoff date of December 5<sup>th.</sup> If CATS does not meet that deadline, coverage will still be in effect January 1<sup>st</sup>, but members will not have their cards. Mr. Little added that if members have to go to the doctor or pharmacist before they get their cards they will have to pay out of pocket until that card is received.

Mr. Hill asked if the December 5<sup>th</sup> date was a contract date or if members have to be signed up by December 5<sup>th</sup>. Mr. Little noted that date is an internal BCBS date so BCBS has time to enter all the members and their coverages in their system.



Mr. Hill inquired as to when open enrollment was scheduled to start and Mr. Deville stated it would start immediately after we decide to sign the contract.

Mr. Deville stated that he would like to remind everyone that there have been some significant challenges with the COVID-19 epidemic and that some due dates have been moved back – federal, state, and local – but CATS does not want to face the New Year without an insurance plan and the employees having coverage. We have a tight window in the next couple of days to resolve any open questions we may have.

Mr. Deville strongly urged the board to move on this item and he would do the right thing.

Mr. Deville stated that he has talked with the international earlier in the day and will continue to talk with him and Mr. Garland after today to meet any other requirements or concerns they may have. Mr. Deville urged the board to vote now and as general counsel spoke earlier, he will hold Mr. Deville to the compliance concerns of the ATU.

Mr. Cohran requested that the members of the audience allow board members to speak and provide respect so everyone can be heard.

Mr. Bellue stated that if approved, he is requesting that the CEO consult with general counsel so that general counsel may review the matter to ensure that it is done in compliance with the contract with the union.

Mr. Bellue stated that he is willing to amend his motion to include this stipulation and Mr. Lambert approved the amended motion.

The amended motion is that the CEO is authorized to execute a contract with Blue Cross Blue Shield for health insurance benefits for 2021 and that general counsel review the contract before execution to ensure that it meets all ATU requirements.

Mr. Hill stated that he had a concern that based on Mr. Little's comment that BCBS has a cutoff date of December 5<sup>th</sup>, and according to the Executive Report, open enrollment is going to happen the first week of December. He asked if that was the first full week of December or was that December 1<sup>st</sup>, which is still a tight window.



Mr. Little responded that some of the confusion may be that he believes the union has five days to review the plan. If the plan is not approved today, then they cannot do the paperwork or submit everything to BCBS so that everyone is loaded into the BCBS system for January 1<sup>st</sup>.

Mr. Bellue noted that the original motion had been amended and asked if there was public comment on the amended motion.

Shavez Smith stated that the union was supposed to approve the health insurance policy before it got to this point. It was supposed to be negotiated between the union and management before it gets presented to the board. He stated that at this point, if the board approves this, Mr. Deville will not honor the contract.

Mr. Abadie reiterated that he was not involved in this process. He stated that the information the board has in front of it is the same information that he has in front of him. The ATU is informing the board members that they were not involved in the process and it is their claim that they are required to be involved in the process before the board makes an authorization. With this being the case, it is Mr. Abadie's recommendation that the board not take action on the item this evening. If the board is required to have a special meeting in the next couple of weeks to resolve the issue, then that should be done. At this point, to prevent any future issues going forward, it is his recommendation that these issues be resolved.

Mr. Bellue withdrew his motion and Mr. Lambert agreed.

Ms. Pierre stated that her concern was that employees will have to pay out of pocket if this is deferred because employees need health coverage. That is her concern. She stated that sometimes we get caught up into "stuff' and we do not look at the big picture which is that people need health insurance now more than ever. Unless you have been impacted by this pandemic, then you truly may not understand the importance of people having healthcare. Ms. Pierre stated she has been personally impacted and she understands the need for healthcare. Ms. Pierre wished that we would all put our ego and our issues aside and work as a team to do what's best for everyone.

Mr. Bellue noted that he felt it should be pretty easy for counsel to review the matter and make sure the process is being followed, but if not, he encouraged management to meet with the union and come to an agreement quickly so the board can review the matter and in a timely manner approve the health insurance for the 2021 year.



Mr. Bellue noted that the school board also authorized BCBS for the school system and the plans look similar.

Dr. Breaux inquired as to how long it would take to get the information to the union so that they can consider it.

Mr. Deville stated that in normal times when we had not just gone through a pandemic, the union has five days to review. He stated that the clause in question is a communication clause; it is not that the union gets to decide which insurance management can decide it can afford to pay. He stated it's a formality that we go through to communicate to get them to understand what we are trying to do in terms of getting the best policy for them. It is not that we have to go to them to get permission to do what we want to do as portrayed earlier. Because of the situation right now with the trustee here one day and out the next day, what we did last time, according to the article, was that we had five days after we made a decision to notify the union of the policy and the conclusion we reached. We are going to do the same thing this time.

Mr. Deville stated that we are going to notify the union representative in the Maintenance Department, unless Mr. Garland is here, within that five day period to review what we have.

Ms. Perkins stated that it is her understanding that time is a factor and asked if the motion was for Mr. Deville to go into negotiations in reference to the insurance.

Mr. Bellue stated that was not the intent of the motion. It was to have general counsel review to make sure CATS complied with the union contract requirements before entering into the contract, but that motion has been withdrawn.

Mr. Bellue has consulted with counsel and he recommends that before we try to craft a motion that we withdraw it and come back for a special meeting if necessary.

Mr. Abadie stated that you cannot undo what has been done. If you are not following the proper procedures tonight, you cannot undo your action. It is his recommendation to not take action so as to make sure CATS is following the CBA and past practices. At this point he is not familiar with what has occurred to this point, nor is he familiar with the past practices.



Mr. Deville stated that we want our employees to have insurance in a timely manner and he doesn't think that Mr. Garland or the ATU or anyone would want our employees to not have insurance. He inquired if the board could pass a resolution pending the result of the review.

Mr. Bellue stated that he had already asked that question of counsel and Mr. Abadie still recommends not taking action tonight.

Ms. Pierre asked if we have assurances that the employees of this organization will have health insurance on January 1<sup>st</sup>. She asked what assurances we have that employees will not have to come out of pocket until they get insurance cards.

Mr. Deville stated that he can give assurances if action that general counsel disagrees with can be taken tonight.

Mr. Little guaranteed that no one would have their insurance cancelled. Employees will have to pay out of pocket and get reimbursed.

Mr. Abadie stated that the board may unfortunately have to reconvene at a special board meeting. He assured Ms. Pierre that he would work posthaste to get to the bottom of this and he hopes that the ATU and management can get together posthaste as well to come to an agreement that will allow this process be resolved quickly such that Ms. Pierre's concerns do not come to fruition.

Mr. Garland stated that open enrollment comes every year and management knew about this. There is a healthcare piece in the CBA that has to be negotiated and if there is communication with the union, we can resolve it. He stated that he is in town Monday through Friday each week. He noted that because we have this adversarial relationship, we don't communicate. But there are items in the CBA that were agreed upon by the parties and he wishes that more attention would be paid to it. It's not only the healthcare piece. It's also the pandemic policy. Those are collective bargaining issues. He is trying to inform the board and the board doesn't want to listen. Management knew about the collective bargaining piece all year long and open enrollment is not new.

4. Consideration of authorization to amend paratransit services contract with MV Transportation

Ms. Thomas noted that this item was deferred from the October meeting. She further noted that an F&E Committee member inquired



if MV received any Payroll Protection Program funding or CARES Act funding and stated that they did not because they have more than 500 employees.

MV is requesting to change the rate for their hours of service from \$46.20 per hour to \$55.44 per hour for the period of August through December 2020. The rate will revert to the original \$46.20 in January 2021.

Mr. Bellue inquired if the contract calls for any specified amount of hours to be provided or a guarantee from CATS of a certain number of hours operated.

Ms. Thomas indicated there is no guarantee of hours, but there is a stipulation that if there is a five percent change in MV operating expenses, they are allowed to ask for a change. They have had a far greater than five percent fluctuation due to the pandemic.

Mr. Abadie noted that there is a triggering mechanism that if MV's operating expenses decrease by five percent then they can renegotiate an hourly rate. The five percent change is related to MV's operating expenses.

Mr. Abadie noted that there was historical basis for the hours noted in the contract as to how many revenue service hours they would provide and what their hourly rate would be.

It was noted that the service hours were approximately 4,000 when Reliant Transportation provided the service, but after the transition to MV, the number of hours was as high as 6,000. Since the pandemic, service hours have decreased as low as 2,200 hours.

Ms. Thomas indicated that this rate increase would not affect the total value of the contract.

Mr. Bellue inquired if there was a justification for the cost increase and if MV provided any documentation and Ms. Thomas noted that this was the information that was provided.

Ms. Serena Thomas shared that MV's service hours for October 2020 were 2,564 and last October the hours were approximately 5,000. There were 2,473 revenue hours in September.

Dr. Breaux inquired if the increased rate would revert to the \$46.20 rate in January and Serena Thomas indicated it would.



Mr. Abadie noted that contract language would have to be amended to allow pandemic language to be added as a reason to request a rate change. He shared that any motion would need to include both contract language to amend the contract and a rate change amendment.

The item failed for lack of a motion.

Ms. Perkins moved to amend the agenda to take public comments ahead of executive session and Ms. Pierre seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

#### VIII. PUBLIC COMMENT

Shavez Smith stated that the ATU stands by its accusations regarding theft, mismanagement, compliance, and defrauding the federal government. Today we strengthen our knowledge of mismanagement based on disclosed information sent to the union by employees and former employees. There is enough information to file complaints with the FBI, DOTD, and FTA as well as complaints to the Attorney General, Ethics Board and Boards and Commissions. Media stories from the past have revealed lie after lie by the current CEO.

ATU Local 1546 as well as ATU will not be supporting the upcoming tax millage due to continuous wasteful and dysfunctional behavior. The union has no confidence in the Board or the Metro Council to provide oversight of CATS.

The board is implicit or complicit and the taxpayers, workers, and riders deserve better.

There is a contract with PLAC Enterprises, owned by Pearlina Thomas, indicating she came to CATS for a \$50,000 contract to work on the DBE program. She was paid the full amount and the program still does not exist. This is fraud. Every other transit agency has this program and is getting federal funds for it, but not CATS. She also got sued for contract fraud at the same time that she was employed by CATS and she lost and had to pay the fines.

Yvette Rhines stated that there is embezzlement of fare media, FTA grant fraud, mismanagement of daily CATS functions, and incompetence of executive officers, retaliation and intimidation of employees, and the CEO assigning contracts to friends without the proper procurement RFP and bidding regulatory process. The CAO was assigned after being charged with unethical behavior by the Louisiana State Licensing Board. These



have created a dysfunctional environment at CATS. The leadership must go to meet the new challenges. We cannot provide responsible service today so how can we adopt the complexities of BRT for tomorrow?

Melvin Sanders asked why CATS was carrying the water for its MV friends. MV was hired to provide mobility service. They are a major fixed route service provider in the US and should have planned better for this service decrease. This was a business decision and they should incur the cost of overruns. MV should be paying assessment penalties to the taxpayers for lack of contractual service obligations not rendered throughout the existence of the current contract. Friends are trying to help friends at MV.

