

CATS

CAPITAL AREA TRANSIT SYSTEM

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**MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
NOVEMBER 14, 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 members Messrs. Bellue, Brandt, Breaux, Cohran, and Thomas and Ms. Perkins. Absent were Mr. O’Gorman and Mss. Green and Pierre. Also present were Mr. Bill Deville, CEO; Mr. Rod Goldman, COO; Mr. Darrell Brown, CAO; 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 OCTOBER 17, 2017 MEETING

Ms. Perkins moved to approve the minutes of the October 17, 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 reviewed the public comment policy.

Mr. Brandt shared that the 2018 budget would be considered for adoption at the December board meeting, along with the Strategic Plan and Capital Improvements and Investments Plan.

VI. ADMINISTRATIVE MATTERS

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

Ms. Bowie shared that the following hires were made in October: Operations – 1 Bus Operator, 22 Operator Trainees, and 1 intern.

Ms. Bowie noted that CATS conducted new hire training classes on October 2nd and 30th.

CATS will be conducting open enrollment for health insurance from November 13th through November 17th.

Mr. Goldman shared that, in Operations, there are currently 134 Operators on the roster and 123 are active. The Operators of the Month for October were Debra Taylor and Paula King.

Mr. Goldman reported that ridership for October was 235,514. He noted the mean miles between mechanical failures were 1,710; the mean miles between road calls were 5,132.1. There were 273 trips cancelled in October and 99.2% of trips operated. The on-time performance metric is measured by both current and new metrics, but by the current measurement, CATS was at 85.6% on time. There were 8.4 preventable accidents per 100,000 miles in October. There were 26.3 complaints per 100,000 boardings in October; there were 62 total complaints for the month, and 20 that required corrective action.

Mr. Goldman noted that supervisors in Operations would be assigned certain routes in an effort to increase service quality.

Mr. Goldman shared an update on the Comprehensive Operational Analysis (COA) process and noted that staff may be slightly behind schedule, but that the Scope of Work has been developed.

Mr. Deville shared that hub progress was ongoing, and CATS is currently working with the FTA to obtain the necessary approval required to finalize the sale of land for the North Baton Rouge hub.

Mr. Deville notified the board that CATS expects to take delivery of three electric buses in March 2018, and the board will be asked to take action later in the meeting.

Mr. Deville noted that former CFO Conner Burns has resigned, and he thanked Mr. Burns for his years of service to CATS. Mr. Deville then introduced Robert “Bob” Miller, who is serving as interim CFO until a replacement is named. Mr. Miller comes to CATS from California and has both private sector and transit experience.

With regards to the financials, Mr. Deville reported the balance of grant funds remaining was \$8,409,891.

October operating revenues were \$263,200; the total governmental revenues were \$695,833, for a total source of funds of \$959,033. The total direct operating expenses for October were \$2,571,871.

The property tax collected year-to-date is \$16,935,248, and the amount expended year-to-date is \$16,593,643.

The year-to-date operating expenses breakdown is as follows: Operations – 51%; Maintenance – 20%; Administration – 11%; ADA Paratransit – 11%; Facility and Customer Care – 3%; Project Administration – 2%; and Security – 2%.

VII. COMMITTEE REPORTS AND ANY ACTION THEREON

1. Finance and Executive: Mr. Jim Brandt

Mr. Brandt referred the members to the minutes of the committee’s November 9th 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 that the committee did not meet.

3. Audit: Mr. Jim Brandt

As Mr. O’Gorman was absent, Mr. Brandt gave both the Audit and Planning Committee reports. Mr. Brandt noted that the committee did not meet.

4. Planning: Mr. Jim Brandt

Mr. Brandt referred the members to the minutes of the November 13th meeting in their packets. He shared the highlights and noted that the majority of the discussion centered on the Strategic Plan and the Capital Improvements and Investments Plan. He shared that CATS staff will be distributing the plans to board members for their final input before bringing the plans to the board for considerations in December.

5. Community Relations: Ms. Linda Perkins

Ms. Perkins noted that the committee did not meet.

Mr. Rob Miller of Reliant Transportation reported that Reliant provided 6,854 rides in October and 95% were on time. There were 4,474 total service hours and zero valid complaints.

VIII. ACTION ITEMS

- 1. Consideration of authorization to remove Conner Burns as a signatory on behalf of CATS for all Whitney/Hancock Bank accounts and authorization for the CEO to execute all documents required to effectuate these changes**

It was noted that this is a requirement of Whitney/Hancock Bank anytime there is an addition or removal of a signatory on accounts.

