



**PUBLIC HEARING
OF THE
BOARD OF COMMISSIONERS
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
AUGUST 30, 2016
4:00 p.m.**

**MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
AUGUST 30, 2016
4:30 p.m.
BREC Administration Building
6201 Florida Boulevard
Baton Rouge, LA 70806**

MINUTES OF THE PUBLIC HEARING

I. CALL TO ORDER: Mr. Jim Brandt

Mr. Brandt called the public hearing to order. He thanked the board members assembled for their attendance.

This hearing was originally scheduled on August 16, 2016 before the regularly scheduled August board meeting. However, the August 16, 2016 hearing and board meeting were cancelled due to the flood and the hearing was rescheduled for August 30, 2016.

II. A public hearing and public comments regarding the consideration of levying additional or increased millage rates without further voter approval or adopting the adjusted millage rates after reassessment and rolling forward to rates not to exceed the prior year's maximum. (Roll Forward)

Mr. Creighton Abadie, CATS legal counsel, explained the process of reassessment, adoption of the adjusted millages, and rolling forward.

Mr. Brandt invited public comment and there was none.

There being no further business, the public hearing adjourned.

MINUTES OF THE MEETING

I. CALL TO ORDER: Mr. Jim Brandt

Mr. Brandt called the meeting to order.

II. ROLL CALL

Present were Messrs. Brandt, Cutrera, O’Gorman, Perret, and Mss. Collins-Lewis, Pierre, and Perkins. Ms. Barrett and Dr. Breaux were absent. Also present were Mr. Bill Deville, Interim CEO; Mr. Conner Burns, CFO; Mr. Don Palmer, COO; other CATS staff; and Creighton Abadie of Lindsay & Abadie, A.P.L.C., CATS attorneys; and members of the public.

III. INVOCATION

Ms. Perkins gave the invocation.

Mr. Brandt echoed the sentiment in Ms. Perkins invocation, noting the impact of the recent flooding to both CATS customers and staff.

IV. APPROVAL OF MINUTES OF JULY 19, 2016, MEETINGS

Ms. Perkins moved to approve the minutes of the May 17, 2016, board meeting and Ms. Collins-Lewis seconded the motion. The motion was unanimously approved.

Mr. Brandt asked that the agenda be taken out of order to accommodate a board member who had to leave early.

Mr. Cutrera moved that the agenda be amended and that action items 4 and 5 regarding as valorem tax millages be moved and taken up before Administrative Matters. Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion carried without objection.

V. ACTION ITEMS

- 4. Adopt and levy the adjusted tax millage rate of 10.230 mills as determined at reassessment for the City of Baton Rouge and to adopt and levy the adjusted tax millage rate of 10.010 mills as determined at reassessment for the City of Baker for 2016**

This item was originally scheduled to be heard on August 16, 2016 at the regularly scheduled August board meeting. However, the August 16, 2016 board meeting was cancelled due to the flood and the meeting was rescheduled for August 30, 2016.

Mr. Brandt noted that this item was considered and recommended at the F&E Committee meeting.

Ms. Collins-Lewis moved that the following resolution be approved:

RESOLUTION

BE IT RESOLVED, by the Board of Commissioners of Capital Area Transit System of the Parish of East Baton Rouge, Louisiana, in a public meeting held on August 30, 2016, which meeting was conducted in accordance with the Open Meetings Law and the additional requirements of Article VII, Section 23(C) of the Louisiana Constitution and R.S. 47:1705 (B), that the following adjusted millage rates be and they are hereby levied upon the dollar of the assessed valuation of all property subject to ad valorem taxation within said Parish for the year 2016, for the purpose of raising revenue:

	MILLAGE
Capital Area Transit System tax in the City of Baton Rouge	10.230 mills
Capital Area Transit System tax in the City of Baker	10.010 mills

BE IT FURTHER RESOLVED that the Assessor of the Parish of East Baton Rouge, State of Louisiana, shall extend upon the assessment roll for the year 2016 the taxes herein levied, and the tax collector of said Parish shall collect and remit the same to said taxing authority in accordance with law.

