



**MEETING OF THE  
BOARD OF COMMISSIONERS OF  
CAPITAL AREA TRANSIT SYSTEM  
AND  
PUBLIC TRANSPORTATION COMMISSION  
FEBRUARY 18, 2014  
4:30 p.m.  
BREC Administration Building  
6201 Florida Boulevard  
Baton Rouge, LA 70806**

**MINUTES**

**I. CALL TO ORDER: Mr. Dalton Honore**

**Mr. Honore called the meeting to order.**

**II. INVOCATION**

**Ms. Roe gave the invocation.**

**III. ROLL CALL**

**Present were all members, namely Messrs. Brandt, Honore, Miller, O’Gorman, and Perret and Mss. Collins-Lewis, Perkins, Pierre, and Ms. Roe. Also present were Mr. Robert Mirabito, CEO; Mr. Conner Burns, CFO; Mr. Bill Deville COO/Project Manager; other CATS staff; Wendell Lindsay and Creighton Abadie of Lindsay & Abadie, A.P.L.C., CATS attorneys; and members of the public.**

**IV. APPROVAL OF MINUTES OF JANUARY 21, 2014, MEETING**

**Mr. Brandt moved to approve the minutes of the January 21, 2014, board meeting and Ms. Perkins seconded. The motion carried without objection.**

**V. ADMINISTRATIVE MATTERS:**

**1. Financial statements: Mr. Conner Burns**

**Mr. Burns described the new statement providing grants’ balances contained in the meeting packets and said it will be updated monthly. It was noted that the balances on the**

grants have not changed and no Electronic Clearing House Operation (ECHO) grant draw had been done, but one would be done later in the week.

After further discussion by members, Mr. Burns mentioned the highlights of the financial statements for the month ended January 31, 2014. He explained that the dearth of proceeds shown from federal subsidies for the month was due to a change in procedure recommended by the Federal Transit Administration (FTA). It was noted that the excess of total revenues over total expenses for the period was \$768,115 greater than the excess budgeted. The current assets through January 31, 2014, were \$11,047,489, due primarily to the cash infusion resulting from property tax proceeds. Current liabilities were \$2,084,759. He noted that there is a new statement appearing as an appendix which shows the current period's revenues and expenses compared with those of the same month of the previous year.

**2. CEO report: Mr. Mirabito**

Mr. Mirabito mentioned the highlights of his written report contained in the members' packets. Those comments included: there were 23 new hires in Operations; there was one new hire in Maintenance; the RouteMatch Manager's position has been filled internally; the Financial Management Oversight (FMO) review has been completed but CATS has not been scheduled for its exit conference; work continues to move forward for the system expansion; CATS was forced to close for two full days due to the weather; thanks to Clay Young for all his work during his time with CATS; total trips for January were 171,594; on-time performance was 80%; and there were seven complaints.

Mr. DeVille discussed the highlights of his written report concerning the new service implementation, noting that, as requested by members at the January meeting, it included a schedule showing for each major task start and completion dates as well as the status-to-date.

**VI. NOMINATION AND ELECTION OF OFFICERS**

Mr. Honore thanked Ms. Roe for chairing the Nominating Committee and turned the proceedings over to her.

Ms. Roe shared that she, Jim Brandt, and Donna Collins-Lewis comprised the committee. She thanked Mr. Honore for serving as the Interim President as well as the members who volunteered to serve in a leadership capacity.

Ms. Roe moved that the committee's slate of officers be appointed: President – Councilwoman Donna Collins-Lewis; Vice President – Dalton Honore; Secretary – Ken Perret; and Treasurer – Ben Miller. Mr. Brandt seconded the motion. Ms. Roe asked if there were any other nominations from the floor and there were none.

After Ms. Roe thanked the committee and congratulated the new officers. Mr. Honore then relinquished the chair to Ms. Collins-Lewis. Ms. Collins-Lewis thanked the board for its confidence in her and stated she was looking forward to serving. She thanked Mr. Honore for his service as the acting president and also for his prior service as the interim CEO.

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

**1. Finance and Executive: Mr. Honore**

**Mr. Honore referred the members to the minutes of the committee's February 13<sup>th</sup> meeting in their packets. He shared that the highlights of the meeting and the discussion of the office and bus space issue.**

**2. Technical, Policies and Practices: Ms. Perkins**

**Ms. Perkins referred the members to the minutes of the committee's February 13<sup>th</sup> meeting in their packets and noted the meeting's highlights.**

**3. Audit: Mr. Honore**

**Mr. Honore noted that it has not been necessary for this committee to meet.**

**4. Planning: Mr. Perret**

**Mr. Perret stated that there was no formal meeting of the Committee this month, as the strategic vision is being put on hold due to the focus on the service expansion. However, he felt that at some point members will need a retreat or similar gathering to decide upon strategic planning. On a different note, he reminded new members that they are required to undergo ethics training.**

**5. Community Relations: Ms. Roe and Mr. Melvin Caesar**

**Ms. Roe referred the members to the minutes of the committee's February 12 meeting in their packets and noted the highlights, including progress in developing a riders' association. She stated there were 58 new applications for paratransit service in January, indicating that demand is increasing. 23 were certified, one was conditional and 33 have not scheduled.**

**Mr. Caesar of Reliant Transportation reported that the completed rides were 5,745. The on-time performance was 95% and the total hours were 3,719.**

## **VIII. ACTION ITEMS**

**1. Authority to lease office and bus parking space at Mid-City Towers**

**Mr. Mirabito explained that CATS' service expansion has created a pressing need for additional office space and bus parking, and described CATS' investigation of possibly suitable spaces. He then referred members to the written recommendation contained in their packets calling for office and bus parking space at Mid-City Towers and the purchase of office equipment from Frost-Barber. Ms. Collins-Lewis entertained comments from the public and Mr. John Gallagher, a resident in the area, expressed concern about the movement and storage of buses. He said the Goodwood Homeowners' Association was not aware of the proposal and may be opposed to any rezoning to allow such use.**

**Mr. Honore moved that the meeting be extended past 6:00 pm. After being seconded by Mr. Miller, the motion was unanimously approved.**

**After further discussion, Ms. Roe moved approval of the office lease and the purchase of office furniture, both in accordance with the written proposal. Mr. Honore seconded the motion and it was unanimously approved.**

**IX. PUBLIC COMMENTS**

**Ms. Collins-Lewis invited comments from the public and there were none. In comments from board members, Mr. Honore commended Mr. Mirabito and Ms. Abby Hannie for getting the word out that there would be no bus service during the recent winter storm. He also thanked staff its work in preparing for and conducting the recent board member orientation, and also for all of its energy going into the preparations for the service expansion. He requested that the president try to get CATSs involved in activities of other agencies and stakeholders. Mr. Miller also thanked Mr. Mirabito and staff for the board member orientation.**

**X. ADJOURNMENT**

**There being no further business, Mr. Perret moved that the meeting be adjourned. Mr. O’Gorman seconded the motion and it was unanimously approved.**