

**NOTICE OF CAPITAL AREA TRANSIT SYSTEM
REGULAR MEETING OF THE BOARD OF COMMISSIONERS**

July 23, 2024

4:30 pm

**350 North Donmoor Ave
Baton Rouge, Louisiana 70806**

AGENDA

- 1. CALL TO ORDER: Ms. Melissa deGeneres**
- 2. PLEDGE OF ALLEGIANCE & INVOCATION**
- 3. ROLL CALL: Ms. Jada Davis**
- 4. PUBLIC COMMENT**
- 5. ACTION ITEM – Approval of the June 25, 2024, Board Meeting Minutes – Ms. Melissa deGeneres**
- 6. PRESIDENT’S ANNOUNCEMENTS: Ms. Melissa deGeneres**
- 7. ADMINISTRATIVE MATTERS**
 - a) Executive and Financial Report: Mr. Theo Richards and Executive Staff**
- 8. COMMITTEE REPORTS AND ANY ACTION THEREON**
 - a) Finance & Executive: Ms. Melissa deGeneres**
 - b) Technical, Policies & Practices: Ms. Melissa deGeneres**
 - a. ACTION ITEM - Approval of the CATS Purchasing and Contracting Policy**
 - c) Audit: Mr. John Vukovics**
 - a. ACTION ITEM - Approval of the closure of 2022 Single Audit Findings 2022-015 & 2022-018**
 - d) Planning: Mr. Patrick Downs**
 - e) Community Relations: Mr. Johnathan Hill**
- 9. NEW BUSINESS**
 - a) Consideration and approval of CATS Board of Commissioners Tax Reassessment**
 - b) Consideration and approval of the 2023 Louisiana Compliance Questionnaire and authorization for Board officers to execute the Compliance Questionnaire**
 - c) Consideration and approval of the Contract for Administration and Construction Engineering Inspection Services – Waggoner Engineering - \$524,214.00**
 - d) Consideration and approval of the General Planning Consultant Services - Master Agreements**

10. EXECUTIVE SESSION - These matters may be discussed in Executive Session

- a. Litigation update in the matter entitled “*Nigel Stewart vs. Jason James Sanders, Capital Area Transit System, Gary Paul Leblanc, Crow Burlingame Col., and Zurich Insurance Co.*” Suit No. 750301 on the docket of the 19th Judicial District Court.
- b. Litigation update in the matter entitled “*Carmal Stelly vs. Zurich American Insurance Company, Replacement Parts, Inc., Gary P. LeBlanc, Capital Area Transit System and Jason J. Sanders*” Suit No. 750474 on the docket of the 19th Judicial District Court.
- c. Litigation update in the matter entitled “*Nicole Scott vs. John Doe and Capital Area Transit System*” Suit No. 750444 on the docket of the 19th Judicial District Court.
- d. Litigation update in the matter entitled “*Jean Green vs. Capital Area Transit System*” Suit No. 750983 on the docket of the 19th Judicial District Court.

11. REVIEW OF ADMINISTRATIVE ITEMS

12. ADJOURNMENT



CATS Board of Commissioners Meeting

Tuesday, June 25, 2024

4:30 pm

MINUTES

CALL TO ORDER

The regular meeting of the CATS Board of Commissioners Meeting was called to order at 4:36 pm by Vice President Hill.

1. ROLL CALL

Attendee Name	Title	Status
Carolyn Coleman	Member at Large	Present
Melissa deGeneres	President	Absent
Michelle Dennis	Secretary	Present
Patrick Downs	Member	Present
Johnathan Hill	Vice-President	Present
Antoinette Pierre	Member	Present
Tremaine Sterling	Member	Present
Frederick Thomas	Member	Absent
John Vukovics	Treasurer	Present

2. Public Comment

Sierra Club Delta Chapter Members
Shavez Smith

APPROVAL MAY 28, 2024, Monthly Board Minutes

RESULT: ACCEPTED

MOVER: Dennis

SECONDER: Vukovics

YEAS: Downs, Hill, Pierre, Sterling

NAYS:

ABSTAIN:

ABSENT: Coleman, Thomas, deGeneres

**APPROVAL – Consideration and approval of Genfare Bus Farebox Upgrade
\$1,488,107.12 (\$1,158,485.75 Federal: \$289,621.37 Local)**

RESULT: ACCEPTED

MOVER: Vukovics

SECONDER: Downs

YEAS: Coleman, Dennis, Downs, Hill, Pierre, Sterling

NAYS:

ABSTAIN:

ABSENT: Thomas, deGeneres

**APPROVAL – Consideration and approval of the Disposal of Surplus Equipment
and Vehicles**

RESULT: ACCEPTED

MOVER: Coleman

SECONDER: Dennis

YEAS: Coleman, Dennis, Downs, Hill, Pierre, Sterling

NAYS:

ABSTAIN:

ABSENT: Thomas, deGeneres

**APPROVAL – Consideration and approval of the Remaining 2024 Board
Committee and Meeting Dates (July-December)**

RESULT: ACCEPTED

MOVER: Downs

SECONDER: Coleman

YEAS: Dennis, Hill, Pierre, Vukovics

NAYS: Sterling

ABSTAIN:

ABSENT: Thomas, deGeneres

Consideration and approval of CEO Contract

RESULT: ACCEPTED

MOVER: Coleman

SECONDER: Downs

YEAS: Dennis, Hill, Pierre, Vukovics, Sterling

NAYS:

ABSTAIN:

ABSENT: Thomas, deGeneres

Adjournment
Coleman/Hill

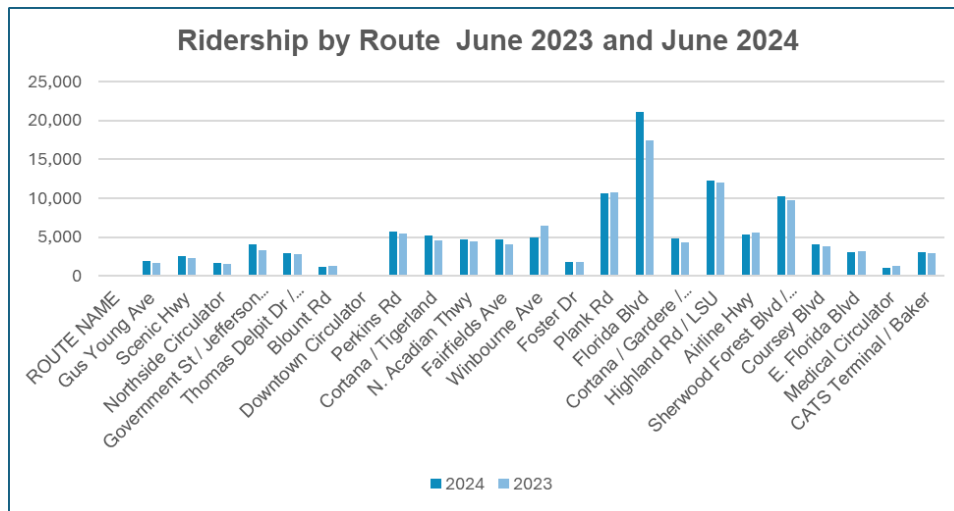
Board Governance and Strategic Planning

1. **Governance Philosophy**
 - Define principles guiding board operations and decision-making.
 - Emphasize fiduciary responsibility and accountability.
2. **Board Onboarding and Development**
 - Importance of comprehensive onboarding for new members.
 - Consider a 12-month orientation period with board buddies.
 - Continuous education on governance principles and mission understanding.
3. **Strategic Planning**
 - Align board agenda with long-term strategic goals.
 - Focus on future direction and sustainable growth.
 - Assess strategic importance of activities and prioritize accordingly.
4. **High-Performing Board Characteristics**
 - Strategic thinking and long-term planning.
 - Mindful of risks and proactive in risk management.
 - Assessment-driven to ensure effectiveness.
 - Partnership with CEO for cohesive leadership.
 - Lead by example in governance practices.
5. **Board Member Recruitment and Diversity**
 - Identify needed skill sets for board effectiveness.
 - Attract diverse professionals to enrich perspectives.
 - Emphasize professional diversity and commitment to mission.
6. **Enterprise Risk Management**
 - Define enterprise risk management (ERM) and its importance.
 - Incorporate ERM into strategic planning and decision-making processes.
 - Focus on legislative compliance, financial stability, service quality, and risk mitigation.
7. **Long-Term Sustainability and Impact**
 - Evaluate activities for long-term sustainability.
 - Identify and prioritize strategic initiatives.
 - Assess impact on mission and stakeholder value.
8. **Continuous Improvement and Proactivity**
 - Encourage relentless assessment and improvement.
 - Be proactive in addressing challenges and opportunities.
 - Determine strategic importance of initiatives and activities.

July 2024
Executive Report
Theo Richards and CATS Staff

OPERATIONS: *James Payton*

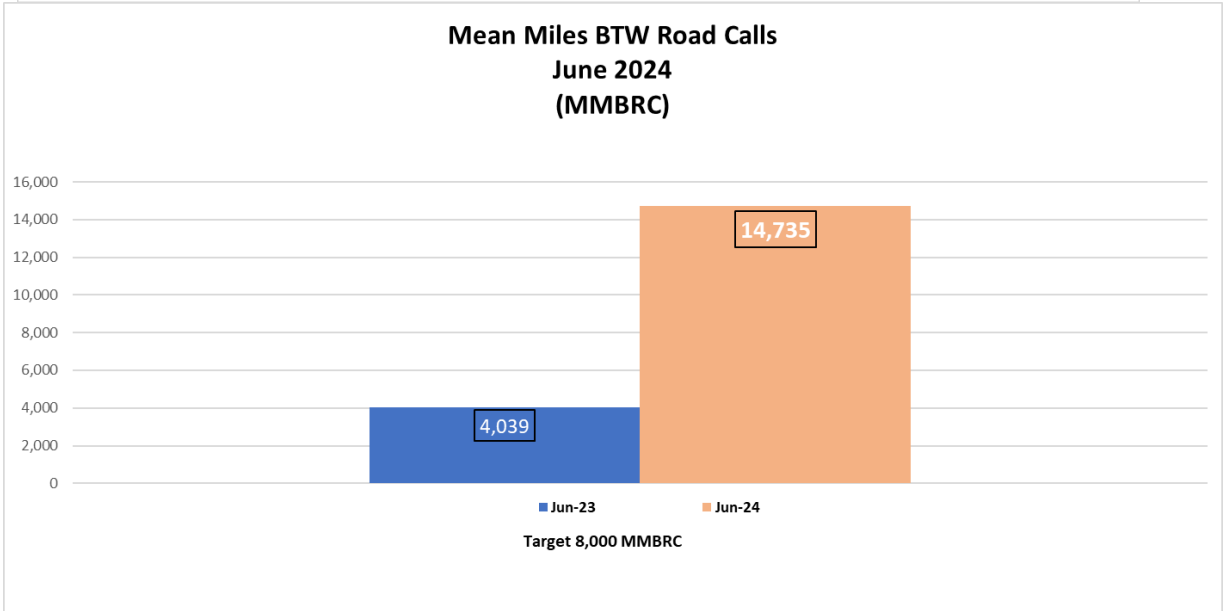
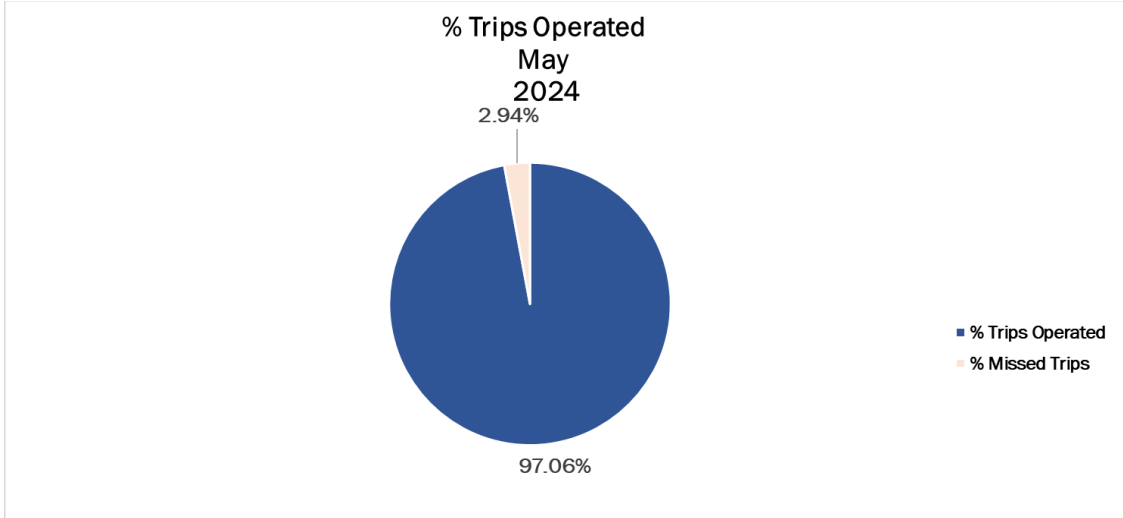
99 Active Operators
4 Cadets currently in training



