



CAPITAL AREA TRANSIT SYSTEM

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**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	Bus Operator
Michael Butler, Sr.	Bus Operator
Jacqueline Cain	Bus Operator
Miesha Culbert	Bus Operator
Calpurnia Dotson	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
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23 Years:

Karen Denman	Fixed Route/Paratransit Manager
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35 Years:

Lillie Moore	Accounting A/P
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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 11th.

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 31st 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 14th 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 8th 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 12th 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 5th 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 update on the BRT process and a reminder that the Capital Improvements and Investments Plan will be brought to 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 13th 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.

3. 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 7th 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.