



**MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
NOVEMBER 17, 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, Breaux, Honore, O’Gorman, and Perret and Mss. Collins-Lewis and Perkins. Absent were Mss. Pierre and Roe. Also present were Mr. Robert Mirabito, CEO; Mr. Conner Burns, CFO; Mr. Bill Deville COO/Project Manager; other CATS staff; Wendell Lindsay and Creighton Abadie of Lindsay & Abadie, A.P.L.C., CATS attorneys; and members of the public.

III. INVOCATION

Mr. Perret gave the invocation.

IV. APPROVAL OF MINUTES OF OCTOBER 20, 2015, MEETING

Mr. Brandt moved to approve the minutes of the October 20, 2015, 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 Mr. Don Palmer, the new Chief Operating Officer. Mr. Palmer comes from Pittsburgh, Pennsylvania, where he worked at the Port Authority of Allegheny County and was the Director of Bus Operations. He managed 1,100 operators, 700 buses,

100 management personnel, 95 routes, and light rail. Mr. Palmer began his transit career 12 years ago as a bus operator. He holds both B.S. and M.B.A. university degrees. He shared that Mr. DeVille will transition to the role of Chief Revenue Officer. Mr. Mirabito then mentioned the highlights of his written report contained in the members' packets. His comments included: the staff continues to prepare the required documentation for the 2016 Triennial Review, and the FTA has notified CATS that the review team will be onsite in May; CATS has received an update from DHH that the transportation brokers for Medicaid would be contacting CATS and negotiate transit contracts to replace the proposed change in Medicaid reimbursement, and simultaneously, the ARC and state legislators are meeting with the Secretary to halt any change in the funding process as it appears that the reimbursement is covered by state statute and DHH cannot unilaterally change it without action by the Legislature; the 2016 budget is in the final stage of development and will be available for public view prior to the December F&E and board meetings; CATS is working with the Hub Group for the 2016 health insurance program and working through the Affordable Care Act requirements to insure the Agency provides the best options for employees within the guidelines of the Act, and the final decision, once accepted by the union committee, will be presented to the board for approval at the December board meeting; negotiations on a new contract between CATS and ATU were conducted November 3-5 and will continue on November 23rd; the four relief vans ordered through the State contract have been delivered to CATS; the six CATS On Demand replacement vans have been manufactured and the first two are in transit to the Agency; the Metro Council approved the discontinuance of service of the O'Neal Park & Ride and the Downtown to Mall of Louisiana routes and the Agency is moving forward with service enhancement on the Government, Perkins, Southern/Airline Highway North, and the Airport Express, and CATS is evaluating the timing of the implementation in conjunction with a run pick for operators; CATS is exploring two texting solutions that will allow customers to sign up for service notification for routes of interest; CATS is asking the board to approve a contract with the Luster Group this month for the completion of 14 shelters that were not completed by First Millennium, and the contract value is \$67,830.00; the construction of the new lifts for the Maintenance Department will begin December 2nd; the new fire alarm panel installation has been completed and is awaiting inspection by the Fire Marshall; CATS is in discussion about the use of the west side of River Road south of the Science Museum as its short-term transfer point in downtown; the new shelter project has started with the ordering of 20 shelters from Decamil, with delivery in mid-December, and the procurement of 30 additional shelters will be released the week of November 23rd, with expected responses in mid-December and delivery in March 2016; the staff and a board subcommittee are finalizing the 2016 Measures of Success and will present the recommendations to the Board at the December meeting; and the bus purchase ITB is going through final review and contemplates the purchase of eight buses in 2016 and 12 annually from 2017 through 2020.

A request was made to have a list of the 50 proposed shelter locations put on the website.

It was noted that the lifts would be completed in June 2016.

Due to problems with Genfare, the passenger trip data for October was unavailable. There were 107 complaints, and the on-time performance was 74.48%. The complaints break down as follows: courtesy – 28; facilities/maintenance – 15; passed up – 8; performance – 44; safety – 6; IT/website issues – 3; and other – 3.

Mr. DeVille gave a summary of the MV Status Report included in members' packets and noted that activities are beginning to come to an end. Mr. DeVille shared that there is an ongoing assessment of requirements for transit service schedule changes and developing plans for implementing the next service change.

