



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

July 19, 2022

4:30 p.m.

**BREC Administration Building
Commissioner's Room
6201 Florida Blvd
Baton Rouge, Louisiana 70806**

AGENDA

- I) CALL TO ORDER: Mr. Kahli Cohran**
- II) ROLL CALL: Mr. Theo Richards**
- III) APPROVAL OF MINUTES OF June 21, 2022, MONTHLY BOARD MEETING: Mr. Kahli Cohran**
- IV) APPROVAL OF MINUTES OF June 29, 2022, SPECIAL BOARD MEETING: Mr. Kahli Cohran**
- V) PRESIDENT'S ANNOUNCEMENTS: Mr. Kahli Cohran**
- VI) ADMINISTRATIVE MATTERS**
 - 1. Executive and Financial Report: Ms. Dwana Williams and Executive Staff**
- VII) COMMITTEE REPORTS AND ANY ACTION THEREON**
 - 1. Finance & Executive: Mr. Kahli Cohran**
 - 2. Technical, Policies & Practices: (no meeting held)**
 - 3. Audit: (no meeting held)**
 - 4. Planning: (no meeting held)**
 - 5. Community Relations: Ms. Linda Perkins**
- VIII) ACTION ITEM - Recommend that the CATS Board of Commissioners designate The Advocate as their official journal of record through June 2023.**
- IX) ACTION ITEM - Recommend the approval of the Public Transportation Agency Safety Plan (PTASP)-Safety Committee**
- X) ACTION ITEM - Consideration of authorization to settle the claims of Jesse Donahue under the terms of the settlement and judgment payment policy adopted by the Board on July 20, 2004 as amended. (This matter might possibly be discussed**

in executive session. As required by the Open Meeting Law, notice is hereby given that this claim is not currently in litigation, but just an open workers' compensation claim.)

ADJOURNMENT



CATS June Board of Commissioners Meeting

Tuesday, June 21, 2022

4:30 pm

MINUTES

CALL TO ORDER

The regular meeting of the CATS Board of Commissioners Meeting was called to order at 4:31 pm by President Kahli Cohran.

1. ROLL CALL

Attendee Name	Title	Status
Dr. Peter Breaux	Member	Present
Carolyn Coleman	Member	Absent
Kahli Cohran	President	Present
Melissa DeGeneres	Member at Large	Present
Patrick Downs	Member	Present
Johnathan Hill	Member	Present
Linda Perkins	Vice-President	Present
Antoinette Pierre	Secretary	Present
Parry 'Matt' Thomas	Treasurer	Present

2. APPROVAL OF MINUTES OF May 17, 2022, BOARD MEETING: Mr. Kahli Cohran **M/S/C (DeGeneres/Perkins)** to recommend the approval of the May 17, 2022, Monthly Board Meeting Minutes

RESULT: ACCEPTED – Approval of May 17, 2022, monthly board minutes

MOVER: Melissa DeGeneres

SECONDER: Linda Perkins

YEAS: Breaux, Cohran, DeGeneres, Downs, Hill, Perkins, Pierre, Thomas

NAYS:

ABSTAIN:

ABSENT: Coleman

3. PRESIDENT'S ANNOUNCEMENTS: Mr. Kahli Cohran

Mr. Cohran noted the board will assign a committee to review the current by-laws. A follow up retreat will be held within the next 60 days. Commissioner DeGeneres has been appointed as a member at large to the F&E Committee.

4. ADMINISTRATIVE MATTERS

Operations – James Payton

There are 110 total operators, 99 actives, and 11 inactive.

CATS Culture of Accountability Training- Classes completed so far are Customer Service, Leadership, and Stress Management. Next is Positive Attitude training.

Currently a Cadet class of 8 is in progress. Target date for the next class is June 21st Mr. Payton reviewed the May performance measures.

Planning and Program Development – Cheri Soileau

LYNX by CATS revenue service started June 7, 2022, in the City of Baker. Over 250 rides have been provided.

Comprehensive Operational Analysis – A public meeting was held June 8 and CATS is potentially holding an additional meeting with Councilwoman Banks at the end of June.

OAM draft final plan delivered, and staff is vetting. CATS received a \$514,045 Route Restoration Grant from FTA. Areas of persistent poverty grant notice is pending.

CEO – Dwana Williams

No contracts were executed for the month of May. CATS resumed full capacity service on June 12. We are finalizing the 2021 Annual Audit. In addition, CATS participated in the City-Parish Red Stick Ready. Ms. Williams also congratulated the staff on the Employee Appreciation events hosted thus far for the month of June.

Finance Report – Michael Falgout

Michael Falgout presented the April financials and noted that the total current assets as of May 31, 2022, are current assets \$40,392,222. The total assets are \$63,836,813. The total current liabilities are \$20,044,101 and the total liabilities are \$21,969,243. The total net assets are \$42,140,570. The total liabilities and net assets are \$63,836,813.

The total operating expenses for the month of May are \$2,669,746.

The total CATS-generated operating revenues for the month as of May 31, 2022, are \$137,142. The total non-federal subsidies for the month are \$1,685,452 and the total federal subsidies are \$686,99.

The total operating revenues as of May 31, 2022, are \$2,509,593.

The net operations balance for the month as of May 31, 2022, is a deficit of (\$160,152).

The net operations balance for the year is a deficit of (\$847,062).

5. COMMITTEE REPORTS AND ANY ACTION THEREON

1. Finance and Executive: Mr. Kahli Cohran

Mr. Cohran noted the minutes are in the packet

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

Dr. Breaux noted the committee did not meet.

3. Audit: Mr. Thomas

Mr. Thomas noted the committee did not meet.

4. Planning: Mr. Downs.

Mr. Downs noted the planning committee will meet on June 16, 2022.

5. Community Relations: Ms. Linda Perkins

Ms. Perkins noted the committee did meet on and the minutes for

June 15, 2022.

6. Action Items

1. APPROVAL of the Mansfield Oil Contract Renewal

M/S/C (Hill/Perkins) to recommend the approval Mansfield Oil Contract Renewal

RESULT: ACCEPTED – Approval of Mansfield Oil Contract Renewal

MOVER: Johnathan Hill

SECONDER: Linda Perkins

YEAS: Breaux, Cohran, DeGeneres, Downs, Hill, Perkins, Pierre, Thomas

NAYS:

ABSTAIN:

ABSENT: Coleman

2. APPROVAL of the underground storage tanks and repairs

M/S/C (Pierre/Breaux) to recommend the approval underground storage tanks and repairs to SEMS, Inc for a not to exceed of \$52,450.00.

RESULT: ACCEPTED – Approval of Mansfield Oil Contract Renewal

MOVER: Antoinette Pierre

SECONDER: Dr. Peter Breaux

YEAS: Breaux, Cohran, DeGeneres, Downs, Hill, Perkins, Pierre, Thomas

NAYS:

ABSTAIN:

ABSENT: Coleman

3. APPROVAL of the purchase of 10 ADA Vehicles per State Contract

M/S/C (Perkins, Thomas) to recommend the approval to purchase of 10 ADA Vehicles per State Contract with a not to exceed amount of \$1,410,816.00.

RESULT: ACCEPTED – Approval of Mansfield Oil Contract Renewal

MOVER: Linda Perkins

SECONDER: Matt Thomas

YEAS: Breaux, Cohran, DeGeneres, Downs, Hill, Perkins, Pierre, Thomas

NAYS:

ABSTAIN:

ABSENT: Coleman

4. APPROVAL of the renewal of Keystone Consulting Group, LLC/Edselle K. Cunningham, Jr.
M/S/C (**Downs, Hill**) to recommend the approval of the renewal of Keystone Consulting Group, LLC/Edselle K. Cunningham, Jr. from June 1, 2022 thru December 31, 2022.
With a not to exceed amount of \$125,000.