Mr. Brandt informed the board that this item was unanimously recommended by the F&E Committee for approval.

Ms. Perkins moved that the following resolution be adopted and Mr. Bellue seconded the motion. Mr. Brandt invited public comment and there was none. The motion carried unanimously with no abstentions.

**RESOLUTION REVOKING CONNER BURNS' CHECK
SIGNING AUTHORITY**

BE IT RESOLVED that Mr. Frederick C. Burns' (Conner Burns) authority to sign checks for all Whitney/Hancock Bank accounts is hereby revoked, that William J. Deville is hereby authorized to execute all documents required to effectuate this change, and that the "Resolution of a State or Local Government Operating Under Authority of a Board, Council or Other Type of Governing Body" attached hereto as Exhibit A is hereby adopted.

**RESOLUTION OF A STATE OR LOCAL GOVERNMENT OPERATING
UNDER AUTHORITY OF A BOARD, COUNCIL OR OTHER TYPE OF
GOVERNING BODY**

Whitney Bank, also dba Hancock Bank

Name: Capital Area Transit System, Address: 2250 Florida Boulevard
City, State and ZIP: Baton Rouge, LA 70802

A. We, the undersigned, certify that: we are the President and Secretary/Clerk of the above-named State or Local Government (hereinafter referred to as the "Governing Authority") duly created, organized, and operating under the Constitution and Laws of the State of Louisiana. Federal ID Number 720755868, and; that the following is a true, correct, and certified copy of a resolution adopted at a meeting of the Governing Authority, properly called and duly held on November 14, 2017, and; that this resolution has been properly entered into the minutes having not been modified or rescinded.

B. To be resolved that:

(1) The Financial Institution named above is designated as a depository for the funds of this Governing Authority:

(2) This resolution shall continue to have effect until written notice of its recession, modification, or cancellation has been received and recorded by this Financial Institution:

(3) All transactions, if any, with respect to any deposits, withdrawals, rediscounts, and borrowings by or on behalf of the Governing Authority with this Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed:

(4) Any of the persons named below, so long as they are acting in a representative capacity as agents of the Governing Authority, are authorized to make any and all contracts, agreements, stipulations and orders which they deem advisable and necessary to open an Account(s) with the Financial Institution and for the effective exercise of powers over said account(s) for the transacting of all business concerning funds deposited in, moneys borrowed from, or other business transacted by and between this Governing Authority and said Financial Institution and; to endorse checks and orders for the payment of moneys and withdrawal of funds on deposit with this Financial Institution, subject to any restriction(s) stated below. The Governing Authority agrees to, shall be bound by, and otherwise be liable for, the terms and conditions of all such contracts, agreements, stipulations and orders. It shall be the responsibility of the Governing Authority to provide written notice to this Financial Institution

should the authority of any of the agents it has so authorized to transact business on its behalf has been terminated. This Financial Institution shall incur no liability for acting in good faith upon the representations of said agents until such notice is properly given:

(5) Any and all prior resolutions by this governing authority and certified to this Financial Institution as governing the operation of the Governing Authority's account(s), are in full force and effect unless supplemented or modified by this authorization;

(6) The Governing Authority agrees to the terms and conditions of any account agreement, properly opened by any authorized representative of the Governing Authority and authorizes the Financial Institution named above, at any time, to charge the Governing Authority for all checks, drafts, or other orders, for the payment of moneys, drawn on the Financial Institution:

C. Each person named below (name and title) is authorized to exercise the powers granted herein on all accounts opened under this Agreement and accompanying Master Signature Card on behalf of the Governing Authority:

Jeanette Eckert

Roderick Goldman

William J Deville

I further certify that the Governing Authority has, and at the time of adoption of this resolution did have, full power and lawful authority to adopt this foregoing resolution(s) and to confer the powers granted to the person(s) named herein:

IN WITNESS THEREOF, we have hereunto affixed our signatures as of (date).

President

Secretary/Clerk

Printed Name

Printed Name

EXHIBIT A

MASTER SIGNATURE CARD FOR DEPOSITORY ACCOUNTS ANNEXED TO AND
MADE PART OF THE RESOLUTION OF A STATE OR LOCAL GOVERNMENT
OPERATING UNDER AUTHORITY OF A BOARD, COUNCIL OR OTHER TYPE
GOVERNING BODY

Listing of Accounts
("listed Accounts")