Anthony Garland stated that working as a trustee has given him an up close view of CATS and its management. It is not a pretty picture. People of the city rely on CATS to meet the needs of their everyday lives. Essential workers rely on CATS to get to work. If the bus doesn't work, Baton Rouge doesn't work. The people have the right to expect that they will have a bus.

Management at CATS seems to have betrayed the public trust at every turn.

The union has made public records requests for hundreds of pages of information and they have been told of favoritism by previous employees.

The union has requested to receive the pandemic policy and has never received it. The union proposed an MOU for a pandemic policy and has not heard anything.

Mr. Garland is once again requesting the pandemic policy be provided to him.

Mr. Deville knows Mr. Garland's number and is able to use it for other things. His only communication with CATS is when an employee is terminated. We can talk or keep airing these issues in public.

Toye Hebert stated that very little money is being spent on PPE, buses, shelters, and proper service to the public. Most CARES Act money is being spent on contracts and consultants and operations. The poor performance must be corrected and the incompetence must end.

Mr. Bellue moved that the board enter into executive session to discuss pending arbitrations and litigation and to discuss strategy regarding the upcoming collective bargaining agreement and Ms. Pierre seconded the motion. Mr. Bellue invited public comment and there was one.



Toye Hebert asked if the persons listed on the agenda should sit in the session or if they have to leave. Mr. Bellue said everyone must clear the room.

The motion passed unanimously with no abstentions.

#### IX. CONTINUATION OF ACTION ITEMS

5. Consideration of authorization to amend employment and labor services contract with Breazeale, Sachse & Wilson, LLP (This matter might possibly be discussed in Executive Session to discuss the pending litigation/employment arbitrations of Yvette Rhines, George Decuir, Shavez Smith, Melvin Sanders, Oscar White, Reginald Lane, Toye Hebert, Brent Mack, and Gretchen Major, and strategy relating to the collective bargaining agreement.)

Upon returning from executive session, Mr. Cohran moved that the meeting be extended past 7:00 p.m. and Ms. Perkins seconded the motion. Mr. Bellue invited public comment and there was none. The motion carried unanimously with no abstentions.

Ms. Perkins moved that the CEO is authorized to amend the employment and labor services contract with Breazeale, Sachse & Wilson, LLP for a total contract amount not to exceed \$125,000 with the scope of the contract limited to the completion of the pending arbitrations and any related matters such as EEOC claims involving the same parties to the arbitrations.

Mr. Abadie noted that the F&E Committee recommended that the contract be amended with a scope to only cover arbitrations and any related to the arbitrations.

Mr. Abadie noted that the scope of the contract itself is much broader. It called for the firm to work with CATS on employment matters to assure compliance with local, state, and federal labor law; render legal services to CATS with ongoing dealings with the Amalgamated Transit Union in negotiating and administering of the collective bargaining agreements with its employees' union (ATU Local 1546), grievance and interest arbitrations, civil rights, ADA, wage an hour, and other employment claims; general representation services, which includes general corporate services, and assisting CATS in responding to public records requests.

The arbitrations and the labor negotiations are the most prominent items. The F&E Committee recommended that the scope be limited



to the nine pending arbitrations and any related claims, such as EEOC claims.

There was no second to the motion.

Ms. Perkins stated that she wanted her motion to encompass the entire scope.

Ms. Perkins moved that the CEO is authorized to amend the employment and labor services contract with Breazeale, Sachse & Wilson, LLP, for a total contract amount not to exceed \$125,000 with the same scope as the original contract and Mr. Cohran seconded the motion. Mr. Bellue invited public comment and there was one comment. There was a roll call vote and all members present voted yes. The motion passed unanimously with no abstentions.

Mr. Garland asked if the motion was to overrule the F&E Committee or is the \$75,000 over the \$50,000 and if this was negotiated in executive session.

Mr. Bellue noted that no action took place in executive session. There is a motion on the floor that is the only action that has been taken.

Mr. Abadie noted that the F&E Committee made a recommendation, but it is only a recommendation; the board does not have to go along with the recommendation. He added that no action is not allowed to be taken in executive session. He noted that the motion is not consistent with the recommendation of the F&E Committee but the recommendation is only a recommendation.

It was noted that the total amount is not to exceed \$125,000, which covers the original \$50,000 plus an additional \$75,000.

Mr. Bellue made it clear that the total amount of the contract was a \$125,000, and that Mr. Foster assured the board he could do the arbitrations and negotiations for that amount of money.

## IX. ADJOURNMENT

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





SPECIAL MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
DECEMBER 3, 2020
4:00 p.m.
VIRTUAL

### MINUTES

I. CALL TO ORDER: Mr. Mark Bellue

Mr. Bellue called the meeting to order.

II. ROLL CALL: Ms. Amie McNaylor

All members were present at the meeting, namely Messrs. Bellue, Breaux, Cohran, Hill, Lambert, and O'Gorman and Mss. Green, Pierre and Perkins. Mr. O'Gorman and Ms. Green were absent. Also present were Mr. Bill Deville, CEO; other CATS staff; Creighton Abadie, CATS attorney; and members of the public.

# III. ACTION ITEMS

1. Consideration of authorization to approve health insurance contract for 2021

Mr. Bellue called the meeting to order and thanked the members for making the time to attend the virtual meeting.

Mr. Abadie read the notice for public comments for the special board meeting into the record and noted that the link to view the meeting was provided in the notice. Mr. Abadie shared that an email address was provided for members of the public to submit public comments ahead of the meeting.



Mr. Bellue informed the members that he has reviewed the health insurance proposal from Blue Cross Blue Shield and it appears to be a better plan, but any plan is going to affect individuals differently, according to their needs.

Mr. Bellue let the members know that management has made a reasonable effort to make a presentation to the members of the ATU but at this point, the union has not approved the switch from United Healthcare to BCBS, as is required under the Collective Bargaining Agreement.

There is a difference of approximately \$141,000 between the plans offered by United Healthcare and BCBC and that cost will be split with the agency paying 65% and the employee paying 35% of the cost.

Mr. Bellue stated that, without the approval from the union to switch carriers, he recommends that CATS stay with United Healthcare for insurance.

Ms. Perkins inquired as to why this change from the board meeting was being recommended. Mr. Bellue shared that a decision had not been made and this was simply his recommendation. He noted that the union contract requires approval by the union if the carrier changes.

Mr. Bellue inquired if there were any public comments submitted via email and Ms. McNaylor noted that there was one. That comment was read into the record as follows:

"To whom my concern,

At the November 24, 2020 CATS Board meeting the union witnessed representatives of BC/BS present a proposal negotiated by CATS and Gallagher as to the benefit structure of the participants of the CBA for open enrollment and new rates for 2012. The union questioned this act and advised the board and CATS of the agreed upon CBA by the parties, specifically Article 36 (sec 5).

Upon the challenge by the union we established the trustees of the parties and we had a zoom call meeting on November 27, 2020, information was forwarded by CATS to the union trustees to prepare for the zoom call. On the call was Bill DeVille, Pearlina Thomas, Anthony Garland, Gallagher, Javier Perez and Curtis Howard. The union trustees requested additional information of the CATS representatives during the call for an additional meeting on



Wednesday 12-2-2020.

In November 2019 (again late by CATS) CATS contacted the union trustees to discuss open enrollment for 2020. Shandolyn Thomas (CATS Benefits Specialist) Jim Fight (HR Director), HUB and the union trustees Yvette Rhines, George DeCuir and Shavez Smith were present and trustees (per the contract Article 36 sec 5) discussed the current rates of the health care plan. The trustees agreed to the changes and approved for open enrollment for 2020, as well, the representative from HUB presented the new health care changes to the members of 1546 at their monthly membership meeting in December 2020. This is confirmed by each person listed above.

Since the HR Director and Benefits Specialist is no longer at CATS they have, along with the CATS Board, outsourced all matters pertaining to health care Article 36 sec 5 to Gallagher. This is totally a violation of the 13c rights of the workers, as well as, working condition and the CBA approved by CATS and it's Board of Directors.

Be mindful, CATS has assumed "ALL" responsibilities and functions of the trustees to Gallagher which is totally a reversal from the experienced and knowledgeable HR personnel of last year.

There is no accountability for the non transparent, incompetent inept actions of the Executives at CATS by this Board but yet you are imposing your will on the work force covered under the CBA that you agreed to. The board is implicit and complicit with the decisions and actions of CATS.

Finally, during the zoom call yesterday December 2, 2020 the Gallagher representative informed us that they presented the new rates and plan adjustments to CATS in August of this year the union was not not informed.

**SAVE CATS FROM CATS** 

Respectfully AW Garland"

Mr. Bellue noted that if the coverage stays with United Healthcare, it can be moved to Blue Cross Blue Shield at any point during 2021. It does not have to be a full year of coverage with United.

Mr. Cohran inquired about the cost of the premium for the two plans and Mr. Bellue shared that the cost was lower for BCBS by almost \$150,000. Mr. Little of Gallagher confirmed this rate.



Mr. Hill clarified that the plan with Blue Cross Blue Shield is less expensive but the union has not approved it. Mr. Bellue noted that was correct.

Mr. Little noted that the majority of employees would see a 7.5% increase in premium.

Mr. Abadie notified the board that there are two choices before the board at this time: the board can renew the current plan with United Healthcare or switch to a new plan with Blue Cross Blue Shield.

If the board chooses to renew the current plan with United Healthcare at an increase of \$141,000 over Blue Cross Blue Shield, CATS is not prohibited from moving to the new plan with BCBS at some point in the future.

There would be logistical issues with such a change if it were to occur, such as deductibles having to be transferred to the new carrier.

There is an option for the board to choose to approve a new plan with BCBS, but this presents legal challenges related to the Collective Bargaining Agreement. The ATU has not agreed to approve the new carrier even though there have been several discussions among union officials, CATS management, and Gallagher representatives. If the board chooses to approve this plan, CATS would be in violation of the CBA.

The ATU has made it known that they will grieve this decision, which could lead to arbitration over the matter, as well as arbitration over the alleged violation of CATS' 13(c) agreement.

The 13(c) agreement is the agreement required by the federal government to protect the rights and benefits of transit union members.

Mr. Abadie stated he believes that the last change in provider was in 2012. However, the minutes from the 2012 CATS board meeting are silent as to whether or not there was approval from the ATU.

Since that time, there have been renewals with United Healthcare, and in at least five instances, the approvals of the ATU were reflected in the CATS board minutes.



Mr. Abadie reiterated that the board may choose to renew the coverage with United Healthcare and CATS management can continue to work to reach an agreement regarding BCBS.

Mr. Little offered a point of clarification regarding the comment read into the record on behalf of Mr. Garland. He noted that the comment stated that Gallagher representatives presented a renewal cost to CATS in August, but this is not the case. As Mr. Little stated on the call with the union, Gallagher presented CATS officials with cost projections in August; Gallagher did not receive a cost for the renewal from United Healthcare until mid-September. At that time, Gallagher sought quotes and presented a proposal to CATS in mid-October.

Mr. Bellue moved that the CEO renew the current healthcare plan with United Healthcare and Mr. Cohran seconded the motion. Mr. Bellue requested a roll call vote. Voting yes were Messrs. Bellue, Breaux, Cohran, Hill, Lambert, and O'Gorman and Mss. Green and Pierre. Voting no was Ms. Perkins. The motion carried.