There was an 18% increase in ridership on the Route 44 Florida due to more activity in the downtown Baton Rouge area. Slight increase across the board due to more movement throughout the city.



In the first six months of 2024, there has been an overall increase in ridership of 47,758 or a 6% increase.



PREVENTABLE ACCIDENTS

June 2024

1.9 PER 100,000 MILES

PLANNING AND PROGRAM DEVELOPMENT: *Cheri Soileau*

- Plank-Nicholson Bus Rapid Transit

- North Transit Center
 - Construction underway
- Estimate Completion-July 2025
- Construction Management-Award July Board Meeting
- Corridor and Station Bid
 - City/Parish is overseeing this project
 - Award-July 24 Metro council Approval
 - Notice to Proceed-September 15
 - Revenue Service (Est)- March 2026

CEO NOTES: *Theo Richards*

- Triennial Results
 - CATS is awaiting feedback from our 5/20/24 submissions and has presented service policies to TPP for final approval.
- Audit 2022
 - Staff presented a status update at the Audit Committee Meeting. Report is included in the packet.
- IRS
 - CATS, with the tax attorney, has completed the necessary documents for abatement.
- Community Engagement
 - July 21 – Mayor Pro Temp Back to School Drive
 - August 22 – Southern University Welcome Back
- Technology
- Procurement
 - General Planning Consultant (GPC)- 4 consultants
 - Contract Administration & Construction Engineering Inspection Services- Requesting approval on July 23rd board meeting.
- Upcoming Events

FINANCE: See attached financial report for the month.

Capital Area Transit System
Balance Sheet
June 30, 2024

	<u>6/30/2024</u>	<u>6/30/2023</u>
ASSETS		
Current Assets:		
Cash and Cash Equivalents	4,353,067	4,244,291
Accounts Receivable	600,515	350,039
Property Tax Receivable	24,618,569	18,110,868
Due from Governments	7,874,314	6,601,380
Inventory	1,172,594	1,218,398
Prepaid Expenses and Other Assets	561,294	387,207
Total Current Assets:	39,180,353	30,912,183
Restricted Assets:		
Cash and Cash Equivalents	330,470	3,324,114
Total Restricted Assets:	330,470	3,324,114
Net Pension Asset, Long-Term	2,578,254	2,578,254
Equipment, Net	27,725,117	22,833,245
Total Assets	69,814,194	59,647,796
LIABILITIES AND NET ASSETS		
Current Liabilities		
Accounts Payable and Accrued Expenses	3,016,322	954,451
Accrued Payroll and Tax Liabilities	294,748	2,325,570
Accrued Compensated Absences	740,213	740,213
Claims Payable and Related Liabilities	759,814	759,814
Capital Lease Payable	0	278,546
Deferred Revenue (Grants/Prop Tax)	10,593,129	9,614,670
Total Current Liabilities	15,404,225	14,673,264
Long-Term Liabilities		
Capital Lease Payable, Less Current Portion	161,793	453,730
Estimated Liabilities	2,860,655	2,683,178
Total Long-Term Liabilities	3,022,448	3,136,908
Total Liabilities	18,426,673	17,810,171
Net Assets:		
Investments in Capital Assets, Net of Related Debt	27,563,324	22,100,970
Restricted Cash and Cash Equivalents	330,470	3,324,114
Unrestricted	23,493,727	16,412,541
Total Net Assets:	51,387,521	41,837,625
Total Liabilities And Net Assets	69,814,194	59,647,796

Capital Area Transit System
Statement of Operating Budget vs. Actual
For the Period Ended June 30, 2024

	Current Month				Year to Date				2024 Annual Budget
	Budget	Actual	Variance	% Var	Budget	Actual	Variance	% Var	
Operating Revenues									
Passenger Paid Fares	92,667	87,874	(4,793)	-5.17%	556,000	559,329	3,329	0.60%	1,112,000
Special Transit Fares (Contract)	1,250	400	(850)	-68.00%	7,500	2,800	(4,700)	-62.67%	15,000
ADA/Paratransit Revenue	7,500	18,041	10,541	140.55%	45,000	60,616	15,616	34.70%	90,000
Advertising Revenue	48,104	50,729	2,625	5.46%	288,625	291,933	3,308	1.15%	577,250
Interest Income	4,167	11,376	7,209	173.02%	25,000	97,383	72,383	289.53%	50,000
Other Agency Revenue	15,087	215	(14,871)	-98.57%	90,520	95,201	4,681	5.17%	181,040
Total CATS Generated	168,774	168,635	(139)	-0.08%	1,012,645	1,107,261	94,616	9.34%	2,025,290
Non Federal Revenue									
Hotel/Motel Tax	100,833	100,833	0	0.00%	605,000	605,000	0	0.00%	1,210,000
Parish Transportation Fund	45,833	45,833	(0)	0.00%	275,000	275,000	(0)	0.00%	550,000
Property Tax Revenue	1,959,915	1,959,915	(0)	0.00%	11,759,490	11,759,489	(1)	0.00%	23,518,980
Total Non Federal	2,106,582	2,106,581	(0)	0.00%	12,639,490	12,639,489	(1)	0.00%	25,278,980
Federal Operating Subsidies									
FTA - Formula Grants/PM	298,333	353,822	55,489	18.60%	1,790,000	2,433,253	643,253	35.94%	3,580,000
FTA - Project Administration	70,000	0	(70,000)	-100.00%	420,000	367,577	(52,423)	-12.48%	840,000
FTA - Planning	107,708	37,482	(70,226)	-65.20%	646,250	116,700	(529,550)	-81.94%	1,292,500
FTA - Operating	363,084	65,542	(297,542)	-81.95%	2,178,504	296,046	(1,882,458)	-86.41%	4,357,008
FTA - Cares Grant	49,333	0	(49,333)	-100.00%	295,998	0	(295,998)	-100.00%	591,996
Total Federal Operating	888,459	456,846	(431,613)	-48.58%	5,330,752	3,213,576	(2,117,176)	-39.72%	10,661,504
Total Operating Revenue	3,163,815	2,732,063	(431,752)	-13.65%	18,982,887	16,960,326	(2,022,561)	-10.65%	37,965,774
Federal Capital Projects									
FTA - Capital Projects	643,000	0	(643,000)	-100.00%	3,858,000	1,357,430	(2,500,570)	-64.82%	7,716,000
FTA - ARP	0	0	0	0.00%	0	0	0	0.00%	-
Total Federal Capital	643,000	0	(643,000)	-100.00%	3,858,000	1,357,430	(2,500,570)	-64.82%	7,716,000
TOTAL SOURCES OF REVENUE	3,806,815	2,732,063	(1,074,752)	-28.23%	22,840,887	18,317,756	(4,523,131)	-19.80%	45,681,774

Operating Expenses

Labor	1,215,163	1,055,046	160,118	13.18%	7,290,980	6,603,314	687,666	9.43%	14,581,960
Fringe Benefits	505,771	547,239	(41,468)	-8.20%	3,034,625	3,436,378	(401,753)	-13.24%	6,069,250
Causality and Liability	161,250	68,840	92,410	57.31%	967,500	578,035	389,465	40.25%	1,935,000
Services	368,765	349,994	18,772	5.09%	2,212,593	1,954,381	258,212	11.67%	4,425,185
Purchased Transportation	425,000	523,584	(98,583)	-23.20%	2,550,002	2,637,989	(87,987)	-3.45%	5,100,004
Materials & Supplies	341,498	404,788	(63,290)	-18.53%	2,048,990	1,875,298	173,692	8.48%	4,097,980
Utilities	23,344	21,941	1,403	6.01%	140,065	131,288	8,777	6.27%	280,130
Miscellaneous Expenses	114,814	100,824	13,990	12.19%	688,883	846,461	(157,578)	-22.87%	1,377,765
Leases and Rentals	8,208	8,014	194	2.36%	49,250	48,655	595	1.21%	98,500
Total Operating Expenses	3,163,815	3,080,268	83,546	2.64%	18,982,887	18,111,798	871,089	4.59%	37,965,774
FTA - Capital Projects	643,000	0	643,000	100.00%	3,858,000	0	3,858,000	100.00%	7,716,000
Net SURPLUS/(DEFICIT) Before Depreciation	0	(348,205)	(348,205)		0	205,958	205,958		0
Depreciation	229,151	444,485	(215,334)	-93.97%	1,374,906	2,666,907	(1,292,001)		2,062,359
NET BALANCE SURPLUS/(DEFICIT)	(229,151)	(792,690)	(563,539)	245.92%	(1,374,906)	(2,460,949)	(1,086,043)	78.99%	(2,062,359)



CATS Finance & Executive Committee Meeting

Thursday, June 20, 2024

4:00 pm

MINUTES

CALL TO ORDER

The CATS Finance & Executive Meeting was called to order at 4:04 p.m. by Commissioner deGeneres

1. ROLL CALL

Attendee Name	Title	Status
Carolyn Coleman	Member at Large	Present
Melissa deGeneres	President	Present
Michelle Dennis	Secretary	Present
Patrick Downs	Member	Absent
Johnathan Hill	Vice-President	Absent
Antoinette Pierre	Member	Absent
Tremaine Sterling	Member	Absent
Frederick Thomas	Member	Absent
John Vukovics	Treasurer	Absent

2. President's Announcement

President deGeneres shared Board Governance and Strategic Planning Notes from APTA Conference on July 17, 2024.

President deGeneres established CATS Board Responsibilities and is seeking feedback from fellow Board of Commissioners by Friday, August 16.