RESULT: ACCEPTED – Approval of renewal of Keystone Consulting Group, LLC/Edselle K. Cunningham, Jr.
MOVER: Patrick Downs
SECONDER: Johnathan Hill
YEAS: Breaux, Cohran, DeGeneres, Downs, Hill, Perkins, Pierre, Thomas
NAYS:
ABSTAIN:

5. APPROVAL to enter into executive session to discuss items 5, 6 & 7.
M/S/C (**Perkins, DeGeneres**) to recommend the approval enter into executive session to discuss items 6 & 7 at 5:15 pm.

RESULT: ACCEPTED – Approval to enter into executive session to discuss items 5, 6 & 7.
MOVER: Linda Perkins
SECONDER: Melissa DeGeneres
YEAS: Breaux, Cohran, DeGeneres, Downs, Hill, Perkins, Pierre, Thomas
NAYS:
ABSTAIN:
ABSENT: Coleman

6. APPROVAL to end executive session
M/S/C (**Perkins, DeGeneres**) to recommend the approval end executive session at 6:08 pm.

RESULT: ACCEPTED – Approval to end executive session
MOVER: Antoinette Pierre
SECONDER: Melissa DeGeneres
YEAS: Breaux, Cohran, DeGeneres, Downs, Hill, Perkins, Pierre, Thomas
NAYS:
ABSTAIN:
ABSENT: Coleman

7. Approval to defer agenda item 5
M/S/C (**Cohran, Perkins**) to recommend the approval deferring Agenda Item 5.

RESULT: ACCEPTED – Approval of deferring agenda item 5
MOVER: Kahli Cohran
SECONDER: Linda Perkins
YEAS: Breaux, Cohran, DeGeneres, Downs, Hill, Perkins, Pierre, Thomas
NAYS:
ABSTAIN:
ABSENT: Coleman

8. Approval of the authorization to enter into a new legal services contract with Breazeale, Sache & Wilson, LLP.
M/S/C (Downs, Perkins) to recommend the approval to enter into a new legal services contract with Breazeale, Sache & Wilson, LLP with a not to exceed amount of \$75,000.

RESULT: ACCEPTED – Approval of new legal services contract with Breazeale, Sachse & Wilson, LLP

MOVER: Patrick Downs

SECONDER: Linda Perkins

YEAS: Breaux, Cohran, DeGeneres, Downs, Hill, Perkins, Pierre, Thomas

NAYS:

ABSTAIN:

ABSENT: Coleman

9. Approval of the authorization to enter into a new legal services contract with Dedrick Moore, LLP.
M/S/C (Downs, Perkins) to recommend the approval to enter into a new legal services contract with Dedrick Moore, LLP with a not to exceed amount of \$75,000.

RESULT: ACCEPTED – Approval of new legal services contract with Dedrick Moore, LLP

MOVER: Patrick Downs

SECONDER: Linda Perkins

YEAS: Breaux, Cohran, DeGeneres, Downs, Hill, Perkins, Pierre, Thomas

NAYS:

ABSTAIN:

ABSENT: Coleman

10. Adjournment
M/S/C (Perkins, Cohran)



CATS June Special Board of Commissioners Meeting

Tuesday, June 29, 2022

5:00 pm

MINUTES

CALL TO ORDER

The special meeting of the CATS Board of Commissioners Meeting was called to order at 5:00 pm by President Kahli Cohran.

1. ROLL CALL

Attendee Name	Title	Status
Dr. Peter Breaux	Member	Present
Carolyn Coleman	Member	Present
Kahli Cohran	President	Present
Melissa DeGeneres	Member at Large	Present
Patrick Downs	Member	Present
Johnathan Hill	Member	Present
Linda Perkins	Vice-President	Present
Antoinette Pierre	Secretary	Present
Parry 'Matt' Thomas	Treasurer	Present

Action Item

1. APPROVAL to terminate CATS Chief Executive Officer Agreement with William 'Bill' Deville
M/S/C (Perkins, Downs) to terminate CATS Chief Executive Officer Agreement with William 'Bill' Deville

RESULT: ACCEPTED – termination of CATS CEO Agreement with William 'Bill' Deville

MOVER: Linda Perkins

SECONDER: Patrick Downs

YEAS: Breaux, Cohran, DeGeneres, Downs, Hill, Perkins, Pierre

NAYS: Coleman, Thomas

ABSTAIN

ABSENT

2. APPROVAL to enter to executive session to discuss threatening litigation.

M/S/C (Perkins, Thomas) to enter into executive session at 5:15 pm

RESULT: ACCEPTED – enter into executive session

MOVER: Linda Perkins

SECONDER: Matt Thomas

YEAS: Breaux, Cohran, DeGeneres, Downs, Hill, Perkins, Pierre, Thomas

NAYS: Coleman

ABSTAIN

ABSENT

3. **APPROVAL** of the authorization to enter into a contract with the Interim CEO, Dwana Williams.

M/S/C (DeGeneres, Pierre) approval of the authorization to enter into contract.

RESULT: ACCEPTED – the authorization to enter into a contract with the Interim CEO, Dwana Williams.

MOVER: Melissa DeGeneres

SECONDER: Antoinette Pierre

YEAS: Breaux, Cohran, DeGeneres, Downs, Hill, Perkins, Pierre, Thomas

NAYS:

ABSTAIN: Coleman

ABSENT



EXECUTIVE REPORT

July 2022

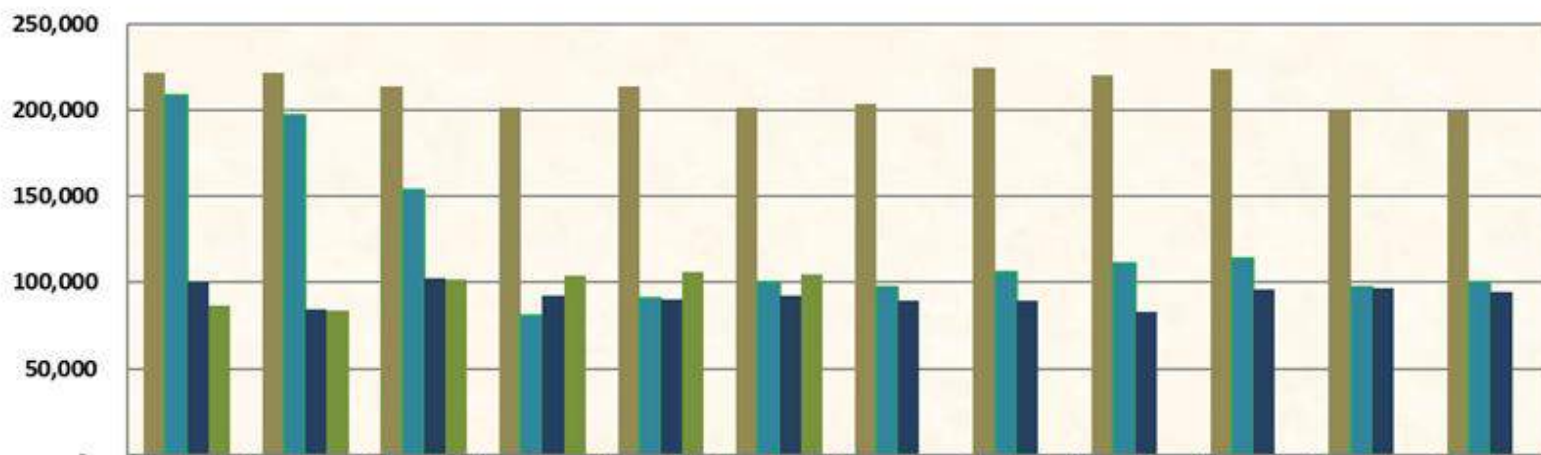
STAFFING

- Operators - 110 total operators, 100 active, 10 inactive
- CATS Cadet Training Class
 - Currently have 8 cadets in training