# IX. ADJOURNMENT

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





MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
DECEMBER 15, 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: Ms. Amie McNaylor

Present at the meeting were Messrs. Bellue, Cohran, Hill, Lambert, and O'Gorman, and Mss. Green, Perkins, and Pierre. Dr. Breaux was absent. Also present were Mr. Bill Deville, CEO; other CATS staff; Creighton Abadie, CATS attorney; and members of the public.

III. APPROVAL OF MINUTES OF NOVEMBER 17, 2020 MEETING: Mr. Mark Bellue

Ms. Pierre moved to approve the minutes of the November 17, 2020, meeting and Ms. Perkins seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions. Mr. Cohran was not present for the vote.

IV. APPROVAL OF MINUTES OF DECEMBER 3, 2020 SPECIAL MEETING: Mr. Mark Bellue

Ms. Green moved to approve the minutes of the December 3, 2020, special meeting and Ms. Perkins seconded the motion. Mr. Bellue invited public



comment and there was none. The motion passed unanimously with no abstentions. Mr. Cohran was not present for the vote.

# V. PRESIDENT'S ANNOUNCEMENTS: Mr. Mark Bellue

Mr. Bellue thanked those assembled for attending the meeting.

Mr. Bellue reviewed the COVID-19 restrictions in place per BREC guidelines. He noted that any members of the staff and public who wished to attend the meeting would need to observe from the hall once the allocated seats were filled.

Mr. Bellue noted that there was no period for general public comments on the meeting agenda. He let the public know that if there are general public comments they wish to make to the board members, they may do so by emailing <a href="mailto:catsboard@brcats.com">catsboard@brcats.com</a>.

# VI. ADMINISTRATIVE MATTERS

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

Mr. Deville let the board know that Governor Edwards has reverted the state to a modified Phase 2 in light of the increase in positive COVID-19 cases; the restrictions are slated to be in effect until at least December 23<sup>rd</sup>.

CATS continues to operate its essential lifeline service that was designed to carry incrementally increased ridership that should remain in place through January, leading to the February 2021 service change. Staff has begun to plan for the February service pick, with an opportunity to plan for a return to near normal service levels during 2021.

Ms. Williams noted that there are currently 147 total operators. There are 100 active operators. The remaining operators are out as a result of COVID-19, FMLA, and Workers' Comp.

Operations is meeting more frequently as the reopening incrementally expands to determine what Phase 3 requirements look like for the agency.

Ms. Williams shared that ridership for November was 97,230; this is similar to the ridership in July 2020. There was less service because of holidays in November, which contributed to the reduced ridership.



The on-time performance for the month was 72.11%. This is the highest the on-time performance has been. Operations continues monitoring individual routes on a daily basis. The department began tracking individual operator performance on November 30<sup>th</sup> to determine what tools are needed to help operators increase their performance.

The percentage of trips operated in November was 97.68%. The agency operated 183,389 miles, which is indicative of the service provided. There were 3.3 preventable accidents per 100,000 miles in November, and there were 8,731 mean miles between road calls.

Mr. Deville asked Ms. Williams to explain what cancelled trips are and how the term can be misunderstood. Ms. Williams noted that an operator's shift contains multiple "trips" which may be on more than one route. If a trip is cancelled, it does not mean an entire route is cancelled, but only that one piece of the route at that time.

There are multiple factors that can lead to cancelled trips, including not having an operator, not having a vehicle, road construction, reroutes, and trains stopped on tracks.

It was noted that Operations will be doing refresher training in an effort to reduce preventable accidents.

Ms. Soileau informed the board that staff is working towards the February 2021 service change. This will be part of biannual service changes to address customer needs and route improvement moving forward. She noted that CATS is not adding service in February but is increasing frequency on select routes.

Ms. Soileau let the board know that the current lifeline service should be considered the base level of service for the agency. Any changes made will be made from the base service, and they will occur incrementally over time.

Ms. Soileau shared that staff is working on a Bus Shelter and Passenger Amenity Standardization Plan.

HNTB is working on a Transit Development Plan and a revision of the Strategic Plan is a component of that work.

A service standards manual is in progress and an internal staff review is underway.



CATS is awaiting the Microtransit report from The Goodman Corporation, which is scheduled to be delivered on December 18<sup>th</sup>.

HDR continues work on the key performance indicators and is anticipated to deliver the report in March 2021.

Staff is beginning to work on the information required for the National Transit Database (NTD) annual submission. The deadline for submission is April 30, 2021.

Ms. Soileau shared that she spoke at the Downtown Development District Board meeting to discuss resuming the Capitol Park Trolley service.

Ms. Soileau spoke at the Transportation and Development meeting of the Louisiana Chapter of American Society of Civil Engineers to discuss bus rapid transit.

Mr. Deville noted that CATS general counsel is leading the agency's response to the ADA lawsuit from Mr. Wright filed against CATS and the City-Parish and is working with the City-Parish and CATS staff.

The CATS CEO participated in the LSU IFC Regional Roundtable Discussion as requested due to a need to include needed transportation access policies in the new revised watershed boundaries created by the 100 year flood of 2016.

Mayor Broome held a City-Parish, CATS, Build Baton Rouge, and DOTD Cooperative Endeavor Agreement press conference to formally announce the agreement paving the way to start the major Baton Rouge/CATS nine-mile BRT Corridor Project.

CATS issued a press release announcing the next major phase of its Strategic Planning process.

CATS jointly held a special event recognizing Mr. Johnnie Jones, Sr. for his efforts playing a major role in the Baton Rouge bus boycott. The collaborators included Build Baton Rouge, Mayor-President Sharon Weston Broome, Baker Mayor Darnell Waites, and CATS. Southern University Law Chancellor John Pierre served as master of ceremonies.

Mr. Cutrone presented the November financials and noted that the total current assets as of November 30, 2020, are \$27,208,486. The total assets are \$51,074,249. The total current liabilities are



\$3,494,042 and the total liabilities are \$6,990,000. The total net assets are \$44,084,249.

The total operating expenses for the month of November are \$2,231,168.

The total CATS-generated operating revenues for the month as of November 30, 2020, are \$46,970. The total non-federal subsidies for the month are \$1,735,530 and the total federal subsidies are \$449,778.

The total operating revenues are \$2,232,278. The net operations balance as of November 30 2020, is a deficit of \$228,042.

# VII. COMMITTEE REPORTS AND ANY ACTION THEREON

1. Finance and Executive: Mr. Mark Bellue

Mr. Bellue referred the members to the minutes of the December 10<sup>th</sup> meeting in their packets. He noted that action items 1 through 5 were discussed at the meeting.

No action was taken on items one, three and five. There were questions that needed to be answered, so these items were referred to the full board with no recommendation from the committee.

The committee members unanimously recommended items 2 and 4 for approval.

Mr. Bellue let the members know that the health insurance item and the MV Transportation contract amendment were sent to the board without a recommendation.

2. Technical, Policies and Practices: Dr. Peter Breaux

Ms. McNaylor gave the report for Dr. Breaux and referred the members to the minutes of the December 12<sup>th</sup> meeting in their packets.

Ms. McNaylor shared that the only item discussed was the Board Communication Policy. A draft policy has been circulated internally and input will be gathered and incorporated where appropriate.

There will need to be a special TPP Committee meeting in January to recommend the Board Communication Policy to the F&E Committee and full board for approval.



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 but has a meeting scheduled for Friday, December 18<sup>th</sup>.

5. Community Relations: Ms. Linda Perkins

Ms. Perkins referred the members to the minutes of the December 9<sup>th</sup> meeting and shared the highlights.

Ms. Perkins let the board know that she attended the event for Mr. Jones and it was a wonderful event.

Ms. Serena Thomas of MV Transportation noted that CATS On Demand had 3,945 scheduled trips in November and 3,777 were completed.

Ms. Thomas shared that there was one valid complaint for the month.

Ms. Thomas noted that the on-time performance for the month was 92.3%.

Ms. Thomas notified the board that MV is still down 10 operators but there are six currently in the qualifications phase.

Ms. Thomas noted that revenue is down 50%.

6. Special Committee: Mr. Johnathan Hill

Mr. Bellue noted that the board would enter executive session to discuss some of the recommendations from the Special Committee and this report would be given before executive session.

### VIII. ACTION ITEMS

1. Consideration of authorization to lease three, 30 foot electric buses

Ms. Soileau shared that these vehicles would be leased for a period of no more than two years and would be paid with FY2019 5307 funds. She noted that there are Low-No grants that can also be utilized to purchase electric buses at a later date.



Ms. Soileau informed the board that the fleet currently consists of 57 Gillig buses, 14 Cutaway vans, three electric buses, and four trolleys. The 14 Cutaway vans and four trolleys are beyond their useful life.

She noted that the agency will be looking to purchase six, 35-foot BYD electric buses in the near future and that these have been approved by the board for purchase. Additionally, eight Gillig buses will need to be purchased.

Ms. Soileau also noted that there will be 44 vehicles required for the February 2021 service change based on current covid operating levels. Service is expected to incrementally increase to 61 vehicles, but this will happen gradually over time.

The necessary approvals and amendments have been made to the TIP, STIP, and the FTA has given their approval for the lease.

Mr. Cohran moved that the CEO is authorized to lease three, 30 foot BYD electric buses for a period not to exceed two years and at a total cost not to exceed \$375,000 and Ms. Green seconded the motion. Mr. Bellue invited public comment and there was none. The motion carried unanimously with no abstentions.

2. Consideration of authorization to execute contracts for oil and oil related products

Mr. Godwin noted that there are two contracts; one to purchase oil and one to purchase oil related products. The products include synthetic transmission fluid, wheel grease, gear oil, antifreeze, diesel exhaust fluid, and engine oil.

Staff is recommending that a contract be awarded to Lard Oil for antifreeze, synthetic transmission fluid, and diesel exhaust fluid in an amount not to exceed \$70,045.00.

Staff is recommending that a contract be awarded to Central Oil for gear oil, motor oil, and wheel grease in an amount not to exceed \$36,204.00.

It was noted that these are recommended new contracts, not renewals, as a result of the recent ITB's.

It was noted that this item was unanimously recommended for approval by the F&E Committee.



Ms. Perkins moved that the CEO is authorized to enter into contracts with Lard Oil for antifreeze, synthetic transmission fluid, and diesel exhaust fluid in an amount not to exceed \$70,045 and with Central Oil for gear oil, motor oil, and wheel grease in an amount not to exceed \$36,204. Mr. Hill seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

3. Consideration of authorization to extend the security services contract with Weiser Security

Ms. Thomas shared that the board is being asked to approve an extension of the Weiser Security contract for a period of one year to allow staff the time to issue a an RFP.

Mr. Abadie noted that he has reviewed the contract and his understanding is that Weiser has agreed to the extension for a period of one year.

There was a question as to when the solicitation would be completed and Ms. Thomas stated it would be done by the end of the first quarter of 2021.