3. Public Comment

None

4. ACTION ITEMS

- a. Recommend approval of the 2023 Louisiana Compliance Questionnaire and authorization for Board officers to execute the Compliance Questionnaire

RESULT: ACCEPTED

MOVER: deGeneres

SECONDER: Coleman

YEAS: Hill

NAYS:

ABSTAIN:

ABSENT:

- b. ACTION ITEM – Recommend approval of the Contract for Administration and Construction Engineering Inspection Services – Waggoner Engineering -\$524,214.00

RESULT: ACCEPTED

MOVER: deGeneres

SECONDER: Hill

YEAS: Coleman

NAYS:

ABSTAIN:

ABSENT:

- c. ACTION ITEM – Recommend approval of the General Planning Consultant Services - Master Agreements

RESULT: ACCEPTED

MOVER: deGeneres

SECONDER: Hill

YEAS: Coleman

NAYS:

ABSTAIN:

ABSENT:

- d. Consideration and approval of CEO Contract

- 5. Adjournment



CATS Planning Committee Meeting
Thursday, June 20, 2024
2:00 p.m.

MINUTES

CALL TO ORDER

The Planning Committee Meeting was called to order at 2:02 pm by Commissioner Downs.

1. ROLL CALL

Attendee Name	Title	Status
Carolyn Coleman	Member at Large	Absent
Melissa deGeneres	President	Absent
Michelle Dennis	Member	Absent
Patrick Downs	Secretary	Present
Johnathan Hill	Member	Absent
Antoinette Pierre	Vice-President	Absent
Tremaine Sterlin	Member	Absent
Frederick Thomas	Member	Absent
John Vukovics	Treasurer	Absent

2. Introduction

Commissioner Downs welcomed everyone gathered for the July Planning Committee Meeting.

Updates

LYNX by CATS Update

SmartCATS - Comprehensive Operational Analysis (COA) Update

All Stops Accessible Program (ASAP) Update

North Transit Center Update

Plank-Nicholson Bus Rapid Transit (BRT) Update

RFQ-General Planning Consultant and Contract Administration & Construction Management Consultant-Update

LYNX by CATS / Microtransit

The average ride time is 8 minutes. Lynx completed 6,873 rides in July. Since July 2022, LYNX has completed over 120,000 rides.

Via was onsite for the annual Executive Business Review (EBR) on 7/17

Brandon will be attending Via's Central U.S Transit Summit in Chicago, IL on 7/23 to present

Four new vans to be delivered in the next few weeks, replacing older vans

Continuing to work with stakeholder on second zone and grant application

SMARTCATS

Webpage detailing proposed changes currently in development

Internal review of all proposed routes ongoing

See timeline for details
Proposed routes attached separately

All Stops Accessible Project (ASAP)

Certified letters sent to bench vendors to remove benches from eliminated bus stops. Benches must be removed by 7/27

Project status and summary on Bus Stop Pad Project

Plank-Nicholson Bus Rapid Transit (BRT) Update

North Transit Center

Groundbreaking completed - July 9

Construction Administration and Engineering Services

Pending Recommendation and Approval -

Stations & Corridor

Award by Metro Council - July 24

Notice to Proceed - September 15

Revenue Service - March 2026

RFQ Updates

General Planning Consultant RFQ

4 Consulting Teams were selected

AECOM

Halff

HNTB

WSP

Construction Administration & Construction Engineering Inspection Services

Award:



CATS Technical Policies and Practices Committee Meeting

Thursday, July 18, 2024
3:00 pm

MINUTES

CALL TO ORDER

The TPP Committee Meeting was called to order at 3:03 pm by Commissioner deGeneres

1. ROLL CALL

Attendee Name	Title	Status
Carolyn Coleman	Member at Large	Absent
Melissa deGeneres	President	Present
Michelle Dennis	Member	Absent
Patrick Downs	Secretary	Absent
Johnathan Hill	Member	Absent
Antoinette Pierre	Vice-President	Absent
Tremaine Sterling	Member	Absent
Frederick Thomas	Member	Absent
John Vukovics	Treasurer	Absent

2. Introduction

Commissioner deGeneres welcomed everyone gathered for the July TPP Committee Meeting.

3. Old Business

Mr. Richards noted the staff is requesting approval of the Finance Policy Manual, Real Property Acquisition and Equal Employment Opportunity Policies. Mr. Cunningham will make some revisions to the current CEO Contract Authority Policy.

4. New Business

5. Other

- Bylaws– No action taken. -
- CEO Evaluation – No action taken. - Mr. Cunningham will engage an outside party to assist with drafting the CEO contract and evaluation.
- Board Governance – Jada will work with Board of Commissioners to establish a date.

The meeting is adjourned.

CATS PROCUREMENT MANUAL

REVISED 06/19/2024

REVISIONS:

The following Appendices have been updated in CATS Procurement Manual to reflect the most recent versions:

Appendix A - Master Agreement, FTA MA(31)

Appendix C, Part 1 - Understanding the Public Bid Law

Appendix C, Part 2 - Understanding the Public Bid Law

Appendix C, Part 3 - Understanding the Public Bid Law

Appendix D, Part 1 - Louisiana Code of Governmental Ethics

Appendix D, Part 2 - Louisiana Code of Governmental Ethics

The following Appendix has been added to CATS Procurement Manual:

Appendix O - Buy America Fact Sheet

CATS PROCUREMENT MANUAL

REVISED 05/21/2024

REVISIONS:

The following appendices have been revised to include mandatory clauses located in the FTA Federal Clause Index, Item 31, *Special Notification Requirements for States*; Item 32, *Trafficking in Person*; and Item 33, *Federal Tax Liability and Recent Felony Convictions*.

Appendix P – Materials and Supplies Contract

Appendix R – Consulting Services Contract

Appendix T – Construction Contract

Appendix U – Rolling Stock Solicitation

The following Exhibit has been added to the CATS Procurement Manual.

Exhibit AU – Blackout Period

The following Appendix has been revised and updated in CATS Procurement Manual

Appendix E – CATS Protest Procedure

CATS PROCUREMENT MANUAL

REVISED 01/25/2024

REVISION:

The following language has been added to Page 5, Section II-C, Methods of Procurement:

All goods and/or services needed by CATS **must** be processed through CATS Procurement Department. This applies to all purchases regardless of the cost of the goods and/or services. The estimated cost and nature of the procurement will determine whether the procurement follows a formal or informal procurement process. **It is noted that any procurement made prior to submitting a requisition to CATS Procurement Department will not be approved and/or processed by the Procurement Department and should be submitted directly to CATS Finance Department for payment.**

Exhibit AT – PO/CONTRACT PERIOD TRACKING AND RENEWAL REVIEW HISTORY has been added to the manual.



CATS Audit Committee Meeting
Thursday, July 18, 2024
3:30 pm

MINUTES

CALL TO ORDER

The Audit Committee Meeting was called to order at 3:30 pm by Commissioner deGeneres

1. **ROLL CALL**

Attendee Name	Title	Status
Carolyn Coleman	Member at Large	Present
Melissa deGeneres	President	Present
Michelle Dennis	Member	Absent
Patrick Downs	Secretary	Absent
Johnathan Hill	Member	Absent
Antoinette Pierre	Vice-President	Absent
Tremaine Sterling	Member	Absent
Frederick Thomas	Member	Absent
John Vukovics	Treasurer	Absent

2. **Introduction**

Commissioner Vukovics welcomed everyone gathered for the July Audit Committee Meeting.

3. **2022 Audit Update and Corrective Action Plan Review**

The committee voted to recommend the following items to the board for closure.

The staff provided an update on the existing findings that are not ready for closure.

Audit Finding #	Audit Finding Description
2022-015	Purchasing
2022-018	Contracting

4. **2023 Audit Update**

Sunnie Hines provided an update on the 2023 Audit.

The meeting is adjourned.



Date: July 16, 2024
F&E Meeting: July 18, 2024
Board Meeting: July 23, 2024

BOARD MEMORANDUM

INFORMATION ITEM

TO: Capital Area Transit System Audit Committee
FROM: Theo Richards, CATS CEO
SUBJECT: 2022 Single Audit Update

EXECUTIVE SUMMARY:

The following audit items has been successfully completed:

<u>Audit Finding #</u>	<u>Audit Finding Description</u>
2022-015	Purchasing
2022-018	Contracting

Audit Finding #	Description	Status	Estimated Completion Date	Comments
2022-015	Purchasing	Recommend completion due to successful resolution of audit finding	7/23/2024	Current Status: Procurement confirmed that the latest version of the CATS Procurement policy is complete and ready to be reviewed by the Board. This finding is ready to be closed out.
2022-018	Contracting	Recommend completion due to successful resolution of audit finding	7/23/2024	Current Status: Procurement confirmed that the latest version of the CATS Purchasing and Contracting policy is complete and ready to be reviewed by the Board. This finding is ready to be closed out.



2022-0015 Purchasing

Checklist:

Task	Designee	Status	Status Comments	Estimated Completion Date	Recommendations
1. CATS to update written policies and procedures to include how vendors are added to the vendor list, controls to ensure compliance with Public Bid Law, and what documentation is required to be maintained for all bids and price quotes	CATS Procurement, CATS CFO, CATS Compliance Officer	As of 07/16/24, this action is (select one): <input type="checkbox"/> On-Track <input type="checkbox"/> Off-Track <input type="checkbox"/> Ahead of Schedule <input checked="" type="checkbox"/> Completed	CATS Procurement confirmed that the latest version of the CATS Procurement policy is complete and ready to be reviewed by the Board.	7/23/2024	This finding is ready to be closed out.



2022-0018 Contracting

Checklist:

Task	Designee	Status	Status Comments	Estimated Completion Date	Recommendations
1. CATS to update written policies and procedures to include standard terms and conditions, legal review, and a monitoring process for contracts	CATS Communications, Compliance Manager	As of 07/16/24, this action is (select one): <input type="checkbox"/> On-Track <input type="checkbox"/> Off-Track <input type="checkbox"/> Ahead of Schedule <input checked="" type="checkbox"/> Completed	CATS Procurement confirmed that the latest version of the CATS Purchasing and Contracting policy is complete and ready to be reviewed by the Board.	7/23/2024	This finding is ready to be closed out.

CATS PROCUREMENT MANUAL

REVISED 06/19/2024

REVISIONS:

The following Appendices have been updated in CATS Procurement Manual to reflect the most recent versions:

Appendix A - Master Agreement, FTA MA(31)

Appendix C, Part 1 - Understanding the Public Bid Law

Appendix C, Part 2 - Understanding the Public Bid Law

Appendix C, Part 3 - Understanding the Public Bid Law

Appendix D, Part 1 - Louisiana Code of Governmental Ethics

Appendix D, Part 2 - Louisiana Code of Governmental Ethics

The following Appendix has been added to CATS Procurement Manual:

Appendix O - Buy America Fact Sheet

CATS PROCUREMENT MANUAL

REVISED 05/21/2024

REVISIONS:

The following appendices have been revised to include mandatory clauses located in the FTA Federal Clause Index, Item 31, *Special Notification Requirements for States*; Item 32, *Trafficking in Person*; and Item 33, *Federal Tax Liability and Recent Felony Convictions*.

Appendix P – Materials and Supplies Contract

Appendix R – Consulting Services Contract

Appendix T – Construction Contract

Appendix U – Rolling Stock Solicitation

The following Exhibit has been added to the CATS Procurement Manual.

