



**MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
MAY 19, 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, Perkins, and Roe. Ms. Pierre was absent. Also present were Mr. Robert Mirabito, CEO; Mr. Conner Burns, CFO; Mr. Bill Deville COO/Project Manager; other CATS staff; Creighton Abadie of Lindsay & Abadie, A.P.L.C., CATS attorney; and members of the public.

III. INVOCATION

Ms. Roe gave the invocation.

IV. APPROVAL OF MINUTES OF APRIL 21, 2015, MEETING

Ms. Perkins moved to approve the minutes of the April 21, 2015, board meeting and Mr. Brandt seconded the motion. The motion was unanimously approved.

V. ADMINISTRATIVE MATTERS:

1. CEO Report: Mr. Bob Mirabito

Mr. Mirabito mentioned the highlights of his written report contained in the members' packets. His comments included: negotiations are set to begin for a new labor agreement on June 2nd; CATS' Medicaid reimbursement for April was \$29,911, and a total of \$100,120 in revenue has been collected in the first three months; CATS is waiting on the Transit Enhancement Program funds of \$905,000 to be flexed from FHWA to FTA for the procurement, design, and construction of approximately 50 shelters along Florida Boulevard, Harding Boulevard, and Scenic Highway; the planned service adjustment has been moved to May 31st to adjust for relief schedules and to have the vendor produce another run-cut; progress to complete the last 10 shelters has reached an impasse with First Millennium, and CATS is considering its options moving forward; the parking lot at the Mall of Louisiana continues to be an issue due to the damage attributed to our buses, and CATS is working with the City-Parish on a ring road solution; we have experienced maintenance issues that caused us to have fewer buses available than needed at peak times; the first quarter compensation goals were not met by the Agency, and the goals will be adjusted to account for fleet limitations; we are holding final interviews for the position of Director of Safety and Training; we have implemented a new work rule requiring employees to wear a safety vest when in the yard and when outside the bus in the normal course of business; CATS met with Senators Cassidy and Vitter, Congressmen Graves and Richmond, and staffers from Congressmen Boustany and Booker's offices to discuss the challenges we face with an aged fleet and the lack of capital dollars to replace the fleet and build out our infrastructure to better serve our customers; CATS has been in discussions with the Division of Administration for use of certain property in support of our move to Third and Lafayette; CATS and Our Lady of the Lake have initiated talks to locate a permanent hub, moving from the Mall of Louisiana; the Rider Association had its first meeting at the end of April; and, while CATS cannot respond to the LSU RFP because we cannot compete against private companies when using Federally- subsidized assets, CATS will deliver an independent proposal to the President of the University to provide fixed bus and on-demand service.

There were 212,211 total passenger trips in April, 65 complaints, and the on-time performance was 78%. The complaints break down as follows: courtesy – 9; facilities – 9; passed up – 12; performance – 26; safety – 5; and other – 4. The increase in complaints is a result of the improved Customer Care process that retrieves more complaints in a centralized location; it is important to note that there are 65 complaints from 212,211 trips for the month, a percentage of 0.30%.

2. Financial Statements: Mr. Conner Burns

Mr. Burns described the highlights of the written financial report showing the status of grants contained in the members' packets, and stated that the balance of the grants was \$6,674,597.

He then discussed the highlights of the financial statements. The 2015 year-to-date property tax monies received was \$15,560,129, and the amount expended from that source was \$5,776,328. April operating revenues were \$203,951 and governmental revenues were \$2,228,727 for a total source of funds of \$2,432,678. The total direct operating expenses were \$1,834,471.

The year-to-date operating expenses break down as follows: Operations – 52%, Maintenance – 20%, ADA – 11%, Administration – 9%, Customer Care/Security – 4%, Facilities Maintenance – 2%, and Project Administration – 2%.

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 May 18th 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 there was no meeting for the month.

3. Audit: Mr. O'Gorman

Mr. O'Gorman referred the members to the minutes of the committee's May 11th meeting in their packets. He noted the audit was not yet complete, but the committee was presented with a summary. He shared that the findings decreased from 36 to 5, with no new findings.

Mr. O'Gorman congratulated Mr. Burns and his staff for their hard work.

4. Planning: Mr. Perret

Mr. Perret noted there was no meeting for the month.

Mr. Perret shared that CATS was invited to attend a meeting with the City to discuss the board and its policies, processes, etc.

5. Community Relations and Reliant Transportation Group representative

Ms. Roe noted referred the members to the minutes of the committee's May 13th meeting in their packets. She noted that the membership is being restructured, and that Mr. Landry of Reliant will be listed as an ex officio member and Ms. Brown of Reliant will be used as resource.

