



**MEETING OF THE  
BOARD OF COMMISSIONERS OF  
CAPITAL AREA TRANSIT SYSTEM  
AND  
PUBLIC TRANSPORTATION COMMISSION  
JANUARY 20, 2015  
4:30 p.m.  
BREC Administration Building  
6201 Florida Boulevard  
Baton Rouge, LA 70806**

**MINUTES**

**I. CALL TO ORDER: Ms. Donna Collins-Lewis**

Ms. Collins-Lewis called the meeting to order.

**II. ROLL CALL**

Present were Messrs. Brandt, Honore, O’Gorman, and Perret and Mss. Collins-Lewis, Perkins, Pierre and Roe. Mr. Pete Breaux, just recently appointed to fill the vacancy resulting from Mr. Miller’s resignation and death shortly thereafter, was absent. Also present were Mr. Robert Mirabito, CEO; Mr. Conner Burns, CFO; Mr. Bill Deville COO/Project Manager; other CATS staff; Wendell Lindsay of Lindsay & Abadie, A.P.L.C., CATS attorneys; and members of the public.

**III. INVOCATION**

Ms. Roe gave the invocation, with references to Martin Luther King, Jr. Day and the 1953 Baton Rouge bus boycott.

**IV. APPROVAL OF MINUTES OF DECEMBER 16, 2014, MEETING**

Mr. Brandt moved to approve the minutes of the December 16, 2014 board meeting and Ms. Perkins seconded the motion. The motion was unanimously approved.

**V. ADMINISTRATIVE MATTERS:**

**1. CEO Report: Mr. Bob Mirabito**

**Mr. Mirabito introduced Abby Hannie as the new Director of Operations in place of Joe Escobedo, who resigned. He then mentioned that the highlights of his written report were contained in the members' packets. His comments included: CATS has received its certification as a Medicaid transportation provider; the Garden District Trolley was launched on January 5<sup>th</sup>; CATS will extend its Gardere Route to L'Auberge and Emerge Center on February 1<sup>st</sup>; shelter construction and refurbishment continues; work continues to solidify the location for a new downtown hub; the lease for the LSU property in north Baton Rouge will be available for FTA review the week of January 19<sup>th</sup>; CATS and TransPro will work to identify technology needs next month, with the goal of having an RFP available for vendors during the 2<sup>nd</sup> quarter; and Mr. Mirabito participated in the U.S. Homeland Security course "Preparing Communities for a Complex Coordinated Attack" with the East Baton Rouge Parish Mayor's Office and other officials.**

**There were 225,774 total passenger trips in December, 7 complaints, and the on-time performance was 74.84%.**

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

**Mr. Burns described the highlights of the written report showing the status of grants contained in the members' packets, including that the 2014 formula grant was not yet obligated due to CATS' high number of old buses and resulting high spare ratio, and that the balance of the grants was \$5,715,042.**

**He then discussed the highlights of the financial statements. The 2014 total of property tax monies received was \$15,689,196. In 2014 CATS received \$24,418,350 in total revenues and expended \$23,540,583, leaving a balance of \$482,313.**

**The year-to-date operating expenses break down as follows: Operations – 52%, Maintenance – 20%, ADA – 11%, Administration – 10%, Bus Terminal – 5%, and Project Administration – 2%.**

**3. UNOTI Alternative Fuel Study Findings Presentation: Mr. Vivek Shah**

**Mr. Shah, Research Associate at the University of New Orleans Transportation Institute, presented his findings and detailed the scope of work, overview of CATS, results and findings, and the conclusions and recommendations of the UNOTI.**

**After presenting the background information, Mr. Shah noted that the short-term recommendations included the replacement of outdated buses with diesel-electric hybrid buses, retrofitting the existing maintenance facility to provide access for taller vehicles, and establishing a committee to develop a 30-year investment plan.**

**The long-term recommendations included the transition to a completely electric fixed-route system, investigation of partnerships with local utilities and other entities to secure fuel sourcing, and partnering with CRPC, the Mayor's Office, local governments and LADOTD**

to develop long-term land use/transportation plans for the metro region.

**4. Appointment of Nominating Committee: Ms. Collins-Lewis**

Ms. Collins-Lewis announced that she was appointing Mr. Perret to chair the committee and that Ms. Perkins and Mr. O’Gorman would serve as additional members.

**VI. COMMITTEE REPORTS AND ANY ACTION THEREON**

**1. Finance and Executive: Ms. Collins-Lewis**

Ms. Collins-Lewis referred the members to the minutes of the committee’s January 15<sup>th</sup> meeting in their packets. She shared the highlights of the meeting and noted action items would be discussed later in the meeting.

**2. Technical, Policies and Practices: Ms. Perkins**

Ms. Perkins noted the committee did not meet.

**3. Audit: Ms. Collins-Lewis**

Ms. Collins-Lewis noted there was no need for the committee to meet.

**4. Planning: Mr. Perret**

Mr. Perret referred the members to the minutes of the committee’s January 9<sup>th</sup> meeting in their packets. He noted that it received an in-depth report of the UNOTI recommendations and reported that the committee recommends that a committee be formed to further analyze them. He further reported on the committee’s consideration of transit hubs.

**5. Community Relations and Reliant Transportation Group representative**

Ms. Roe referred the members to the minutes of the committee’s January 14<sup>th</sup> meeting in their packets. She noted that the committee would be looking at certifications and recertifications in coming meetings.

Mr. Landry noted that Reliant provided 6,710 completed rides in December, 96.77% were on-time, the total hours were 4,443, and there were two complaints.

**VII. ACTION ITEMS**

**1. Approval of LaPorte CPA firm audit contract for a period of two years**

Mr. Mirabito explained that the current contract’s initial term is almost completed but can be extended for as much as two additional years.

Mr. Brandt moved to approve the LaPorte CPA firm audit contract for a period of two years, and Ms. Roe seconded the motion. Ms. Collins-Lewis inquired if there was any public comment on the item and, there being none, the motion carried unanimously.

## **VIII. PUBLIC COMMENTS**

**Frank LaNasa noted that he sends more than eight complaints a month on his own. He feels the RouteShout does not work, and that his bus has been late every day..**

**Josie Bellard said CATS employees are not skilled in being ready to serve people. CATS needs to open the terminal earlier in the day.**

**Ms. Collins-Lewis shared that someone put her name and number on a flyer on the buses saying that she takes CATS complaints. She noted that she does not take or handle complaints, but that CATS has a department to handle that. She shared that complaints are on the rise and CATS needs them to be resolved.**

**Mr. Mirabito noted that CATS is working on the complaints and overall attitude of all CATS employees.**

**Mr. Perret noted that the Finance & Executive Committee had discussed the desirability of evaluating supervisory structure.**

**Mr. Honore commended the staff for all that has occurred and shared that one flaw needing correction is the lack of communication back to the customer.**

## **IX. ADJOURNMENT**

**There being no further business, Mr. Perret moved that the meeting be adjourned. Mr. Brandt seconded the motion, and it was unanimously approved.**