



**MEETING OF THE  
BOARD OF COMMISSIONERS OF  
CAPITAL AREA TRANSIT SYSTEM  
AND  
PUBLIC TRANSPORTATION COMMISSION  
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AND  
PUBLIC TRANSPORTATION COMMISSION  
JANUARY 19, 2016  
4:30 p.m.  
BREC Administration Building  
6201 Florida Boulevard  
Baton Rouge, LA 70806**

**MINUTES**

**CALL TO ORDER: Ms. Donna Collins-Lewis**

**Ms. Collins-Lewis called the meeting to order.**

**II. ROLL CALL**

**All members were present, namely Messrs. Brandt, Breaux, Cutrera, O’Gorman, and Perret and Mss. Collins-Lewis, Perkins, and Pierre. Also present were Mr. Robert Mirabito, CEO; Mr. Conner Burns, CFO; Mr. Don Palmer, COO; 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. Perret gave the invocation.**

**IV. APPROVAL OF MINUTES OF DECEMBER 15, 2015, MEETING**

**Ms. Perkins moved to approve the minutes of the December 15, 2015, board meeting and Mr. Brandt seconded the motion. The motion was unanimously approved.**

**V. NEW BOARD MEMBER**

Mr. Lucien Cutrera was welcomed to the board and he expressed his eagerness to begin to serve.

**VI. ADMINISTRATIVE MATTERS:**

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

Mr. Mirabito mentioned the highlights of his written report contained in the members' packets. His comments included: all administrative employees have received their annual performance evaluations and salary increases ranging from three to five percent for meeting expectations; the Agency completed health benefits enrollment for 2016 and have experienced processing issues with United Healthcare, delaying receipt of insurance cards and benefit debit cards; the December financials reflect the loss of Medicaid revenue for the month due to the changeover by DHH to transportation brokers, and CATS expects to begin recognizing revenue in January again; Mr. Mirabito testified before the HRC 126 Committee, a legislative committee led by Representative Barrow on healthcare and the impact of the EKL closing on North Baton Rouge; CATS has completed the first phase of the 2016 Triennial Review with the submission of the requested documentation to the review team; during the month of December, CATS provided free rides to all children aged 17 and under and saw an increase of nearly 4,000 rides with compared with 2014; CATS provided complementary trolley service at the request of the new First Lady during the Inauguration services on January 11th; CATS introduced a new Performance Code of Conduct that outlines what is unacceptable behavior of employees and the appropriate level of discipline if an issue arises; three vehicles were hit by unknown objects on Saturday, January 9<sup>th</sup>, and Baton Rouge Police Department was notified, as is the procedure; service improvements are scheduled for January 31<sup>st</sup> and will improve frequency on the Perkins, Government, and Southern/Airline routes as well as adding an additional bus on Highland; the on-site guard service at 2250 and 5700 Florida Boulevard began on January 15<sup>th</sup> and will secure the garage area and the bus yard while providing additional coverage for the employees at 5700; Baton Rouge Police Department met with operators regarding safety and CATS is looking into engaging undercover officers to ride buses on a random basis moving forward; CATS has started the design process for serving downtown when we relocate to the terminal and have tentatively set a target date of April 24<sup>th</sup>; CATS continues to work with the City-Parish on a possible long-term hub in downtown and have an initial concept for the hub and both parties are working together to address issues, including funding sources; and, the representatives from Dillard's have reached out to CATS regarding the old Firestone building at Cortana Mall, and while we are working on the bus pull-out solution, there may be a window where we can entertain the possible purchase of the building.

There were 221,721 trips in December and 2,765,533 year-to-date. There were 62 complaints, and the on-time performance was 74.20%. The complaints break down as follows: courtesy – 7; facilities/maintenance – 14; passed up – 5; performance – 21; safety – 11; IT/website issues – 1; and other – 3. It is important to note that there are 62 complaints from 221,721 trips for the month, a percentage of 0.0279%.