PERFORMANCE MEASURES



Monthly Ridership 2019-2022

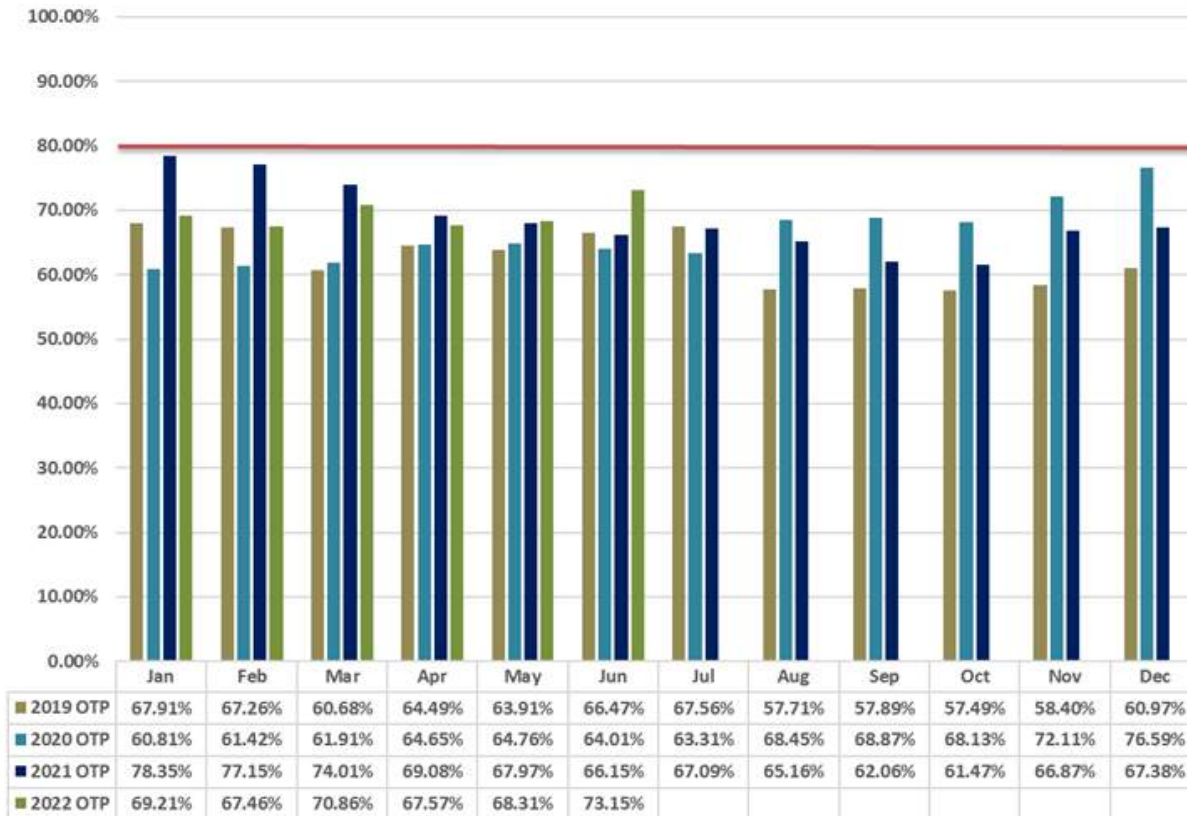


	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
2019 Ridership	221,453	221,163	213,485	201,647	213,627	201,041	203,476	224,556	220,042	223,657	200,579	198,778
2020 Ridership	208,810	197,151	153,561	80,458	90,485	100,415	97,366	105,704	111,403	114,030	97,230	100,521
2021 Ridership	100,271	84,605	102,631	92,457	89,900	92,268	89,356	89,066	82,766	95,695	96,622	94,274
2022 Ridership	86,487	83,809	101,998	103,809	106,046	104,654						

PERFORMANCE MEASURES



OTP 2019-2022



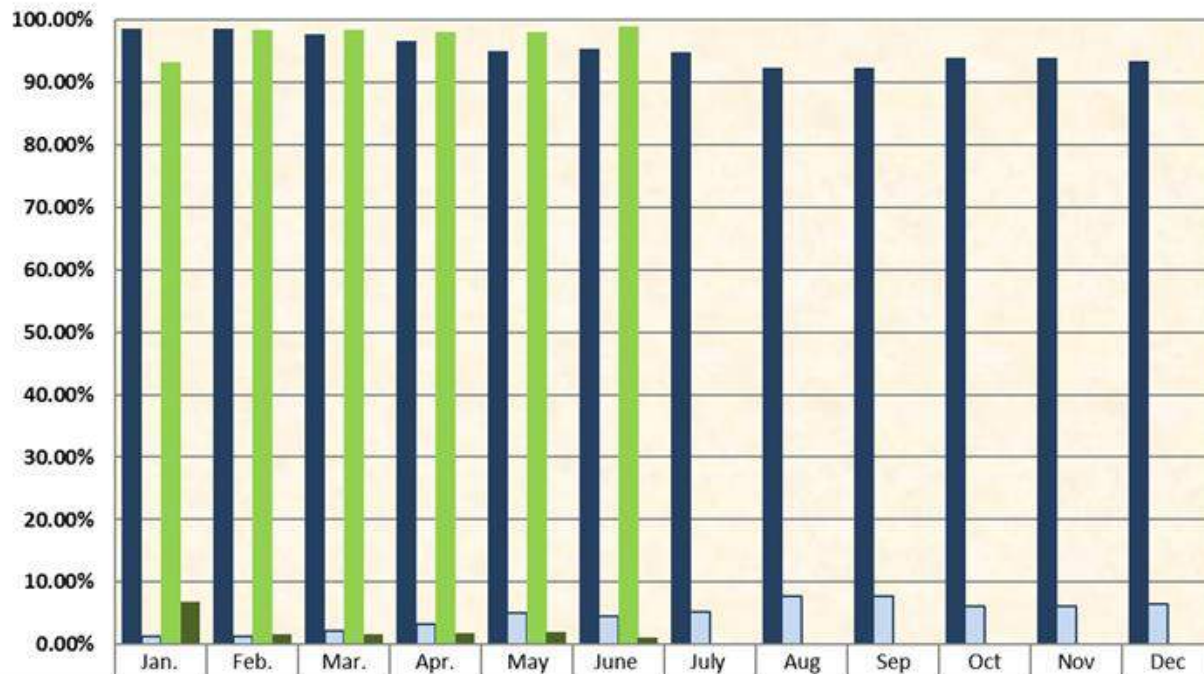
**Target 80% On-Time Performance*

Note: OTP is measured at scheduled timepoints effective (1/16/22), which represents 6.68% of the total system bus stops.

