

CATS

CAPITAL AREA TRANSIT SYSTEM

Connecting you to what matters.

**MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION**

MAY 15, 2018

4:30 p.m.

**BREC Administration Building
6201 Florida Boulevard
Baton Rouge, LA 70806**

MINUTES

I. CALL TO ORDER: Ms. Linda Perkins

Mr. Brandt called the meeting to order.

II. ROLL CALL

All members were present at the meeting, namely Messrs. Bellue, Brandt, Breaux, Cohran, O’Gorman and Thomas and Mss. Green, Perkins, and Pierre. Also present were Mr. Bill Deville, CEO; Mr. Rod Goldman, COO; Mr. Darrell Brown, CAO; other CATS staff; Creighton Abadie of Lindsay & Abadie, A.P.L.C., CATS attorney; and members of the public.

III. APPROVAL OF MINUTES OF APRIL 17, 2018 MEETING

Ms. Perkins moved to approve the minutes of the April 17, 2018, meeting and Mr. Thomas seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

IV. PRESIDENT’S ANNOUNCEMENTS

Mr. Brandt provided a brief summary of the Bus Rapid Transit (BRT) project to date. He noted that CATS has been meeting with community stakeholders, including the City-Parish and the Redevelopment Authority, and the project has recently merged with the Nicholson Corridor project being done by the City. As meetings continue, various timelines are being

worked and signs are very positive that this is a collaboration that could have a meaningful impact for Baton Rouge.

V. SAFETY MOMENT

Ms. Simpson shared a safety moment centered on security on public transportation.

VI. ADMINISTRATIVE MATTERS

1. Executive and Financial Report: Mr. Bill Deville and Executive Staff

Mr. Brown shared that the following hires were made in April: Maintenance – 1 Utility Technician; and AVL Technology – 1 Electronics Technician.

Mr. Goldman shared that, in Operations, there are currently 147 Operators on the roster and 135 are active. He also noted that 17 of 23 trainees were still in the training program to become Operators and there is a new class that will begin training on June 11th.

Mr. Goldman noted that some of the performance measures would not be reported this month, including preventable accidents, miles between road calls, or miles between mechanical failures due to a mileage discrepancy noted during the preparation of NTD information. He let the board members know he would provide updates at the June meeting.

Mr. Goldman reported that ridership for April was 218,241. There were 93 trips cancelled in April and 99.8% of trips operated. Based on the new metric of zero minutes early to five minutes late, CATS was 67.2% on time. There were 22.9 complaints per 100,000 boardings in April. There were 50 total complaints and 14 requiring corrective action.

Mr. Deville shared that CATS accepted positive changes to the FMO Findings Report and the Final Findings Report should be delivered in the next two weeks.

Mr. Deville noted that CATS On Demand transitioned to MV Transportation as the service provider on May 6th and service has been going well in the first week despite a few transition glitches that are common when such a large service shifts providers.

ETC Institute began conducting customer satisfaction surveys on May 11th and will continue through May 27th. The board will receive a final report in July.

It was noted that union negotiations continued and are scheduled for completion on May 25, 2018.

Mr. Deville shared that the CATS staff has established an internal Service Improvement Plan Task Force to identify the means and methods to implement and fund improvements to begin the Bus Rapid Transit Network of Plank, Florida, and Nicholson service.

Mr. Deville noted that work continues in various stages on the four hub locations.

Ms. Williams shared the Key Performance Indicators (KPIs) for the Finance Department. They are grants, overtime, Medicaid reimbursement, analyzing farebox revenue, and outstanding accounts receivable.

Ms. Williams noted that the grant balance was \$8.9 million. She shared that CATS generated revenue of \$360,724 in April and the total sources of revenue for the month totaled \$2,948,618. The operating expenses for April were \$1,821,750.

VII. COMMITTEE REPORTS AND ANY ACTION THEREON

1. Finance and Executive: Mr. Jim Brandt

Mr. Brandt referred the members to the minutes of the committee's May 10th meeting in their packets. He shared the highlights and noted that the action items would be considered later in the meeting.

2. Technical, Policies and Practices: Dr. Peter Breaux

Dr. Breaux noted the committee did not meet.

3. Audit: Mr. Kahli Cohran

Mr. Cohran noted the committee did not meet but that it would meet in June.