The foregoing resolution was read in full, the roll was called on the adoption thereof, and the resolution was adopted by the following votes:

YEAS: Jim Brandt
Donna Collins-Lewis
Lucien Cutrera
Kevin O’Gorman
Antoinette Pierre
Ken Perret
Linda Perkins

NAYS: none

ABSTAINED: none

ABSENT: Coletta Barrett
Peter Breaux

Ms. Pierre seconded the motion. Mr. Brandt invited public comment and there was none. The motion carried unanimously.

5. Adopt the increased ad valorem tax millage rate of 10.6 mills to be levied for the City of Baton Rouge for 2016 and to adopt the increased ad valorem tax millage rate of 10.6 mills to be levied for the City of Baker for 2016 (Roll Forward)

This item was originally scheduled to be heard on August 16, 2016 at the regularly scheduled August board meeting. However, the August 16, 2016 board meeting was cancelled due to the flood and the meeting was rescheduled for August 30, 2016.

Mr. Brandt noted that this item was considered and recommended at the F&E Committee meeting.

Ms. Perkins moved that the following resolution be approved:

RESOLUTION

BE IT RESOLVED, by the Board of Commissioners of Capital Area Transit System of the Parish of East Baton Rouge, Louisiana, in a public meeting held on August 30, 2016, which meeting was conducted in accordance with the Open Meetings Law and the additional requirements of Article VII, Section 23 (C) of the Louisiana Constitution and R.S. 47:1705(B), that the taxing district voted to increase the millage rates, but not in excess of the prior year’s maximum rates, on all taxable property shown on the official assessment roll for the year 2016, and when collected, the revenues from said taxes shall be used only for the specific purposes for which said taxes have been levied. Said millage rates are:

	<u>Adjusted Rate</u>	<u>2016 Levy</u>
Capital Area Transit System tax in the City of Baton Rouge	10.230 mills	10.600 mills
Capital Area Transit System tax in the City of Baker	10.010 mills	10.600 mills

BE IT FURTHER RESOLVED that the Assessor of the Parish of East Baton Rouge, shall extend upon the assessment roll for the year 2016 the taxes herein levied, and the tax collector of said Parish shall collect and remit the same to said taxing authority in accordance with law.

The foregoing resolution was read in full, the roll was called on the adoption thereof, and the resolution was adopted by no less than two-thirds of the total membership of the taxing authority voting in favor as required by Article VII, Section 23(C) of the Louisiana Constitution and R.S. 47:1705(B). The votes were:

- YEAS:** Jim Brandt
 Donna Collins-Lewis
 Lucien Cutrera
 Kevin O’Gorman
 Antoinette Pierre
 Ken Perret
 Linda Perkins

NAYS: none

ABSTAINED: none

- ABSENT:** Coletta Barrett
 Peter Breaux

VI. ADMINISTRATIVE MATTERS:

1. CEO Report: Mr. Bill Deville

Mr. Deville shared the Human Resources report for Ms. Christophe, who was absent. He noted CATS made the following departmental hires in July: Operations – 5, and Security – 2 Police Officers; CATS is awaiting the final report from Mercer; and CATS is awaiting market data for 2017 benefit costs.

Before beginning his reports, Mr. Palmer took a moment to recognize the efforts of everyone involved at CATS in the flood and the rescue/transport efforts. He noted that the operators all performed at maximum levels, and he noted that mechanics with CDLs contributed to the driving efforts as CATS was called upon by various agencies to transport citizens in need. He shared that Ms. Dwana Williams and Mr. Dan Heyman were particularly invaluable in the coordination of all that was occurring with rapid response times.

Mr. Deville shared that Mr. Palmer himself was amazing in his work to manage all the moving pieces and he also thanked Covalent Logic and Ms. Christina Stephens for her work in communication with the public regarding route and service changes as the situation unfolded. Mr. Brandt echoed Mr. Deville's sentiment.

Ms. Collins-Lewis noted that she was so proud of the way CATS responded to the needs of the community in such a trying time.