2. Financial Statements: Mr. Conner Burns

Mr. Burns announced that the budget is in the final stages of review and would be presented to the board in December. He then described the highlights of the written report contained in the member's packets showing the status of grants. The balance of grants was \$8,595,520.

He then discussed the highlights of the financial statements. The 2015 year-to-date property tax monies received was \$15,965,461, and the amount expended from that source was \$14,234,384. October operating revenues were \$263,446 and governmental revenues were \$1,788,926 for a total source of funds of \$2,052,372. The total direct operating expenses were \$2,234,164.

A comparison of October revenues is as follows: 2015 – \$263,446; 2014 – \$209,228; 2013 - \$230,905; and 2012 - \$213,275.

The year-to-date operating expenses break down as follows: Operations – 50%, Maintenance – 21%, ADA – 11%, Administration – 10%, Customer Care/Security – 4%, Facilities Maintenance – 2%, and Project Administration – 2%.

VII. 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 November 12th 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 in November.

3. Audit: Mr. O'Gorman

Mr. O'Gorman noted there was no meeting in November.

4. Planning: Mr. Perret

Mr. Perret referred the members to the minutes of the committee's November 6th meeting in there packets. He shared the highlights, which included the following: the Cortana hub is progressing well; the North Baton Rouge hub is still in discussion with LSU, and CATS will begin to consider alternative locations, such as Southern University; the Downtown hub will remain at the Old State Capitol until a move is made; Mr. Brandt and his task force have been working on Measures of Success, which will be presented to the board in December; the strategic plan discussion is ongoing and will continue once new board members are appointed in January.

5. Community Relations and Reliant Transportation Group representative

It was noted that the committee did not meet in November.

Mr. Morgan Landry, Reliant's Baton Rouge Operations Manager, reported that Reliant provided 7,704 completed rides in October, 97.8% were on-time, the total hours were 4,720.38, and there were four complaints.

VIII. ACTION ITEMS

1. Authorize the CEO to enter into a completion contract with The Luster Group for the completion of the shelter installation project

Mr. Abadie explained that the original contractor defaulted and now the surety company has agreed to fund another contractor to complete the work. The Luster Group was the second-highest bidder originally, so the award goes to it. The total amount will be \$67,830.00.

Mr. Brandt moved to authorize the CEO to enter into a completion contract with The Luster Group for the completion of the shelter installation project. Mr. Perret seconded the motion. The motion was then unanimously approved.

2. Authorize the CEO to waive fare for all riders age 17 and under for the month of December 2015

Mr. Honore shared his thinking behind this initiative, which is the challenge of getting riders in Baton Rouge out of their cars. It is time to change the culture and start reaching out to engage young people. If this works well, perhaps future board members would consider permanently waiving the fare for riders age 17 and under. This could be the beginning of a cultural shift for future generations.

It was noted that currently, children age six and under ride for free, and students get a discount.

Mr. Honore moved to authorize the CEO to waive fare for all riders age 17 and under for the month of December 2015, and Ms. Perkins seconded.

Ms. Collins-Lewis invited public comment and there was one. Champagne Starr asked if minors would be able to ride unaccompanied and noted that there were six shootings on Earth Day. Mr. Honore said he believed the Earth Day incident was isolated and had been happening peacefully for 20 years. He noted that parents still have to let their children ride in a car unaccompanied to go somewhere, so using the bus is not different.

Mr. Mirabito shared that a policy would be developed for the operators, but currently riders age 12 and over may ride without an adult.

The motion carried unanimously.

3. Strategy session regarding the recent lawsuit filed against CATS by the Louisiana Secretary of State regarding the downtown hub.

Mr. Abadie reported that earlier in the day CATS prevailed at this stage of the proceedings and the judge denied the Secretary's request for a preliminary injunction. Mr. Abadie stated he is not aware if the Secretary of State will now attempt to proceed further.

IX. PUBLIC COMMENTS

Ms. Champagne Starr said buses continue to breakdown and continue to be late. The complaints are not declining as reported; and there are not any supervisors available after 4:00 p.m.

X. ADJOURN

Ms. Perkins moved to adjourn the meeting. Mr. Brandt seconded, and the motion carried unanimously.