Exhibit AU – Blackout Period

The following Appendix has been revised and updated in CATS Procurement Manual

Appendix E – CATS Protest Procedure

CATS PROCUREMENT MANUAL

REVISED 01/25/2024

REVISION:

The following language has been added to Page 5, Section II-C, Methods of Procurement:

All goods and/or services needed by CATS **must** be processed through CATS Procurement Department. This applies to all purchases regardless of the cost of the goods and/or services. The estimated cost and nature of the procurement will determine whether the procurement follows a formal or informal procurement process. **It is noted that any procurement made prior to submitting a requisition to CATS Procurement Department will not be approved and/or processed by the Procurement Department and should be submitted directly to CATS Finance Department for payment.**

Exhibit AT – PO/CONTRACT PERIOD TRACKING AND RENEWAL REVIEW HISTORY has been added to the manual.

CATS PURCHASING AND CONTRACTING POLICY

Issue Date: 05-22-2024

Effective Date: 05-30-2024

Revised Date(s): 05-29-2024

Approved By: CATS Board Commissioner Members

Approval Date:

I. Purpose and Scope

The Policy contained herein is designed to provide the guidance for the development and use of written contracts, describe situations for which they are required, and identify any exception to those requirements.

II. Policy Statements

The Policy contained herein is designed to outline the policies which must be adhered to in order to maintain good controls over purchasing. Good controls over purchasing require appropriate checks and balances; therefore, more than one individual should be involved in the purchasing function.

CATS policy is established to ensure that federal funds are expended in accordance with FTA regulations as outlined in FTA Circular 4220.1F. CATS shall also ensure that it is in compliance with applicable state and local laws, rules and regulations.

This policy includes how purchases are initiated, how vendors are added to the vendor list, the preparation and approval process of purchase requisitions and purchase orders, controls to ensure compliance with the Louisiana Public Bid Law, federal rules and regulations (when required) and required documentation to be maintained for all bids and price quotes.

CATS has implemented a purchasing system that requires certain documentation to be generated before a purchase can be made and before a disbursement is made.

Documentation required for items purchased through CATS Procurement Department includes the following:

- Purchase Requisition (PR) – The PR should be prepared by the Project Manager indicating goods and/or services being requested. In addition to the goods and services being requested, proper general ledger account coding related to this purchase must be included on this document.
- The following approvals are required on each purchase requisition:
 - The PR is to be approved by the Department Head. The Department Head approves the PR signifying the purchase is reasonable and necessary, budgeted, and planned solely for public purposes functions of CATS.
 - If federal funds are to be used, the Grants Officer approves the PR indicating that the funds are available and notes the grant number involved with this purchase.
 - The Chief Financial Officer (CFO) must sign the PR signifying funds are available and verifying that the requested item is budgeted in the department's budget.
 - The Procurement Analyst signs the PR signifying procurement procedures were followed and documentation is attached to support the purchase. The Procurement Analyst also ensures the purchase is in compliance with the Louisiana Public Bid Law [Louisiana Revised Statute (R.S.) 38:2211 et. seq.], and Federal laws (if applicable) and that all approvals are attached.
- Purchase Order (PO) – The purchase order must clearly describe the details of the item(s) and quantities to be purchased. This information is taken from the approved Purchase Requisition. An approved and signed PO is sent to the vendor along with CATS Terms & Conditions. The PO is a binding contract with the vendor and requires that contractors perform in accordance with the terms, conditions, and specifications of their contract or purchase order.
- In accordance with state ethics laws, related party transactions are strictly prohibited, i.e., transactions with any individual(s) or business that is “related” to a CATS employee. CATS Vendor Data Profile form includes a question requesting contractors to list any CATS employee that may be “related” to them.

CATS must provide an open and competitive atmosphere and ensure that bids/quotes are solicited for purchases (including recurring purchases) that exceed the applicable dollar thresholds provided in the Louisiana Public Bid Law.

CATS bid documentation (i.e., solicitation letters, advertisements, bids/quotes, tabulation sheets, minutes, rationale for the method of procurement, selection of contract types, reasons for contractor selection or rejections and the basis for the contract price, etc.) demonstrating compliance must be maintained and filed in an organized manner.

For “piggyback” purchases, (CATS makes a purchase using another agency’s contract) Procurement must obtain documentation from the other agency that clearly demonstrates the contract was previously bid and is a viable contract. The price paid by the CATS must be the same as the contract’s bid price. Price adjustments may be made in certain circumstances (i.e., according to the PPI/CPI and if additional shipping charges are allowed and documented as such within the other Agency’s contract – all of which could increase the contract/bid price, where applicable).

For purchases/contracts made under the request for proposals (RFP) method, CATS must establish appropriate scoring criteria and maintain documentation of its evaluations.

All purchases are made in accordance of the requirements of the funding entity.

An invitation to bid (ITB) is initiated by the issuance of an invitation to bid containing a description of the goods, supplies, services, or major repairs to be procured and all contractual terms and conditions applicable to the procurement.

A formal bid document is prepared from detailed specifications and scope of work given to the Procurement Department by the user department. CATS publically advertises ITB solicitations exceeding \$60,000 on CATS website, the Baton Rouge Advocate (the official newspaper journal) and in the Weekly Press twice within thirty (30) days with the bids being opened soon thereafter.

The bids are publically opened and the amounts are read out loud. The bids are then reviewed by the Procurement Department to ensure all documents have been included and the bid is signed by the vendor. In accordance with the Louisiana Public Bid Law, the award must be made to the lowest, most responsive and responsible bid. A recommendation is made to the CATS CEO for an award and/or the CATS board, if the amount is above \$50,000.

If the item requires a contract or a purchase order, it is written and issued after the CEO and/or Board approval.

A Request for Proposal (RFP) is initiated by the issuance of a request for proposers to provide a response to a desired outcome and/or problem resolution considering price and predetermined weighted factors for selection. When an RFP is submitted, the RFP must contain evaluation weighted criteria. A Proposal Evaluation Committee (PEC) will review proposals and make a recommendation for the award based on price and other factors considered.

All procurement invitations, whether an ITB or RFP, should specify the manner in which an award will be made.

CONTRACTS

Contracts need to adhere to CATS procurement and contracting procedures. In performing procurement and contracting management services, CATS must comply with applicable federal, state and local rules and regulations as well as the Louisiana Public Bid Law. This ensures open competition and equitable treatment of all bidders. This ensures open competition and equitable treatment of all bidders. The contract must detail the definite, unqualified terms and conditions under which goods, services, or other considerations of value are furnished by the contractor and the acceptance of its exact terms by CATS.

Prior to an award of a contract, CATS confirms the contractor/vendor is in good standing by verifying this information with www.sam.gov and www.sos.louisiana.gov. In an effort to protect CATS, a current Certificate of Insurance from the contractor/vendor is obtained and maintained on file in the Procurement Office.

Contract forms, templates and required language to be used are stipulated in CATS Contracting procedures (which may change from time to time).

CATS does not allow contracts to contain an automatic renewal clause, unless there is also a clause permitting CATS to terminate the contract at will.

Contracts must be signed and dated by both an authorized CATS designee and the contracting vendor and must include monetary considerations and time period related to the contract.

CATS maintains a central location of contracts along with a defined numbering system for contracts.

CATS CEO has a spending authority of up to \$50,000 for Contracts. The CEO will notify CATS board members of contracts between \$20,000 and \$50,000.

The Project Manager of each contract is responsible for ensuring that CATS receives the outcomes, results and deliverables outlined in each contract. The payment approval for each invoice indicates that services provided are those of the contract.

If a contract must be amended, the scope and dollar amount of the amendment and whether or not the original contract terms contemplated or provided for such an amendment.

In performing procurement and contracting management services, CATS must comply with applicable federal, state and local laws and guidelines. This ensures open competition and equitable treatment of all bidders.

III. Ownership

Procurement is the owner of all procurement/contract documents. These documents are to remain in the Procurement Office and may be viewed by contacting the Procurement Office to make arrangements for viewing.

IV. Definitions

Contract – a legally enforceable agreement, contract, lease or license between two or more parties.

Invitation to Bid (ITB) – An ITB is a competitively sealed bid which is initiated by the issuance of an Invitation to Bid containing a description of the supplies, services, or major repairs to be procured and all contractual terms and conditions applicable to the procurement.

Purchase Order – An awarded document for goods and/or services between CATS and a supplier.

Purchase Requisition – An internal document which is used to initiate a purchase for goods and/or services.

Request for Proposal (RFP) – Competitive sealed proposal which is initiated by the issuance of a Request for Proposal. The proposer provides a proposal to provide a desired outcome and/or problem resolution, which considers price and predetermined weighted factors for selection.



CATS Community Relations Committee Meeting

Thursday, July 18, 2024

1:00 pm

MINUTES

CALL TO ORDER

The Community Relations Committee Meeting was called to order at 1:00 pm by Committee Commissioner Hill

1. ROLL CALL

Attendee Name	Title	Status
Carolyn Coleman	Member at Large	Absent
Melissa deGeneres	President	Absent
Michelle Dennis	Member	Absent
Patrick Downs	Secretary	Absent
Johnathan Hill	Member	Present
Antoinette Pierre	Vice-President	Absent
Tremaine Sterling	Member	Absent
Frederick Thomas	Member	Absent
John Vukovics	Treasurer	Absent

2. Introduction

Mr. Hill welcomed everyone gathered for the July Community Relations Committee Meeting. Mr. Hill announced that the committee is interested in restructuring the meetings and reporting for community relations meetings.

3. Certifications – Karen Denman

Ms. Denman noted 36,698 rides were completed YTD. In June 6,836 rides were completed. From January to June, 178 applications were mailed from 350 N. Donmoor; 39 were received from other agencies, 75 were certified, 125 were granted temporary ridership; 0 were ineligible; 16 rescheduled and 25 recertifications.

4. CATS on Demand Transition

Rivernorth was onsite and provided an update on the CATS on Demand service transition. The team noted the success, the customer satisfaction and the ongoing efforts to improve the service.

5. Customer Service / Complaints – Syliva Franklin

Ms. Franklin noted that for the month there were 33 contacts, 3 were valid. In addition, it was noted the call center was offered 16,510 and answered 16,449. In addition, the monthly average for productivity was 99.63%.

6. CATS Communications update – Jada Davis

Ms. Davis noted the engagement rate for each social media platform in comparison to our peer agencies. CATS did not have any media coverage in June.

7. Lynx by CATS – Brandon Songy

The average ride time is 8 minutes. The average pick up time is 20 minutes. Lynx completed 6,873 rides and 39% of those were new rides taken.

The meeting is adjourned.