4. Planning: Mr. Kevin O'Gorman

Mr. O'Gorman noted the committee did not meet but that he met with staff regarding the BRT project.

5. Community Relations: Ms. Linda Perkins

Ms. Perkins noted the committee did not meet.

Mr. Rob Miller of Reliant Transportation reported that Reliant provided 6,562 rides in April and 97% were on time. There was one valid customer complaint.

Ms. Perkins thanked Mr. Miller for his service to CATS.

Ms. Perkins welcomed Mr. Bryan Basford, General Manager of MV's CATS On Demand service; he introduced himself and noted that he was very happy to begin the partnership with CATS. He shared that there had been a few minor glitches in the first week of service and that the call log had been much higher than anticipated.

Dr. Breaux asked if board members would be given the dashboard that had been mentioned at a previous board meeting, and Mr. Basford noted he would provide that information to Ms. McNaylor for distribution.

VIII. ACTION ITEMS

- 1. Adopt and levy the ad valorem tax millage rate of 10.6 mills for the City of Baton Rouge for the year 2018**

Mr. Abadie noted that this is an annual requirement.

Mr. O'Gorman moved to approve the following resolution and Mr. Cohran seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed with James Brandt, Linda Perkins, Kahli Cohran, Antoinette Pierre, Peter Breaux, Mark Bellue, Erika Green, Parry Thomas, and Kevin O'Gorman voting in favor, no votes against and no abstentions.

RESOLUTION TO ADOPT AND LEVY TAX MILLAGE RATE OF 10.6 MILLS FOR THE CITY OF BATON ROUGE FOR THE YEAR 2018

BE IT RESOLVED, by the Board of Commissioners of Capital Area Transit System that the following millage(s) are hereby levied on the 2018 tax roll on all property subject to taxation in the City of Baton Rouge by Capital Area Transit System:

Capital Area Transit System tax in the
City of Baton Rouge

MILLAGE

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 2018, 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.

2. Adopt and levy the ad valorem tax millage rate of 10.6 mills for the City of Baker for the year 2018

Mr. Abadie noted that this is an annual requirement.

Ms. Green moved to approve the following resolution and Mr. Thomas seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed with James Brandt, Linda Perkins, Kahli Cohran, Antoinette Pierre, Peter Breaux, Mark Bellue, Erika Green, Parry Thomas, and Kevin O’Gorman voting in favor, no votes against and no abstentions.

**RESOLUTION TO ADOPT AND LEVY TAX MILLAGE RATE OF 10.6
MILLS FOR THE CITY OF BAKER FOR THE YEAR 2018**

BE IT RESOLVED, by the Board of Commissioners of Capital Area Transit System that the following millage(s) are hereby levied on the 2018 tax roll on all property subject to taxation in the City of Baker by Capital Area Transit System:

Capital Area Transit System tax in the
City of Baker

MILLAGE

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 2018, 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.

Before undertaking the remaining action items, Mr. Brandt noted that the board would be entering executive session for the last two items. Mr. Brandt moved to amend the agenda to take the public comments before entering executive session and Mr. Bellue seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

IX. PUBLIC COMMENTS

At this point, since the last two items were expected to be discussed in executive session, Mr. Brandt moved to amend the agenda to take public comments ahead of the last two items and Mr. Bellue seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

There were no public comments.

Mr. Brandt moved to enter executive session and Mr. Cohran seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

VIII. CONTINUATION OF ACTION ITEMS

3. Strategy session regarding the claims of Arthur Davis, Sr., Arthur Davis, Jr., Artisha Davis, and Carla Davis. (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 19th 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.)
4. Consideration of authorization for the CEO to settle the claim of Allison Perkins 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 not in litigation yet; and that Allison Perkins is the plaintiff and Capital Area Transit System is the defendant.)

Upon returning from executive session, Mr. Brandt moved that the CEO is authorized to settle the claim of Allison Perkins for the sum

of TWENTY ONE THOUSAND THREE HUNDRED FORTY ONE and 35/100 (\$21,341.35) DOLLARS under the terms and conditions of the settlement and judgment payment policy adopted by the Board on July 20, 2004 as amended. Mr. Bellue seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

X. ADJOURNMENT

Mr. Thomas moved to adjourn the meeting and Mr. Cohran seconded the motion. The motion passed unanimously with no abstentions.

DRAFT