



**MEETING OF THE  
BOARD OF COMMISSIONERS OF  
CAPITAL AREA TRANSIT SYSTEM  
AND  
PUBLIC TRANSPORTATION COMMISSION  
JUNE 17, 2014  
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, Miller, O’Gorman, and Perret and Mss. Collins-Lewis, Perkins, and Pierre. Ms. Roe was absent. 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. Honore gave the invocation.**

**IV. APPROVAL OF MINUTES OF MAY 20, 2014, MEETING**

**Ms. Perkins moved to approve the minutes of the May 20, 2014, board meeting and Mr. Brandt seconded. The motion carried without objection.**

**V. ADMINISTRATIVE MATTERS:**

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

**Mr. Mirabito mentioned that the highlights of his written report are contained in the members' packets. His comments included: CATS has submitted its response to the FMO findings and is awaiting the final report, which should be two-four weeks; CATS and the ATU are negotiating the possible wage increase, and any change will be brought to the board at the July meeting; CATS provided service to Bayou Country Superfest and collected \$26,315.00; the 2015 operational and capital budgeting process will begin in July; the planned changes scheduled for June 29<sup>th</sup> have been pushed to July 20<sup>th</sup>; 10 CATS On Demand vehicles have been delivered to Reliant; the first shelter construction contract was awarded to the Luster Group, a DBE firm; an ITB has been issued for the purchase of 20 additional shelters; an RFP was issued for graphic design services on an "as needed" basis and Franklin and Associates, LLC was the only respondent; CATS has launched a "Promises made, Promises kept" campaign; TransPro provided follow-up training to operators and staff.**

**There were 199,350 total trips in May, 7 complaints, and the on-time performance was 75%. Mr. Mirabito noted that the ridership was up 7% each month for April and May 2014.**

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

**Mr. Burns first reported on the status of grants and mentioned some of the highlights of the written report contained in the members' packets. In particular, he noted that grants were in position to cover the costs of new bus shelters. He also noted that the Metropolitan Planning Organization's Technical Policy Committee has approved the 2014 formula grants and the preliminary work for the 2015 grants was done as well.**

**It was noted that there were three payrolls in May, so administrative expenses were higher.**

**Tax revenues received year-to-date are \$15,468,529 and CATS has expended \$6,505,000.**

**The total direct operating expenses for the month were \$2,263,925, and the net balance of total revenues over total expenses was \$600,460. CATS is still on track to operate within its budget for the year.**

**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 June 12<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 referred the members to the minutes of the committee's June 13<sup>th</sup> meeting in their packets. She noted that the committee discussed the existing policies and the employee handbooks. Ms. Perkins shared that Human Resources would combine handbooks into one and provide the necessary addendums for each department.**

**Ms. Collins-Lewis asked that this committee look into the possible revision of the by-laws.**

**3. Audit: Mr. Miller**

**Mr. Miller referred the members to the minutes of the committee's June 12<sup>th</sup> meeting in their packets. He noted that the auditors had completed the preliminary work and would be providing a clean, unqualified opinion. There would be references to both the FMO's as well as the Legislative Auditor's investigation.**

**4. Planning: Mr. Perret**

**Mr. Perret referred the members to the minutes of the committee's June 13<sup>th</sup> meeting in their packets. He noted that there was a proposal from UNO to conduct a fuel study for approximately \$80,000-\$90,000. There was a discussion of service hubs and possible changes. CRPC's Technical Policy Committee that same day approved including the Nicholson Corridor into the Long-Range Plan. The committee has recommended a board member retreat for training and long range strategic planning.**

**Mr. Perret also noted that a bill was approved in the legislative session just ended requiring transit board member training on an annual basis. However, it does not apply to current board members, but does apply to those appointed after January 1, 2015.**

**5. Community Relations: Mr. Melvin Caesar**

**There was no committee meeting in June as Ms. Roe was out of town.**

**Mr. Caesar of Reliant Transportation reported that the completed paratransit rides were 67,148. The on-time performance was 96.47%. Total hours were 4,266. There was one customer complaint.**

**VII. COO REPORT**

**Ms. Collins-Lewis asked for a status report from Mr. DeVille. He shared there was a contract issued to begin construction on shelters; 12 shelters have arrived and CATS is waiting to order 20 additional shelters. Michael Jackson asked that shelters be placed on Florida Boulevard on both sides of the Capital City Family Health Center. Mr. Mirabito clarified that CATS is utilizing both FTA and DOTD grants for the shelters.**

**Mr. Mirabito informed the board that Joe Escobedo has been hired as the Director of Operations. He comes to CATS with 38 years of experience, and there are already signs of change for the better.**

**VIII. ACTION ITEMS**

**1. Authorize the CEO to order 20 pre-fabricated shelters with total cost up to \$250,000**

**It was noted that the F&E Committee recommended approval.**

**Ms. Perkins moved to authorize the CEO to order 20 new, pre-fabricated shelters with a total cost up to \$250,000 and Mr. Honore seconded the motion. Ms. Collins-Lewis then**

asked if there was any public comment or any further board member comment. There was none and the motion was unanimously approved.

2. **Authorize the CEO to execute final renewal option on Baton Rouge Brown adjuster claims services contract.**

It was noted that this item was also recommended by the F&E Committee.

Mr. Miller moved to authorize the CEO to execute the final one-year renewal option on the Baton Rouge Brown adjuster claims services contract and Mr. Honore seconded. Ms. Collins-Lewis then asked if there was any public comment or any further board member comment. There was none and the motion was unanimously approved.

3. **Award Graphic Designer RFP to Franklin Associates, LLC**

Mr. Mirabito explained that the F&E Committee also recommended approval of this item. He stated that the RFP was sent to nine firms and the only respondent was Franklin Associates. Services will be provided on an “as needed” basis and will not exceed \$50,000 annually.

Mr. Brandt moved that the CEO be authorized to enter into a contract with Franklin Associates, LLC, on terms generally consistent with the graphic design of RFP and the response received, the price not to exceed \$50,000.00 annually. Ms. Perkins seconded the motion. Ms. Collins-Lewis asked if there was any public comment or any further board member comment. There was none and the motion was unanimously approved.

4. **Change the Bus Rapid Transit (BRT) Corridor from Florida Boulevard to Nicholson/Highland.**

Mr. Mirabito explained that CATS has earmarked federal funding for BRT studies. The existing BRT plan is for Florida Boulevard. However, additional service for Florida Boulevard is not a priority at this time as it is served by both a local and limited stop route. CRPC has suggested that the board take action to officially change the focus of the BRT studies from Florida Boulevard to the Nicholson Corridor.

Mr. Honore moved to change the BRT Corridor from Florida Boulevard to Nicholson/Highland and Mr. Perret seconded the motion. Ms. Collins-Lewis asked if there was any public comment or any further board member comment. There was none and the motion carried unanimously.

## **IX. PUBLIC COMMENTS**

Mr. Donald Smith related a number of complaints, including leaks in buses when it rains and the need for more shelters. Ms. Collin-Lewis asked him to meet with Mr. Deville about his suggestions.

Mr. John Sweitzer with the Workforce Commission asked that a bus stop be moved near its headquarters to better aid clients.

**X. ADJOURNMENT**

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