TIMELINE - ADJUSTING LEVY OR ROLLING FORWARD MILLAGES

CAPITAL AREA TRANSIT SYSTEM ("CATS")

10.6 Mills *Ad Valorem* Tax (City of Baker) 10.6 Mills *Ad Valorem* Tax (City of Baton Rouge)


<u>DATE</u>	<u>EVENTS</u>
July 23, 2024	<p>Meeting of Board of Commissioners to discuss millage reassessments and whether to roll the millages forward to the prior year's maximum authorized levy.</p> <p>If decision is <u>NOT</u> to roll forward, then resolution must be adopted levying the millages at the adjusted rate at a subsequent public meeting which is properly noticed in accordance with Open Meetings Law.</p> <p>If decision is to roll forward, authorize publication in official journal of notice of public hearing required pursuant to La. Const. Art. VII, §23(B) and La. R.S. 47:1705(B). Notice must be published twice, with the second publication at least 30 days in advance of public hearing</p>
July 29, 2024	<p>Send to <i>The Advocate</i> for publication on two separate days of notices of public hearing at which Board of Commissioners will discuss rolling millages forward to prior year's maximum authorized levy. Notices must contain certain specific information such as statement that CATS is considering levying additional or increased millages without further voter approval and statement of the estimated amount of tax revenues to be collected in the next year from the increased millage and the amount of increase in taxes attributable to the millage increase. Must obtain full tearsheets of newspaper publications.</p> <p>Send to Assessor notice of date, time and place of pending public hearing</p> <p>Issue press release regarding the foregoing to newspapers with substantial distribution in East Baton Rouge Parish and to area broadcast media</p>
Date of first publication of notice of public hearing	<p>Post notice of public hearing to CATS website (this notice must contain a recitation of the current CATS budget and remain posted until action is taken by the Board of Commissioners to approve or disapprove the roll forward of millages)</p>
Not Later than August 18, 2024	<p>Second publication of notice of public hearing. It would be advisable to have this done well in advance of August 18 deadline.</p>
August 20, 2024	<p>If decision is made at July 23, 2024, meeting <u>NOT</u> to roll millages forward, Board of Commissioners to adopt resolution levying millages at adjusted rate. Meeting must be properly noticed in accordance with Open Meetings Law.</p>
September 17, 2024	<p>Board of Commissioners to hold public hearing to discuss rolling forward millages and allow public comment on same. Meeting must be properly noticed</p>

in accordance with Open Meetings Law and agenda item must be clear as to action being taken.

Depending on decision made after public hearing, adopt resolution either (i) levying millage at reassessed level (i.e., not rolling tax forward) or (ii) rolling millage forward to prior year's authorized maximum or at some level less than amount but more than the adjusted rate.

Your Reassessment form has been submitted!

(Please print this for your records.)

PRINT THIS PAGE **Submission ID: APPP-D6EQ5P0.501915007248035**

Taxing CAPITAL AREA TRANSIT SYSTEM CATS BATON ROUGE [IR] (1035078)
District Name [Purpose] (LLA Millage Number)

Current Millage Rates

10.600 Mills
 2023 Millage Levied

10.600 Mills
 Maximum Authorized Levy

Reassessment Values / Dollars Generated

	Taxable Property Valuation 2023	\$2,157,582,475.99
2024 TAX ROLLS AS ADJUSTED BY REAPPRAISAL/REASSESSMENT		\$2,291,089,869.07
(Previous year's roll, revalued)	Taxable Property Valuation after Reappraisal/Reassessment	
	Taxes Levied - Taxpayer	\$22,870,374.25
	Taxes Levied Maximum Authorized	\$22,870,374.25

Adjusted Millage Rates

9.980
 2024 Adjusted Millage after Reappraisal/
 Reassessment

or

9.980
 Adjusted Maximum Millage

or


10.600
 Maximum Authorized Levy
 (Prior Year's)

Brian Wilson
 ASSESSOR

PARISH OF **EAST BATON ROUGE**
 On **06/20/2024**

Your Reassessment form has been submitted!

(Please print this for your records.)

PRINT THIS PAGE **Submission ID: APPP-D6EQ6Q0.643930724040589****Taxing** CAPITAL AREA TRANSIT SYSTEM CATS BAKER [MO] (1035079)**District** Name [Purpose] (LLA Millage Number)**Current Millage Rates****10.600** Mills
2023 Millage Levied**10.600** Mills
Maximum Authorized Levy**Reassessment Values / Dollars Generated**

	Taxable Property Valuation 2023	\$61,186,682.10
2024 TAX ROLLS AS ADJUSTED BY REAPPRAISAL/REASSESSMENT		\$68,580,641.07
(Previous year's roll, revalued)	Taxable Property Valuation after Reappraisal/Reassessment	
	Taxes Levied - Taxpayer	\$648,578.83
	Taxes Levied Maximum Authorized	\$648,578.83

Adjusted Millage Rates**9.460**
2024 Adjusted Millage after Reappraisal/
Reassessment**or****9.460**
Adjusted Maximum Millage**or****10.600**
Maximum Authorized Levy
(Prior Year's)**Brian Wilson**
ASSESSORPARISH OF **EAST BATON ROUGE**On **06/20/2024**

**LOUISIANA COMPLIANCE QUESTIONNAIRE
(For Audit Engagements of Governments)**

Dear Chief Executive Officer:

Attached is the Louisiana Compliance Questionnaire that is to be completed by you or your staff. This questionnaire is a required part of a financial audit of Louisiana state and local government agencies. The completed and signed questionnaire must be presented to and adopted by the governing body, if any, of your organization by means of a formal resolution in an open meeting. Independently elected officials should sign the document, in lieu of such a resolution.

The completed and signed questionnaire and a copy of the adoption instrument, if appropriate, **must be given to the auditor at the beginning of the audit.** The auditor will, during the course of his/her regular audit, test the accuracy of the responses in the questionnaire. It is not necessary to return the questionnaire to the Legislative Auditor's office.

Certain portions of the questionnaire may not be applicable to your organization. In such cases, it is appropriate to mark the representation "not applicable." However, you must respond to each applicable representation. A 'yes' answer indicates that you have complied with the applicable law or regulation. A 'no' answer to any representation indicates a possible violation of law or regulation and, as such, should be fully explained. These matters will be reviewed by the auditor during the course of his/her audit. Please feel free to attach a further explanation of any representation.

Your cooperation in this matter will be greatly appreciated.

Sincerely,

Michael J Waguespack, CPA
Louisiana Legislative Auditor

Enclosure

LOUISIANA COMPLIANCE QUESTIONNAIRE
(For Audit Engagements of Government Agencies)

_____ (Date Transmitted)

Carr, Riggs and & Ingram, LLC (CPA Firm Name)

3850 N. Causeway Blvd | Ste 1400 | Two Lakeway (CPA Firm Address)

Metairie, LA 70002 (City, State Zip)

In connection with your audit of our financial statements as of December 31, 2023 and for January 1, 2023 – December 31, 2023 (period of audit) for the purpose of expressing an opinion as to the fair presentation of our financial statements in accordance with accounting principles generally accepted in the United States of America, to assess our internal control structure as a part of your audit, and to review our compliance with applicable laws and regulations, we confirm, to the best of our knowledge and belief, the following representations. These representations are based on the information available to us as of _____ (date completed/date of the representations).

PART I. AGENCY PROFILE

1. Name and address of the organization.

Capital Area Transit System
2250 Florida Blvd.
Baton Rouge, LA 70802

2. List the population of the municipality or parish based upon the last official United States Census or most recent official census (municipalities and police juries only). Include the source of the information.

Baton Rouge, 219,573 - Per United States Population Census April 1, 2020

3. List names, addresses, and telephone numbers of entity officials. Include elected/appointed members of the governing board, chief executive and fiscal officer, and legal counsel.

Melissa Degeneres, President
Antoinette Pierre - Vice-President
John Vukovics, Treasurer
Patrick Downs – Secretary
Carolyn Coleman
Linda Perkins
Frederick Thomas
Johnathan Hill
Peter Breaux

Chief Executive Officer: Theo Richards

Fiscal Officer:

Legal Counsel: Breazeale, Sachse & Wilson, LLC

Address and phone numbers for Board Members, CEO, and Fiscal Officer: 2250 Florida Blvd, Baton Rouge, LA 70802

4. Period of time covered by this questionnaire.

January 1, 2023, thru December 31, 2023

5. The entity has been organized under the following provisions of the Louisiana Revised Statute(s) (R.S.) and, if applicable, local resolutions/ordinances.

Created in accordance with Chapter 10 of Title 48 of the Louisiana Revised Statutes of 1950, as amended (LA RS 48:1451-1461, inclusive)

6. Briefly describe the public services provided.

Public transit system serving East Baton Rouge Parish

7. Expiration date of current elected/appointed officials' terms.

Melissa Degeneres, President	-	December 31, 2024
Johnathan Hill, Vice-President	-	December 31, 2024
Michelle Dennis, Secretary	-	December 31, 2027
John Vukovics, Treasurer	-	December 31, 2026
Antoinette Pierre	-	December 31, 2024
Carolyn Coleman	-	December 31, 2024
Patrick Downs	-	December 31, 2024
Tremaine Sterling	-	December 31, 2027
Frederick Thomas	-	December 31, 2026

LEGAL COMPLIANCE

PART II. PUBLIC BID LAW

8. The provisions of the public bid law, R.S. Title 38:2211-2296, and, where applicable, the regulations of the Division of Administration, State Purchasing Office have been complied with.

A) All public works purchases exceeding \$250,000 have been publicly bid.

B) All material and supply purchases exceeding \$60,000 have been publicly bid.

Yes [X] No [] N/A []

PART III. CODE OF ETHICS LAW FOR PUBLIC OFFICIALS AND PUBLIC EMPLOYEES

9. It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of R.S. 42:1101-1124.

Yes [X] No [] N/A []

10. It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of R.S. 42:1119.

Yes [X] No [] N/A []

PART IV. LAWS AFFECTING BUDGETING

11. We have complied with the budgeting requirements of the Local Government Budget Act (R.S. 39:1301-15) R.S. 39:33, or R.S. 39:1331-1342, as applicable:

A. Local Budget Act

1. We have adopted a budget for the general fund and all special revenue funds (R.S. 39:1305).

2. The chief executive officer, or equivalent, has prepared a proposed budget that included a budget message, a proposed budget for the general fund and each special revenue fund, and a budget adoption instrument that defined the authority of the chief executive and administrative officers to make budgetary amendments within various budget classifications without approval by the governing authority, as well as those powers reserved solely to the governing authority. Furthermore, the proposed expenditures did not exceed estimated funds to be available during the period (R.S. 39:1305).

3. The proposed budget was submitted to the governing authority and made available for public inspection at least 15 days prior to the beginning of the budget year (R.S. 39:1306).

4. To the extent that proposed expenditures were greater than \$500,000, we have made the budget available for public inspection and have advertised its availability in our official journal. The advertisement included the date, time, and place of the public hearing on the budget. Notice has also been published certifying that all actions required by the Local Government Budget Act have been

completed (R.S. 39:1307).

5. If required, the proposed budget was made available for public inspection at the location required by R.S. 39:1308.

6. All action necessary to adopt and finalize the budget was completed prior to the date required by state law. The adopted budget contained the same information as that required for the proposed budget (R.S. 39:1309).

7. After adoption, a certified copy of the budget has been retained by the chief executive officer or equivalent officer (R.S. 39:1309).

8. To the extent that proposed expenditures were greater than \$500,000, the chief executive officer or equivalent notified the governing authority in writing during the year when actual receipts plus projected revenue collections for the year failed to meet budgeted revenues by five percent or more, or when actual expenditures plus projected expenditures to year end exceeded budgeted expenditures by five percent or more (R.S. 39:1311).

9. The governing authority has amended its budget when notified, as provided by R.S. 39:1311. (Note, general and special revenue fund budgets should be amended, regardless of the amount of expenditures in the fund, when actual receipts plus projected revenue collections for the year fail to meet budgeted revenues by five percent or more; or when actual expenditures plus projected expenditures to year end exceed budgeted expenditures by five percent or more. State law exempts from the amendment requirements special revenue funds with anticipated expenditures of \$500,000 or less and exempts special revenue funds whose revenues are expenditure-driven - primarily federal funds-from the requirement to amend revenues.)

