



**MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
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JULY 19, 2016
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. Brandt, Breaux, Cutrera, O’Gorman, Perret, and Mss. Collins-Lewis, Pierre, and Perkins. Mss. Barrett was absent. Also present were Mr. Bill Deville, Interim CEO; Mr. Conner Burns, CFO; Mr. Don Palmer, COO; other CATS staff; and Creighton Abadie of Lindsay & Abadie, A.P.L.C., CATS attorneys; and members of the public.

III. INVOCATION

Ms. Perkins gave the invocation.

IV. APPROVAL OF MINUTES OF JUNE 21, 2016, MEETINGS

Ms. Perkins moved to approve the minutes of the May 17, 2016, board meeting and Ms. Collins-Lewis seconded. The motion was unanimously approved.

V. ADMINISTRATIVE MATTERS:

1. CEO Report: Mr. Bill Deville

Mr. Deville advised the board members that he was changing the format somewhat and would have the executive team report on their areas of the CEO report.

Mr. Deville shared the Human Resources report for Ms. Christophe, who was absent. He noted CATS made the following departmental hires in June: Administration – 1 part-time money counter, Maintenance – 2 mechanics, Operations – 9 cadets and 1 operator, and Security – 1 police officer; the 2017 Benefit Strategy is underway and has made significant improvements over previous years; group interviews are currently underway for the next class of bus operators; the first phase of the organizational assessment is complete with Insight Strategies and the second phase will begin in late July; employee engagement has increased with several initiatives, including the establishment of the CATS Employee Emergency Relief Initiative, planning to participate in the Baton Rouge Sickle Cell Anemia Foundation Annual Run/Walk on August 22nd, and a contest to name the new CATS employee newsletter.

Mr. Deville shared the Operations, Maintenance, and Safety reports for Mr. Palmer, who was absent. He informed the board that, in Operations, the new run-cut was successfully implemented on July 10th and included several minor service enhancements; there is a current headcount of 145 operators, 137 active; there are 15 cadets currently in training that are expected to complete training by the middle of August; and there are eight cadets scheduled to begin training on August 8th.

Mr. Deville reported that, in Maintenance, the Preventive Maintenance is currently at 86%, which is above the 80% benchmark set by the FTA; all bus lifts have been installed and have been in use since June 20th; the windshield campaign is ongoing and broken glass is being replaced as vehicles are brought to the shop for routine maintenance; and there is a new campaign to replace roof hatches on all Gillig and Blue Bird buses.

Mr. Deville let the board know that the Operational Safety and Review Committee (OSRC) did not meet in June but is set to meet on July 25th; and the following plans are being reviewed and/or revised: Emergency Action Plan, Accident/Incident Prevention Plan, Driver's License Policy, and Safety and Security Plan.

Mr. Deville reported there were 201,240 trips in June and 1,309,526 year-to-date. There were 51 complaints, and the on-time performance was 77%. The complaints are broken down as follows: courtesy – 10; facilities/maintenance – 11; passed up – 4; performance – 15; safety – 10; and IT/website issues – 1. It is important to note that there are 51 complaints out of 201,240 trips for the month, a percentage of 0.0253%.

Mr. Deville shared that CATS has engaged with the FTA Region VI headquarters regarding the startup authorization process for the LSU North Baton Rouge hub; CATS is working with Southern University on the service contract and is having discussions concerning a potential parking and service project; CATS is engaged

with Our Lady of the Lake for a potential public/private partnership with the new Children's Hospital and access road and a south transit hub; CATS has resumed engagement with the City Parish Department of Transportation and Drainage Director Stephen Bonnette for the Cortana Mall hub, and the City and CATS have begun preparing and negotiating a Cooperative Endeavor Agreement; CATS attended a City-Parish Florida Boulevard, Plank, and Harding charrette that is a continuation of the joint effort with CATS and its planning of a modified BRT Florida Boulevard route by the late fourth quarter; a service standards draft has been developed and is being vetted and should be available in August; and a new service plan has been developed with various scenarios and a "what if" cost analysis is in progress.