PERFORMANCE MEASURES



% Trips Operated 2021-2022

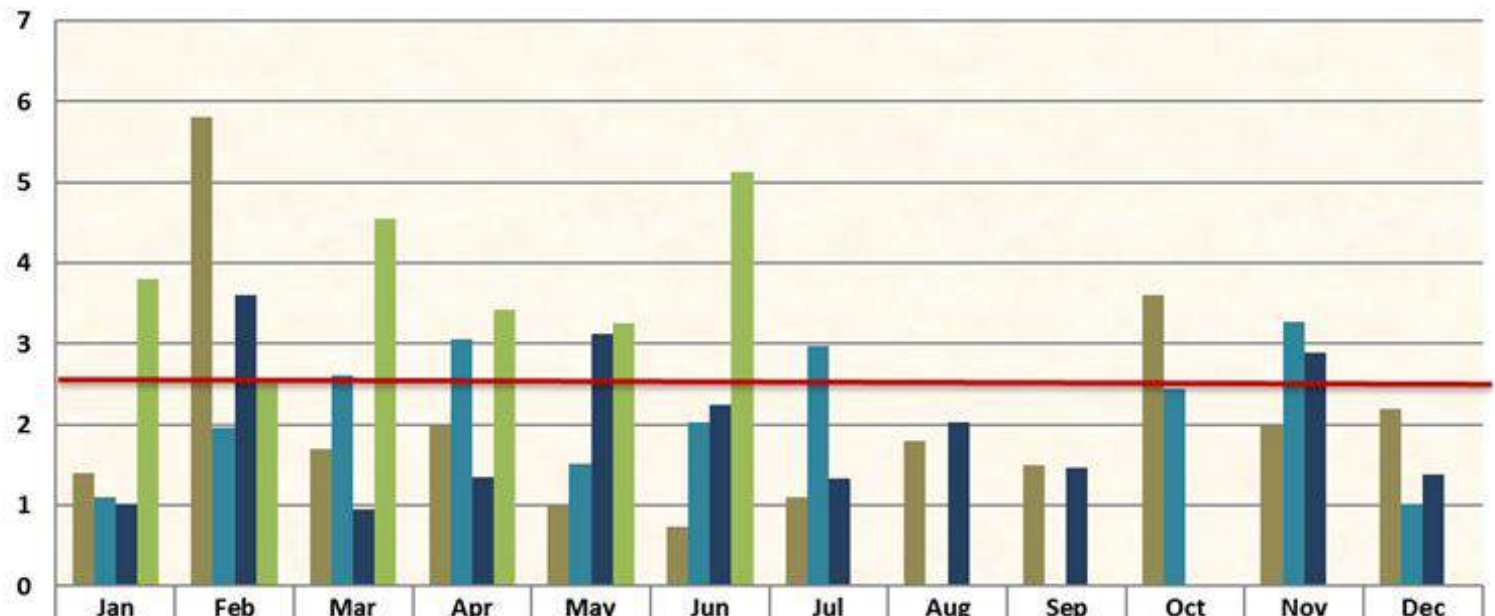


■ 2021 % Operated Trips	98.67%	98.64%	97.76%	96.67%	94.93%	95.44%	94.84%	92.26%	92.30%	93.87%	93.97%	93.46%
■ 2021 % Missed Trips	1.33%	1.36%	2.24%	3.33%	5.07%	4.56%	5.16%	7.74%	7.70%	6.13%	6.03%	6.54%
■ 2022 % Operated Trips	93.17%	98.40%	98.36%	98.12%	98.00%	98.87%						
■ 2022 % Missed Trips	6.83%	1.60%	1.64%	1.88%	2.00%	1.13%						

PERFORMANCE MEASURES



Preventable Accidents per 100,000 Miles 2019-2022



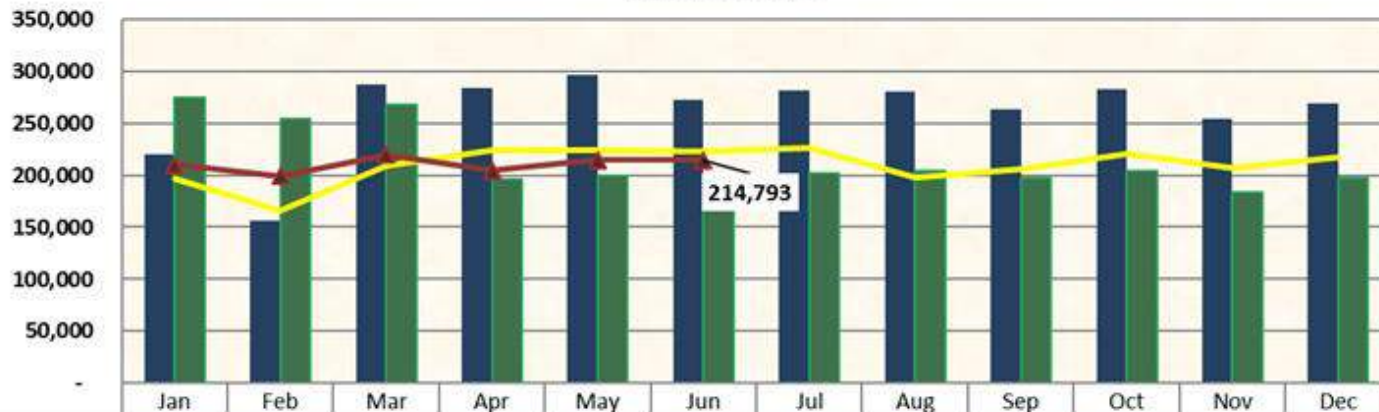
2019 Preventable Accidents	1.4	5.8	1.7	2.0	1.0	0.73	1.1	1.8	1.5	3.6	2.0	2.2
2020 Preventable Accidents	1.1	2.0	2.6	3.1	1.5	2.0	3.0	0	0	2.4	3.3	1.0
2021 Prevventable Accidents	1.0	3.6	1.0	1.3	3.1	2.2	1.3	2.0	1.5	0	2.9	1.4
2022 Preventable Accidents	3.8	2.5	4.6	3.4	3.3	5.1						

*Target Below 2.5 Preventable Accidents Per 100,000 Miles

PERFORMANCE MEASURES

CATS
CENTRAL ARIZONA TRAVEL SYSTEM

**Mileage
2019-2022**

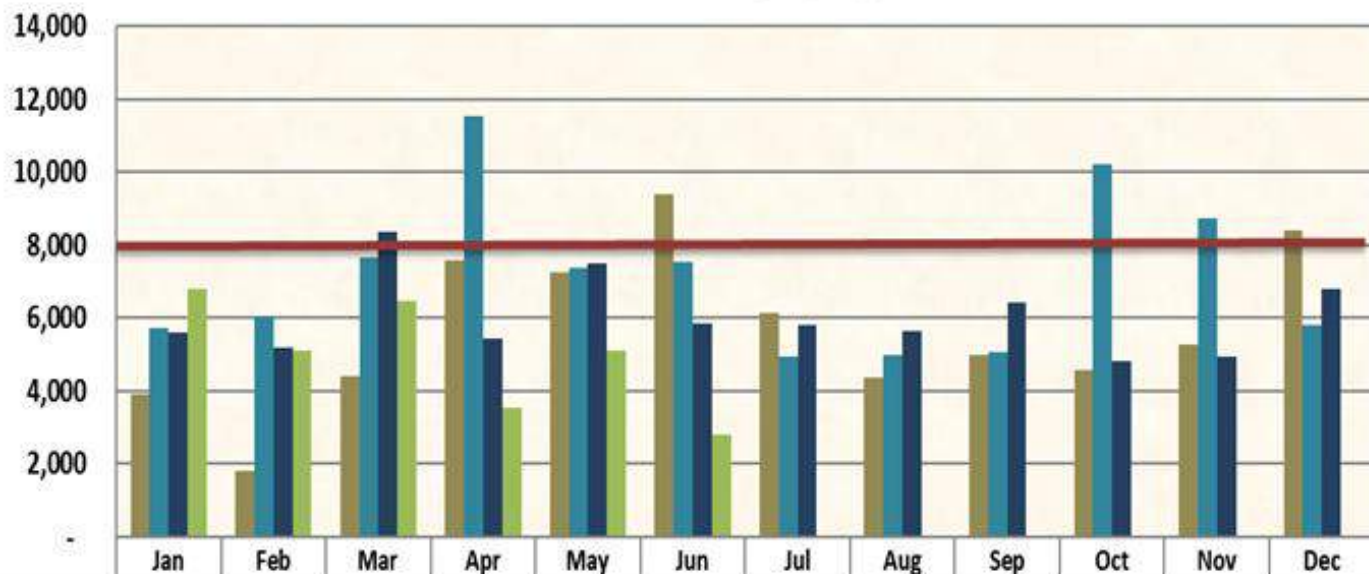


	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019 Mileage	219,625	155,859	286,945	284,305	296,706	273,021	281,985	280,497	263,457	282,376	253,816	269,140
2020 Mileage	274,635	254,535	267,862	196,291	199,138	196,474	202,135	203,556	196,900	204,348	183,389	197,791
2021 Mileage	196,689	166,402	208,837	223,524	224,525	222,671	226,398	197,796	205,971	221,033	207,057	217,340
2022 Mileage	210,226	199,168	219,688	204,484	214,917	214,793						