Ms. Green moved that the CEO is authorized to extend the security services contract with Weiser Security for a period of one year for an amount not to exceed \$236,841.36 and Ms. Pierre seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

4. Consideration of authorization to extend the claims adjuster services contract with Brown Claims Management Group LLC

Ms. Thomas noted that the board is being asked to approve an extension of the Brown Claims contract for a period of one year.

It was noted that this item was unanimously recommended for approval by the F&E Committee.

There was a question as to the rates for the extension and Mr. Abadie informed the board that his understanding was that the contract is being extended with a rate increase consistent with the Consumer Price Index as per the terms of the contract.

Ms. Green moved that the CEO is authorized to extend the claims adjuster services contract with Brown Claims Management Group LLC for a period of one year at hourly rates to be agreed upon by the



parties after consideration of the increase in the consumer price index. Mr. Lambert seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

# 5. Consideration of adoption of CATS 2021 budget

Mr. Deville introduced the proposed 2021 budget and noted this is a baseline budget that takes a conservative approach because of COVID-19. He let the members know that he has spoken to other transit CEOs who are taking similar approaches. Mr. Deville anticipates that staff will return to the board after the first quarter for a budget amendment.

Mr. Cutrone informed the board members that CATS is proposing an operating revenue budget of \$29,178,280 with an additional \$5,300,000 for FTA capital projects, for total revenues of \$34,478,280.

The total revenues for 2020 were \$32,012,270.

Mr. Cutrone shared that the budget for passenger paid fares for 2021 is \$870,256, which is a 39.5% decrease in fare revenue. He noted that CATS has not yet resumed fare collection due to Covid.

The total CATS generated revenues are budgeted at \$1,771,676.

The total non-federal revenues are budgeted at \$19,049,505. This is a decrease as a result of Covid. These funds are comprised of the hotel/motel tax, the parish transportation fund, and property tax revenue. These numbers are a conservative projection as a result of Covid.

The majority of property tax funds are generally collected in January. However, with the hardships faced right now, staff wanted to make allowances for this.

The total federal operating revenues are projected at \$8,357,099 which is an increase over the 2020 amount of \$6,420,983.

It was noted that the CARES Act funding was used to replace some preventive maintenance expenses. The preventive maintenance subsidy for 2021 is budgeted at \$7,351,099 as compared to \$6,189,898 in 2020 as a result of rolling some of the CARES funding into preventive maintenance.



There was a question as to the discrepancy in the preventive maintenance funding between the monthly financials that are presented and the budget being presented, and there was a question as to why the amount budgeted for preventative maintenance for 2020 was so high and the 2021 budget is higher when the need appears to have decreased. Mr. Cutrone noted that the remaining funds will be rolled into the 2021 budget line item.

There is \$5,300,000 budgeted for capital projects. These projects consist of the following: ERP software system/Tyler Technologies at \$1,000,000; electric buses and chargers at \$2,600,000; shelters at \$250,000; assessment of the 2250 facility at \$300,000; on-call services at \$300,000; and \$850,000 for BRT planning.

There was an inquiry into preventive maintenance and why there was a discrepancy in cost given the fact that service was down and CARES Act funding was used. Mr. Cutrone stated that not as much maintenance was required as a result of Covid.

The budgeted operating expenses are projected at \$29,178,280 with an additional \$5,300,000 for capital projects. The total expenses are budgeted at \$34,478,280.

A total of \$17,711,584 is budgeted for labor and fringe benefits, compared to \$18,593,732 in 2020. This is largely related to the reduction in service as a result of Covid.

There was a question related to the fringe benefits and how the health insurance cost is increasing but the fringe benefits are decreasing. It was noted that labor and operating are at a 59.5% overhead rate and the labor decreased by \$324,000. This resulted in a decrease of \$193,000 in fringe benefits. There were also issues in previous years where items were listed in the fringe benefits that should have been listed elsewhere.

There was discussion of the miscellaneous expenses and Mr. Cutrone indicated that departments submit their budget requests and they include miscellaneous items.

The budget also contains \$300,000 that is appropriated for the payment of settlements and \$40,000 for the payment of judgments.

There were inquiries as to various differences listed in the monthly financials and the proposed budget. Mr. Cutrone stated he would look into the variances.



The budget for purchased transportation for 2021 is \$1,950,000, as compared to \$2,408,825 in 2020. There were inquiries as to whether this should be increased in the event CATS On Demand paratransit service increases in 2021.

Mr. Bellue noted that there is a resolution that is required to be adopted by the board and he read the resolution into the record.

Mr. Abadie shared that there is language in the resolution providing the authority of the CEO to change line item amounts in the budget that is required by the Local Government Budget Act. He noted that in the last several years, the board has given the CEO the authority to make up to 10% changes in the line items without board approval.

Mr. Bellue moved to adopt the budget resolution and Ms. Pierre seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

# RESOLUTION OF CATS BOARD OF COMMISSIONERS APPROVING 2021 BUDGET

BE IT RESOLVED by the Board of Commissioners of Capital Area Transit System that the attached document setting forth the 2021 budget for the Capital Area Transit System, which has been made available for public inspection and presented to the Board, is hereby approved.

BE IT FURTHER RESOLVED that the agency's Chief Executive Officer shall have the authority to make changes to the line item amounts of the operating budget without the approval of the Board of Commissioners if the change does not exceed 10% in either direction. If the change exceeds a 10% variance in either direction, the agency's Chief Executive Officer shall have to return to the Board of Commissioners for approval. In no event may the amounts for total revenues or total expenditures be changed without the approval of the Board of Commissioners.

6. Discussion of the performance of the CEO, Mr. William J. Deville. (The board may vote to go into executive session as provided for by the Louisiana Open Meetings Law to discuss the character and professional competence of Mr. Deville).

Mr. Bellue noted that the last item on the agenda is a presentation by the Special Committee and the last portion of the report will include the board entering executive session to discuss the performance of the CEO.



Mr. Bellue invited Mr. Hill to give his report from the Special Committee.

Mr. Hill noted that during the September 2020 CATS Board meeting, the Board appointed a special committee to evaluate the operations of the agency. The committee consisted of Vice-President Green, Treasurer Mr. Cohran, and Mr. Hill.

The committee was tasked with making recommendations in the following areas, but not limited to: any recommended changes to the board's authority level for approval of contracts; any recommendations that would improve communications between the board and CATS administration; and any recommended changes to performance measures and/or how they are tracked or presented to the board.

The committee met on Friday, October 30<sup>th</sup> and Friday, November 13<sup>th</sup> to discuss these matters in addition to other items raised by the committee members.

Based on the committee meeting discussion and documentation provided by staff, the Special Committee offers the following:

A. Contracts under \$50K – The committee reviewed the list of current contracts under \$50K which the CEO has authorization to execute without board approval. There appeared to be several contracts with minimal scopes and vague deliverables.

Recommendation: All contracts to be executed under \$50K should be presented to the Finance & Executive Committee and legal counsel for awareness and discussion prior to execution. This should include a detailed scope and deliverables with a definitive termination date. Additionally, a template should be drafted by legal counsel for utilization. Lastly, a bi-yearly review should be conducted of the contracts to ensure the deliverables are being met.

B. Communication with the Board of Commissioners – Communication between CATS administration and the Board takes place on an "as-needed basis."

Recommendation: CATS leadership should take a proactive approach informing board members on agenda items and items that could be considered sensitive and confidential in nature which includes finding the best way to share all necessary documentation. Additionally, the administration should ensure legal mandates,



policies, and procedures are followed prior to presenting items to the board. An official Board Communication Policy was drafted and will be offered to the Board for approval.

C. Legal Counsel's Role with the Agency and Board – After interviews and observations it was noted that the role of the legal counsel(s) appears to be vague and there is concern as to whom legal counsel(s) is answerable to.

Recommendation: Clearly outline the role and duties of legal counsel(s) for the agency and Board of Commissioners, respectively. Additionally, consider adding legal counsel(s) to the agency's organizational chart.

D. Chief Executive Officer and Contractual Responsibilities – There are several pending items that fall under the review of the CEO that need a plan of action to address.

Ms. Green noted that this document should be made available publicly and on the CATS website. She shared that a lot of time and thought went into this final report.

Ms. Green stated that it has been a long year as it pertains to CATS, concerns by the public, staff, and board members.

She noted that HNTB is doing an organizational assessment that will be presented in 30 days to the CEO. These recommendations, along with the report from HNTB, should be taken into strong consideration for future action.

Ms. Green stated that the board committees need to be meeting regularly and that staff needs to be getting action items to the board for discussion.

Ms. Green noted that board committee leadership needs to review the recommendations and put them into action at the appropriate committee level.

Ms. Pierre reiterated that contracts should be presented to the F&E Committee and to legal counsel, regardless of whether they are less than \$50,000 or more than \$50,000.

Ms. Pierre shared that she was under the impression that contracts were already being reviewed by legal counsel and that this should automatically be happening.



Ms. Pierre inquired if the board needed to take action to change the way the CEO reports on contracts. It was noted there are several potential action items that come from this report, but any action will begin at the committee level and flow to the full board.

Mr. Hill moved to enter into executive session to discuss the performance of the CEO and Mr. Cohran seconded the motion. Mr. Bellue invited public comment and there were public comments.

Mr. Abadie noted that the Open Meetings Law allows for executive session to discuss the character and professional competence of an individual provided that written notice is provided to the individual more than 24 hours prior to the meeting. That individual has the right to demand that the discussion take place in the public meeting. Mr. Abadie noted that Mr. Deville was timely notified of the item and informed Mr. Bellue that he was comfortable with the executive session taking place.

Mr. Garland stated that the public has the right to speak on matters and the board has taken that right by removing public comments from the agenda. The board is suppressing the right to allow the public to speak on all matters related to public transit.

The motion to enter executive session passed unanimously with no abstentions.

Subsequently, the board returned from executive session to extend the meeting.

Mr. Bellue moved to extend the meeting and Mr. Cohran seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously without any abstentions.

Mr. Hill moved to return to executive session and Ms. Pierre seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions. The board continued with the executive session.

### IX. ADJOURNMENT

Upon returning from executive session, Mr. Hill acknowledged that this is the last meeting for Ms. Perkins. He stated that Ms. Perkins has been a dedicated member of the board and has been very welcoming to him in his first year on the board. Other board members echoed Mr. Hill's sentiments and the commitment of Ms. Perkins.



