



**MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
JULY 21, 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 Roe. Mss. Perkins and Pierre were 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 attorney; and members of the public.

III. INVOCATION

Ms. Roe gave the invocation.

IV. APPROVAL OF MINUTES OF JUNE 16, 2015, MEETING

Mr. Brandt moved to approve the minutes of the June 16, 2015, board meeting and Mr. Honore seconded the motion. The motion was unanimously approved.

V. ADMINISTRATIVE MATTERS:

1. CEO Report: Mr. Bob Mirabito

Mr. Mirabito welcomed Greg Gavins, the new Director of Safety and Training, as well as two interns in the Planning Department, Ms. Jasmine Price from Southern University and Mr. Scott Cornelius from LSU. Mr. Mirabito mentioned the highlights of his written report contained in the members' packets. His comments included: CATS made one hire in Administration, one in Maintenance, seven in Operations, one in Facilities Maintenance, and three in Customer Care; congratulations are extended to Theo Richards, our Business Development Manager, for his selection to this year's Leadership Greater Baton Rouge class; we continue to exceed the budget for both Medicaid and advertising, with over \$36,000 billed for Medicaid; LaPorte has delivered the final audit to CATS, and key points include no new findings and the Pension Fund approaching 95% funded; CATS has agreed to purchase two 35-foot Gillig buses from Lafayette at \$575.00 per bus, contingent on approval from the Lafayette City Council; CATS is working with MegaBus on a contract to allow them to use space at the terminal for the pick-up and drop-off of their customers; CATS has relocated back to the ring road at the Mall of Louisiana; the Agency is recommending that the Board extend the current contract with Goodyear for the lease of tires; MV Transit will begin working with the training department on improving processes, for a three-week period; CATS is working with the Capital Area Human Service District to enhance operator training to address challenges faced when dealing with customers with personal issues; CATS is currently reviewing eight proposals submitted for the Public Relations contract; the phone system has been upgraded to include call recording, to be used by the Customer Care Department for quality purposes; CATS is working with LSU and the Baton Rouge Police Department for this season's Touchdown Express; the Agency is asking the Board to approve the winning bid for video cameras, surveillance, and card reader access; the fire suppression to protect our IT equipment at 2250 Florida Boulevard has been installed; CATS met with the leadership of LSU to discuss the proposed hub location in North Baton Rouge; CATS is working with Sears in Cortana Mall on the possible lease of their unused automotive center as a possible enclosed hub for CATS; the next Rider Association meeting is planned for August 5th; CATS met with the Division of Administration and is waiting for final approval of shelter placement and comfort station facilities at Third and Lafayette; and CATS is working with AARP and Forum 35 on providing their memberships with a survey to identify what improvements CATS could make to attract new riders.

There was additional discussion regarding the upcoming public relations contract, as well as conversation concerning the MV Transit training process.

There were 206,822 total passenger trips in June, 57 complaints, and the on-time performance was 79%. The complaints break down as follows: courtesy – 13; facilities – 4; passed up – 9; performance – 19; safety – 7; IT/website issues – 1; 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 57 complaints from 206,822 trips for the month, a percentage of 0.0275%.

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 \$5,576,029. He noted that Jeanette Eckert and staff have submitted approximately \$2,000,000 in grant applications during the past few weeks.

He then discussed the highlights of the financial statements. The 2015 year-to-date property tax monies received was \$15,776,986, and the amount expended from that source was \$8,664,492. June operating revenues were \$232,987 and governmental revenues were \$2,361,259 for a total source of funds of \$2,594,246. The total direct operating expenses were \$2,006,828.

Mr. Burns compared revenues with June revenues of previous years: June 2015 - \$232,987; June 2014 - \$208,000; June 2013 - \$165,000; and June 2012 - \$159,000.

The year-to-date operating expenses break down as follows: Operations – 51%, Maintenance – 20%, ADA – 11%, Administration – 10%, Customer Care/Security – 4%, Facilities Maintenance – 2%, and Project Administration – 2%.

He noted that the auditors had completed their work and gave CATS an unqualified report. CATS had only four findings versus 34 last year.

