



2817 Canal Street  
New Orleans, LA 70119

## **New Orleans Regional Transit Authority Operations & Administration Committee**

### **Meeting Minutes**

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**Thursday, June 8, 2023**

**9:00 AM**

**RTA Board Room**

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The New Orleans Regional Transit Authority (RTA) hereby declares that, in accordance with La. R.S. 42:17.1 (A)(2)(a)-(c), a meeting will be held in person on Thursday, June 8, 2023, at 9:00 a.m. Please be advised that mask wearing is encouraged inside the boardroom.

Written comments on any matter included on the agenda will be accepted in the following ways: 1) Submission of a Speaker Card on meeting day; 2) Electronically by email sent to: [rtaboard@rtaforward.org](mailto:rtaboard@rtaforward.org) prior to the meeting; or 3) By U.S. Mail send to 2817 Canal Street, Attention: Office of Board Affairs, New Orleans, LA 70119.

#### **1. Call To Order**

#### **2. Roll Call**

**Commissioners Present:** Commissioner Neal, Commissioner DeFrancesch, Commissioner Ewell and Commissioner LeBeouf

**Other Commissioner Present:** Commissioner Coulon

#### **3. Consideration of Meeting Minutes from May 11, 2023**

Commissioner LeBeouf moved and Commissioner Ewell seconded to approve the Meeting Minutes of May 11, 2023. The motion was approved unanimously.

[Operations & Administration Meeting - May 11, 2023]

**23-095**

approved

#### **4. Committee Chairman's Report**

Commissioner Neal stated that the Internal Audit Charter and the Compensation Study will be Informational Reports and no action will be taken at this meeting.

## **5. Chief Executive Officer's Report**

Lona Hankins reported that the new bus schedule took place on June 4, 2023, and staff has received very few calls regarding the changes and the RTA Transit Supervisors have been assisting Jefferson Parish with the changes to the E1 Route.

Lona Hankins introduced Nakisha Bee to the Commissioner for going beyond the call of duty and helping a Paratransit Passenger. Also, a teenager was trying to get to Job Corp and the fixed-route operator noticed that the teen looked confused the operator assisted the teen getting to their destination. Commissioners thanked Lona Hankins for helping with the Jefferson Parish E1 Route and he also thanked Ms. Bee for helping out with the Paratransit Passenger.

## **6. Chief Transit Officer's Report**

Christopher Clark presented the RTA's Chief Transit Officer's Report. This report can be found in the Chief Transit Officer's PowerPoint Report dated, June 8, 2023. Lona Hankins reported that all the Formula Money that the RTA receives from FTA was based on ridership and the Automatic Passenger Counter (APC Counter) automatically counts every rider that enters the vehicles.

## **7. Chief Asset Manager Officer's Report**

Ryan Moser presented the RTA's Chief Asset Manager Report. This report can be found in the Chief Asset Manager PowerPoint Report dated, June 8, 2023.

Ryan Moser reported that there are 144 buses in the fix route fleet and 50 buses was the average for out of service and 97 buses is required for the average service and the RTA was short 4 buses per day. He reported that for a bus to be in contingency it must exceed its useful life and those buses are 2008 and 2010 Orion Buses.

Additionally, Ryan Moser said that the RTA has an excellent relationship with New Flyer and that the parts for the older buses are very challenging to find. Orion vehicles are no longer in operation, and New Flyer has taken over the Orion Parts. The 2010 Orion Buses are being repaired by outside vendors, who are also working on the engines under warranty on the newer buses. These vendors have the parts required for the repairs, and the RTA does buy from them.

Commissioner Coulon stated that it would be more cost effective to have these bus parts stored in-house because its more costly to have repairs done outside of the RTA. Ryan Moser clarified when the buses are sent out for repairs and not parts. Ryan Moser further stated that the dollar value for the parts needed to operate was \$1.1M but he would like to see the amount of inventory on hand as \$2 Million. Lona Hankins added that the RTA was short six mechanics and the RTA will do a media campaign to hire mechanics. The IBEW agreed to have the mechanics work overtime for the summer with 10 hour shift.