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







OPERATING AND CAPITAL BUDGET FOR THE YEAR ENDING DECEMBER 31, 2021

# **Capital Area Transit System**

# **Operating Budget**

For the Year Ending December 31, 2021

Operating Revenues

	2021	2020	Dollar
Description			
	Budget	Budget	Variance
Operating Revenue			
Passenger Paid Fares	870,256	1,726,698	(856,442)
Special Transit Fares (Contrac	82,002	243,330	(161,328)
ADA/Paratransit Revenue	59,041	117,144	(58,103)
Advertising Revenue	476,009	540,000	(63,991)
Interest Income	56,969	163,453	(106,484)
Other Agency Revenue	227,399	140,012	87,387
Total CATS Generated	1,771,676	2,930,637	(1,158,961)
Non Federal Revenue			
Hotel/Motel Tax	899,505	1,224,264	(324,759)
Parish Transportation Fund	550,000	550,000	0
Property Tax Revenue	17,600,000	17,780,000	(180,000)
Total Non Federal	19,049,505	19,554,264	(504,759)
Federal Operating Subsidies			
FTA - Preventive Maintenance	7,351,099	6,189,898	1,161,201
FTA - Project Administration	320,000	0	320,000
FTA - Planning	686,000	100,000	586,000
FTA - JARC/New Freedom	0	131,085	(131,085)
Total Federal Operating	8,357,099	6,420,983	1,936,116
Total Operating Revenues	29,178,280	28,905,884	272,396
FTA - Capital Projects	5,300,000	3,106,386	2,193,614
TOTAL SOURCES OF REVENUE	34,478,280	32,012,270	2,466,010

# **Budget Assumptions:**

- \*Governor's Phases 3 Reopening Continues throughout 2021 (Alternative budgets for reduced services/operations under consideration should pandemic re-occur)
- \*Revenues does not account for potential 2021 federal legislation for CARES 3 or HERO bill approval by Congress
- \*Capital Budget accounts for 2021 ramping up of CATS 5 Year Capital Budget due to 2021 available federal grant funding



<sup>\*2021</sup> Operating Budget \$29,178,280

<sup>\*2021</sup> Capital Budget \$5,300,000

# **Capital Area Transit System**

# **Operating Budget**

For the Year Ending December 31, 2021

Operating Expenses

Description	2021	2020	Dollar
	Budget	Budget	Variance
Operating Expenses			
Labor	11,329,365	11,653,980	(324,615)
Fringe Benefits	6,382,219	6,939,752	(557,533)
Labor and Fringe Benefits	17,711,584	18,593,732	(882,148)
Casualty and Liability	1,547,000	1,805,525	(258,525)
Services & Capital Expenses	2,804,718	1,917,114	887,604
Purchased Transportation	1,950,000	2,408,825	(458,825)
Materials & Supplies	3,645,000	2,926,174	718,826
Utilities	175,000	291,200	(116,200)
Miscellaneous Expenses	1,250,040	792,020	458,020
Leases and Rentals	94,938	171,294	(76,356)
Total Operating Expenses	29,178,280	28,905,884	272,396
FTA - Capital Projects	5,300,000	3,106,386	2,193,614
TOTAL Operating/Planning/Capital	34,478,280	32,012,270	2,466,010
NET BALANCE (+/-)	0.00	0.00	



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CONTACT

Bill Deville Chief Executive Officer bdeville@brcats.com

# CY2021 Capital Area Transit System Budget Proposal

Although we project to finish the current year below the 2020 operational expense budget by nearly 5 percent, there are several items that we wanted to address and properly keep everyone apprised. As a result of the pandemic, COVID-19 has brought upon both new challenges and opportunities that will be addressed as we present the 2021 Budget. The following budget statement anticipates CATS continuing with its "Lifeline" service with incremental service improvements in service anticipated during 2021.

CATS 2021 Budget Operating Revenues consists of three major components: Direct Operating Revenues, Non-Operating (Non-Federal) Revenues, and Federal Operating Revenue Subsidies (Grants). Total 2021 Operating Revenues amount to \$29,178,280. Capital grants and match revenue outlay for 2021 are projected at \$5,300,000. Total Operating and Capital Budget combined amount to \$34,478,280 for 2021.

**CATS 2021 Budgeted Operating Expenses** amount to \$29,178,280. CATS Capital Outlay for 2021 is projected to be \$5,300,000. Total Operating and Capital Budget expenditures are expected to total \$34,478,280, providing a "balanced budget" as required by state law.

CATS CY2021 Budget, as presented, represents a stand-still "baseline" operating budget anticipating operating revenues to be reduced by nearly 50% - Covid impact projected. This revenue gap is made up primarily with a combination of FTA 5307 grant and Property Millage revenues. Staff, and the general consensus among regional peer transit agencies, believes that CATS may need to revise its CY2021 budget by the end of the first quarter of 2021....if the Covid condition worsens (in which case, furloughs/layoffs may considered to occur going forward) as further reductions in service may be required.

The condition just described is our worst case scenario whereby the expected funding via the Congressional HEROS Act (CARES 3) legislation is not included in this 2021 budget.

If the HEROS Act is passed by Congress in 2021, then CATS will be seeking to revise its 2021 Budget to reflect the anticipated date/time the HEROS Act/Funding amount and availability takes effect. CATS staff will then come back to the board to present a revised budget for 2021. Please note, in spite of delays caused by the Covid Pandemic through most of 2020, CATS will resume moving forward with its Capital programs and projects to the tune of capital outlays totaling about \$5.3 million for 2021.

Those Capital programs and projects include plans for:

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- Enterprise Resource Planning software system.
- Fleet replacement.
- · Bus stop shelters
- BRT Planning
- On Call support services
- 2250 OAM Facility and Transfer Center Assessments

#### Regarding CATS current 2020 Budget:

It should be noted that **no budget amendment was warranted for the current 2020 budget**. Expenses did not increase, nor did the loss of revenues exceed ten percent. To the contrary, the **CARES ACT actually filled the gap where there was a loss in revenues for 2020, or where additional expenditures were required...even allowing CATS to replace, to some extent, badly needed cash reserves depleted in earlier lean years.** 

It should be noted that the Federal CARES Act, while approved by Congress in late March, 2020, was retroactive to January, 2020, and allowed 100% grant funding with no match required because of the world wide pandemic crisis...Transit Agencies were encouraged to use CARES funding first.

While there is a great need for CATS to continue working hard and smart in seeking more funds from its usual more reliable funding sources, there is also a need in obtaining new sources of revenue to help fund CATS long term Capital Investment Improvement Plan. Is can be said, however, the influx of cash provided by the CARES Act was material and timely. CATS was able to move and reallocate property millage tax and some other revenues (about \$14 million) into cash reserves for the following:

- Shortage from operational revenues due to COVID
- Insurance claims & litigation reserves
- Operational contingency reserve
- Replenish restricted cash reserves used prior years
- Future capital improvement/grants match

CONCLUSION – Management respectfully requests board approval 2021 Budget, anticipating a possible return upon completing 2021 first quarter.

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MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
DECEMBER 15, 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: Ms. Amie McNaylor

Present at the meeting were Messrs. Bellue, Cohran, Hill, Lambert, and O'Gorman, and Mss. Green, Perkins, and Pierre. Dr. Breaux was absent. Also present were Mr. Bill Deville, CEO; other CATS staff; Creighton Abadie, CATS attorney; and members of the public.

III. APPROVAL OF MINUTES OF NOVEMBER 17, 2020 MEETING: Mr. Mark Bellue

Ms. Pierre moved to approve the minutes of the November 17, 2020, meeting and Ms. Perkins seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions. Mr. Cohran was not present for the vote.

IV. APPROVAL OF MINUTES OF DECEMBER 3, 2020 SPECIAL MEETING: Mr. Mark Bellue

Ms. Green moved to approve the minutes of the December 3, 2020, special meeting and Ms. Perkins seconded the motion. Mr. Bellue invited public



comment and there was none. The motion passed unanimously with no abstentions. Mr. Cohran was not present for the vote.

# V. PRESIDENT'S ANNOUNCEMENTS: Mr. Mark Bellue

Mr. Bellue thanked those assembled for attending the meeting.

Mr. Bellue reviewed the COVID-19 restrictions in place per BREC guidelines. He noted that any members of the staff and public who wished to attend the meeting would need to observe from the hall once the allocated seats were filled.

Mr. Bellue noted that there was no period for general public comments on the meeting agenda. He let the public know that if there are general public comments they wish to make to the board members, they may do so by emailing catsboard@brcats.com.

# VI. ADMINISTRATIVE MATTERS

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

Mr. Deville let the board know that Governor Edwards has reverted the state to a modified Phase 2 in light of the increase in positive COVID-19 cases; the restrictions are slated to be in effect until at least December 23<sup>rd</sup>.

CATS continues to operate its essential lifeline service that was designed to carry incrementally increased ridership that should remain in place through January, leading to the February 2021 service change. Staff has begun to plan for the February service pick, with an opportunity to plan for a return to near normal service levels during 2021.

Ms. Williams noted that there are currently 147 total operators. There are 100 active operators. The remaining operators are out as a result of COVID-19, FMLA, and Workers' Comp.

Operations is meeting more frequently as the reopening incrementally expands to determine what Phase 3 requirements look like for the agency.

Ms. Williams shared that ridership for November was 97,230; this is similar to the ridership in July 2020. There was less service because of holidays in November, which contributed to the reduced ridership.



The on-time performance for the month was 72.11%. This is the highest the on-time performance has been. Operations continues monitoring individual routes on a daily basis. The department began tracking individual operator performance on November 30<sup>th</sup> to determine what tools are needed to help operators increase their performance.

The percentage of trips operated in November was 97.68%. The agency operated 183,389 miles, which is indicative of the service provided. There were 3.3 preventable accidents per 100,000 miles in November, and there were 8,731 mean miles between road calls.

Mr. Deville asked Ms. Williams to explain what cancelled trips are and how the term can be misunderstood. Ms. Williams noted that an operator's shift contains multiple "trips" which may be on more than one route. If a trip is cancelled, it does not mean an entire route is cancelled, but only that one piece of the route at that time.

There are multiple factors that can lead to cancelled trips, including not having an operator, not having a vehicle, road construction, reroutes, and trains stopped on tracks.

It was noted that Operations will be doing refresher training in an effort to reduce preventable accidents.

Ms. Soileau informed the board that staff is working towards the February 2021 service change. This will be part of biannual service changes to address customer needs and route improvement moving forward. She noted that CATS is not adding service in February but is increasing frequency on select routes.

Ms. Soileau let the board know that the current lifeline service should be considered the base level of service for the agency. Any changes made will be made from the base service, and they will occur incrementally over time.

Ms. Soileau shared that staff is working on a Bus Shelter and Passenger Amenity Standardization Plan.

HNTB is working on a Transit Development Plan and a revision of the Strategic Plan is a component of that work.

A service standards manual is in progress and an internal staff review is underway.



CATS is awaiting the Microtransit report from The Goodman Corporation, which is scheduled to be delivered on December 18<sup>th</sup>.

HDR continues work on the key performance indicators and is anticipated to deliver the report in March 2021.

Staff is beginning to work on the information required for the National Transit Database (NTD) annual submission. The deadline for submission is April 30, 2021.

Ms. Soileau shared that she spoke at the Downtown Development District Board meeting to discuss resuming the Capitol Park Trolley service.

Ms. Soileau spoke at the Transportation and Development meeting of the Louisiana Chapter of American Society of Civil Engineers to discuss bus rapid transit.

Mr. Deville noted that CATS general counsel is leading the agency's response to the ADA lawsuit from Mr. Wright filed against CATS and the City-Parish and is working with the City-Parish and CATS staff.

The CATS CEO participated in the LSU IFC Regional Roundtable Discussion as requested due to a need to include needed transportation access policies in the new revised watershed boundaries created by the 100 year flood of 2016.

Mayor Broome held a City-Parish, CATS, Build Baton Rouge, and DOTD Cooperative Endeavor Agreement press conference to formally announce the agreement paving the way to start the major Baton Rouge/CATS nine-mile BRT Corridor Project.