PERFORMANCE MEASURES



**Mean Miles Between Road Calls
2019-2022**



2019 Mean Miles Between Road Calls	3,922	1,792	4,415	7,583	7,237	9,415	6,130	4,383	4,971	4,554	5,288	8,411
2020 Mean Miles Between Road Calls	5,722	6,060	7,653	11,547	7,375	7,557	4,930	4,965	5,049	10,217	8,731	5,817
2021 Mean Miles Between Road Calls	5,620	5,200	8,353	5,452	7,484	5,860	5,805	5,651	6,437	4,805	4,930	6,792
2022 Mean Miles Between Road Calls	6,781	5,107	6,461	3,526	5,117	2,790						

PLANNING

LYNX by CATS

- June ridership: 1,389 rides completed
- Average ride: 6.6 minutes
- Busiest time: 5 pm
- Rating: 4.8/5
- Busiest locations: Wal-Mart, Baker Middle School, Baker City Hall
- 670 accounts created since launch

Grants

- Route Restoration Grant: \$514,045
- Areas of Persistent Poverty: \$670,000

CEO NOTES

- The CEO did not execute any contracts in June.
- We have made great progress over the last month:
 - CATS 2021 Annual Audit is complete
 - CATS NTD is in the process of being finalized
 - FTA Grant Award
 - Employee Appreciation month was a huge success.

FINANCIAL

Capital Area Transit System Balance Sheet May, 2022

5/31/2022 5/31/2021

ASSETS

Current Assets:		
Cash and Cash Equivalents	14,077,752	15,302,783
Accounts Receivable	332,004	439,650
Property Tax Receivable	19,452,481	19,208,159
Due from Governments	4,768,611	4,697,775
Inventory	1,400,062	583,397
Prepaid Expenses and Other Assets	361,312	123,560
Total Current Assets:	40,392,222	40,355,324
Restricted Assets:		
Cash and Cash Equivalents	3,408,392	3,304,671
Total Restricted Assets:	3,408,392	3,304,671
Net Pension Asset, Long-Term	676,430	676,430
Equipment, Net	19,359,769	18,734,831
Total Assets	63,836,813	63,071,257

LIABILITIES AND NET ASSETS

Current Liabilities		
Accounts Payable and Accrued Expenses	615,158	666,042
Accrued Payroll and Tax Liabilities	540,685	688,505
Accrued Compensated Absences	858,436	850,652
Claims Payable and Related Liabilities	906,118	906,118
Capital Lease Payable	294,956	280,748
Deferred Revenue (Grants/Prop Tax)	16,828,749	11,985,296
Total Current Liabilities	20,044,101	15,377,361
Long-Term Liabilities		
Capital Lease Payable, Less Current Portion	962,006	1,585,098
Estimated Liabilities	690,136	690,136
Total Long-Term Liabilities	1,652,142	2,275,234
Total Liabilities	21,696,243	17,652,595
Net Assets:		
Investments in Capital Assets, Net of Related Liabilities	18,102,808	16,868,986
Restricted Cash and Cash Equivalents	3,408,392	3,304,671
Unrestricted	20,629,370	25,245,004
Total Net Assets:	42,140,570	45,418,662
Total Liabilities And Net Assets	63,836,813	63,071,257

FINANCIAL

Capital Area Transit System Statement of Operating Budget vs. Actual For the Period Ended May, 2022

	Current Month				Year to Date				Approved Budget
	Budget	Actual	Variance	% Var	Budget	Actual	Variance	% Var	
Operating Revenues									
Passenger Paid Fares	69,931	80,946	11,015	15.75%	349,655	373,348	23,693	6.78%	839,172
Special Transit Fares (Contract)	6,195	4,851	(1,344)	-21.69%	30,974	24,255	(6,719)	-21.69%	74,337
ADA/Paratransit Revenue	6,209	7,198	989	15.93%	31,043	40,460	9,417	30.34%	74,502
Advertising Revenue	43,750	39,809	(3,942)	-9.01%	218,750	216,310	(2,440)	-1.12%	525,000
Interest Income	382	4,028	3,646	954.48%	1,910	18,111	16,201	848.19%	4,584
Other Agency Revenue	20,000	311	(19,689)	-98.44%	100,001	41,953	(58,048)	-58.05%	240,002
Total CATS Generated	146,466	137,142	(9,324)	-6.37%	732,332	714,436	(17,896)	-2.44%	1,757,597
Non Federal Revenue									
Hotel/Motel Tax	87,086	87,086	0	0.00%	435,430	435,430	0	0.00%	1,045,032
Parish Transportation Fund	45,833	45,833	0	0.00%	229,167	229,167	0	0.00%	550,000
Property Tax Revenue	1,583,333	1,552,533	(30,801)	-1.95%	7,916,667	7,885,866	(30,801)	-0.39%	19,000,000
Total Non Federal	1,716,253	1,685,452	(30,801)	-1.79%	8,581,263	8,550,463	(30,801)	-0.36%	20,595,032
Federal Operating Subsidies									
FTA - Formula Grants/PM	358,333	469,469	111,136	31.01%	1,791,667	1,592,179	(199,488)	-11.13%	4,300,000
FTA - Capital Projects (Project Admin)	41,667	53,947	12,280	29.47%	208,333	220,966	12,633	6.06%	500,000
FTA - Planning	57,583	61,892	4,309	7.48%	287,917	215,672	(72,245)	-25.09%	691,000
FTA - ARP	101,691	101,691	(0)	0.00%	508,457	508,455	(2)	0.00%	1,220,297
Total Federal Operating	559,275	686,999	127,724	22.84%	2,796,374	2,537,272	(259,102)	-9.27%	6,711,297
TOTAL SOURCES OF REVENUE	2,421,994	2,509,593	87,599	3.62%	12,109,969	11,802,170	(307,799)	-2.54%	29,063,926
Operating Expenses									
Labor	1,173,727	1,068,748	104,980	8.94%	4,768,267	5,246,964	(478,697)	-10.04%	11,443,841
Fringe Benefits	655,703	443,912	211,790	32.30%	2,663,792	2,321,488	342,304	12.85%	6,393,101
Casualty and Liability	146,625	69,044	77,581	52.91%	733,125	688,118	45,007	6.14%	1,759,500
Services	240,086	354,469	(114,384)	-47.64%	1,200,429	1,230,974	(30,545)	-2.54%	2,881,030
Purchased Transportation	163,971	161,543	2,428	1.48%	819,855	785,799	34,057	4.15%	1,967,653
Materials & Supplies	262,500	387,440	(124,940)	-47.60%	1,312,500	1,702,154	(389,654)	-29.69%	3,150,000
Utilities	17,158	15,545	1,614	9.40%	85,792	88,328	(2,536)	-2.96%	205,900
Miscellaneous Expenses	96,860	161,340	(64,480)	-66.57%	484,301	546,892	(62,591)	-12.92%	1,162,323
Leases and Rentals	8,382	7,703	678	8.09%	41,908	38,516	3,392	8.09%	100,578
Total Operating Expenses	2,765,012	2,669,746	95,266	3.45%	12,109,969	12,649,233	(539,264)	-4.45%	29,063,926
Net SURPLUS/(DEFICIT) Before Depreciation	(343,018)	(160,152)	182,866	-53.31%	0	(847,062)	(847,062)	0.00%	
Depreciation	229,151	229,151	0	0.00%	1,145,755	1,145,755	0	0.00%	
NET Operating SURPLUS/(DEFICIT)	(572,169)	(389,303)	182,866	-31.96%	(1,145,755)	(1,992,817)	(847,062)	73.93%	



Date: July 6, 2022

F&E Meeting: July 14, 2022

Board Meeting: July 19, 2022

BOARD MEMORANDUM

FOR INFORMATION ONLY

TO: Capital Area Transit System Finance & Executive Committee

FROM: Interim CEO, Dwana Williams

SUBJECT: July 2022 Executive Report

OPERATIONS: *James Payton*

Operators - 110 total operators, 100 active, 10 inactive.

