



**MEETING OF THE  
BOARD OF COMMISSIONERS OF  
CAPITAL AREA TRANSIT SYSTEM  
AND  
PUBLIC TRANSPORTATION COMMISSION  
JULY 18, 2017  
4:30 p.m.  
BREC Administration Building  
6201 Florida Boulevard  
Baton Rouge, LA 70806**

**MINUTES**

**I. CALL TO ORDER: Mr. Jim Brandt**

**Mr. Brandt called the meeting to order.**

**II. ROLL CALL**

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

**III. INVOCATION**

**Ms. Perkins gave the invocation.**

**IV. APPROVAL OF MINUTES OF JUNE 20, 2017 MEETING**

**Ms. Perkins moved to approve the minutes of the June 20, 2017, meeting and Mr. Thomas seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.**

**V. PRESIDENT’S ANNOUNCEMENTS**

Mr. Brandt shared that the new CATS website has launched at [www.brcats.com](http://www.brcats.com), and he encouraged all who have not viewed the new site to visit it. He noted it is much improved over the previous version and was easy to navigate.

Mr. Brandt noted that he has appointed an ad hoc committee to conduct the annual CEO evaluation. The committee will be chaired by Linda Perkins and will also consist of Jim Brandt and Peter Breaux. The committee hopes to have its evaluation complete in time for the one year anniversary of Mr. Deville's contract. He noted that all board members would have the opportunity to participate in the process.

Mr. Brandt reviewed the public comment policy.

## VI. ADMINISTRATIVE MATTERS

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

Ms. Bowie shared that the following hires were made in June: Administration – one Human Resources Generalist and one Human Resources Business Partner; Maintenance – two Utility Technicians and two Custodial Crew; and Operations – 10 operator trainees. Ms. Bowie also shared that FTA would be onsite July 25<sup>th</sup> and 26<sup>th</sup> to conduct Drug and Alcohol Training for the CATS staff as well as others in the area.

Ms. Bowie noted that CATS is embarking on a wellness campaign in an effort to better the health and fitness of the CATS employees. There will be various programs implemented throughout the year to engage employees.

Mr. Goldman shared that, in Operations, there are currently 138 operators on the roster and 131 are active. The Operators of the Month for June were Anthony Holmes and Robert Tate.

Mr. Goldman informed the board that the staff has been reviewing the performance measures and has made some revisions. He reported that ridership for June was 204,706, and 1,296,169 year-to-date. He shared that the mean miles between road calls was 7,606.9 and the mean miles between mechanical failures was 2,206. A new metric was introduced – bus trip cancellations. Mr. Goldman noted that there were 128 trips cancelled in the month of June; this is from a total of 32,500 trips for the month. The preventable accidents for the month were 5 per 100,000 miles and there were 20.5 complaints per 100,00

miles. The on-time performance metric is still being revised, but by the current measurement, CATS was at 88% on-time performance.

There was discussion of adding the breakdown of complaints by route and type into the report as well as the number or percentage of time points measured versus total stops when calculating on-time performance.

Mr. Deville shared that the Strategic Plan is ongoing and will be woven into a five year plan. He noted that various service planning projects are ongoing. The process to create the scope and funding requirements necessary for CATS to have its Comprehensive Operational Analysis (COA) is underway with the solicitation expected in the fourth quarter.

Mr. Deville noted that plans for Touchdown Express are being finalized for LSU home games and CATS is excited to bring the service back after a one year hiatus.

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

Mr. Burns described the highlights of the written report contained in the members' packets showing the status of grants. The balance of grant funds remaining was \$2,170,446.

He then discussed the highlights of the financial statements. The 2017 year-to-date property tax monies received was \$16,734,435, and the amount expended from that source was \$11,683,643. June operating revenues were \$242,660 and governmental revenues were \$2,678,373, for a total source of funds of \$2,921,033. The total direct operating expenses were \$2,170,142.

The year-to-date operating expenses break down as follows: Operations – 50%, Maintenance – 21%, ADA – 11%, Administration – 11%, Customer Care/Facility – 3%, Security – 2%, and Project Administration – 2%.

**VII. COMMITTEE REPORTS AND ANY ACTION THEREON**

**1. Finance and Executive: Mr. Brandt**

Mr. Brandt referred the members to the minutes of the committee's July 13<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 noted that the committee got its first look at the Financial Responsibility, Accountability, and Stewardship strategic priority.