CATS issued a press release announcing the next major phase of its Strategic Planning process.

CATS jointly held a special event recognizing Mr. Johnnie Jones, Sr. for his efforts playing a major role in the Baton Rouge bus boycott. The collaborators included Build Baton Rouge, Mayor-President Sharon Weston Broome, Baker Mayor Darnell Waites, and CATS. Southern University Law Chancellor John Pierre served as master of ceremonies.

Mr. Cutrone presented the November financials and noted that the total current assets as of November 30, 2020, are \$27,208,486. The total assets are \$51,074,249. The total current liabilities are



\$3,494,042 and the total liabilities are \$6,990,000. The total net assets are \$44,084,249.

The total operating expenses for the month of November are \$2,231,168.

The total CATS-generated operating revenues for the month as of November 30, 2020, are \$46,970. The total non-federal subsidies for the month are \$1,735,530 and the total federal subsidies are \$449,778.

The total operating revenues are \$2,232,278. The net operations balance as of November 30 2020, is a deficit of \$228,042.

# VII. COMMITTEE REPORTS AND ANY ACTION THEREON

1. Finance and Executive: Mr. Mark Bellue

Mr. Bellue referred the members to the minutes of the December 10<sup>th</sup> meeting in their packets. He noted that action items 1 through 5 were discussed at the meeting.

No action was taken on items one, three and five. There were questions that needed to be answered, so these items were referred to the full board with no recommendation from the committee.

The committee members unanimously recommended items 2 and 4 for approval.

Mr. Bellue let the members know that the health insurance item and the MV Transportation contract amendment were sent to the board without a recommendation.

2. Technical, Policies and Practices: Dr. Peter Breaux

Ms. McNaylor gave the report for Dr. Breaux and referred the members to the minutes of the December 12<sup>th</sup> meeting in their packets.

Ms. McNaylor shared that the only item discussed was the Board Communication Policy. A draft policy has been circulated internally and input will be gathered and incorporated where appropriate.

There will need to be a special TPP Committee meeting in January to recommend the Board Communication Policy to the F&E Committee and full board for approval.



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 but has a meeting scheduled for Friday, December 18<sup>th</sup>.

5. Community Relations: Ms. Linda Perkins

Ms. Perkins referred the members to the minutes of the December 9<sup>th</sup> meeting and shared the highlights.

Ms. Perkins let the board know that she attended the event for Mr. Jones and it was a wonderful event.

Ms. Serena Thomas of MV Transportation noted that CATS On Demand had 3,945 scheduled trips in November and 3,777 were completed.

Ms. Thomas shared that there was one valid complaint for the month.

Ms. Thomas noted that the on-time performance for the month was 92.3%.

Ms. Thomas notified the board that MV is still down 10 operators but there are six currently in the qualifications phase.

Ms. Thomas noted that revenue is down 50%.

6. Special Committee: Mr. Johnathan Hill

Mr. Bellue noted that the board would enter executive session to discuss some of the recommendations from the Special Committee and this report would be given before executive session.

### VIII. ACTION ITEMS

1. Consideration of authorization to lease three, 30 foot electric buses

Ms. Soileau shared that these vehicles would be leased for a period of no more than two years and would be paid with FY2019 5307 funds. She noted that there are Low-No grants that can also be utilized to purchase electric buses at a later date.



Ms. Soileau informed the board that the fleet currently consists of 57 Gillig buses, 14 Cutaway vans, three electric buses, and four trolleys. The 14 Cutaway vans and four trolleys are beyond their useful life.

She noted that the agency will be looking to purchase six, 35-foot BYD electric buses in the near future and that these have been approved by the board for purchase. Additionally, eight Gillig buses will need to be purchased.

Ms. Soileau also noted that there will be 44 vehicles required for the February 2021 service change based on current covid operating levels. Service is expected to incrementally increase to 61 vehicles, but this will happen gradually over time.

The necessary approvals and amendments have been made to the TIP, STIP, and the FTA has given their approval for the lease.

Mr. Cohran moved that the CEO is authorized to lease three, 30 foot BYD electric buses for a period not to exceed two years and at a total cost not to exceed \$375,000 and Ms. Green seconded the motion. Mr. Bellue invited public comment and there was none. The motion carried unanimously with no abstentions.

2. Consideration of authorization to execute contracts for oil and oil related products

Mr. Godwin noted that there are two contracts; one to purchase oil and one to purchase oil related products. The products include synthetic transmission fluid, wheel grease, gear oil, antifreeze, diesel exhaust fluid, and engine oil.

Staff is recommending that a contract be awarded to Lard Oil for antifreeze, synthetic transmission fluid, and diesel exhaust fluid in an amount not to exceed \$70,045.00.

Staff is recommending that a contract be awarded to Central Oil for gear oil, motor oil, and wheel grease in an amount not to exceed \$36,204.00.

It was noted that these are recommended new contracts, not renewals, as a result of the recent ITB's.

It was noted that this item was unanimously recommended for approval by the F&E Committee.



Ms. Perkins moved that the CEO is authorized to enter into contracts with Lard Oil for antifreeze, synthetic transmission fluid, and diesel exhaust fluid in an amount not to exceed \$70,045 and with Central Oil for gear oil, motor oil, and wheel grease in an amount not to exceed \$36,204. Mr. Hill seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

3. Consideration of authorization to extend the security services contract with Weiser Security

Ms. Thomas shared that the board is being asked to approve an extension of the Weiser Security contract for a period of one year to allow staff the time to issue a an RFP.

Mr. Abadie noted that he has reviewed the contract and his understanding is that Weiser has agreed to the extension for a period of one year.

There was a question as to when the solicitation would be completed and Ms. Thomas stated it would be done by the end of the first quarter of 2021.

Ms. Green moved that the CEO is authorized to extend the security services contract with Weiser Security for a period of one year for an amount not to exceed \$236,841.36 and Ms. Pierre seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

4. Consideration of authorization to extend the claims adjuster services contract with Brown Claims Management Group LLC

Ms. Thomas noted that the board is being asked to approve an extension of the Brown Claims contract for a period of one year.

It was noted that this item was unanimously recommended for approval by the F&E Committee.

There was a question as to the rates for the extension and Mr. Abadie informed the board that his understanding was that the contract is being extended with a rate increase consistent with the Consumer Price Index as per the terms of the contract.

Ms. Green moved that the CEO is authorized to extend the claims adjuster services contract with Brown Claims Management Group LLC for a period of one year at hourly rates to be agreed upon by the



parties after consideration of the increase in the consumer price index. Mr. Lambert seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

# 5. Consideration of adoption of CATS 2021 budget

Mr. Deville introduced the proposed 2021 budget and noted this is a baseline budget that takes a conservative approach because of COVID-19. He let the members know that he has spoken to other transit CEOs who are taking similar approaches. Mr. Deville anticipates that staff will return to the board after the first quarter for a budget amendment.

Mr. Cutrone informed the board members that CATS is proposing an operating revenue budget of \$29,178,280 with an additional \$5,300,000 for FTA capital projects, for total revenues of \$34,478,280.

The total revenues for 2020 were \$32,012,270.

Mr. Cutrone shared that the budget for passenger paid fares for 2021 is \$870,256, which is a 39.5% decrease in fare revenue. He noted that CATS has not yet resumed fare collection due to Covid.

The total CATS generated revenues are budgeted at \$1,771,676.

The total non-federal revenues are budgeted at \$19,049,505. This is a decrease as a result of Covid. These funds are comprised of the hotel/motel tax, the parish transportation fund, and property tax revenue. These numbers are a conservative projection as a result of Covid.

The majority of property tax funds are generally collected in January. However, with the hardships faced right now, staff wanted to make allowances for this.

The total federal operating revenues are projected at \$8,357,099 which is an increase over the 2020 amount of \$6,420,983.

It was noted that the CARES Act funding was used to replace some preventive maintenance expenses. The preventive maintenance subsidy for 2021 is budgeted at \$7,351,099 as compared to \$6,189,898 in 2020 as a result of rolling some of the CARES funding into preventive maintenance.



There was a question as to the discrepancy in the preventive maintenance funding between the monthly financials that are presented and the budget being presented, and there was a question as to why the amount budgeted for preventative maintenance for 2020 was so high and the 2021 budget is higher when the need appears to have decreased. Mr. Cutrone noted that the remaining funds will be rolled into the 2021 budget line item.

There is \$5,300,000 budgeted for capital projects. These projects consist of the following: ERP software system/Tyler Technologies at \$1,000,000; electric buses and chargers at \$2,600,000; shelters at \$250,000; assessment of the 2250 facility at \$300,000; on-call services at \$300,000; and \$850,000 for BRT planning.

There was an inquiry into preventive maintenance and why there was a discrepancy in cost given the fact that service was down and CARES Act funding was used. Mr. Cutrone stated that not as much maintenance was required as a result of Covid.

The budgeted operating expenses are projected at \$29,178,280 with an additional \$5,300,000 for capital projects. The total expenses are budgeted at \$34,478,280.

A total of \$17,711,584 is budgeted for labor and fringe benefits, compared to \$18,593,732 in 2020. This is largely related to the reduction in service as a result of Covid.

There was a question related to the fringe benefits and how the health insurance cost is increasing but the fringe benefits are decreasing. It was noted that labor and operating are at a 59.5% overhead rate and the labor decreased by \$324,000. This resulted in a decrease of \$193,000 in fringe benefits. There were also issues in previous years where items were listed in the fringe benefits that should have been listed elsewhere.

There was discussion of the miscellaneous expenses and Mr. Cutrone indicated that departments submit their budget requests and they include miscellaneous items.

The budget also contains \$300,000 that is appropriated for the payment of settlements and \$40,000 for the payment of judgments.

There were inquiries as to various differences listed in the monthly financials and the proposed budget. Mr. Cutrone stated he would look into the variances.



The budget for purchased transportation for 2021 is \$1,950,000, as compared to \$2,408,825 in 2020. There were inquiries as to whether this should be increased in the event CATS On Demand paratransit service increases in 2021.

Mr. Bellue noted that there is a resolution that is required to be adopted by the board and he read the resolution into the record.

Mr. Abadie shared that there is language in the resolution providing the authority of the CEO to change line item amounts in the budget that is required by the Local Government Budget Act. He noted that in the last several years, the board has given the CEO the authority to make up to 10% changes in the line items without board approval.

Mr. Bellue moved to adopt the budget resolution and Ms. Pierre seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

# RESOLUTION OF CATS BOARD OF COMMISSIONERS APPROVING 2021 BUDGET

BE IT RESOLVED by the Board of Commissioners of Capital Area Transit System that the attached document setting forth the 2021 budget for the Capital Area Transit System, which has been made available for public inspection and presented to the Board, is hereby approved.

BE IT FURTHER RESOLVED that the agency's Chief Executive Officer shall have the authority to make changes to the line item amounts of the operating budget without the approval of the Board of Commissioners if the change does not exceed 10% in either direction. If the change exceeds a 10% variance in either direction, the agency's Chief Executive Officer shall have to return to the Board of Commissioners for approval. In no event may the amounts for total revenues or total expenditures be changed without the approval of the Board of Commissioners.