It was noted that maintenance is working diligently to address problems with the fleet as a result of driving into flood waters during the evacuations CATS conducted. There are now some transmission and electrical problems due to the extreme conditions the flood presented. CATS has been documenting all that has been done and all that has been impacted as a result.

Mr. Palmer informed the board that, in Operations, Ms. Dwana Williams has been promoted to the permanent Director of Operations; eight new cadets began training on August 8th but four left due to the recent flooding; Higher Ground recording software was installed and operational, and this gives CATS the capability of recording radio transmissions, Dispatcher, and Customer Service calls; and the Communications Center that was set to go online has been postponed until mid-September as a result of the flooding.

Mr. Palmer reported that, in Maintenance, the Preventive Maintenance is currently at 85%, which is above the 80% benchmark set by the FTA; the roof and hatch campaign is well underway for the month of August and we expect to have the entire fleet inspected by September; and pre-production was completed for all of the buses to be delivered in 2016.

Mr. Palmer informed the board that the Operational Safety and Review Committee (OSRC) met on July 25th; and there is a new Operator's cab door that will be included into the specifications for every bus to be delivered beginning in December 2016.

Mr. Palmer reported there were 186,127 trips in July, which is a decrease that CATS will be investigating and 1,459,653 year-to-date. There were 52 complaints, and the on-time performance was 77.9%. The complaints are broken down as follows: courtesy – 8; facilities/maintenance – 8; passed up – 5; performance –22; safety – 7; and IT/website issues – 2. It is important to note that there are 52 complaints out of 186,127 trips for the month, a percentage of 0.0279%.

Mr. Deville shared that CATS has been responding to urgent requests for disaster-related recovery efforts throughout the Baton Rouge area since the inception of this unprecedented flood; CATS has worked, and continues to work with the following agencies: Mayor’s Office of Homeland Security and Emergency Preparedness (MOHSEP), Department of Transportation and Development (DOTD), the City of Baker, FTA Region VI, and the Federal Emergency Management Agency (FEMA); and CATS, CRPC, and FEMA have been working to create a disaster recovery plan for transportation for East Baton Rouge, Baker, and some of the surrounding parishes that were impacted.

Mr. Deville noted that CATS has engaged with FTA Region VI headquarters regarding the startup authorization and process for the North Baton Rouge transit hub; the CATS service contract with Southern University has been executed for both the service year just completed and the new service year that began July 1st; Ms. Coletta Barrett has helped arrange a meeting between CATS and the Health District Executive Director Suzy Sonnier to discuss a transit hub at the future site of the Our Lady of the Lake Children’s Hospital; CATS is proposing developing seven new bus berths at the Cortana Mall transit hub; and conversations continue with the City-Parish regarding a permanent downtown transit hub.

Mr. Deville shared that a Service Standards draft has been completed and is being vetted by the staff; the CATS board has begun the process to eliminate route 15; the downtown transit hub located at the Old State Capitol is scheduled to be long-term temporarily relocated to the CATS terminal by the end of the fourth quarter; the Florida Boulevard modified BRT project planning is underway with implementation planned by the end of the fourth quarter; and CATS is reaching out to neighboring parishes to begin discussions on how CATS can assist them with their transportation and traffic challenges.

In the Measures of Success, Mr. Deville provided the following updates: #1: On-Time Performance – 77.9% for the month, which is tied to the aged fleet and will be improved as new vehicles arrive; #2: Shelter Completion – continued progress is being made despite inclement weather with the final phase of the TAP shelter program; #3: Transit Hubs – Cortana site process has begun with a cooperative endeavor agreement with the City Parish CEA being drafted; #4: Fleet Upgrade – four buses are to be delivered in mid-October and eight are to be delivered in mid-December, and strategies are being developed to replace all buses 12 years old or older in a 60-day timespan; and #5: Route Productivity Measures (service standards) – late fourth quarter/early first quarter implementation.

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 \$3,918,482.

He then discussed the highlights of the financial statements. The 2016 year-to-date property tax monies received was \$16,368,623, and the amount expended from that source was \$11,535,838. July operating revenues were \$212,205 and governmental revenues were \$3,103,614 for a total source of funds of \$3,315,819. The total direct operating expenses were \$2,228,761.

