

# CATS

CAPITAL AREA TRANSIT SYSTEM

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**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 no-shows 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: Capital Area Transit System, Address: 2250 Florida Boulevard  
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 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

<b>Account Subtitle</b>	<b>Account#</b>
1. E Commerce	XXXXXXX
2. Health Insurance	XXXXXXX
3. FTA	XXXXXXX
4. Worker's Compensation	XXXXXX
5. Payroll	XXXXXXX
6. General	XXXXXXX
7. Business Liability	XXXXXXX
8. Hotel Motel Tax Receipts	XXXXXXX
9. Passenger Receipts	XXXXXXX
10. Medicaid Reimbursements	XXXXXXX
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:  New Account  Update (Add/Delete) Signers  Supersede Existing 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

- 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**

**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 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.