6. Discussion of the performance of the CEO, Mr. William J. Deville. (The board may vote to go into executive session as provided for by the Louisiana Open Meetings Law to discuss the character and professional competence of Mr. Deville).

Mr. Bellue noted that the last item on the agenda is a presentation by the Special Committee and the last portion of the report will include the board entering executive session to discuss the performance of the CEO.



Mr. Bellue invited Mr. Hill to give his report from the Special Committee.

Mr. Hill noted that during the September 2020 CATS Board meeting, the Board appointed a special committee to evaluate the operations of the agency. The committee consisted of Vice-President Green, Treasurer Mr. Cohran, and Mr. Hill.

The committee was tasked with making recommendations in the following areas, but not limited to: any recommended changes to the board's authority level for approval of contracts; any recommendations that would improve communications between the board and CATS administration; and any recommended changes to performance measures and/or how they are tracked or presented to the board.

The committee met on Friday, October 30<sup>th</sup> and Friday, November 13<sup>th</sup> to discuss these matters in addition to other items raised by the committee members.

Based on the committee meeting discussion and documentation provided by staff, the Special Committee offers the following:

A. Contracts under \$50K – The committee reviewed the list of current contracts under \$50K which the CEO has authorization to execute without board approval. There appeared to be several contracts with minimal scopes and vague deliverables.

Recommendation: All contracts to be executed under \$50K should be presented to the Finance & Executive Committee and legal counsel for awareness and discussion prior to execution. This should include a detailed scope and deliverables with a definitive termination date. Additionally, a template should be drafted by legal counsel for utilization. Lastly, a bi-yearly review should be conducted of the contracts to ensure the deliverables are being met.

B. Communication with the Board of Commissioners – Communication between CATS administration and the Board takes place on an "as-needed basis."

Recommendation: CATS leadership should take a proactive approach informing board members on agenda items and items that could be considered sensitive and confidential in nature which includes finding the best way to share all necessary documentation. Additionally, the administration should ensure legal mandates,



policies, and procedures are followed prior to presenting items to the board. An official Board Communication Policy was drafted and will be offered to the Board for approval.

C. Legal Counsel's Role with the Agency and Board – After interviews and observations it was noted that the role of the legal counsel(s) appears to be vague and there is concern as to whom legal counsel(s) is answerable to.

Recommendation: Clearly outline the role and duties of legal counsel(s) for the agency and Board of Commissioners, respectively. Additionally, consider adding legal counsel(s) to the agency's organizational chart.

D. Chief Executive Officer and Contractual Responsibilities – There are several pending items that fall under the review of the CEO that need a plan of action to address.

Ms. Green noted that this document should be made available publicly and on the CATS website. She shared that a lot of time and thought went into this final report.

Ms. Green stated that it has been a long year as it pertains to CATS, concerns by the public, staff, and board members.

She noted that HNTB is doing an organizational assessment that will be presented in 30 days to the CEO. These recommendations, along with the report from HNTB, should be taken into strong consideration for future action.

Ms. Green stated that the board committees need to be meeting regularly and that staff needs to be getting action items to the board for discussion.

Ms. Green noted that board committee leadership needs to review the recommendations and put them into action at the appropriate committee level.

Ms. Pierre reiterated that contracts should be presented to the F&E Committee and to legal counsel, regardless of whether they are less than \$50,000 or more than \$50,000.

Ms. Pierre shared that she was under the impression that contracts were already being reviewed by legal counsel and that this should automatically be happening.



Ms. Pierre inquired if the board needed to take action to change the way the CEO reports on contracts. It was noted there are several potential action items that come from this report, but any action will begin at the committee level and flow to the full board.

Mr. Hill moved to enter into executive session to discuss the performance of the CEO and Mr. Cohran seconded the motion. Mr. Bellue invited public comment and there were public comments.

Mr. Abadie noted that the Open Meetings Law allows for executive session to discuss the character and professional competence of an individual provided that written notice is provided to the individual more than 24 hours prior to the meeting. That individual has the right to demand that the discussion take place in the public meeting. Mr. Abadie noted that Mr. Deville was timely notified of the item and informed Mr. Bellue that he was comfortable with the executive session taking place.

Mr. Garland stated that the public has the right to speak on matters and the board has taken that right by removing public comments from the agenda. The board is suppressing the right to allow the public to speak on all matters related to public transit.

The motion to enter executive session passed unanimously with no abstentions.

Subsequently, the board returned from executive session to extend the meeting.

Mr. Bellue moved to extend the meeting and Mr. Cohran seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously without any abstentions.

Mr. Hill moved to return to executive session and Ms. Pierre seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions. The board continued with the executive session.

#### IX. ADJOURNMENT

Upon returning from executive session, Mr. Hill acknowledged that this is the last meeting for Ms. Perkins. He stated that Ms. Perkins has been a dedicated member of the board and has been very welcoming to him in his first year on the board. Other board members echoed Mr. Hill's sentiments and the commitment of Ms. Perkins.



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







MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
DECEMBER 17, 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 at the meeting, namely Messrs. Bellue, Breaux, Cohran, Lambert, and O'Gorman and Mss. Green, 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 NOVEMBER 19, 2019 MEETING

Ms. Perkins moved to approve the minutes of the November 19, 2019, meeting and Mr. Lambert seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions. Dr. Breaux and Ms. Green were not present for the vote.

IV. PRESIDENT'S ANNOUNCEMENTS

Mr. Bellue reviewed the public comment process.

Mr. Bellue noted that Mr. Brandt's board replacement would be taken at the February 26, 2020 Metro Council meeting, so it will be the March 2020 board meeting before there is a full complement of nine board members.



Mr. Bellue shared that he would be appointing a Nominating Committee for officer nominations and anyone interested in being on the committee should let Mr. Bellue know.

#### V. ADMINISTRATIVE MATTERS

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

Mr. Deville noted that CATS provided shuttle service on Thanksgiving Day for St. Vincent de Paul's annual Thanksgiving Day lunch at the Raising Cane's River Center.

Ms. Dwana Williams shared that, in Operations, there are currently 130 active operators. There are 140 total operators and the remaining operators are on FMLA and light duty.

Ms. Williams noted that CATS had 200,579 passenger trips in November. There were 2.0 preventable accidents per 100,000 miles, and 960.25 trips cancelled for the month. The percentage of on-time trips was 58.40%, there were 39.4 customer contacts per 100,000 boardings, and there were 5,287.80 mean miles between road calls for the month.

It was noted that 12 new operators joined in early December and one operator returned from FMLA. There is a new training class with 12 cadets currently in training.

It was noted that there has been a shift in the Maintenance Department and Micah Anthony has been named the Director of Maintenance. One of his goals is to work to improve on-time performance from a maintenance perspective. It was also noted that fleet issues are being rectified by keeping inventory parts in stock.

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 a number of the board members were able to meet with the CEO and Comptroller to discuss the budget in detail.



Staff held its first meeting following the BRT BUILD grant award with senior staff as well as board members Kahli Cohran, Laurence Lambert, and Kevin O'Gorman. Positive progress was made in defining the path forward that will lead to a CEA between CATS and the City-Parish. That CEA will define funding sources and allocation(s), as well as timelines for major milestones, including NEPA. A determination has been made and agreed by both senior staff and those board members present that CATS should merge the Plank and Nicholson BRT projects while still implementing Plank BRT as Phase One.

The CEO met with FTA Region VI representatives in Fort Worth and were introduced to the BUILD grant award project team, including the assigned management specialist.

BRAC held a one-day Leadership Baton Rouge event with a focus on City and State government on December 10<sup>th</sup> and the CEO spoke on the CATS mission, its impact on government, and major projects and initiatives.

Some of CATS staff met with BYD's new Manager of the Central Division and BYD has committed to a policy where no tariffs will be passed on to the buyers.

Mr. Odimgbe shared that staff from Communications and Planning attended a "Mobility for All" webinar with a grant opportunity with a short deadline. Finance and Grants continue to work on ECHOs as reimbursements from previous ECHO draws were incorrectly charted and most have been reconciled.

It was noted that HNTB is assisting with the preliminary work on the North Baton Rouge Transit Center site.

CATS will be meeting with City-Parish engineers to identify who should be in the discussion for the Downtown Transit Center site being used as a bus pull through.

Construction is substantially complete at the Cortana Transit Center and CATS is completing the timeline to begin revenue service.

Mr. Deville shared that, regarding office facilities, the City-Parish will conduct appraisals utilizing their staff and the agency plans to meet with them to finalize next steps for the two properties adjacent to 2250.



GOTECH is preparing a new scope of work to include a master plan for the 2250 site. Part of this assessment will include an alternative site study. Once completed, this information will enable CATS to proceed with seeking funding for the AOM project master plan.

Mr. Cutrone presented the November financials and noted that the total current assets as of November 30, 2019 are \$18,758,768. The total assets are \$48,620,905. The total current liabilities are \$6,872,138 and the total liabilities are \$12,910,174.

The operating expenses as of November 30, 2019 are \$3,076,956.

The total CATS-generated operating revenues as of November 30, 2019 are \$238,499. The total non-federal subsidies are \$1,604,873 and the total federal subsidies are \$492,679. The total operating subsidies are \$2,097,552.

#### 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 December 12<sup>th</sup> meeting and shared the highlights. He noted the action items were presented to the F&E Committee. The committee took no action on action item #4 and recommended it come to the full board for approval.

- 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 December 11<sup>th</sup> meeting in their packets. Ms. Perkins thanked Mr. Jimmy Thomas and Ms. Dwana Williams for the training that was provided to the Customer Care representatives. She thanked the CATS staff and the CATS customers for their dedication in 2019.



Mr. Cooksey noted that CATS On Demand had 8,603 scheduled trips in November. Of those, 864 were cancellations and 404 were no shows, for a total of 7,335 completed trips.

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

The on-time performance for the month was 86.2%.

There were six road calls for the month.

Mr. Deville noted that CATS and MV are working with U-Serve to provide a pilot program for paratransit Microtransit service.

#### VII. ACTION ITEMS

1. Consideration of approval of purchase of three BYD electric buses

It was noted that CATS had a purchase order with BYD to purchase up to nine electric buses. The original contract was executed on March 6, 2018.

This purchase is for three electric buses and three charging systems. The cost of each bus is \$765,415 and the cost of each charging system is \$28,333.33, for a total cost of \$2,381,245.00.

Mr. Cohran moved that the CEO is authorized to purchase three BYD electric buses and three charging systems for an amount not to exceed \$2,381,245 and under such terms and conditions the CEO deems appropriate. Dr. Breaux seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously.

2. Consideration of approval of ERP software contract

Paul Simon introduced Mr. Andy Wakefield of Intueor Consulting to provide an overview of the ERP software procurement process. Mr. Wakefield noted that Intueor worked with CATS to develop a scope of work for a finance and human resources ERP software system for the agency.

CATS received three proposals in response to the RPF and after evaluation and consideration by the Proposal Evaluation Committee, it was recommended that the contract be awarded to Tyler Technologies, ERP Software Solutions.



It was noted that the maximum cost for up to eight years of service will be \$1,110,378.00. The contract is for five years with up to three, one-year renewal options.

