



CAPITAL AREA TRANSIT SYSTEM

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**MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
AUGUST 15, 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, Cohran, O’Gorman, and Thomas and Mss. Green and Perkins. Ms. Pierre 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 JULY 18, 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 Mayor-President Sharon Weston-Broome would attend the September board meeting and give some remarks at the beginning of the meeting; he urged the board members to arrive promptly.

Mr. Brandt noted that the annual CEO evaluation process was underway. Ms. Perkins is the chair of the committee, and Mr. Brandt and Dr. Breaux serve on the committee. Each board member has been asked to participate in the evaluation by Mr. Abadie, and he noted the deadline to submit evaluations.

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 July: Administration – one Communications and Media Coordinator; and Maintenance – one Utility Technician. Ms. Bowie also shared that Earvin Hughes has joined the Human Resources Department as a recruiter.

Ms. Bowie noted that CATS is working with HUB in order to get rates for 2018 health insurance benefits and hopes to have a package to present the board in October.

Mr. Goldman shared that, in Operations, there are currently 135 operators on the roster and 124 are active. The Operators of the Month for June were Loretta Dale and Re'ena Byrd.

Mr. Goldman reported that ridership for July was 210,913. He noted that the preventable accidents per 100,000 miles were 6.2; the mean miles between road calls were 6,361.9; and the mean miles between mechanical failures were 2,167.8. Mr. Goldman noted that there were 166.8 trips cancelled in the month of July; this is from a total of 32,500 trips for the month. There were 24.7 complaints requiring corrective action per 100,000 miles; this is from 52 total complaints. The on-time performance metric is still being revised, but by the current measurement, CATS was at 87.8% 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 the electric buses are expected to arrive in early 2018, and these buses will be equipped with longer batteries and require smaller charging stations.

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 \$16,831,754, and the amount expended from that source was \$13,168,643. July operating revenues were \$251,132 and governmental revenues were \$1,886,807, for a total source of funds of \$2,137,939. The total direct operating expenses were \$2,120,741.

The revenue comparison for July is as follows: 2017 - \$251,132; 2016 - \$212,205; 2015 - \$231,967; 2014 - \$208,356; and 2013 - \$165,123.

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 August 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. 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 August 4th 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 they were preliminarily ranked by the executive staff.

There was discussion of other planning items, including the scope and RFP for the upcoming Comprehensive Operational Analysis (COA). There was discussion of refurbishing old but still usable Gillig buses to add service to existing lines that need more frequency.

5. Community Relations: Ms. Linda Perkins

Ms. Perkins noted the committee did not meet.

Mr. Rob Miller of Reliant Transportation reported that Reliant provided 6,262 completed rides in July and 98.8% were on-time. There were 4,321 total hours and three valid customer service complaints.

VIII. ACTION ITEMS

1. Authorize the CEO to extend the contract with Brown Claim Services, Inc. for adjuster claims services and third party administrator services

Ms. Efferson shared that this was a renewal of a 2010 contract that was competitively bid. Brown Claim Services continues to be the lowest priced of all who originally submitted a bid.

Mr. Brown shared that he wants to review risk management at CATS and this is one component. This is the reason for requesting a renewal of six months rather than one year.

Mr. Bellue moved that the CEO is authorized to extend the contract with Brown Claim Services, Inc. for a period of six months under the same terms and conditions as the contract currently provides and Dr. Breaux 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 declare 19 Gillig buses, all Blue Bird buses and all Blue Bird parts as surplus

Mr. Goldman shared that all the buses being declared surplus are over their useful age; there are a number of buses that are 12 to 20

years old. CATS may keep five or six of the Gillig buses to refurbish and use to enhance service.

Mr. Cohran moved to approve the following resolution and Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

**RESOLUTION OF BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM DECLARING
CERTAIN ITEMS AS SURPLUS PROPERTY**

BE IT RESOLVED that the following buses and all Blue Bird parts are declared surplus property and that the CEO of Capital Area Transit System (CATS) is authorized to have the buses and parts disposed of as he deems fit:

- Seven (7) 1997 Gillig Phantoms
- Three (3) 1998 Gillig Phantoms
- Six (6) 2001 Gillig Phantoms
- One (1) 2003 Gillig Low Floors
- Two (2) 2003 Gillig Phantoms
- Twenty-Seven (27) 2005 Ultra Low Floor Blue Bird Coaches

