



**MEETING OF THE  
BOARD OF COMMISSIONERS OF  
CAPITAL AREA TRANSIT SYSTEM  
AND  
PUBLIC TRANSPORTATION COMMISSION  
MAY 20, 2014  
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**

**Present were Messrs. Brandt, Miller, O’Gorman, and Perret and Mss. Collins-Lewis, Perkins, and Ms. Roe. Mr. Honore was absent due to his son’s graduation, and Ms. Pierre was absent due to her father’s death. 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 and asked that everyone keep Ms. Pierre’s family in their prayers, as well as the family of Mr. Leonard London, a former CATS employee who passed away.**

**IV. APPROVAL OF MINUTES OF APRIL 15, 2014, MEETING**

**Ms. Perkins moved to approve the minutes of the April 15, 2014, board meeting and Mr. Brandt seconded. The motion carried without objection.**

**V. ADMINISTRATIVE MATTERS:**

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

**Mr. Mirabito mentioned that the highlights of his written report are contained in the members' packets. His comments included: CATS has received the preliminary FMO report and has submitted its response; CATS and the ATU will begin negotiating wages on June 2<sup>nd</sup> and 3<sup>rd</sup>; CATS has received FTA approval to utilize CATS' Bus Rapid Transit (BRT) planning grant for the Nicholson Drive project; the first round of changes has been made to the newly expanded system to address areas of concern; the next set of changes is targeted for the end of June; the estimated manpower cost to accommodate a move from the Town Square Transfer Center is approximately \$350,000, including 5,000 CATS hours and MV/RouteMatch change orders; CATS has drafted a lease with LSU for its property adjacent to the LSU Urgent Care Center for \$1,500 per month with a minimum term of 30 years; CATS will provide service to the Bayou Country Superfest over Memorial Day Weekend; CATS will provide trolley service for the Miss USA pageant; TransPro is presenting the results of their engagement to measure CATS customer satisfaction; and the move by administration to the Mid-City Tower took place on May 15<sup>th</sup>.**

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

**Mr. Burns stated that his priority has been to organize CATS' federal grants and to insure the flow of federal dollars, and this task has now been completed. He then discussed the highlights of the financial statements.**

**He first noted the federal grant balances. He stated that that the 2013 CMAQ grant has been let and funds were drawn to assist with the route expansion. The grant balance total is \$9,622,760, and shelter money is included in that total.**

**Tax revenues received year-to-date are \$15,319,384 and CATS has expended \$5,514,700.**

**The total direct operating expenses for the month were \$1,928,880, and the net balance of total revenues over total expenses was \$501,377.**

**3. Presentation of Customer Satisfaction Surveys: Mr. Mark Aesch**

**Mr. Aesch conducted a Power Point presentation showing the results of customer satisfaction surveys. The surveys forming the basis for his report took place prior to the system expansion and there are plans to conduct future surveys on a quarterly basis.**

**CATS' strengths are the fare price, operator knowledge and the technical ability; the weaknesses are on-time performance, call center issue resolution, bus and bus stop cleanliness, bus maintenance, the number of buses, and the frequency on routes.**

**Mr. Miller moved to extend the meeting past 6:00 p.m. and Ms. Roe seconded. The motion carried unanimously.**

**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 May 16<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 referred the members to the minutes of the committee's May 16<sup>th</sup> meeting in their packets. She noted that the committee discussed the existing policies and the employee handbook and would continue policy discussions.

**3. Audit: Mr. Miller**

Mr. Miller stated that the committee would meet upon completion of the audit to receive the findings.

**4. Planning: Mr. Perret**

Mr. Perret let the board know that the committee did not have an official meeting but has continued informal information gathering, investigating and fact-finding. Members also attended an alternative fuels conference where they learned different fuel possibilities and impacts.

He shared that the BRT will be considered for the Nicholson Drive project and could possibly serve as a precursor to a streetcar line. He further noted that the Louisiana legislature has just approved a bill requiring six hours of training for transit board members.

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

Ms. Roe referred the members to the minutes of the committee's May 14<sup>th</sup> meeting in their packets and summarized the highlights. She noted that the committee may recommend changing its name change to Customer Relations.

She stated that the committee asked the staff to establish and publish the criteria for making changes to the system. She noted that the staff in customer service has nearly doubled to accommodate the influx of new customers.

Mr. Caesar of Reliant Transportation reported that the completed paratransit rides were 6,764. The on-time performance was 97%. Total hours were 4,132. There was one customer complaint.