Mr. O'Gorman moved that the CEO is authorized to enter into a contract with Tyler Technologies for ERO software for a period of five years with up to three, one-year renewal options at a cost not to exceed \$1,110,378, and to renegotiate the contract after year five, and with other such terms and conditions the CEO deems appropriate. Mr. Cohran seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously.

3. Consideration of approval of Kevin O'Gorman absences

Mr. Abadie noted that this is a requirement of the State Statute and Mr. O'Gorman missed the October and November meetings.

Ms. Green moved that the following resolution be adopted and Ms. Pierre seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously.

## RESOLUTION OF CATS BOARD OF COMMISSIONERS APPROVING ABSENCES OF KEVIN O'GORMAN

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 board meetings without an excuse approved by a resolution of the board at its next regular meeting"; and

WHEREAS, it was necessary for Kevin O'Gorman to be absent from the board meetings held on October 15, 2019, and November 19, 2019;

BE IT RESOLVED by the Board of Commissioners of Capital Area Transit System that it approves the absences of Kevin O'Gorman from its meetings held on October 15, 2019, and November 19, 2019.

4. Consideration of approval of construction contract for administrative office improvements

Ms. Thomas let the board know that the contract was for interior renovations and ADA improvements to the new administrative office site at 350 North Donmoor. She noted that the original contract with



Honore Companies, LLC was for interior improvements and was under the \$50,000 threshold for CEO approval for contracts. When a determination was made that additional ADA improvements were needed, the amount of the contract exceeded the \$50,000 threshold.

Ms. Perkins moved that the CEO is authorized to issue a change order and/or enter into an amended contract with Honore Companies, LLC for administrative office construction improvements in an amount not to exceed \$86,100.00 and Mr. Cohran seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously.

### 5. Consideration of approval and adoption of 2020 budget

Mr. Deville informed the board members that the annual budget three years ago was \$30 million and the agency has been able to reduce expenses over the last several years.

Mr. Cutrone shared the proposed 2020 budget with the board members and noted that the revenue is currently estimated at \$28.9 million to fund expenses of approximately \$28.9 million.

The 2020 operating revenue budget is projected as the following: \$2,930,637 in CATS generated revenue; \$19,554,264 in non-federal revenue, with \$17,780,000 in property tax revenue; \$3,314,597 in federal operating revenue; and \$3,106,386 in FTA capital projects. The total proposed operating revenues are \$28,905,884.

The 2020 operating expenses budget is projected as \$18,593,732 in labor and fringe benefits and total operating expenses of \$28,905,884.

Mr. Abadie noted that \$300,000 is appropriated for the payment of settlements and \$40,000 for the payment of judgments.

Mr. Cohran moved that the following resolution be adopted and Ms. Pierre seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously.

# RESOLUTION OF CATS BOARD OF COMMISSIONERS APPROVING 2020 BUDGET

BE IT RESOLVED by the Board of Commissioners of Capital Area Transit System that the attached document setting forth the 2020 budget for the Capital Area Transit System, which has been made



available for public inspection and presented to the Board, is hereby approved.

BE IT FURTHER RESOLVED that the agency's Chief Executive Officer shall have the authority to make changes to the line item amounts of the operating budget without the approval of the Board of Commissioners if the change does not exceed 10% in either direction. If the change exceeds a 10% variance in either direction, the agency's Chief Executive Officer shall have to return to the Board of Commissioners for approval. In no event may the amounts for total revenues or total expenditures be changed without approval of the Board of Commissioners.

# VIII. PUBLIC COMMENT There were no public comments.

#### IX. ADJOURNMENT

Mr. Bellue wished everyone a Merry Christmas and happy new year.

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





OPERATING AND CAPITAL BUDGET FOR THE YEAR ENDING DECEMBER 31, 2020 2250 Florida Boulevard Baton Rouge, LA 70802 PHONE: 225.389.8920



**CATS 2020 Operating Budget Narrative** 

CONTACT

Bill Deville Chief Executive Officer bdeville@brcats.com The revenue for Calendar Year 2020 is currently estimated at nearly \$28.9 million to fund estimated expenses of \$28.9 million.

CATS CY2020 Operating budget is \$28,905,885, compared to CY2019 Operating budget of \$26,999,987; this is an increase of \$1,465,228, or 7.05%.

#### Highlights:

- CATS construction of its Cortana East Transit Center is expected to be completed by the end of 2019. Revenue service will begin early in the first quarter of 2020.
- CATS, along with the City-Parish and Build Baton Rouge, was awarded
  a \$15,000,000 BUILD grant in the fourth quarter of 2019, for its PlankNicholson Bus Rapid Transit (BRT) Corridor project with NEPA reviews
  starting no later than the end of the first quarter 2020; categorical
  environmental exclusion is expected from the NEPA process. The
  successful award of the BUILD grant helps pave the way for the \$40
  million BRT project, and CATS will be seeking to adjust its Capital
  Budget to reflect the early success of the grant application/award.
- CATS concluded the planning component of the Microtransit project in 2019, via Transloc technology contract, and the agency will be implementing it first Microtransit service pilot for six months, with Phase I beginning by the end of the first quarter of 2020. The proposed service area in North Baton Rouge includes two zones: the Baton Rouge Metropolitan Airport and Southern University, and the City of Baker.
- CATS is nearing the end of the planning phase to implement a pilot ADA paratransit microtransit-type service with the current CATS On Demand provider, MV Transportation. This service is slated to begin in the first quarter of 2020 and will serve a sampling of the elderly and disabled communities across East Baton Rouge
- CATS began a new Service Improvement Plan that will be implemented in spring 2020.

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CONTACT



- CATS will be seeking to begin the process to obtain funding to contract for a formal Comprehensive Operational Analysis (COA) by the end of 2020.
- CATS will continue to work with neighboring parish governments in 2020 to find ways to improve inter-parish transportation planning efforts; one program initiated by the City of Baker in 2019 is its planned Baker Park and Ride project. This project would include a CATS Park and Ride right-of-way within the boundaries of the planned hotel, retail, and housing real estate development; financial support is being led by CRPC for the project.
- CATS has begun looking for ways to strategically invest in improvements and expansion of its 2250 Administration, Operations, and Maintenance (AOM) facility; further planning efforts are expected to take place in 2020, including expansion of sorely needed parking space for employees.
- The CATS Planning Committee has noted its support of the relocation of the current downtown transit center/terminal service to the I-110 Underpass area at Florida Boulevard; it is expected that planning and construction will begin in 2020.
- CATS expects to contract a "bench" of consultants and contractors for its "on call" programs to strategically help the agency with revenue leveraging, the aforementioned COA, and program management of its board approved operating and capital programs.
- FTA concluded its 2019 Triennial Review, and CATS is applying the agreed upon responses in 2020.
- CATS has applied, and will continue to apply, for grants to fund the
  goal of using electric buses on all BRT routes. The agency received its
  first three electric buses in the spring of 2019 and plans to replace the
  aged fleet with smaller, 29-foot electric buses; this is expected to start
  by the fourth quarter of 2020.

#### **Operating Revenue**

Operating Revenues are expected to total \$28.9 million. As indicated by the attached budget and revenue projections, the majority of CATS operating revenues come from the dedicated property tax millage and federal grants,

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CONTACT



with the balance coming from Passenger Revenues, the Parish Transportation Fund, Hotel/Motel tax, and Advertising revenues.

#### **Operating Expenses**

With 19 Fleet vehicles reaching full life expectancy, CATS is challenged to continue improving comprehensive service and maintenance programs within the confines of the 2020 operating budget, with the goal of continuing and improving service reliability. While there is a national shortage of transit operators, CATS is developing plans to obtain and maintain a full employment of operators. Together with the service improvement plan, CATS expects positive results in improved customer service and service sustainability. In 2020, CATS will continue to upgrade its technology efforts, critical in today's transit world.

#### **Capital Program**

CATS rapid transit network plan for East Baton Rouge got a huge push forward with the November 2019 BUILD grant award for \$15 million. The environmental review of all the BRT stations and transit centers located within the Plank Road-Nicholson BRT Corridor will get underway in the first quarter 2020.

The Florida Blvd BRT stations will be included in the environmental review, and CATS will begin reassessing the timing and funding needs for this vital BRT route

Continuing its efforts to obtain funding at all levels, coupled with the grant and local revenues being received, CATS is positioning itself for the next two to five years with a Board approved Capital Improvement Investment Plan.

CATS is expected to get the final approval to obtain title to proposed North Transit Hub located on Airline Highway adjacent to the new LSU Urgent Care and Health Facilities location.

CATS is planning to begin designing and construction for the relocation of its *Downtown* 22<sup>nd</sup> and Terminal service to I-110 and Florida in 2020.

Construction of the East Cortana Transit Center is expected to be completed in the fourth quarter of 2019, allowing revenue service to begin early in 2020.

CATS is seeking a proposed site for its South Transit Center, in 2020, with two options becoming available via CATS Board members and the East Baton Rouge and Health District, both are open to entertaining proposals.

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## **Capital Area Transit System**

## **Operating Budget**





### **Operating Revenues**

Description	2020	2019	Dollar
	Budget	Budget	Variance
Operating Revenue			
Passenger Paid Fares	1,726,698	1,701,630	25,068
Special Transit Fares (Contrac	243,330	311,319	(67,989)
ADA/Paratransit Revenue	117,144	92,000	25,144
Advertising Revenue	540,000	732,647	(192,647)
Interest Income	163,453	162,183	1,270
Other Agency Revenue	140,012	179,366	(39,354)
Total CATS Generated	2,930,637	3,179,146	(248,509)
Non Federal Revenue			
Hotel/Motel Tax	1,224,264	1,250,823	(26,559)
Parish Transportation Fund	550,000	550,000	0
Property Tax Revenue	17,780,000	17,608,470	171,530
Total Non Federal	19,554,264	19,409,292	144,972
Federal Operating Subsidies			
FTA - Preventive Maintenance	3,083,512	4,186,549	(1,103,037)
FTA - Project Administration	0	0	0
FTA - Planning	100,000	225,000	(125,000)
FTA - JARC/New Freedom	131,085	0	131,085
Total Federal Operating	3,314,597	4,411,549	(1,096,952)
Total Operating Revenues	25,799,498	26,999,987	(1,200,489)
FTA - Capital Projects	3,106,386	0	3,106,386
TOTAL SOURCES OF REVENUE	28,905,884	26,999,987	1,905,897



## **Capital Area Transit System**

## **Operating Budget**

For the Year Ending December 31, 2020



### **Operating Expenses**

Description	2020	2019	Dollar
	Budget	Budget	Variance
Operating Expenses			
Labor	11,653,980	10,885,580	768,400
Fringe Benefits	6,939,752	6,482,182	457,570
Labor and Fringe Benefits	18,593,732	17,367,762	1,225,970
Casualty and Liability	1,805,525	1,686,478	119,047
Services	1,917,114	1,790,710	126,404
Purchased Transportation	2,408,825	2,250,000	158,825
Materials & Supplies	2,926,174	2,733,238	192,936
Utilities	291,200	272,000	19,200
Miscellaneous Expenses	792,020	739,799	52,221
Leases and Rentals	171,294	160,000	11,294
Total Operating Expenses	28,905,884	26,999,987	1,905,897



