



**MEETING OF THE  
BOARD OF COMMISSIONERS OF  
CAPITAL AREA TRANSIT SYSTEM  
AND  
PUBLIC TRANSPORTATION COMMISSION  
OCTOBER 18, 2016  
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. Brandt, Breaux, Cutrera, O’Gorman, Perret, and Mss. Barrett, Collins-Lewis, and Perkins. Ms. Pierre was absent. Also present were Mr. Bill Deville, CEO; Mr. Conner Burns, CFO; Mr. Don Palmer, COO; other CATS staff; Creighton Abadie of Lindsay & Abadie, A.P.L.C., CATS attorney; and members of the public.**

**III. INVOCATION**

**Mr. Perret gave the invocation.**

**IV. APPROVAL OF MINUTES OF SEPTEMBER 20, 2016, MEETING**

**Ms. Perkins moved to approve the minutes of the August 30, 2016, board meeting and Ms. Collins-Lewis seconded the motion. The motion was unanimously approved.**

**V. ADMINISTRATIVE MATTERS:**

**1. CEO Report: Mr. Bill Deville and Executive Staff**

**Ms. Kenderlynn Christophe gave the Human Resources report. She noted CATS made no new hires in September. The annual enrollment is scheduled for November**

11-15, 2016, and enrollment activities are being planned. CATS is currently reviewing potential impact scenarios resulting from the Department of Labor final rule on exempt/non-exempt labor categories. The leadership development workshops will begin at the end of the month with a focus on Performance Management.

Mr. Palmer shared the Operations, Maintenance, and Safety reports. He informed the board that, in Operations, CATS still has three operators displaced outside the Baton Rouge area post-flood. All special MOHSEP operations have ceased effective Wednesday, October 5<sup>th</sup>. A new class of 10 cadets is scheduled to begin training in November with another slated for four weeks later; this should bring CATS to the budgeted number of 156 operators. There are currently 146 operators on the roster, and 136 of those are active.

Mr. Palmer reported that, in Maintenance, the department has completed all major bus repairs related to flood recovery, but there are still problems with the electrical systems. There was an electrical fire on bus 129 on October 10<sup>th</sup>, and a fire suppression system will be on all new buses. All four new Gillig buses are in service.

Mr. Palmer informed the board that the Operational Safety and Review Committee (OSRC) did not meet in September.

Mr. Palmer reported there were 255,311 trips in September and 1,902,550 year-to-date. There were 73 complaints, and the on-time performance was 74%. The complaints are broken down as follows: courtesy – 8; facilities/maintenance – 5; passed up – 12; performance –40; safety – 6; and website/IT issues – 2. It is important to note that there are 73 complaints out of 255,311 trips for the month, a percentage of 0.029%.

Mr. Deville noted that, in Facilities Planning, CATS has engaged with FTA Region VI regarding the North Baton Rouge/LSU hub, and CATS counsel has advised that a communication is being developed to address the commitment needed by LSU within the criteria required by federal regulations. CATS has met with Suzy Sonnier regarding the South Baton Rouge/Children’s Hospital hub. CATS is working with the City-Parish on the East Baton Rouge/Cortana Mall hub and Mr. Cutrera has offered his perspective as well.

Mr. Deville shared that, in Service Planning, Route 15-Red Stick Trolley has been approved for elimination by the Metro Council.

**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 \$4,970,658.

He then discussed the highlights of the financial statements. The 2016 year-to-date property tax monies received was \$16,407,697, and the amount expended from that source was \$12,249,926. September operating revenues were \$234,282 and

governmental revenues were \$2,781,570, for a total source of funds of \$3,015,852. The total direct operating expenses were \$2,385,217.

For comparison, the operating revenue in previous years for September is as follows: 2016 – \$234,282; 2015 - \$269,261; 2014 - \$237,136; 2013 - \$210,808; and 2012 - \$208,000.

The year-to-date operating expenses break down as follows: Operations – 50%, Maintenance – 22%, ADA – 10%, Administration – 11%, Customer Care/Facility – 3%, Security – 2%, and Project Administration – 2%.

## **VI. PRESIDENT’S ANNOUNCEMENTS**

Mr. Brandt reminded the public that comments are taken at the end of the meeting and those wishing to speak are asked to complete a card with Ms. Greenlee, the Customer Care Manager.

Mr. Brandt shared that Route 15 had been approved for elimination by the Metro Council by a unanimous vote, and he reiterated that this would lead to a reallocation of resources and not a reduction in service.

Mr. Brandt informed the board that he and Mr. Deville have agreed to terms of a multi-year contract.

## **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 October 13<sup>th</sup> meeting in their packets. He shared the highlights of the meeting and noted that there were no action items discussed at 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. Perret**

Mr. Perret noted that the committee met briefly immediately prior to the board meeting to discuss the Cortana Mall hub. Mr. Cutrera has proposed an alternate location that is closer to Wal-Mart rather than Virginia College. The staff will be evaluating the draft and will provide their feedback on the location. The other hubs are in various states of progress.

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

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

**Mr. Morgan Landry of Reliant Transportation reported that Reliant provided 6,825 completed rides in September and 94% were on-time. There were 4,587 total hours and four valid complaints.**

**VIII. ACTION ITEMS**

**IX. PUBLIC COMMENTS**

**Mr. Byron Antoine, a customer, noted that he attended meetings sporadically over the years and the problem with CATS is that it is always the problem of the next administration. There are stops that are too far apart and the routes take too long to get to a destination. He shared that many drivers are rude and unprofessional.**

**Someone who was displaced in the flood asked that a bus route be established behind Cortana Mall on Greenwell Springs Road.**

**X. ADJOURN**

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