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

**Mr. Burns described the highlights of the written report contained in the member's packets showing the status of grants. The balance of grants was \$11,058,087.**

**He then discussed the highlights of the financial statements. The 2015 year-to-date property tax monies received was \$15,974,461, and the amount expended from that source was \$15,970,306. December operating revenues were \$171,576 and governmental revenues were \$1,230,129 for a total source of funds of \$1,401,705. The total direct operating expenses were \$2,130,505.**

**The year-to-date operating expenses break down as follows: Operations – 50%, Maintenance – 21%, ADA – 11%, Administration – 10%, Customer Care/Security – 4%, Facilities Maintenance – 2%, and Project Administration – 2%.**

**3. Appointment of Nominating Committee: Ms. Collins-Lewis**

**Ms. Collins-Lewis asked if any board members were interested in serving on the committee and appointed Mr. Brandt, Mr. Perret, and Ms. Pierre. She noted that she would let them choose the chairperson of the committee once they met.**

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

**1. Finance and Executive: Ms. Collins-Lewis**

**Ms. Collins-Lewis noted that she was at the McKinley High event featuring President Obama and was not in attendance for the F&E Committee meeting. She referred the members to the minutes of the committee's January 14<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 noted the committee did not meet.**

**3. Audit: Mr. O'Gorman**

**Mr. O'Gorman noted there was no meeting.**

**4. Planning: Mr. Perret**

**Mr. Perret noted there was no meeting in January but provided an updated in planning efforts. He shared that the Measures of Success will be updated for the board members and they consist of on-time performance, shelter completion, transfer hubs, fleet upgrade, and route productivity.**

**5. Community Relations and Reliant Transportation Group representative**

**It was noted that Ms. Rowe's board term has expired and the committee did not meet.**

**Mr. Morgan Landry, Reliant's Baton Rouge Operations Manager, reported that Reliant provided 6,393 completed rides in December, 96% were on-time, the total hours were 4,222.49, and there were two complaints.**

## **VIII. ACTION ITEMS**

### **1. Approve renewal of general liability insurance with Travelers Insurance**

**Mr. Butler Bourgeois with Arthur Gallagher & Co., the agent of record, gave a summary to the board of the company's recommendation for a renewal of general liability insurance. It was noted that this is the third year with Arthur Gallagher & Co. as the agent of record.**

**Mr. Bourgeois let the board members know that the coverage would remain with Travelers as they submitted a competitive price and they have been helpful to CATS. The 20.3% increase in cost is a result of an increased number of shelters and an increase in the budget.**

**He stated CATS is not required to shop annually for this and it is typical for a company to stay with one carrier for three years to negotiate the best price. Several companies were contacted to get prices and several declined to submit a quote.**

**Mr. Perret moved to approve the renewal of general liability insurance with Travelers Insurance and Mr. Brandt seconded. Ms. Collins-Lewis invited public comment and there was none. The motion carried without objection.**

### **2. Approve agreement with East Baton Rouge Parish Assessor for homestead exemption fraud reduction**

**Mr. Mirabito explained that the Assessor's Office is letting a contract to investigate whether ineligible persons are claiming the homestead exemption, and offered CATS the opportunity to participate and possibly recover funds.**

**If any funds are found that are owed to CATS, CATS would receive 60% and Tax Management Associates, the contracting firm, would receive 40%. There will be no money paid to TMA if no funds are recovered.**

**Mr. Brandt moved to approve an agreement with the East Baton Rouge Parish Assessor for homestead exemption fraud recovery and Ms. Perkins seconded. Ms. Collins-Lewis invited public comment and there was none. The motion carried unanimously.**

## **IX. PUBLIC COMMENTS**

**Linda Desumo, a customer, requested a bus bench be placed at Florida and Sharp across from the Popeye's. She noted that she rides the 59 and 18 buses daily and they are often late and sometimes do not come at all. She requested that there be identifying markers on all sides of the bus so customers know what bus is approaching. There is no Greenwell Springs service and the buses are old. There should be better Sunday service for customers who work on Sundays. Some of the drivers are very grumpy.**

**Champagne Starr, a customer, said the on-time scheduling is ridiculous and LSU is always late and does not meet with other buses. An operator radioed to another bus to wait because there were customers needing that bus, but the operator did not wait. Drivers need to learn courtesy. Trash is not picked up.**

**X. ADJOURN**

**Mr. Perret moved to adjourn the meeting. Ms. Perkins seconded, and the motion carried unanimously.**