



**MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
MARCH 17, 2015
4:30 p.m.
BREC Administration Building
6201 Florida Boulevard
Baton Rouge, LA 70806**

MINUTES

I. 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, Honore, O’Gorman, and Perret and Mss. Collins-Lewis, Perkins, Pierre and 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.

III. INVOCATION

Ms. Roe gave the invocation.

IV. APPROVAL OF MINUTES OF FEBRUARY 24, 2015, MEETING

Mr. Brandt moved to approve the minutes of the February 24, 2015, board meeting and Ms. Perkins seconded the motion. The motion was unanimously approved.

V. 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: February was the first month that CATS On Demand was eligible to receive reimbursement from Medicaid for Medicaid-provided transportation; CATS completed its audit of Family Services of Baton Rouge and determined that the grantee did not have the documentation to support payment of \$119,051.85, and this has been communicated to the FTA; CATS met with DHH and Our Lady of the Lake to discuss options that CATS could offer to offset the loss of the emergency room at the Baton Rouge General Mid-City; CATS provided service for the St. Patrick's Day Parade as the Shamrock Shuttle and moved approximately 150 customers; CATS is awaiting final confirmation from DOTD that state shelter projects funds will be flexed to the FTA for distribution to CATS; CATS is moving forward with schedule adjustments targeting an April implementation; FTA will be on-site March 18th; the employee health fair is scheduled for the week of April 20th; CATS has received the final report on the current state of the Operations Department and proposed recommendations to improve efficiency, and they are being reviewed by the COO and Director of Operations; CATS is currently advertising for a Safety and Risk Manager; clean-up of the yard has begun at 2250 Florida Boulevard; new lifts have been ordered for the Maintenance Department; CATS is represented on the Mayor's Steering Committee for the Streetcar Project; CATS is working to get approval from the State of Louisiana on the establishment of the short-term hub at Third and Lafayette Streets; the lease for the property in North Baton Rouge continues to be reviewed by the FTA; and a meeting has been scheduled with the Mall of Louisiana to discuss the bus stop there.

There were 215,232 total passenger trips in February, 23 complaints, and the on-time performance was 75.7%.

2. Financial Statements: Mr. Conner Burns

Mr. Burns described the highlights of the written financial report showing the status of grants contained in the members' packets, and stated that the balance of the grants was \$9,697,969.

He then discussed the highlights of the financial statements. The 2015 year-to-date property tax monies received was \$15,111,606, and the amount expended from that source was \$2,888,164. February operating revenues were \$196,827, with \$130,370 coming from the farebox. Total revenues were \$3,135,518. The total direct operating expenses were \$1,860,472, for a positive operating balance \$1,275,046.

The year-to-date operating expenses break down as follows: Operations – 52%, Maintenance – 20%, ADA – 12%, Administration – 8%, Customer Care/Security – 4%, Facilities Maintenance – 2%, and Project Administration – 2%.

VI. COMMITTEE REPORTS AND ANY ACTION THEREON

1. Finance and Executive: Ms. Collins-Lewis

Ms. Collins-Lewis referred the members to the minutes of the committee's March 12th 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 referred the members to the minutes of the committee's March 10th meeting in their packets. She let the board know members discussed the employee handbook and as well as existing policies and procedures. It was noted that there are several avenues for employees to discuss issues and concerns they have. As a result of meeting with the union leadership, CATS is instituting three quality control committees.

3. Audit: Mr. O’Gorman

Mr. O’Gorman noted there was no need for the committee to meet.

4. Planning: Mr. Perret

Mr. Perret referred the members to the minutes of the committee's March 13th meeting in their packets. He noted that the committee continued to discuss the alternative fuel study, as reaching conclusions in this area will be an on-going process. The committee also discussed CATS' relationship with CRPC and the process for approval of FTA-funded projects. Finally, the committee discussed the status of transit hubs selection.