In the Measures of Success, Mr. Deville provided the following updates: #1: On-Time Performance – 77% for the month, which is tied to the aged fleet and will be improved as new vehicles arrive; #2: Shelter Completion – the start date for Phase II of the shelter project is July 20th; #3: Transit Hubs –goal is to build two by the end of the year; #4: Fleet Upgrade – four buses are to be delivered in mid-October and eight are to be delivered in mid-December, and strategies are being developed to replace all buses 12 years old or older in a 60-day timespan; and #5: Route Productivity Measures (service standards) – the initial route assessments standards draft is complete and further route redesign and enhancements are being developed and refined.

Mr. Deville noted that there was an additional \$50,000 in advertising revenue brought by Mr. Theo Richards, and the FTA has approved the waiver for the Blue Bird buses.

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 \$4,162,120.

He then discussed the highlights of the financial statements. The 2016 year-to-date property tax monies received was \$16,346,568, and the amount expended from that source was \$8,873,284. June operating revenues were \$238,009 and governmental revenues were \$1,809,790, for a total source of funds of \$2,047,799. The total direct operating expenses were \$2,161,469.

For comparison, the operating revenue in previous years for June is as follows: 2016 – \$238,009; 2015 - \$232,987; 2014 - \$178,234; 2013 - \$173,522; and 2012 - \$159,651.

The year-to-date operating expenses break down as follows: Operations – 49%, Maintenance – 22%, ADA – 10%, Administration – 12%, Customer Care/Facility – 4%, Security – 2%, and Project Administration – 1%.

VI. PRESIDENT'S ANNOUNCEMENTS

Mr. Brandt announced that there would be a public hearing for the tax millage roll forward on Tuesday, August 16th at 4:00pm, immediately preceding the CATS Board meeting. He also let the public know about the new process for public comments, which is to fill out a comment card with the pertinent information before speaking.

VII. COMMITTEE REPORTS AND ANY ACTION THEREON

1. CEO Search Committee: Mr. Ken Perret

Mr. Perret shared that the committee held its first meeting on July 14th where they established some of the things they felt important to look for in a new CEO. The next meeting, scheduled for July 20th, will establish the candidates to be interviewed initially and the questions that will be asked. There will be no more than 10 applicants who are considered before the field is narrowed to three.

2. Finance and Executive: Mr. Brandt

Mr. Brandt referred the members to the minutes of the committee's July 14th meeting in their packets. He shared the highlights of the meeting and noted that the communications contract renewal with Covalent Logic was deferred to the August meeting. Mr. Brandt noted that the Service Equity Analysis for Route 15 had been completed and did recommend elimination of the route to allocate the resources to higher performing routes.

3. Technical, Policies and Practices: Dr. Peter Breaux

Dr. Breaux noted the committee did not meet.

4. Audit: Mr. O’Gorman

Mr. O’Gorman noted the committee did not meet.

5. Planning: Mr. Perret

Mr. Perret noted the committee did not meet. He shared that there needs to be ongoing work on the transit hubs.

6. Community Relations: Ms. Linda Perkins

Ms. Perkins noted the committee did not meet.

Mr. Morgan Landry of Reliant Transportation reported that Reliant provided 7,844 completed rides in June, 94% were on-time, the total hours were 4,710, and there were two valid complaints.

Mr. Landry shared that 46% of the rides in June were taking customers to their places of employment.

VIII. ACTION ITEMS

IX. PUBLIC COMMENTS

Mr. Perret commended the staff for the calm working environment during the gatherings over the last several weeks.

Mr. Deville echoed Mr. Perret's sentiments and noted that all the staff worked with tremendous poise and all came together to make it happen.

X. ADJOURN

Ms. Perkins moved to adjourn the meeting. Mr. Perret seconded, and the motion carried unanimously.