Vehicle No.	Year	Length	Description – CATS Vehicle	VIN	Date in Service
104	1997	35 foot	Gillig Phantom Coach	15GCB211XV1088205	4/28/1997
106	1997	35 foot	Gillig Phantom Coach	15GCB2113V1088207	4/30/1997
109	1997	35 foot	Gillig Phantom Coach	15GCB2113V1088210	5/5/1997
111	1997	35 foot	Gillig Phantom Coach	15GCB2119V1088311	5/5/1997
114	1997	35 foot	Gillig Phantom Coach	15GCB2117V1088324	5/5/1997
115	1997	35 foot	Gillig Phantom Coach	15GCB2119V1088325	5/1/1997
120	1997	35 foot	Gillig Phantom Coach	15GCB2112V1088330	5/12/1997
122	1998	35 foot	Gillig	15GCB2116W1088516	4/18/1998

			Phantom Coach		
124	1998	35 foot	Gillig Phantom Coach	15GCB211XW1088518	4/23/1998
127	1998	35 foot	Gillig Phantom Coach	15GCB211XW1088521	4/23/1998
250	2001	35 foot	Gillig Phantom Coach	15GCB271911111314	11/8/2014
251	2001	35 foot	Gillig Phantom Coach	15GCB271211111316	11/8/2014
252	2001	35 foot	Gillig Phantom Coach	15GCB271411111317	11/8/2014
253	2001	35 foot	Gillig Phantom Coach	15GCB271811111319	11/8/2014
254	2001	35 foot	Gillig Phantom Coach	15GCB271611111321	11/8/2014
255	2001	35 foot	Gillig Phantom Coach	15GCB271811111322	11/8/2014
129	2003	35 foot	Gillig Low Floor Model	15GCB181331073561	3/10/2003
256	2003	35 foot	Gillig Phantom Coach	15GCB271731112142	9/20/2015
257	2003	35 foot	Gillig Phantom Coach	15GCB271031112144	9/20/2015
132	2005	35 foot	Blue Bird ULF Coach	1BAGJBPA65W100267	11/23/2004
133	2005	35 foot	Blue Bird ULF Coach	1BAGJBPA85W100268	11/23/2004
134	2005	35 foot	Blue Bird ULF Coach	1BAGJBPA5W100269	11/23/2004
135	2005	35 foot	Blue Bird ULF Coach	1BAGJBPA85W100270	11/23/2004
136	2005	35 foot	Blue Bird ULF Coach	1BAGJBPA85W100271	11/23/2004
137	2005	35 foot	Blue Bird ULF Coach	1BAGJBPA5W100272	11/23/2004
138	2005	35 foot	Blue Bird ULF Coach	1BAGJBPA15W100273	11/23/2004
139	2005	35 foot	Blue Bird	1BAGJBPA35W100274	11/23/2004

			ULF Coach		
140	2005	35 foot	Blue Bird ULF Coach	1BAGJBPA55W100275	11/23/2004
141	2005	35 foot	Blue Bird ULF Coach	1BAGJBPA75W100276	11/23/2004
142	2005	35 foot	Blue Bird ULF Coach	1BAGJBPA95W100277	11/23/2004
143	2005	35 foot	Blue Bird ULF Coach	1BAGJBPA05W100278	11/23/2004
144	2005	35 foot	Blue Bird ULF Coach	1BAGJBPA25W100279	11/23/2004
145	2005	35 foot	Blue Bird ULF Coach	1BAGJBPA95W100280	11/23/2004
146	2005	35 foot	Blue Bird ULF Coach	1BAGJBPA05W100281	11/23/2004
147	2005	35 foot	Blue Bird ULF Coach	1BAGJBPA25W100282	11/23/2004
148	2005	35 foot	Blue Bird ULF Coach	1BAGJBPA45W100283	11/23/2004
149	2005	35 foot	Blue Bird ULF Coach	1BAGJBPA65W100284	11/23/2004
150	2005	35 foot	Blue Bird ULF Coach	1BAGJBPA85W100285	11/23/2004
151	2005	35 foot	Blue Bird ULF Coach	1BAGJBPA5W100286	11/23/2004
152	2005	35 foot	Blue Bird ULF Coach	1BAGJBPA15W100287	11/23/2004
154	2005	35 foot	Blue Bird ULF Coach	1BAGJBPA55W100289	11/23/2004
155	2005	35 foot	Blue Bird ULF Coach	1BAGJBPA15W100290	11/23/2004
156	2005	35 foot	Blue Bird ULF Coach	1BAGJBPA35W100291	11/23/2004
157	2005	35 foot	Blue Bird ULF Coach	1BAGJBPA55W100292	11/23/2004
158	2005	35 foot	Blue Bird ULF Coach	1BAGJBPA75W100293	11/23/2004
159	2005	35 foot	Blue Bird ULF Coach	1BAGJBPA95W100294	11/23/2004

IX. PUBLIC COMMENTS

Mr. Brandt invited public comments and there were none.

X. ADJOURN

Ms. Perkins moved to adjourn the meeting. Mr. Cohran seconded the motion, and the motion passed unanimously with no abstentions.