Mr. Morgan Landry, Reliant's Baton Rouge Operations Manager, reported that Reliant provided 7,279 completed rides in April, 95.86% were on-time, the total hours were 4,630, and there were four complaints. Mr. Landry shared there was a significant decrease in the number of Reliant vehicles that had to be used, and this was attributed to the hard work of the CATS Maintenance Department to keep the vans running.

VII. ACTION ITEMS

1. Approve lease and/or purchase option of additional buses for fixed route service

Mr. Mirabito stated that CATS has 80 buses and vans and 60 are needed at peak service hours. The recent breakdowns CATS experienced left 23 vehicles out of service for a three-

day period, which created a problem for the customers. There are currently no capital dollars available for vehicles from the FTA.

CATS has been investigating various short-term options, three of which included leasing refurbished buses, leasing new buses, and leasing 16-passenger vans. CATS staff is recommending leasing 10, 1999 Gillig 35' refurbished buses at a cost of \$4,400 per month per bus. The total cost, including delivery, is \$314,000. These refurbished buses are completely new except for the body. The Director of Maintenance and a mechanic would visit the agency and inspect the buses before an agreement is signed to ensure they meet the needs of CATS. There were no comments from the public.

Mr. Brandt moved that, given the board's intent to purchase buses at a later date, the CEO be authorized to enter into a lease agreement with Transit Sales International/SBL to lease ten refurbished 1999, 35-foot Gillig buses at a cost not to exceed \$4,400 per bus per month for up to 18 months with options to renew the lease and to pay the cost of delivering each bus to CATS, with other such terms and conditions as deemed appropriate by the CEO. Mr. Honore seconded the motion, and it carried without objection.

2. Approve purchase of six vans for CATS On Demand

It was noted that the capital budget calls for seven van purchases annually. These are replacement vans that will take the place of vans that have reached their useful life and need to be retired. This purchase will be made from the State contract. There were no comments from the public.

Ms. Roe moved that the CEO be authorized to purchase six vans from the State contract to replace the vans used for CATS On Demand that have reached their useful life, and Ms. Perkins seconded the motion. The motion carried unanimously.

3. Approve charging no fares on June 18, 2015, for National Dump the Pump Day

Mr. Mirabito noted that this is an annual event hosted by the American Public Transit Association (APTA), and CATS has participated for the past several years.

This is an initiative to recognize the value of transit and encourage car-users to ride public transit and experience the cost savings. It was noted that last year CATS experienced a 34% increase of trips over the previous Thursday's service. This may qualify for Congestion Mitigation Air Quality (CMAQ) reimbursement. There were no comments from the public.

Ms. Roe moved to approve charging no fares on June 18, 2015, for National Dump the Pump Day. Mr. Brandt seconded, and the motion carried unanimously.

4. Authorize the CEO to transfer \$175,000 to Whitney Bank to be pledged to the State of Louisiana Office of Workers' Compensation

CATS currently has funds on deposit with Whitney Bank that are pledged to the Louisiana Office of Workers' Compensation. This additional amount is required by the Louisiana

Office or Workers' compensation following a review of the loss runs. There were no comments from the public.

Ms. Collins-Lewis moved that the CEO be authorized to transfer \$175,000 to Whitney Bank to be pledged to the State of Louisiana Office of Workers' Compensation and Mr. Honore seconded the motion. The motion carried unanimously.

5. Approve amendment to the CATS Bylaws to designate The Advocate as the official journal of CATS

Mr. Abadie noted this was being done at the suggestion of the Legislative Auditor's Office.

Mr. Brandt noted that he was recusing himself from the vote because he is a member of The Advocate Advisory Board. There were no comments from the public.

Mr. Perret moved that the CATS Bylaws be amended to designate The Advocate as the official journal of CATS and to add Article VIII to the CATS Bylaws with the following language:

Article VIII

Official Journal

The official journal of CATS is The Advocate.

Ms. Perkins seconded the motion and it carried unanimously with Mr. Brandt abstaining.

VIII. PUBLIC COMMENTS

A passenger, Brian, suggested various route adjustments, and he noted that the fare box is not working on all buses.

Father Pat Mascarella made several inquiries, among them: whether or not CATS could track Dump the Pump trips that turn into permanent riders; the driver training that occurs for drunk and/or unruly passengers; the protocol if the ramp is broken on a vehicle; and, what a passenger is to do if the ramp is broken.

Josie Bellard shared a story of a disgruntled passenger who tried to harm herself on a CATS bus and had to be subdued by Baton Rouge Police; she noted that the operator did her job and followed protocol.

Mr. Mirabito presented the board members with certificates of appreciation for all their hard work and commitment to CATS.

IX. ADJOURNMENT

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