



**MEETING OF THE  
BOARD OF COMMISSIONERS OF  
CAPITAL AREA TRANSIT SYSTEM  
AND  
PUBLIC TRANSPORTATION COMMISSION  
JUNE 20, 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 Messrs. Bellue, Brandt, Breaux, Cohran, O’Gorman, and Thomas and Mss. Green and Perkins. Ms. Pierre was absent. Also present were Mr. Bill Deville, CEO; Mr. Conner Burns, CFO; Mr. Darrell Brown, CAO; Mr. Rod Goldman, COO; 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. PRESENTATION OF SERVICE AWARDS FOR SECOND QUARTER**

**Human Resources Director Trina Bowie presented certificates to those employees who celebrated one, five, ten, and twenty plus years of service with the agency. Special recognition was given to Lillie Moore, who celebrated 34 years with the agency.**

**V. APPROVAL OF MINUTES OF MAY 16, 2017 MEETING**

**Mr. Bellue moved to approve the minutes of the April 18, 2017, meeting and Mr. Thomas seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.**

**VI. PRESIDENT'S ANNOUNCEMENTS**

**Mr. Brandt welcomed the newest CATS Board member, Councilwoman Erika Green. He shared that Ms. Green is the Councilwoman for District 5 and is a local attorney. She is very active in the community and sits on several boards in addition to CATS.**

**Mr. Brandt reviewed the public comment policy.**

**VII. ADMINISTRATIVE MATTERS**

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

**Ms. Bowie shared that the following hires were made in May: Administration – Director of Capital Improvement; and Maintenance – one Utility Technician. Ms. Bowie also shared that she has hired two new people in the Human Resources Department – Human Resources Business Partner Lisa Paul and Human Resources Generalist Aaron Verrett.**

**Mr. Goldman shared that, in Operations, there are currently 141 operators on the roster and 134 are active. The Operators of the Month for May were Willie Travis and Tongie Morrison.**

**Mr. Goldman informed the board that the staff has been reviewing the performance measures and has made some revisions. He introduced new metrics for mean miles between road calls, mean miles between mechanical failures, preventable accidents per 100,000 miles, and complaints per 100,000 boardings. He shared that the complaints were discussed at the Community Relations meeting and noted that complaints would no longer be viewed as valid, invalid, or inconclusive; all complaints will be viewed as valid. While the complaints will be measured against a new benchmark, the same information – tracking by type, route, etc. – will still be collected and monitored for potential trends. These new metrics have CATS in line with industry standards, which will aid in peer agency comparisons.**

**Mr. Deville shared that Strategic Plan is ongoing and will be woven into a five year plan. He noted that various service planning projects are ongoing. The process to create the scope and funding**

requirements necessary for CATS to have its Comprehensive Operational Analysis (COA) is underway with the solicitation expected in the fourth quarter.

**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 \$2,913,545.

He then discussed the highlights of the financial statements. The 2017 year-to-date property tax monies received was \$16,614,436, and the amount expended from that source was \$9,683,643. May operating revenues were \$210,406 and governmental revenues were \$1,362,584, for a total source of funds of \$1,572,990. The total direct operating expenses were \$1,998,519.

The year-to-date operating expenses break down as follows: Operations – 50%, Maintenance – 21%, ADA – 11%, Administration – 11%, Customer Care/Facility – 3%, Security – 2%, and Project Administration – 2%.

There was a request to have a pie chart depicting operating revenue presented to the board on occasion.

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

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

Mr. Brandt noted that there was no meeting in June, but he shared that the meetings would resume in July.

**2. Technical, Policies and Practices: Dr. Peter Breaux**

Dr. Breaux referred the members to the minutes of the committee's June 12<sup>th</sup> meeting in their packets. He shared the highlights of the meeting, including a discussion of the role of the committee. He also noted that Ms. Bowie has requested a formal audit of the Human Resources Department that will focus primarily on compliance issues. There was also discussion of bringing policies to the Committee for board approval and it was decided that initially, Ms. Bowie will provide a list of policies to Mr. Deville and Dr. Breaux. After that, a determination will be made as to which policies will need to come to the Committee and Board for approval.

