

CATS

CAPITAL AREA TRANSIT SYSTEM

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**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 7th and 8th 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 26th. 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 26th.

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 16th 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 15th 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 16th 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 14th 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.