**VII. ACTION ITEMS**

**1. Authorize the CEO to execute shelter construction related contracts up to \$100,000**

Mr. Mirabito reported that CATS has received a response to its RFP proposing shelter construction with an estimate of \$7,000 per shelter.

Ms. Roe noted that the Finance and Executive Committee had considered this matter, and moved to authorize the CEO to execute shelter-related contracts, with the maximum

amount for each contract \$100,000. Mr. Miller seconded the motion. Ms. Collins-Lewis asked if there were any public comments and, there being none, the motion was unanimously approved.

2. **Authorize the CEO to waive fares on June 19, 2014, for National Dump the Pump Day**

Mr. Mirabito explained that this is an annual, national event created by the American Public Transit Association (APTA) as an incentive to get people from their cars. He estimated it would cost CATS approximately \$3,000-4,000 in lost revenue.

After comments by members, Mr. Brandt moved to authorize the CEO to waive the fares on June 19, 2014, for National Dump the Pump Day and Mr. Miller seconded. After the opportunity for a public comment, the motion carried unanimously.

3. **Adopt and levy the ad valorem tax millage rate of 10.6 mills for the City of Baton Rouge for the year 2014**

Mr. Abadie explained that state law requires that CATS formally levy the property tax each year and this matter is similar to the Board action taken last year. Ms. Collins-Lewis then asked for any public comment and there was none. After member comments, Mr. Brandt moved to approve the following resolution adopting the ad valorem tax millage rate of 10.6 mills for the City of Baton Rouge for the year 2014:

**BE IT RESOLVED, by the Board of Commissioners of Capital Area Transit System that the following millage(s) are hereby levied on the 2014 tax roll on all property subject to taxation in the City of Baton Rouge by Capital Area Transit System:**

**Capital Area Transit System tax in the City of Baton Rouge millage: 10.6 mills**

**BE IT FURTHER RESOLVED that the proper administrative officials of the Parish of East Baton Rouge, State of Louisiana, be and they are hereby empowered, authorized, and directed to spread said taxes, as hereinabove set forth, upon the assessment roll of said Parish for the year 2014, and to make the collection of the taxes imposed for and on behalf of the taxing authority, according to law, and that the taxes herein levied shall become a permanent lien and privilege on all property subject to taxation as herein set forth, and collection thereof shall be enforceable in the manner provided by law.**

Ms. Perkins seconded the motion. Thereafter, Ms. Collins-Lewis asked if there were any public comments or further member comments, and there were none. The motion then carried unanimously with all members, namely Messrs. Brandt, Miller, O' Gorman, and Perret and Mss. Collins-Lewis, Perkins and Ms. Rowe, voting yes.

4. **Adopt and levy the ad valorem tax millage rate of 10.6 mills for the City of Baker for the year 2014**

Ms. Perkins moved to adopt the following resolution and adopt the ad valorem tax millage rate of 10.6 mills for the City of Baker for the year 2014:

**BE IT RESOLVED, by the Board of Commissioners of Capital Area Transit System that the following millage(s) are hereby levied on the 2014 tax roll on all property subject to taxation in the City of Baker by Capital Area Transit System:**

**Capital Area Transit System tax in the City of Baker millage: 10.6 mills**

**BE IT FURTHER RESOLVED that the proper administrative officials of the Parish of East Baton Rouge, State of Louisiana, be and they are hereby empowered, authorized, and directed to spread said taxes, as hereinabove set forth, upon the assessment roll of said Parish for the year 2014, and to make the collection of the taxes imposed for and on behalf of the taxing authority, according to law, and that the taxes herein levied shall become a permanent lien and privilege on all property subject to taxation as herein set forth, and collection thereof shall be enforceable in the manner provided by law.**

**Mr. O’Gorman seconded the motion. Ms. Collins-Lewis asked if there were any public comments or further member comments, and there were none. The motion then carried unanimously with all members, namely Messrs. Brandt, Miller, O’Gorman, and Perret and Mss. Collins-Lewis, Perkins, and Ms. Roe, voting yes.**

**VIII. PUBLIC COMMENTS**

**Ms. Collins-Lewis asked if there were any comments from the public. There were no comments from the public.**

**She then asked if there were any Board comments and Mr. Brandt suggested that the Finance and Executive Committee consider a revision of the current board by-laws.**

**X. ADJOURNMENT**

**There being no further business, Ms. Collins-Lewis moved that the meeting be adjourned. Ms. Perkins seconded the motion, and hearing no public comments, it was unanimously approved.**