**3. Audit: Mr. O'Gorman**

**Mr. O’Gorman shared that the Committee met that morning and reviewed the final audit from LaPorte CPAs. Mr. O’Gorman invited John Murray of LaPorte to provide a summary to the board members.**

**Mr. Murray noted that the agency’s net position was \$34,079,541, as of December 31, 2016, which represents an increase of \$4,073,505 or 13% from that of December 31, 2015. The long-term liabilities decreased from \$2,860,191 to \$2,092,972, primarily due to the current year payments for the capital lease obligations.**

**Mr. Murray shared that the total current assets as of December 31, 2016, were \$23,904,336 and total assets were \$41,872,489. The operating revenues increased five percent over 2015, from \$2,326,845 to \$2,461,875. The direct operating expenses increased six percent, from \$28,476,389 in 2015 to \$30,198,498 in 2016. The net non-operating revenues increased two percent in 2016 over 2015, from \$25,152,539 to \$25,625,643.**

**Mr. Murray discussed the missing money bag containing approximately \$4,500 and the procedures that have been implemented since that time to prevent this from occurring again. He also noted that there is a possible violation of the Louisiana Constitution in that an employee received a travel advance that was not properly documented and repaid timely. However, the balance of monies owed was completely repaid. LaPorte recommends that the agency look into revising this practice. Additionally, there were paid time off disbursements paid to employees who had negative PTO balances and it is recommended that this procedure be improved. He also noted that there were several employees who did not have I-9 forms in their personnel files.**

**4. Planning: Mr. O’Gorman**

**Mr. O’Gorman referred the members to the minutes of the committee’s May 26<sup>th</sup> and June 9<sup>th</sup> meetings in their packets. He shared the highlights of the meeting and noted that the work of the strategic plan is ongoing and the Planning Committee will be working closely with staff. There was discussion of the service priority and the capital improvement plan. Mr. O’Gorman thanked the staff for the work done both on the board retreat and the plan to this point.**

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

Ms. Perkins referred the members to the minutes of the committee's June 14<sup>th</sup> meeting in their packets. She shared the highlights of the meeting, including new performance metrics introduced by Mr. Goldman.

Mr. Rob Miller of Reliant Transportation reported that Reliant provided 6,933 completed rides in May and 96% were on-time. There were 4,502 total hours and four valid customer service complaints in performance and safety.

## **IX. ACTION ITEMS**

- 1. Designate The Advocate as the official journal of CATS as set forth in the CATS Bylaws**

Mr. Abadie noted that it is a requirement that this be done annually.

Mr. Brandt recused himself from voting as he is a member of the Advocate Advisory Board.

Ms. Perkins moved that The Advocate is designated as the official journal of Capital Area Transit System as set for in the Capital Area Transit System Bylaws and Mr. O'Gorman seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed with one abstention from Mr. Brandt.

- 2. Authorization for the CEO to renew the RouteMatch/Annual Maintenance, Warranty, and Technical Support Services for a period of one year**

Mr. Goldman shared that this renewal is to continue the warranty and technical support provided by RouteMatch. He noted that CATS is evaluating the technology package and will be making a determination regarding future AVL packages. It was noted that the one year cost is \$183,390.88.

Ms. Perkins moved that the CEO is authorized to renew the RouteMatch Annual Maintenance, Warranty, and Technical Support contract for a period of one year and Mr. Cohran seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

- 3. Authorization for the CEO to settle the claim of Ester Oduh 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 19<sup>th</sup> Judicial District Court and is Suit Number 646,311, Sec. 26; and that Esther Oduh is the plaintiff and Capital Area Transit System and George Decuir are the defendants.)

Before taking this item, Mr. Brandt moved that the board go into executive session to discuss the pending litigation set forth in action item number three and number four. Mr. O’Gorman seconded the motion and it passed unanimously with no abstentions.

There were no public comments.

Upon returning from executive session, Mr. Brandt moved that the CEO is authorized to settle the claim of Esther Oduh for the sum of fourteen thousand and 00/100 (\$14,000) dollars plus court costs under the terms and conditions of the settlement and judgment payment policy adopted by the Board on July 20, 2004 as amended. Ms. Green seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

4. Authorization for the CEO to settle the claim of Laura Wheeler 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 19<sup>th</sup> Judicial District Court and is Suit Number 639,982, Sec. 25; and that Laura Wheeler is the plaintiff and Capital Area Transit is the defendant.)

Mr. Brandt moved that the CEO is authorized to settle the claim of Laura Wheeler for the sum of two hundred sixteen thousand three hundred sixty-one and 43/100 (\$216,361,43) dollars plus court costs under the terms and conditions of the settlement and judgment payment policy adopted by the Board on July 20, 2004 as amended. Ms. Perkins seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

#### **X. PUBLIC COMMENTS**

There were no public comments.

#### **XI. ADJOURN**

Mr. Cohran moved to adjourn the meeting. Mr. O’Gorman seconded the motion, and the motion passed unanimously with no abstentions.