- Culture of Accountability Training- for the month of June was Positive Attitude.
- Currently a Cadet class of 8 is in progress.
- See attached Performance Measures that reflect measures for the month of June.

PLANNING AND PROGRAM DEVELOPMENT: *Cheri Soileau* **SERVICE:**

- Comprehensive Operational Analysis
 - Public Outreach-June 7, 2022
 - Approximately 35 attendees
 - COA and BRT discussed
 - Draft Routes
 - Vetting the routes to determine final system
- Plank-Nicholson Bus Rapid Transit
 - 90% design for both North Transit Center and Stations by August
 - Preparing for procurement for construction of North Transit Center late summer/early fall
 - Bid received for 9 electric buses
 - Gillig
- Baker/North Baton Rouge Microtransit Pilot Project
 - June ridership: 1,389 completed rides
 - Starting on creating performance measures

- Using industry standards, including information from Texas Transportation Institute
- Route Restoration Grant (competitive)
 - Awarded \$514,045
- Areas of Persistent Poverty Grant (competitive)
 - Awarded \$670,000
 - Atlas Technical Consultants were key in the creation of the scope for both grants.
- **ADMINISTRATIVE UPDATES: *Theo Richard***
 - **AIM Grant Two-Way Messaging Project**
 - Refresher training took place June 16th and 17th for all departments.
 - CATS collateral materials have been installed on the vehicles and bus shelters.
 - Go live June 27th
 -
 - **COVID-19 Mitigation Research Grant Contactless Payment Project**
 - The marketing plan for the contactless payment system is in development.
 - UMO is on site this week to assist with the soft launch
 - Full system launches August 15th

TECHNOLOGY: *Paul Simon; Keith Doucet*

- Tyler Technology Enterprise System
 - We are continuing to work through implementation of the Tyler ERP Financials.
 - Staff and vendor continue to assess training needs and configuration concerns. Additional training is being scheduled for the entire administrative team.
 - The HCM/PR (Human Resources/Payroll) modules are still being analyzed to ensure greater accuracy. Go-LIVE is pushed back to the fourth quarter.

COMMUNICATIONS: *Deanna Wallace*

- Social media accounts engagement up!
- Working on consistent posts: Facebook & Instagram- 1x weekdays; Twitter- 2+ a day
- Evaluation of current technology, support, and services
- Updates to website:
 - Adding positive Media coverage
 - Corrections/streamlining as needed
 - Rider alerts as needed
- 28 Media hits in June
 - 13 positive; 10 negative; 5 neutral
- Press releases:
 - Dwana Interim CEO intro
 - Areas of Persistent Poverty Grant

CEO NOTES: *Dwana Williams*

CATS resumed full capacity on June 12, 2022.

- CATS 2021 Annual Audit is complete
- CATS NTD is in the process of being finalized
- FTA Grant Award
- Employee Appreciation month was a huge success.



Date: July 11, 2022
F&E Meeting: July 14, 2022
Board Meeting: July 19, 2022

BOARD MEMORANDUM

FOR INFORMATION ONLY

TO: Capital Area Transit System Finance & Executive Committee

THROUGH: Interim CEO, Dwana Williams

FROM: Accounting, Michael Falgout

SUBJECT: June 2022 - Monthly Financial Summary

EXECUTIVE SUMMARY:

The attached reports present the financials for the month of June 2022.

BALANCE SHEET SUMMARY:

The month-over-month change in Total Cash & Cash Equivalents (includes Restricted Cash) was a decrease of \$1,253,835. The Total Cash & Cash Equivalents (includes Restricted Cash) balance was \$16,232,309 as of June 30, 2022.

Month-over-Month Change in Cash

Total Cash & Cash Equivalents - June 2022	\$16,232,309
Total Cash & Cash Equivalents - May 2022	17,486,144
Increase/(Decrease) Cash & Cash Equivalents	(\$1,253,835)

6/30/2022

Cash Position

Cash & Cash Equivalents	\$12,921,270
Cash & Cash Equivalents - Restricted	3,311,039
Total Cash & Cash Equivalents	\$16,232,309

	6/30/2022	6/30/2021
ASSETS		
Current Assets	\$36,039,694	\$40,134,550
Restricted Assets	3,311,039	3,304,671
Long-Term Assets	20,182,018	21,547,067
Total Assets	\$59,532,751	\$64,986,288
LIABILITIES AND NET ASSETS		
Total Liabilities	\$17,104,715	\$18,104,196
Net Assets	42,428,036	46,882,092
Total Liabilities and Net Assets	\$59,532,751	\$64,986,288

GRANT DRAW DOWN(S):

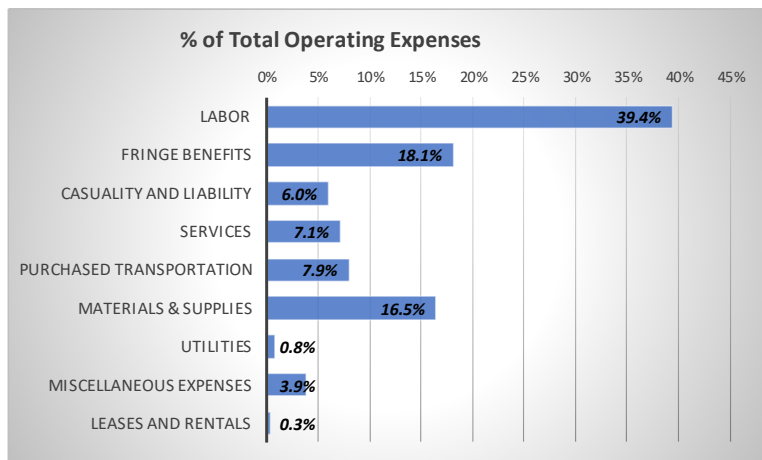
There were no grant draw downs for the month of June 2022.

STATEMENT OF OPERATING BUDGET VS ACTUAL SUMMARY:

	Current Month			Year to Date		
	Budget	Actual	Variance	Budget	Actual	Variance
Operating Revenue						
Total CATS Generated	\$146,466	\$169,529	\$23,062	\$878,799	\$883,965	\$5,166
Total Non-Federal	1,716,253	1,685,452	(30,800)	10,297,516	10,235,915	(61,601)
Total Federal Operating	559,275	901,557	342,282	3,355,649	5,844,608	2,488,960
Total Sources of Revenue	\$2,421,994	\$2,756,538	\$334,545	\$14,531,963	\$16,964,488	\$2,432,525
Total Operating Expenses	\$2,421,994	\$2,651,179	(\$229,185)	\$14,531,963	\$15,355,971	(\$824,008)
Net SURPLUS/(DEFICIT) Before Depr.	\$0	\$105,360	\$105,360	\$0	\$1,608,516	\$1,608,516

BREAKDOWN OF MONTHLY OPERATING EXPENSES:

<u>Expense</u>		% of Total
Labor	\$1,043,475	39.4%
Fringe Benefits	479,811	18.1%
Casualty and Liability	158,767	6.0%
Services	189,175	7.1%
Purchased Transportation	210,670	7.9%
Materials & Supplies	436,669	16.5%
Utilities	21,132	0.8%
Miscellaneous Expenses	102,689	3.9%
Leases and Rentals	8,790	0.3%
Total Operating Exp.	\$2,651,179	100.0%





Date: July 6, 2022

F&E Meeting: July 14, 2022

Board Meeting: July 19, 2022

BOARD MEMORANDUM

FOR INFORMATION ONLY

TO: Capital Area Transit System Finance & Executive Committee

THROUGH: Interim CEO, Dwana Williams

FROM: Grants Manager, Karla M. Hatch

SUBJECT: Grants Update

EXECUTIVE SUMMARY: All grants listed reflect the awards that are currently available for drawdown requests.