Yes [X] No [] N/A []

B. State Budget Requirements

1. The state agency has complied with the budgetary requirements of R.S. 39:33.

Yes [] No [] N/A [X]

C. Licensing Boards

1. The licensing board has complied with the budgetary requirements of R.S. 39:1331-1342.

Yes [] No [] N/A [X]

PART V. ACCOUNTING, AUDITING, AND FINANCIAL REPORTING LAWS

12. We have maintained our accounting records in such a manner as to provide evidence of legal compliance and the preparation of annual financial statements to comply with R.S. 24:513 and 515, and/or 33:463.

Yes [X] No [] N/A []

13. All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by R.S. 44:1, 44:7, 44:31, and 44:36.

Yes [X] No [] N/A []

14. We have filed our annual financial statements in accordance with R.S. 24:514, and 33:463 where applicable.

Yes [X] No [] N/A []

15. We have had our financial statements audited in a timely manner in accordance with R.S. 24:513.

Yes [X] No [] N/A []

16. We did not enter into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

Yes [X] No [] N/A []

17. We have complied with R.S. 24:513 A. (3) regarding disclosure of compensation, reimbursements, benefits and other payments to the agency head, political subdivision head, or chief executive officer.

Yes [X] No [] N/A []

18. We have remitted all fees, fines, and court costs collected on behalf of other entities, in compliance with applicable Louisiana Revised Statutes or other laws.

Yes ☒ No ☐ N/A ☐

19. We have complied with R.S. 24:515.2 regarding reporting of pre- and post- adjudication court costs, fines and fees assessed or imposed; the amounts collected; the amounts outstanding; the amounts retained; the amounts disbursed, and the amounts received from disbursements.

Yes ☐ No ☐ N/A ☒

PART VI. MEETINGS

20. We have complied with the provisions of the Open Meetings Law, provided in R. S. 42:11 through 42:28.

Yes ☒ No ☐ N/A ☐

PART VII. ASSET MANAGEMENT LAWS

21. We have maintained records of our fixed assets and movable property records, as required by R.S. 24:515 and/or 39:321-332, as applicable.

Yes ☒ No ☐ N/A ☐

PART VIII. FISCAL AGENCY AND CASH MANAGEMENT LAWS

22. We have complied with the fiscal agency and cash management requirements of R.S. 39:1211-45 and 49:301-327, as applicable.

Yes ☒ No ☐ N/A ☐

PART IX. DEBT RESTRICTION LAWS

23. It is true we have not incurred any long-term indebtedness without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and R.S. 39:1410.60-1410.65.

Yes ☒ No ☐ N/A ☐

24. We have complied with the debt limitation requirements of state law (R.S. 39:562).

Yes ☒ No ☐ N/A ☐

25. We have complied with the reporting requirements relating to the Fiscal Review Committee of the State Bond Commission (R.S. 39:1410.62).

Yes ☒ No ☐ N/A ☐

PART X. REVENUE AND EXPENDITURE RESTRICTION LAWS

26. We have restricted the collections and expenditures of revenues to those amounts authorized by Louisiana statutes, tax propositions, and budget ordinances.

Yes ☒ No ☐ N/A ☐

27. It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, R.S. 14:138, and AG opinion 79-729.

Yes ☒ No ☐ N/A ☐

28. It is true that no property or things of value have been loaned, pledged, or granted to anyone in violation of Article VII, Section 14 of the 1974 Louisiana Constitution.

Yes ☒ No ☐ N/A ☐

PART XI. ISSUERS OF MUNICIPAL SECURITIES

29. It is true that we have complied with the requirements of R.S. 39:1438.C.

Yes ☐ No ☐ N/A ☒

PART XI. QUESTIONS FOR SPECIFIC GOVERNMENTAL UNITS

Parish Governments

30. We have adopted a system of road administration that provides as follows:

- A. Approval of the governing authority of all expenditures, R.S. 48:755(A).
- B. Development of a capital improvement program on a selective basis, R.S. 48:755.
- C. Centralized purchasing of equipment and supplies, R.S. 48:755.
- D. Centralized accounting, R.S. 48:755.
- E. A construction program based on engineering plans and inspections, R.S. 48:755.
- F. Selective maintenance program, R.S. 48:755.
- G. Annual certification of compliance to the auditor, R.S. 48:758.

Yes [☒] No [☐] N/A [☐]

School Boards

31. We have complied with the general statutory, constitutional, and regulatory provisions of the Louisiana Department of Education, R.S. 17:51-400.

Yes [☐] No [☐] N/A [☒]

32. We have complied with the regulatory circulars issued by the Louisiana Department of Education that govern the Minimum Foundation Program.

Yes [☐] No [☐] N/A [☒]

33. We have, to the best of our knowledge, accurately compiled the performance measurement data contained in the following schedules and recognize that your agreed-upon procedures will be applied to such schedules and performance measurement data:

Parish school boards are required to report, as part of their annual financial statements, measures of performance. These performance indicators are found in the supplemental schedules:

- Schedule 1, General Fund Instructional and Support Expenditures and Certain Local Revenue Sources
- Schedule 2, Class Size Characteristics

We have also, to the best of our knowledge, accurately compiled the performance measurement data contained in the following schedules, and recognize that although the schedules will not be included in the agreed-upon procedures report, the content of the schedules will be tested and reported upon by school board auditors in the school board performance measures agreed-upon procedures report:

- Education Levels of Public-School Staff
- Experience of Public Principals, Assistant Principals, and Full-time Classroom Teachers
- Public School Staff Data: Average Salaries

We understand that the content of the first two schedules will be tested and reported upon together.

Yes [☐] No [☐] N/A [☒]

Tax Collectors

34. We have complied with the general statutory requirements of R.S. 47.

Yes [☐] No [☐] N/A [☒]

Sheriffs

35. We have complied with the state supplemental pay regulations of R.S. 40:1667.7.

Yes [☐] No [☐] N/A [☒]

36. We have complied with R.S. 13:5535 relating to the feeding and keeping of prisoners.

Yes [☐] No [☐] N/A [☒]

District Attorneys

37. We have complied with the regulations of the DCFS that relate to the Title IV-D Program.

Yes [☐] No [☐] N/A [☒]

Assessors

38. We have complied with the regulatory requirements found in R.S. Title 47.
Yes ☐ No ☐ N/A ☒
39. We have complied with the regulations of the Louisiana Tax Commission relating to the reassessment of property.
Yes ☐ No ☐ N/A ☒

Clerks of Court

40. We have complied with R.S. 13:751-917 and applicable sections of R.S. 11:1501-1562.
Yes ☐ No ☐ N/A ☒

Libraries

41. We have complied with the regulations of the Louisiana State Library.
Yes ☐ No ☐ N/A ☒

Municipalities

42. Minutes are taken at all meetings of the governing authority (R.S. 42:20).
Yes ☒ No ☐ N/A ☐
43. Minutes, ordinances, resolutions, budgets, and other official proceedings of the municipalities are published in the official journal (R.S. 43:141-146 and A.G. 86-528).
Yes ☒ No ☐ N/A ☐
44. All official action taken by the municipality is conducted at public meetings (R.S. 42:11 to 42:28).
Yes ☒ No ☐ N/A ☐

Airports

45. We have submitted our applications for funding airport construction or development to the Department of Transportation and Development as required by R.S. 2:802.
Yes ☐ No ☐ N/A ☒
46. We have adopted a system of administration that provides for approval by the department for any expenditures of funds appropriated from the Transportation Trust Fund, and no funds have been expended without department approval (R.S. 2:810).
Yes ☐ No ☐ N/A ☒
47. All project funds have been expended on the project and for no other purpose (R.S. 2:810).
Yes ☐ No ☐ N/A ☒
48. We have certified to the auditor, on an annual basis, that we have expended project funds in accordance with the standards established by law (R.S. 2:811).
Yes ☐ No ☐ N/A ☒

Ports

49. We have submitted our applications for funding port construction or development to the Department of Transportation and Development as required by R.S. 34:3452.
Yes ☐ No ☐ N/A ☒
50. We have adopted a system of administration that provides for approval by the department for any expenditures of funds made out of state and local matching funds, and no funds have been expended without department approval (R.S. 34:3460).
Yes ☐ No ☐ N/A ☒
51. All project funds have been expended on the project and for no other purpose (R.S. 34:3460).
Yes ☐ No ☐ N/A ☒
52. We have established a system of administration that provides for the development of a capital improvement program on a selective basis, centralized purchasing of equipment and supplies, centralized accounting, and the selective maintenance and construction of port facilities based upon engineering plans and inspections (R.S. 34:3460).
Yes ☐ No ☐ N/A ☒
53. We have certified to the auditor, on an annual basis, that we have expended project funds in accordance with the standards established by law (R.S. 34:3461).
Yes ☐ No ☐ N/A ☒

Sewerage Districts

54. We have complied with the statutory requirements of R.S. 33:3881-4159.10.
Yes [] No [] N/A [X]

Waterworks Districts

55. We have complied with the statutory requirements of R.S. 33:3811-3837.
Yes [] No [] N/A [X]

Utility Districts

56. We have complied with the statutory requirements of R.S. 33:4161-4546.21.
Yes [] No [] N/A [X]

Drainage and Irrigation Districts

57. We have complied with the statutory requirements of R.S. 38:1601-1707 (Drainage Districts); R.S. 38:1751-1921 (Gravity Drainage Districts); R.S. 38:1991-2048 (Levee and Drainage Districts); or R.S. 38:2101-2123 (Irrigation Districts), as appropriate.
Yes [] No [] N/A [X]

Fire Protection Districts

58. We have complied with the statutory requirements of R.S. 40:1491-1509.
Yes [] No [] N/A [X]

Other Special Districts

59. We have complied with those specific statutory requirements of state law applicable to our district.
Yes [] No [] N/A [X]

The previous responses have been made to the best of our belief and knowledge. We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the foregoing laws and regulations.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We acknowledge our responsibility to disclose to you and the Legislative Auditor any known noncompliance that may occur subsequent to the issuance of your report.

_____	Secretary	_____	Date
_____	Treasurer	_____	Date
_____	President	_____	Date

Date: July 17, 2024
F&E Meeting: July 18, 2024
Board Meeting: July 23, 2024

ACTION ITEM

TO: Capital Area Transit System Finance & Executive Committee
THROUGH: Theo Richards, CEO
FROM: Cheri Soileau, AICP, Director, Planning & Program Development
SUBJECT: Award-Construction Management Firm

Project/Contract: Contract for Administration & Construction Engineering Inspection Services
Project/Contract Date(s): July 23, 2024
Renewal options (Yes/No): No
If yes, what year/option: N/A
Project/Contract Amount: \$524,415 (\$419,532-80% Federal; \$104,883-20% Local)
Budgeted project (Yes/No): Yes
Grant(s) Funded (Yes/No): Yes
If yes, note the grant number: 5307, STP, Urban Flex
Policy-Related Action: (Yes/No): Yes- Priority 1- Mobility and Ridership and Priority 3- Capital Investment

RECOMMENDATION: Approval to award Waggoner Engineering the contract for Contract Administration & Construction Engineering Inspection Services for the North Transit Center and the Forty-four (44) Bus Rapid Transit stations.