The year-to-date operating expenses break down as follows: Operations – 49%, Maintenance – 22%, ADA – 10%, Administration – 12%, Customer Care/Facility – 3%, Security – 2%, and Project Administration – 2%.

VII. PRESIDENT'S ANNOUNCEMENTS

Mr. Brandt announced that there would be a public meeting for the elimination of the Red Stick Trolley at 5:30 and that the board meeting would be recessed to hold the public meeting.

VIII. COMMITTEE REPORTS AND ANY ACTION THEREON

1. CEO Search Committee: Mr. Ken Perret

Mr. Perret shared that the committee had narrowed the lists of finalists to three: Messrs. Jonathan Davis, Bill Deville, and Albert Eby. Mr. Eby has since withdrawn his name from consideration.

2. Finance and Executive: Mr. Brandt

Mr. Brandt referred the members to the minutes of the committee's August 11th meeting in their packets. He shared the highlights of the meeting and noted that the action items would be discussed later in the meeting. He noted that all the action items were recommended for approval by the F&E Committee.

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

Mr. Brandt noted the committee did not meet.

4. Audit: Mr. O'Gorman

Mr. O'Gorman noted the committee did not meet.

5. Planning: Mr. Perret

Mr. Perret noted the committee did not meet. He shared that there would be a meeting on September 1st.

6. Community Relations: Ms. Linda Perkins

Ms. Perkins noted the committee did not meet.

Mr. Rob Miller of Reliant Transportation reported that Reliant provided 7,844 completed rides in July, 90% were on-time, the total hours were 4,276, and there were four valid complaints.

Mr. Landry shared that 46% of the rides in June were taking customers to their places of employment.

IX. CONTINUATION OF ACTION ITEMS

1. Authorize renewal of communications contract with Covalent Logic

Mr. Brandt noted that this item was unanimously recommended for approval at the F&E Committee meeting. He shared that he was pleased with the level of attention and work Covalent has provided over the last year. Mr. Deville noted that he was happy to be working with the Covalent team and looked forward to continuing the relationship.

Ms. Collins-Lewis moved that the Interim CEO be authorized to renew the contract with Covalent Logic for one year for an amount not to exceed \$118,500. Mr. Perret seconded the motion. Mr. Brandt invited public comment and there was none. The motion carried without objection.

2. Authorize renewal of RouteMatch warranty and technical support

Mr. Brandt noted that this item was unanimously recommended for approval at the F&E Committee meeting. It was noted that this is for technical support and warranty.

Ms. Perkins moved that the Interim CEO be authorized to renew the warranty, technical support, and maintenance contract with RouteMatch for one year. Ms. Pierre seconded the motion. Mr. Brandt invited public comment and there was none. The motion carried unanimously.

Mr. Perret moved that the board meeting be recessed to conduct the public meeting for the elimination of the Red Stick Trolley route. Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion carried without objection and the board meeting was recessed at 5:28 p.m.

Following the public hearing, the board meeting reconvened at 5:34 p.m. with the same members present and with a quorum.

X. CONTINUATION OF BOARD MEETING AND ACTION ITEMS

3. Authorize extending adjuster claims services contract with Baton Rouge Brown Claims

Mr. Brandt noted there was still a quorum present upon reconvening the board meeting.

Mr. Brandt shared that this item was unanimously recommended for approval at the F&E Committee meeting.

Ms. Pierre moved that the Interim CEO be authorized to renew the adjuster claims service contract with Brown Claims Services, Inc. for one year under such terms and conditions the Interim CEO deems proper. Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion carried without objection.

XI. PUBLIC COMMENTS

Ms. Collins-Lewis shared that the Council on Aging was requesting supplies for seniors that would be distributed on September 3rd from 11:00am until 3:00pm.

Mr. Brandt thanked the board for working their schedules around the board meeting.

XII. ADJOURN

Ms. Collins-Lewis moved to adjourn the meeting. Ms. Perkins seconded the motion and the motion carried unanimously.