PENDING GRANTS: The following grant applications are under review in TrAMS.

- Section 5339 - \$360K in federal funds to replace the HVAC system at the maintenance facility.
- Low-No - \$3.87M in federal funds to purchase 7 Electric Buses
- Section 5307 - \$2.05M in federal funds to help fund the North Baton Rouge Transit Terminal.
- Section 5307 - \$6.2M 2021 Annual Appropriation for operating & capital projects.

RECENTLY AWARDED GRANTS: The following competitive grants were recently awarded to CATS from the FTA.

- Areas of Persistent Poverty Program - June 2022 - \$670K in federal funds to conduct a study in areas of persistent poverty to identify issues and improve transit.
- Route Planning Restoration Program – June 2022 - \$514K in federal funds to complete route planning studies on the Florida Blvd. corridor.

CATS Funding Summary Balance by Financial Purpose Code (FPC)					
Grant Number/Type	FPC-00 Capital (\$000)	FPC-02 Planning (\$000)	FPC-04 Operations (\$000)	FPC-06 Proj Admin (\$000)	TOTAL (\$000)
LA-2016-026/Section 5307	\$ 250				\$ 250
LA-2019-002/Section 5339	\$ 298				\$ 298
LA-2019-004/Section 5339	\$ 239				\$ 239
LA-2019-003/Low-No	\$ 500				\$ 500
LA-2019-007/Section 5307	\$ 417	\$ 11			\$ 428
LA-2019-010/CMAQ Flex Funds	\$ 1,202				\$ 1,202
LA-2019-030/Section 5307	\$ 2,230	\$ 212	\$ 9		\$ 2,451
LA-2021-003/Section 5339	\$ 202				\$ 202
LA-2021-008/AIM (Competitive)			\$ 106	\$ 5	\$ 111
LA-2021-017/Section 5307	\$ 856	\$ 1,000	\$ 3,328		\$ 5,184
LA-2022-007/America Rescue Plan Act (ARP)	\$ 3,462		\$ 5,761		\$ 9,223
LA-2022-012/Low-No	\$ 2,376			\$ 124	\$ 2,500
LA-2022-008/Research Demonstration Grant			\$ 300		\$ 300
TOTAL	\$ 12,032	\$ 1,223	\$ 9,504	\$ 129	\$ 22,888
CATS Funding Summary Balance by Project					
Project/Item	FPC-00 Capital (\$000)	FPC-02 Planning (\$000)	FPC-04 Operations (\$000)	FPC-06 Proj Admin (\$000)	TOTAL (\$000)
Buses	\$ 6,088				\$ 6,088
Operating			\$ 6,725		\$ 6,725
Planning, Project Admin/Mgmt		\$ 1,223	\$ 406	\$ 129	\$ 1,758
Preventative Maintenance			\$ 2,364		\$ 2,364
Security	\$ 522				\$ 522
Shelters	\$ 599				\$ 599
Signage			\$ 9		\$ 9
Software	\$ 4,200				\$ 4,200
Support Equipment (Generators, Chargers, etc.)	\$ 312				\$ 312
Support Vehicles	\$ 311				\$ 311
TOTAL	\$ 12,032	\$ 1,223	\$ 9,504	\$ 129	\$ 22,888



CATS July Finance & Executive Committee Meeting

Thursday, July 14, 2022

10:30 am

MINUTES

CALL TO ORDER

The CATS Finance & Executive Meeting was called to order at 10:30 am by Vice-President Linda Perkins

1. ROLL CALL

Attendee Name	Title	Status
Dr. Peter Breaux	Member	Absent
Carolyn Coleman	Member	Absent
Kahli Cohran	President	Present
Melissa DeGeneres	Member at Large	Present
Patrick Downs	Member	Absent
Johnathan Hill	Member	Absent
Linda Perkins	Vice-President	Present
Antoinette Pierre	Secretary	Absent

2. President's Announcement

No announcements

3. Executive and Financial Reports

Operations – James Payton

There are 110 total operators, 99 actives, and 11 inactive.

CATS Culture of Accountability Training- Classes completed so far are Customer Service, Leadership, and Stress Management. Next is Positive Attitude training.

Currently a Cadet class of 8 is in progress. Target date for the next class is June 21st Mr. Payton reviewed the June performance measures.

Planning and Program Development – Cheri Soileau

LYNX by CATS revenue service started June 7, 2022, in the City of Baker. Over 1,300 rides have been provided. Average ride is 6.6 minutes with a rating of 4.8/5. Busiest locations: Walmart, Baker Middle School, and Baker City Hall.

CATS was awarded two grants from FTA.

CEO – Dwana Williams

No contracts were executed for the month of June. Collective Bargaining agreement is being finalized for review. 2021 Audit is complete and NTD is in the process of being finalized.

Finance Report – Michael Falgout

Michael Falgout presented the June financials and noted that the total current assets as of June 30, 2022, are current assets \$36,039,694. The total assets are \$59,532,751. The total current liabilities are \$15,420,449 and the total liabilities are \$17,104,715. The total net assets are \$42,428,036 The total liabilities and net assets are \$59,532,571.

The total operating expenses for the month of June are \$2,421,994

The total CATS-generated operating revenues for the month as of June 30, 2022, are \$169,529. The total non-federal subsidies for the month are \$1,685,452 and the total federal subsidies are \$901,557

The total operating revenues as of June 30, 2022, are \$2,756,538

The net operations balance for the month as of June 30, 2022, is a deficit of (\$123,791).

The net operations balance for the year is a \$233,611.

4. Recommend that the CATS Board of Commissioners designate The Advocate as their official journal of record through June 2023.

M/S/C (Perkins, DeGeneres) to recommend the CATS Board of Commissioners designate The Advocate as their official journal of record through June 2023. Agreement.

RESULT: ACCEPTED

MOVER: Linda Perkins

SECONDER: Melissa DeGeneres

YEAS: Cohran, Perkins, DeGeneres

NAYS:

ABSTAIN:

ABSENT:

5. Recommend approval of the 2021 Annual Audit

RESULT: NO ACTION TAKEN

MOVER:

SECONDER:

YEAS:

NAYS:

ABSTAIN:

ABSENT:

6. Recommend the approval of the Public Transportation Agency Safety Plan (PTASP)-Safety Committee
M/S/C (DeGeneres, Perkins) Recommend the approval of the Public Transportation Agency Safety Plan (PTASP)-Safety Committee.

RESULT: ACCEPTED
MOVER: Melissa DeGeneres
SECONDER: Linda Perkins
YEAS: Cohran, Perkins, DeGeneres
NAYS:
ABSTAIN:
ABSENT:

7. Consideration of authorization to settle the claims of Jesse Donahue under the terms of the settlement and judgment payment policy adopted by the Board on July 20, 2004 as amended.

RESULT: NO ACTION TAKEN
MOVER:
SECONDER:
YEAS:
NAYS:
ABSTAIN:
ABSENT:



CATS July Community Relations Committee Meeting

Wednesday, June 13, 2022

10:30 am

MINUTES

CALL TO ORDER

The Community Relations Committee Meeting was called to order at 10:30 am by Committee Chairwoman Perkins

1. ROLL CALL

Attendee Name	Title	Status
Dr. Peter Breaux	Member	Absent
Carolyn Coleman	Member	Absent
Kahli Cohran	President	Absent
Melissa DeGeneres	Member at Large	Absent
Patrick Downs	Member	Absent
Johnathan Hill	Member	Absent
Linda Perkins	Vice-President	Present
Antoinette Pierre	Secretary	Absent
Parry 'Matt' Thomas	Treasurer	Absent

2. Introduction

Mrs. Perkins welcomed everyone gathered for the July Community Relations Committee Meeting.