EXECUTIVE SUMMARY:

In order to ensure that the construction of the North Transit Center follows the design and specifications of the design team, a contract administration & construction engineering inspection services consultant is required. The specifications of the North Transit Center construction include a variety of inspection of materials, such as concrete, soil, steel, and owner approval for everything from storm water, construction materials, to security and furnishings. Coordination to be with the City-Parish Building Inspection and DOTD personnel.

Secondary to the oversight of the North Transit Center project, this firm will also monitor the construction of the bus rapid transit stations which will be constructed by the City-Parish. The project manager will ensure that all components and requirements of the stations meet CATS' operating requirements.

Procurement issued an RFQ (Request for Qualifications) and received four (4) submissions. The PEC (Procurement Evaluation Committee) evaluated the submissions using experience and qualifications of the personnel assigned to this project as the base for scoring the submissions. Waggoner Engineering received the highest score. Cost was not a factor in the evaluation.

After the evaluation process, Waggoner was then required to submit a price quote. The Project Manager verified the project cost is in align with current industry standards.

The select firm will be responsible for, including but not necessarily limited to,

- All meetings, during construction and post-construction.
- Monitor contractor's performance, including adherence to codes, specifications and contract drawings.
- Conduct all required testing, per the specifications.
- Monitor all schedules throughout the course of the construction
- Maintain all documentation relative to the project, including all documentation in accordance with FTA and State of Louisiana requirements.
- Review invoices and change orders before presenting them to the project manager.
- Track subcontractors' work and ensure compliance.
- Track schedule and cost.
- Review all invoices.
- Maintain "As-Built" records and a binder of all materials and products used.

This firm will work hand-in-hand with the CATS' Project Manager to ensure that the construction of the North Transit Center and the stations are built to meet operational requirements.

The price for the Contract Administration and Construction Engineering Inspection services for the North Transit Center is \$476,500.

The price for the inspection/oversight of the forty-four bus rapid transit stations is \$47,915.

There will be reimbursables affiliated only with the North Transit Center. This includes up to \$5,000 in mileage which is included in the quote. Materials testing was not included in the quote and will be added as needed as a change order. It is estimated that this cost will not be more than \$50,000.

FISCAL IMPACT: Included in the costs for the North Transit Center and funding is available.

Date: July 15, 2024
F&E Meeting: July 18, 2024
Board Meeting: July 23, 2024

ACTION ITEM

TO: Capital Area Transit System Finance & Executive Committee
THROUGH: Theo Richards, CEO
FROM: Cheri Soileau, AICP, Director, Planning & Program Development
SUBJECT: General Planning Consultant Selection

Project/Contract: General Planning Consultant Section
Project/Contract Date(s): July 23, 2024
Renewal options (Yes/No): No
If yes, what year/option: N/A
Project/Contract Amount:
Budgeted project (Yes/No): Yes
Grant(s) Funded (Yes/No): Yes
If yes, note the grant number:
Policy-Related Action: (Yes/No): Yes- Priority 1- Mobility and Ridership and Priority 3- Capital Investment

RECOMMENDATION: Approval to Enter into a Master Services Agreement with the Four Planning Firms

EXECUTIVE SUMMARY:

There will be a variety of upcoming projects that will need consultant assistance. There was a Request for Qualifications (RFQ) released that garnered nine (9) submissions. To ensure that the consultant pool is competitive, per FTA requirements, four consultant firms were chosen. The firms chosen are:

- AECOM
- WSP
- Halff
- HNTB

There firms will be used for a variety of projects, based on an as-needed basis. There will be task orders issued for each project rather than one overall contract. Each firm, based on their listed qualifications, will be asked to provide a scope and cost for the specified task. This is a three (3) year with two one-year options.

FISCAL IMPACT: 5307 and competitive grants

CATS Procurement Listing					
7/1/2024	Processional Services Contracts \$20,000 - \$50,000 - Approved by the CEO				
Service Description	Vendor Name	Amt	Start Date	End Date	Additional Notes
<i>Procurement Consultant</i>	Kathy Hernandez	\$26,400	1/15/2024	12/31/2024	
<i>Human Resources Consulting Services</i>	Chief of Minds	\$50,000	3/1/2024	12/31/2024	
<i>Munis Professional</i>	Jodie Kubiak	\$45,000	3/21/2024	3/20/2025	
<i>Legal Services</i>	Michael Mayhall	\$30,000	6/3/2024	6/2/2025	
<i>Workers Comp Claims</i>	SIF Consultants	\$44,000	1/18/2024	1/17/2025	

CATS Procurement Listing for CATS Board

CATS Procurement Listing for CATS Board								
July 1, 2024	Yellow = Action Item / needs Board Approval now						Blue = Projects Pending Board Action within 1 to 3 months	
Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
A								
Audit Services CATS (External Audit Services)	Service Contract	Carr, Riggs & Ingram, LLC	Contract Value \$353,250.00	01/01/24	12/31/26	12/8/2023	External Audit Services	Executed Contract for \$353,250.00 for 3 yr contract starting January 1, 2024, to December 31, 2026. CPA – Listed on State Audit for Professional services.
B								
Claims Adjuster Bus Fleet Liability & Worker Comp LUBA – no Procurement Contract	Service Contract	LUBA	See Ravena Budwine in Risk Management	10/2023		10/2023	<i>Bus Fleet Liability & Worker Comp</i>	10/2023- LUBA will be taking over the Workers Compensation Claims for CATS. (See Ravena Budine in Risk Management for all files and details. No Contract was done in the Procurement Dept. To be handled directly with the Finance Dept.
C								
Construction Manager – (BRT) RFQ in process	Professional Service	TBD	Cheri Solieau Planning	TBD	TBD	TBD	BRT Construction Mgr.	RFQ is in Process - DY
D								
Drug & Alcohol 3rd Third Party Adm D & A Services for Safety Sensitive	Services State Contract	Premier Biotech (Applya no longer affiliated)	See HR – Uchello or Candace	01/01/23 01/01/22	7/1/24 12/31/22	NA 12/15/20	FTA mandated Third Partying Administrator services for Drug & Alcohol /substance abuse services for safety sensitive.	State Contract is being used going forward. Notice given to IHSN, contract ended.

CATS Procurement Listing for CATS Board

CATS Procurement Listing for CATS Board								
July 1, 2024	Yellow = Action Item / needs Board Approval now						Blue = Projects Pending Board Action within 1 to 3 months	
Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
E								
F								
Financing Bus Finance Lease /Purchase (10 Gillig Buses)	Bus financing for 7 years through 2024	Banc of America Public Capital Corp (Scottsdale, AZ)	Finance 10 Gillig Diesel Buses for 7 years.	04/17	10/24	3/21/17	Capital Bus Lease/Purchase Finance 10 Gillig Buses Pay over 7 year period. Total Cost: \$4,217,800 2 payments of \$328,137 per year = \$656,273 per yr.	3/21/17 – Board approved financing of 10 Gillig buses. 3/16/17 - F&E approved item to move to full board for approval. Financing is for 10 Gillig Buses. 2/8/17 – RFP solicited to multiple financial institutions. Proposals due back 3/2/17. Inquiries due here by 2/20/17 with our responses out via Addendum on 2/23/17.
Fuel Diesel and Gasoline STATE CONTRACT	Materials State Contract	Mansfield Oil Aka Voyager - financial co.	\$2,092,340.00	1/1/2024	12/31/2024	3/1/2024	State Contract440024347	New Contract 3/1/24
	CATS & City Parish	(was assigned by FuelTrac) Via City Parish solicitation. Contract for Diesel and Gasoline	\$1,103,350 \$1,200,000 \$1,200,000	01/01/23 07/01/22 11/01/21 4/01/21	12/31/23 12/31/22 06/30/22 10/31/21 Final renewal	02/28/23 06/21/22 1/18/22 04/20/21	City Parish included CATS in 2014 fuel solicitation as a separate entity to participate in the fuel dispensing system.	11-8-2023 Will know renewal info for State Contract in Dec. 2023 or Jan. 2024. 6/13/2023 Renewal in process. CATS is continuing to utilize Mansfield. Mansfield was on state contract thru 12/31/22. State finalized agreement thru 05/31/23. Board approved 04/20/21 for Services thru 10/31/21 Via a City Parish contract. Period 7 months. Renewed- 2/7/20 for 1 year. 3/19/19 – Board approved. Renewal contract sent out. 3/14/19 – F&E Approved. 2/8/19 – City Parish has renewed for one year and notified CATS. 10/3/18 – Received notification that Mansfield Oil was assigned contract by FuelTrac, approved by City Parish. 3/26/18 – Contract was finalized and signed with Fueltrac and the C-P Purchase was copied on all correspondence. 3/20/17 – Board Approved for renewal period of 4/1/18 thru 3/31/19. See CEO Letter Recommending Renewal Contract. 3/21/17 – Board approved renewal of contract. 3/21/17 – Contract needs Board Approval for renewal period of 4/1/17 thru 3/31/18. See CEO Letter Recommending Renewal Contract

CATS Procurement Listing for CATS Board

July 1, 2024	Yellow = Action Item / needs Board Approval now						Blue = Projects Pending Board Action within 1 to 3 months	
Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
G								
General Planning Consultants – RFQ	RFQ	Top 4 Vendors AECOM HNTB Halff WSP	Will vary as per job needed.	7/10/2024		Not required		Request for Qualifications completed 7/10/2024. RK *As needed services according to the SCOPE Request for Quotes send to all 4 vendors for best price and availability to do the job.
H								
I								
2023 Insurance Policies – Procurement doesn't handle this. *Informational	Insurance Coverage	Stone Insurance Agency	Not to Exceed \$200,000	02/01/23	04/01/23	01/17/23	Building Contents Equipment, Employee Crime Policy, Public Official & Employee Practices and General Liability & Police Professional Liability	Awarded 3 of 4 policies in January 2023 prior to policies terminate. 1 remaining policy to award prior to April 2023.
L								

CATS Procurement Listing for CATS Board

CATS Procurement Listing for CATS Board								
July 1, 2024	Yellow = Action Item / needs Board Approval now						Blue = Projects Pending Board Action within 1 to 3 months	
Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
Legal Services Employment Law	Services	Breazeale, Saches & Wilson, LLP	\$450,000	1/1/2024	12/31/2024	2/6/2024	Legal Services labor & Employment Matters.	New Contract for 2024
			\$250,000	01/01/23	12/31/23	01/17/23		New Contract for 2023 with increased Scope.
			\$120,000	07/01/22	12/31/22	08/16/22	Contract Increase by \$100,000	Change made to 06/21/22 Board Meeting Recommendation. Changed to include legal service support of CATS Board members
			\$100,000	01/01/22	06/30/22	03/15/22		To extend thru end of yr 2022. Amount reduced and approved in Executive Session. For expenses thru 06/30/22
			\$125,000	04/08/20	04/08/21	11/17/20	Legal Services relating to Employment and Labor Matters. PO2020177	11/17/20 Board Approved Contract increase of \$75,000. Services: Employment Law, including legal services with ongoing dealings with the Amalgamated Transit Union (Local 1546) in negotiating and administering of the collective bargaining agreement with its employee's union, grievance and interest arbitrations, civil rights, ADA, wage and hour, and other employment claim. Other services will be supplies per direction of the CEO.
M								
Baker Microtransit	Services	River North Transit LLC (VIA)	Estimated \$1,650,000	3/1/2024	2/28/2025	2/6/2024	Demand Response Ridership Program for the City of Baker.	Final year
			\$1,400,000	03/01/23	02/28/24	1/17/23		1 st of 2 Option Years.
			Estimated \$910,000	Estimated 03/01/22	Estimated 02/28/23	10/19/21		Start date noted is not when service will begin. Vendor has duties to perform before service can start. Options to renew.
N								
North Transit Center (BRT) ITB - Awarded	Construction	Build Commercial Construction LLC	Estimated \$4,078,000.00	5/23/2024	5/22/2025		Bus Rapid Transit Project. Dual Project with BR City Parish.	Grant funded # E-BRT-NTC / 01-240001-7561. NTP & PO# has been sent to vendor.
O								