Customer Name: Capital Area Transit System

Account Subtitle	Account#
1. E Commerce	XXXXXXXX
2. Health Insurance	XXXXXXXX
3. FTA	XXXXXXXX
4. Worker's Compensation	XXXXXX
5. Payroll	XXXXXXXX
6. General	XXXXXXXX
7. Business Liability	XXXXXXXX
8. Hotel Motel Tax Receipts	XXXXXXXX
9. Passenger Receipts	XXXXXXXX
10. Medicaid Reimbursements	XXXXXXXX
11. Property Tax Fund	XXXXXXXX

MASTER SIGNATURE CARD FOR DEPOSITORY ACCOUNTS ANNEXED TO AND
MADE PART OF THE RESOLUTION OF A STATE OR LOCAL GOVERNMENT
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GOVERNING BODY

Customer Information:

Select One: New Account Update (Add/Delete) Signers Supersede
Exiting Signature Card

Governing Authority Name/Customer Name: Capital Area Transit System

Address: 2250 Florida Blvd City, State

Phone: 225-389-8920 Tax ID Number: 72-0755868

The undersigned certifies to Bank that (1) he/she is authorized to sign this Master Signature Card for Depository Accounts ("Signature Card") on behalf of Customer that are listed on Exhibit A (hereinafter referred to as Listed Accounts) and certifies that all statements made on this Signature Card are correct and in accordance with Customer's internal account authorization, organizational and governing documents; (2) each signature presented on this Signature Card is the signature of the named person, who is authorized to sign and otherwise act on behalf of Customer and all Listed Accounts with respect to the accounts listed in this Signature Card. The Customer on its behalf and on behalf of all Listed Accounts, acknowledges receipt of, and agrees to be bound by the Bank's Deposit Agreement, Terms and Conditions, as may be amended by Bank from time to time.

Authorized Signature	Officer Title	Date
Authorized Signature	Officer Title	Date
Authorized Signature	Officer Title	Date
Authorized Signature	Officer Title	Date
Authorized Signature	Officer Title	Date

2. Consideration of renewing the health insurance policy with United Healthcare for 2018

It was noted that this item was deferred from the October board meeting to give the ATU time to review the proposal. Since that time, the Union has reviewed and given their approval of the renewal.

Mr. Brandt shared that this item was unanimously recommended for approval in October and the committee reiterated that decision at the November meeting.

Mr. Cohran moved that the CEO is authorized to renew the health insurance policy with United Healthcare for 2018 as recommended by management that includes a one per cent decrease in total cost. Mr. Thomas seconded the motion. Mr. Brandt invited public comment and there was none. The motion carried unanimously with no abstentions.

3. **Consideration of authorization to proceed with procurement of three Proterra electric buses for 2018 delivery**

Mr. Deville shared that CATS staff has been working for the better part of the year to procure electric buses. These buses will be used for the modified BRT routes being planned on Plank Road and Florida Boulevard.

Proterra is able to build and deliver three electric buses with relative quickness because buses with similar specifications are currently in production for Lexington, Kentucky.

Mr. Brandt noted this item was discussed in the Planning Committee meeting and was unanimously recommended for approval.

Mr. Brandt moved that the following resolution be adopted, and Mr. Cohran seconded the motion. Mr. Brandt invited public comment and there was none. The motion carried unanimously with no abstentions.

**RESOLUTION AUTHORIZING THE CEO TO PROCEED WITH THE
PROCUREMENT OF THREE PROTERRA ELECTRIC BUSES**

BE IT RESOLVED that the Capital Area Transit System Chief Executive Officer is hereby authorized to proceed with the procurement of three Proterra electric buses for 2018 at a price not to exceed \$2,521,341 and under such other terms and conditions as he deems appropriate.

4. **Authorization for the CEO to settle the claim of Robert Wilson 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 19th**

Judicial District Court and is Suit Number 601,545, Sec. D; and that Robert Wilson is the plaintiff and Capital Area Transit System is the defendant.)

This item was deferred.

Mr. Brandt moved that the board enter into executive session to discuss the pending litigation and Ms. Perkins seconded. Mr. Brandt invited public comment and there was none. The motion carried unanimously with no abstentions.

5. Authorization for the CEO to settle the claim of Richard Andre 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 19th Judicial District Court and is Suit Number 657,914, Sec. 26; and that Richard Andre is the plaintiff and Capital Area Transit System is the defendant.)

Mr. Brandt moved that the CEO is authorized to settle the claim of Richard Andre for the sum of fifty one thousand one hundred seventy-four and 66/100 (\$51,174,66) dollars under the terms and conditions of the settlement and judgment payment policy adopted by the Board on July 20, 2004 as amended. Mrs. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion carried unanimously with no abstentions.

IX. PUBLIC COMMENTS

There were no public comments.

X. ADJOURNMENT

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