VII. COMMITTEE REPORTS AND ANY ACTION THEREON

1. Finance and Executive: Ms. Collins-Lewis

Ms. Collins-Lewis asked that Mr. Honore report on the F&E Committee's meeting as she was not present. Mr. Honore referred the members to the minutes of the committee's July 16th meeting in their packets. He shared the highlights of the meeting and noted action items would be discussed later in the meeting.

2. Technical, Policies and Practices: Ms. Perkins

It was noted there was no meeting for the month.

3. Audit: Mr. O'Gorman

Mr. O'Gorman noted there was no meeting for the month. However, the auditors have completed their final report and the Board will hear a summary presentation at the August board meeting.

4. Planning: Mr. Perret

Mr. Perret referred the members to the minutes of the committee's July 10th meeting in their packets. He shared the highlights of the meeting.

5. Community Relations and Reliant Transportation Group representative

Ms. Roe noted that there was no meeting for the month due to multiple scheduling conflicts. Ms. Roe shared that the committee continues to thoroughly check the complaints each month, as well as watching the certifications and recertifications for paratransit. She noted that, for the months of May and June, there were 35 and 21 applications submitted, and 23 and 24 were certified.

Mr. Morgan Landry, Reliant's Baton Rouge Operations Manager, reported that Reliant provided 7,629 completed rides in June, up 5% from the same time last year, 96% were on-time, the total hours were 4,594, and there were two performance complaints.

VIII. ACTION ITEMS

- 1. Approve extension of the bus tire lease contract with Goodyear Tire & Rubber for two years.**

Mr. Mirabito referred members to the materials in their packets. He explained that the three-year contract is expiring and staff is requesting the Board to authorize a two-year extension with the pricing the same as originally.

Ms. Roe moved to approve the extension of the bus tire lease contract with Goodyear Tire & Rubber for two years and Mr. Brandt seconded the motion. Ms. Collins-Lewis asked if there were any public comments, and, there being none, the Board thereafter unanimously approved the motion.

- 2. Award video surveillance and card reader access contract via Louisiana State Contract and authorize the CEO to enter into a contract with the selected vendor**

It was noted that this was initially proposed as a Request for Procurement (RFP), but CATS received communication from several vendors that they could provide the entire system via Louisiana State Contract. CATS cancelled the RFP and requested quotes from three vendors. BITS Technical could provide an entire turnkey system that included both the video surveillance system and card access control for a cost of \$67,483, the lowest of the three quotes.

Mr. Honore moved to approve the award of the video surveillance and card reader access contract via Louisiana State Contract and authorize the CEO to enter into a contract with BITS Technical, and Mr. O'Gorman seconded.

Ms. Collins-Lewis invited public comment.

Anthony Johnson asked why CATS was spending money to secure the facility but not at the hubs. He noted there is a belligerent passenger who should be banned from the system. Mr. DeVille informed Mr. Johnson and the Board that CATS is currently looking into the legality of banning a passenger.

Elaine Washington said a customer cursed at her on a bus and that made her feel unsafe.

Patsy Brown said there needed to be surveillance in the front parking lot.

After the public comments, the motion was voted and carried unanimously.

IX. PUBLIC COMMENTS

Nora Mercer shared that a driver did not know where the Baton Rouge Clinic was; a driver did not know where the Bennington and College intersection was; she was left at a bus stop by a driver; and there are problems at the Cortana Mall hub.

Mr. Antoine said some stops do not meet with ADA compliance regulations; information is not ADA compliant; a driver threw asphalt in his eye via bus; changes are made without notice; and there is not enough communication with the public.

Patsy Brown, bus operator, said CATS needs security in the parking lot.

Mabel Islay said the shelters on Plank Road and Highland Road are not adequate and there is not enough protection from the sun; bus leaves people at bus stops; drivers are not courteous; and if a bus is late, the driver will not call and have a bus wait for them.

Tracy Williams said the entire downtown structure is concerning; it rains in the buses; and schedules are not conducive.

Deborah Roe shared that she would like to see the MV report ahead of time and have any changes from the previous month highlighted. She would also like a presentation on the report at the board meetings. She also asked that problems with schedules and routes be given attention. Mr. Mirabito noted that the Planning interns are now involved in evaluating them.

X. ADJOURN

Ms. Roe moved to adjourn the meeting. Mr. Honore seconded, and the motion carried unanimously. There being no further business, the meeting adjourned.