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

**Dr. Breaux noted the committee did not meet.**

**3. Audit: Mr. O’Gorman**

**Mr. O’Gorman noted the committee did not meet.**

**4. Planning: Mr. O’Gorman**

**Mr. O’Gorman referred the members to the minutes of the committee’s July 14<sup>th</sup> meeting in their packets. He shared the highlights of the meeting and noted that the work on the strategic plan is ongoing and the Planning Committee will be working closely with staff. There was continued discussion of the capital improvements and investments plan and how best to rank and prioritize those projects. He shared that the criteria used will be System Accessibility, Improve Business Efficiency, Improve Work Environment, Enhance Safety and Security, Enhance Agency Profile, Stakeholder Consideration, and Funding Availability.**

**5. Community Relations: Ms. Linda Perkins**

**Ms. Perkins noted the committee did not meet.**

**Mr. Rob Miller of Reliant Transportation reported that Reliant provided 6,680 completed rides in June and 96% were on-time. There were 4,502 total hours and one valid customer service complaint in customer service.**

**VIII. ACTION ITEMS**

**1. Approve the Title VI Report and Limited English Proficiency Plan**

**Ms. Rhonda Williams noted that this was a requirement of the FTA and was related to the triennial review response. She shared that the findings were associated with the written policy and not practices of CATS, as the agency simply had not updated the written policy to documents CATS’ actual practices.**

**It was noted that Dr. Breaux, Chair of the Technical, Policies, and Practices Committee attended the F&E Committee meeting in his role as Committee Chair and the item was unanimously recommended by the F&E Committee.**

**Ms. Green moved that the Title VI Report and Limited English Proficiency Plan for 2017 be approved and Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.**

**2. Authorization for the CEO to award the tire lease contract to Bridgestone Americas Tire Operations, LLC**

**Ms. Efferson shared that this contract was solicited via Invitation to Bid (ITB) and the contract must be awarded to the lowest responsive and responsible bidder. In this instance, Bridgestone Tire was the lowest bidder; the current contract is with Firestone and it runs through August 31<sup>st</sup>. It was noted that CATS found it more advantageous to lease tires as opposed to purchasing tires.**

**Ms. Pierre moved that Bridgestone Americas Tire Operations, LLC be awarded the tire lease contract and that the CEO is authorized to enter into a contract under the terms and conditions of the ITB. Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.**

**3. Authorization for the CEO to extend contract with HWA**

**Mr. Brown shared that CATS staff has been working with HWA since the MV contract was awarded, and they continued to work with CATS after the MV contract expired. They have overseen the entire shelter project, including both the refurbishment of all existing shelters as well as the installation of the new shelters. It was noted that during this time, they had to contend with construction contractor changes, a learning curve for local agencies unaccustomed to shelter installation, and periods of inclement weather.**

**It was noted that the contract has come to an end, but due to unforeseen circumstances, there was work to be performed past the contract end date. As a result, there is an additional \$11,000 owed to HWA for the work done to complete the project.**

**Ms. Perkins moved that the CEO is authorized to enter into a change order with Hewitt Washington & Associates (HWA) to amend the contract between CATS and HWA to increase the term of the contract by two months and to increase the total compensation that may be paid to HWA under the contract by \$11,000. Mr. Thomas seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.**

Before taking the last item, Mr. Brandt moved to amend the agenda so that the board could take public comments before the board goes into executive session to discuss the pending litigation set forth in action item number four. Ms. Perkins seconded the motion. There were no public comments. The motion passed unanimously with no abstentions.

#### **IX. PUBLIC COMMENTS**

Mr. Corey Buck shared that he has experienced buses passing customers, inconsistencies with the service, rude drivers, and bad information from customer service. He hopes to see improvement in the service.

Mr. Ralph Carter noted that he spoke to the board about three months ago and has not seen the change he hoped to see. There is a breakdown in communication between upper management and the workforce. There are some drivers who are not cutting it and should not be part of CATS moving forward, as well as some supervisors. There should also be a supervisor at the terminal at all times to assist customers and the flow of bus traffic. The agency needs employees who are forward thinking.

#### **X. CONTINUATION OF ACTION ITEMS**

4. Authorization for the CEO to settle the claim of Yoshema Day 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 654,690, Sec. 26; and that Yoshema Day is the plaintiff and Capital Area Transit System and Tammy Amos are the defendants.)

Before taking up this item, Mr. Brandt moved that the board go into executive session to discuss the pending litigation set forth in action item number four. Ms. Perkins seconded the motion. There were no public comments. The motion passed unanimously with no abstentions..

Upon returning from executive session, Ms. Perkins moved that the CEO is authorized to settle the claim of Yoshema Day for the sum of nineteen thousand five hundred and 00/100 (\$19,500) dollars under the terms and conditions of the settlement and judgment payment policy adopted by the Board on July 20, 2004 as amended. Dr. Breaux

**seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.**

**X. ADJOURN**

**Ms. Perkins moved to adjourn the meeting. Mr. O’Gorman seconded the motion, and the motion passed unanimously with no abstentions.**

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