CATS Procurement Listing for CATS Board

July 1, 2024	Yellow = Action Item / needs Board Approval now						Blue = Projects Pending Board Action within 1 to 3 months	
Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
Oil Products – communications in process *Prices are subject to chg due to the fast chg economy cost. Mtce is to keep price tracking up to date.	Material s ITB	Miguez Fuel	\$215,936	01/01/23	12/31/23	02/28/23	Gear Oil, Motor Oil, Wheel Grease, Antifreeze, Synthetic Transmission fluid & Diesel Exhaust Fluid Antifreeze, Synthetic Transmission fluid and Diesel Exhaust Fluid Gear Oil, Motor Oil and Wheel Grease	Communications with James or Derek to come in January 2024.
			\$156,900	01/01/22	12/31/22	02/15/22		Extended Contract Renewal Request for 2023.
		Lard Oil (\$70,045.00)	\$70,045	1/1/2021	12/31/21	12/15/20		Due to price increases, CATS will determine best pricing as needed. Bids received. Awarded all oil products to Miguez. Vendors previously holding contracts decided not to extend their contracts for 2022.
		Central Oil (\$36,204.00)	\$36,204	1/01/21	12/31/21	12/15/20		Vendor elected not to extend into 2022. Board Approved for CY 2021. Vendor elected not to extend into 2022. Board Approved for CY 2021
P								
Paratransit Services ADA-Awarded	Services	River North Transit- Via	\$6,764,614.17	5/1/2024	4/30/26	Yes /3-11-24	Contracted ParaTransit Service Provider	Contract signed 4/26/2024.
		MV Contract Transp.	\$3,500,000.00	05/06/23	10/31/2023	9/27/22		Protest in process 3/18/2024
			\$2,300,000	10/01/22	05/06/23	04/19/22		5New Bid Opening date January 23, 2024. REBID to come, Contract renewal for 6 months in process. 11-9-2023 – New Bid in process
			No add'l amount	05/06/22	3/31/23			This Bid cancelled 10-2023, 6/13/2023 Bid in process.
			\$109,016 NTE \$ NTE \$2,000,000 2nd year option	05/06/21		2/20/18		Contract extended to 4/31/2024
				5/6/18	05/05/22			
			NTE \$2,324,667 1 st year option	3 yr contract w/ 2 one year renewals	5/6/21 (potential 5 year contract thru 2023)			
			3 year contract amount \$6,975,000					

CATS Procurement Listing for CATS Board

CATS Procurement Listing for CATS Board								
July 1, 2024	Yellow = Action Item / needs Board Approval now						Blue = Projects Pending Board Action within 1 to 3 months	
Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
								Transportation as CATS paratransit services contractor.
S								
Security Guard Services Armed	Service	Baton Rouge Police Dept. – assigned officers	\$279,000	4/1/2024 1/1/2024	12/31/2024	Yes	Board approved 3/26/2024 12/2023 for 3 months	<ul style="list-style-type: none"> See Ravena for officer's listings. Annual Contract renewal with board approvals.
Software ERP System Software	Services	Tyler Technologies Solutions	\$39,200 \$822,803.00 first 5 years (Options for 3 years)	01/01/22 08/01/20	7/31/25 7/31/25 (Potential 8 year contract thru 2028)	12/20/22 12/17/19	Go Live Human Capital Date Change. ERP Software	Increase due to moving Payroll/HR Go Live to 01/01/23 Contract executed by CATS. Board Approved on 12/17/19. Awarded to Tyler Technologies Solution. 12/13/19- Received negotiation prices from Tyler, new price is \$822,803.00 for 5-year term w/option to extend for 3 years. 12/6/19 – Emailed letter for Intent to Recommend Award to Tyler Technologies.
Software CAD/AVL-006	Service	Avail Technologies	\$3,510,662	01/23	01/25	01/17/23	CAD/AVL System to manage bus operations, communications with the public and manage on- time performance.	6/13/2023 Bid awarded and software currently be used.
T								
Tire Lease for Buses (Maintenance) New Contract 09/01/2022 – 8/31/2025 1 st Contract for 3 years thru 8/31/20 w/2 one year renewals thru 8/31/22	Material Supply ITB	Bridgestone Americas Tire Operations, LLC Bridgestone Americas Tire Operations, LLC	\$400,000 (est cost for 3 years) (2) 1 year Options 2 nd option year estimated cost is \$200,000 per year 1 st option year estimated cost is \$204,800 per year	09/01/22 09/01/21 9/01/20	08/31/25 08/31/22 8/31/21	10/18/22 08/17/21 1/21/20	Tire lease for buses	Rebid and Board Approved for award. Award made. Board Approved 2 nd of 2 one year options, 08/18/20 Board Approved to exercise 1 st of 2 one year options. Extended thru 8/31/21. Estimated \$204,800 for 1 year. 1/24/2020- Order has been

CATS Procurement Listing for CATS Board

CATS Procurement Listing for CATS Board								
July 1, 2024	Yellow = Action Item / needs Board Approval now						Blue = Projects Pending Board Action within 1 to 3 months	
Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
			\$600,000 est cost for 3yrs	09/1/17	08/31/20	07/18/17		placed. 1/21/2020- Board approved. 1/10/20- Submit Board approval request.
Technical Innovation Services	Services	Delerrok / Cubic Transport Systems, Inc	\$117,750 annually	7/01/21	06//30/23 + (3) 1 year options	06/15/21	System to improve and grow CATS fixed routes.	Board approved renewal 12/8/2023 for 3 years. Board Approved 06/15/21. Contactless Fare collection system as part of the Covid-19 Mitigation Research Grant.
V								
Vehicles ADA 12 Passenger Vans (10)	Rolling Stock	Creative Bus Sales	\$1,140,816	07/01/22	07/31/23	06/21/22	(10) 12 passenger Vans For ADA Services	Grant funded - State Contract used for this purchase. Awarded. Estimated delivery mid-year 2023.
Vehicles Electric Buses (9) (35ft) w/Extended Battery Range, 11 charging stations.	Rolling Stock	Gillig, LLC	\$9,317,335.00	8/14/2022	8/13/2027	8/16/2022	Purchase 9 electric buses and 11 In-house charging stations Contract with Gillig for 5 years for a total of up to 19 buses	PO #08142022, FTA funded La2022-012 – Low No Emissions Grant. Date of delivery, 3/31/2024 to Maintenance Facility -see James or Derek.
Vehicles Electric Buses (3) (35ft) w/Extended Battery Range and install 3 electric charging stations	Rolling Stock	BYD America 3 Electric Buses and install 3 electric charging stations	Final Order 3 buses no Chargers \$2,296,240 Bid Price for 3 buses and 3 charging stations \$2,381,245 Approx unit cost for one bus and one charging station \$791,748	12/20/2020 3 rd Order 12/20/2019 – 2nd order 01/16/18	12/31/23 3 rd Order 12/20/20 – 2 nd order 01/16/23 Contract can be used for the next 5 years from the date of award	11/17/20 12/17/2019 Board Approved 1/16/18 PO Issued on 3/7/18. Delivery to be by Feb 22, 2019	Allows for up to 9 buses, 35-foot w/extended battery range and install in-house charging stations. 3 separate orders of 3.	PO Issued 11/18/20 for 3 rd and final order. Approved request for 3 rd order for 3 buses. 3 rd Order Deliver anticipated in 2023. 12/20/19 – 2 nd order for 3 buses-Board Approved and buses ordered. 1/16/18 – Board approved award to BYD for 1 st order of 03 buses. 1/12/18 - F&E meeting – CATS recommended an award of contract for the purchase of 3 electric 35-foot buses to the lowest priced and responsive bid submitted by BYD. F&E voted to move the item to full board for approval. CATS Received bids from BYD, New Flyer and Proterra.
Vehicles Diesel Buses (7) 35ft Delivery 2023 & 2024	Rolling Stock ITB	Gillig, LLC 35 ft diesel	\$3,489,166 final order. 2021 for 7 buses for delivery in 2023 & 2024	2021	2024	1/22/21	Final 7 Buses- Delivery 2023 and 2024	2 POs issued 1/22/21. 1/21/21 Board Approved purchase of 7 buses to be received in 2023 and 2024. No future orders due to contract expiring 02/21. 1/3/19 – Procurement was notified that all 8 buses have been received by CATS

CATS Procurement Listing for CATS Board

CATS Procurement Listing for CATS Board								
July 1, 2024	Yellow = Action Item / needs Board Approval now						Blue = Projects Pending Board Action within 1 to 3 months	
Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
<p>8 buses Delivered Nov/Dec 2018</p> <p>*orders as needed – on going until contract expires</p>			<p>3rd order. Purchase of 8 buses</p> <p>56 Buses will be ordered over 5 years thru 2020</p> <p>36 less 8 = 28 Assignments left on the bid</p>		<p>8 buses delivery in Nov/Dec 2018</p>	<p>Board Approved To purchase 12 buses on 12/20/16 week of 7/17/17</p>		<p>Maintenance. 7/21/17 P.O. sent to Gillig – 7/17/17 – Pending P.O. / will be issued this week to Gillig for 8 buses. Waiting on Buy Am info from them before sending P.O. The delivery date is 16 months. 4/11/17 – Awaiting approved PR from CEO to issue PO for 8 buses (on hold). 3/21/17 – Update: P.O. pending since board approval in Dec. 2016.P.O. changed to reflect the purchase of 8 buses instead of 12.</p>
<p>Vehicles Electric Buses (6) (30ft) w/Extended Battery Range and install (7) electric charging stations</p>	Rolling Stock	<p>BYD America 6 Electric Buses and install 7 electric charging stations</p>	<p>\$301,184 Change Order 1</p> <p>First Order 6 buses & 7 Chargers \$4,495,242 Bid Price for one bus \$714,207 and for one charging station \$30,000</p>	<p>02/23</p> <p>11/21</p>	<p>02/26</p> <p>11/26</p> <p>Contract for up to 16 buses can be used for the next 5 years from the date of award</p>	<p>02/28/23</p> <p>11/26/21</p>	<p>Construct 7 Charging Stations & updated Fare Boxes</p> <p>Allows for up to 16 buses and chargers, 30-foot w/extended battery range and install in-house charging stations. Duration is 5 years from date of award. See Notes</p>	<p>Original bids are obsolete. Change Order required.</p> <p>Without Federal change in practice, only the first order made in 2021 will be placed with BYD.</p>
<p>Vehicle Bus Radio</p>	Rolling Stock bus add-ons	<p>Motorola</p>	<p>\$79,017</p>	<p>12/16/22</p>	<p>01/01/23</p> <p>Arrival starting in 2024</p>	<p>12/20/22</p>	<p>Radios for newly ordered buses.</p>	<p>Radios have come in and James has approved for payment. 3/18/2024</p> <p>Twenty APX 4500 Radios. Utilizing 2 Grants. 80/20 Split</p>