5. Community Relations and Reliant Transportation Group representative

Ms. Roe referred the members to the minutes of the committee's March 11th meeting in their packets. It was noted that the Medicaid reimbursement program will be beneficial for CATS as it generates some revenue from an otherwise federally, unfunded mandate.

Ms. Roe shared that the last six months of rides for CATS On Demand took 20,800 riders to employment, 15,000 to medical trips, 3,000 to social occasions, and 1,700 to church and/or school.

She noted CATS has implemented new complaint procedures and more are being developed.

Mr. Morgan Landry, Reliant's Baton Rouge Operations Manager, reported that Reliant provided 6,512 completed rides in February, 97% were on-time, the total hours were 4,223.37, and there was one complaint.

VII. ACTION ITEMS

1. Approve legal contract renewal for one year with Lindsay & Abadie APLC

It was noted that this is the last renewal of the current contract. Both the staff and the F&E Committee are recommending this contract renewal be approved.

Ms. Roe moved to approve the legal contract renewal with Lindsay & Abadie APLC, for one year and Mr. Perret seconded. The motion carried unanimously.

VIII. PUBLIC COMMENTS

Ms. Collins-Lewis announced that, since the remaining action items would likely require an executive session, the floor was made available for public comments prior to the completion of action item consideration.

Katie Guy, CATS Operator, said she wanted it to be known that CATS operators contacted Councilwoman C. Denise Marcelle, and not vice versa, and made several employment related complaints.

Frank Lanasa said CATS cost him his job because his bus was not on time, and that buses were not well maintained.

Mr. Washington said that bus actual performance does not match the schedules; he also noted that buses have passed him by. He said that bus stops need to be better marked and some are too far apart.

Mr. Mirabito expressed his apologies for buses not being on time and passing customers; he shared that managers preach the importance of courtesy and being on time.

Patsy Brown, CATS Operator, said she still has not resolved her incentive check issue. She said there was still no one at the terminal when the buses start running.

Mr. Mirabito noted that CATS is looking into kiosks to serve the customers at the terminal before representatives arrive.

Gloria Brumskill, CATS Operator, feels the company is divided and must find a way to come together.

Ulysses Walker, CATS Operator, said buses are not safe.

Debra Hamilton, CATS Operations Supervisor, stressed that this is a time to move forward together. She noted that Mr. Mirabito inherited many problems when he got here almost two years ago. Her final comment was that it is time to start fresh and move forward.

Graylan Muse, CATS Operations Supervisor, noted that Baton Rouge deserves a good product and it is up to CATS to deliver. We need to focus on the greater good and provide what we've promised to the taxpayers of the City.

Elaine Washington, CATS Operator, has worked for CATS for two and a half years and feels the customers are spoiled. She feels the drivers are not appreciated.

Yvette Rhines, CATS Training Manager, noted we are here for the customers, and without the customers, there is no need for CATS.

Chris Huddleston, CATS Operator, shared that we are here to serve.

Dalton Honore asked that all board members receive copies of the speakers' complaints and management's responses. He shared that he has the perspective of having sat in the CEO chair for 45 days and it is important to remember that the customer is always first.

Ms. Collins-Lewis read a passage on God's forgiveness.

IX. ACTION ITEMS CONTINUED

- 1. Authorization for the CEO to settle the claims of Tyrone Batiste, Tison Jacobs, and Brianna Lathers.**

Ms. Roe moved that the board convene an executive session to consider the above matters. Mr. Honore seconded, and the motion carried unanimously.

Upon returning to the open session, Mr. Brandt moved that the following claims be settled under the terms of the settlement and judgment payment policy adopted by the Board on July 20, 2004, as amended: Tyrone Batiste for a total of \$25,000; Tison Jacobs for a total of \$75,000; and Brianna Lathers for a total of \$16,500 plus \$470 in court costs. Mr. Perret seconded the motion, and it carried unanimously.

X. ADJOURNMENT

There being no further business, Mr. Honore moved that the meeting be adjourned. Ms. Collins-Lewis seconded the motion, and it was unanimously approved.