Ryan also noted that the RTA was typically 10 Paratransit Buses short, forcing them to rework

their schedules in order to accommodate the passengers. In addition, because of its lightweight chassis for New Orleans's streets, the Caravan experienced more downtime than the other cars. Despite being smaller and less often used, the Caravans still had problems with their steering. Only one passenger and one wheelchair could fit in the Caravan. According to Commissioner Coulon, the RTA should specify in the CEA with Jefferson Parish that it may use the Jefferson Parish Paratransit Fleet when a sizable portion of its bus fleet is out of commission. Commissioner Neal stated that it would be very helpful for the Board to visit the maintenance facilities and ride the vehicles.

## **8. Chief Safety/Security Officer's Report**

Mike Smith presented the RTA's Chief Safety/Security Officer's Report. This report can be found in the Chief Asset Safety/Security Officer's PowerPoint Report dated, June 8, 2023.

It was reported that the RTA was working with the City of New Orleans to make sure all riders are aware of the rules and regulations to ride the buses for evacuation and the RTA has a CEA with the City that determines the RTA role. The Smoothie King Center was going to be used as a pick-up point for the residents of the city. Commissioner LeBeouf stated that the RTA needs to be communicating with the Health Department to help the most vulnerable people in the city to evacuate.

## **9. Consideration of the Internal Audit Charter**

Lynette Doyle presented the RTA's Internal Audit Charter Report. This report can be found in the Internal Audit Charter PowerPoint dated, June 8, 2023.

It was reported that staff presents to the Finance Committee a schedule of Audits that was going to take place during the year and the reports are presented Quarterly to the Finance Committee and Leadership and the Board can request any audit if necessary. Also, the Audit Department has the authority to request the necessary documentation from any department to complete the Audit, but the Audit Department don't have the authority to direct the employees to carry out any specific duties. The Charter does state the Authority that the Audit Department has, and the CEO holds the Departments accountable to give the Audit Department the necessary information. Commissioner Coulon asked for another update and the Board will vote on this at the June Board Meeting.

Adoption of the Internal Audit Charter

[23-088](#)

Enactment No: 23-045

## **10. Update on RTA's Compensation Schedule**

Darwyn Anderson presented the RTA's Compensation Study. This report can be found in the Update on RTA's Compensation Schedule dated, June 8, 2023, under the PowerPoint Report.

Commissioner Ewell noticed that the original report had grades 4-20 and the new report has been condense. Commissioner Coulon stated that he was used to seeing pay plans with a

beginning and an ending in this case he is confused. Commissioners collectively agreed that every employee should know what grade band they fall under and right now that is not clear. Commissioner Coulon added that he understand that the CEO has latitude with hiring decisions but he doesn't want to see a person starting at the maximum pay scale leading to concerns of salary compression that will affect the budget. The Board needs to know those numbers.

Commissioner Coulon further stated that the CEO's salary range was too large and other leadership positions around the City do not earn that much. He stated that this is public money, and the Board has an obligation to account for salaries. Lona Hankins responded that some professionals are undervalued from a compensation perspective that needs to be adjusted or the RTA will start losing talent. She stated that the Board adopts an annual budget, and she is assigned with the task not to bust that budget.

In response to a question about the Graphic Designer position which is an existing position, Lona stated that this position can be hired at Minimum, Midpoint and Maximum based on experience. Commissioner Coulon inquired if the RTA have contractors that can meet the demand of a Graphic Designer and Lona Hankins stated not as quickly as having someone in-house. There was no action on this item. Commissioner Neal stated that this conversation will continue at the Finance Committee Meeting.

RTA Compensation Schedule

[23-086](#)

Enactment No: 23-049

## **11. Audience Questions & Comments**

Tierrani Clark-Esteen, Road Supervisor - New Elected Stewart for United Labor Union Local 100 - The union represents different classification in the agency. Local 100 would like to work with management. Local 100 has 34 members and honor Local 100. Commissioner Raymond and Darwyn Anderson were aware of the Union. Lona Hankins reported that management was going to negotiate with Local 100. Commissioner LeBeouf thanked the employees for all that they do and for staying for the meeting.

## **12. New Business**

## **13. Adjournment**

Commissioner DeFrancesch moved, and Commissioner Ewell seconded to adjourn the June 8, 2023, Operations Administration Committee. The motion was adjourned unanimously.

adjourned

[Ops PowerPoint Slides 06.08.23]

[23-105](#)