3. MV Transportation Report – Representative Leslie Barnes

Ms. Barnes noted there were 7684 trips scheduled for the month of June 2022 verse 4537 in 2021. There were nine complaints for the month of June. There were two road calls. The on-time performance was 82% for 2022 versus 80% for 2021. In addition, the subscription service was at 50% and demand was 50% for June. Lastly, the passenger per hour was 1.8.

4. Certifications – Karen Denman

Ms. Denman noted 18 applications were mailed out and 44 customers were certified for June.

5. Customer service / Complaints – Angella Wynn/Syliva Franklin

Ms. Franklin noted for the month of June there were 24 contacts, five were valid. Ms. Franklin also noted the route performance for each route is located inside of the packets.

Ms. Franklin noted the call center was offered 17,667 and answered 17,187. In addition, the monthly average for productivity was 97.28%.

6. CATS Communications update – Deanna Wallace

Ms. Wallace noted we are re-establishing social media accounts. Updating media list and other accounts. Also noted, was the media coverage for the month of June/July. Including most recently an article in The Advocate regarding the CATS Electric Bus.

7. Lynx by CATS – Brandon Songy

Brandon noted CATS has exceed over 1300 rides with Lynx. Free service will be extended thru the month of July. Next month he will provide a chart with various KPI regarding the service.

8. Comprehensive Operational Analysis - Cheri Soileau and Public Engagement “SmartCATS”

Ms. Soileau and Mr. Songy updated the committee on Lynx by CATS and the launch of the service. CATS received a \$514,045 Route Restoration and Areas of persistent poverty grant from FTA

The meeting is adjourned.



Date: July 6, 2022

F&E Meeting: July 14, 2022

Board Meeting: July 19, 2022

BOARD MEMORANDUM

ACTION ITEM

TO: Capital Area Transit System Finance & Executive Committee

THROUGH: Interim CEO, Dwana Williams

FROM: Deanna Wallace, Director of Communications

SUBJECT: Designation of Official Journal

Project/Contract: Designation of Official Journal

Project/Contract Date(s): July 2022 through June 2023

Renewal options (Yes/No): N/A

If yes, what year/option: N/A

Project/Contract Amount: N/A

Budgeted project (Yes/No): N/A

Grant(s) Funded (Yes/No): N/A

If yes, note the grant number: N/A

Policy-Related Action: (Yes/No): Yes

RECOMMENDATION:

Recommend that the CATS Board of Commissioners designate The Advocate as their official journal of record through June 2023.

EXECUTIVE SUMMARY:

- State law (La R.S. 43:171) requires that the CATS Board of Commissioners, as the Board of a political subdivision of the state, designate an official journal of record annually for the publishing of various public notices required by state and federal laws and regulations.
- State law (La R.S. 43:171) places the following requirements on the selection:
 - “The newspaper:
 - (a) Shall have been published in an office physically located in the political subdivision for at least five years prior to its selection.

- (b) Shall not have missed during that period as many as three consecutive issues unless caused by fire, flood, strike, or natural disaster.
- (c) Shall have maintained a general paid circulation in the district or political subdivision for five consecutive years prior to the selection.
- (d) Shall have been entered in a U.S. post office in that district or political subdivision under a periodical permit in that district or political subdivision for a period of five consecutive years prior to selection.”

- The Advocate meets all of these requirements, and also has the largest circulation of any newspaper in East Baton Rouge.

STRATEGIC PLAN/GOALS:

This action aligns with CATS Strategic Priority #2 – Management and Financial Sustainability, in that it allows us to comply with state and federal laws and regulations.

This action also aligns with CATS Strategic Priority #4 – Community Stewardship, in that it provides the public with information regarding the CATS Board of Commissioners meetings and actions.

FISCAL IMPACT:

The fiscal impact is currently unknown. The Advocate bills public notices individually, based on a rate of approximately \$2.50 per line. As such, the total fiscal impact will depend on the number and length of the public notices CATS will have need to post in the next year. CATS can also choose to attempt to negotiate a lower rate via contract.

BACKGROUND:

State law (La R.S. 43:171) requires that the CATS Board of Commissioners, as the Board of a political subdivision of the state, designate an official journal of record annually for the publishing of various public notices. Various other state and federal laws and regulations also require that CATS publish public notices regarding contracts, bid requests, meeting notices, route changes, and more.

La R.S. 43:171 requires that the newspaper chosen as the official journal of record meet the following requirements:

- “(a) Shall have been published in an office physically located in the political subdivision for at least five years prior to its selection.
- (b) Shall not have missed during that period as many as three consecutive issues unless caused by fire, flood, strike, or natural disaster.
- (c) Shall have maintained a general paid circulation in the district or political subdivision for five consecutive years prior to the selection.
- (d) Shall have been entered in a U.S. post office in that district or political subdivision under a periodical permit in that district or political subdivision for a period of five consecutive years prior to selection.”

DISCUSSION:

The Advocate meets all the requirements needed in order to be selected as the official journal of record for CATS. In addition, The Advocate has the largest circulation of any other paper in East Baton Rouge, with an average weekly readership of more than 340,000. As such, selecting The Advocate as the CATS official journal of record will allow us to reach the largest number of people within our current service area.



Date: July 6, 2022
F&E Meeting: July 14, 2022
Board Meeting: July 19, 2022

BOARD MEMORANDUM

ACTION ITEM

TO: Capital Area Transit System Finance & Executive Committee
THROUGH: Interim CEO, Dwana Williams
FROM: Cheri Soileau, AICP, Director, Planning & Program Development
SUBJECT: Public Transportation Agency Safety Plan-Safety Committee

Project/Contract: PTASP
Project/Contract Date(s): N/A
Renewal options (Yes/No): N/A
If yes, what year/option: N/A
Project/Contract Amount: N/A
Budgeted project (Yes/No): N/A
Grant(s) Funded (Yes/No): N/A
If yes, note the grant number:
Policy-Related Action: (Yes/No): Yes

RECOMMENDATION: Approval of Safety Committee, per FTA regulations

EXECUTIVE SUMMARY:

The following are recommended for the Safety Committee:

- Craig Hamilton, Trainer
- Shanine Bell, Yard Supervisor
- George Decuir, Operator
- Shavez Smith, Operator
- Me'lond Pierre, Dispatcher
- Garrick Grant, Risk Management Technician
- Donte Jackson, Utility and Maintenance
- Deidra Steward, Custodian
- Juvina Davis, Operations Manager
- Ravena Budwine, Manager, Safety and Risk Management

STRATEGIC PLAN/GOALS:

Strategic Priority 2-Management and Financial Sustainability

FISCAL IMPACT:**BACKGROUND:**

On July 19, 2018, the Federal Transit Administration published the Public Transportation Agency Safety Plan (PTASP) final rule that requires public transportation agencies that receive federal funding develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS).

A safety plan includes, but is not limited to the following:

- Methods for identifying and evaluating safety risks throughout the public transportation system;
- Strategies to minimize the public, staff, and property to hazards and unsafe conditions;
- Create performance targets and criteria to ensure all property and rolling stock are in the state of good repair; and
- Ensure that the agency has a safety officer that creates and/or continues a safety training program for operations and maintenance personnel.

The Dear Colleague letter, dated February 17, 2022, had several updates to the requirements for the PTASP and included compliance deadlines outlined in the Bipartisan Infrastructure Bill dated November 15, 2021. Transit Systems are required to create a Safety Committee, which includes an equal number of frontline employees and management representatives, that has responsibility for:

1. Identifying and recommending risk-based mitigation or strategies to reduce the likelihood or severity of consequences as identified through the safety risk assessment;
2. Identifying strategies that may be ineffective or inappropriate and
3. Identifying safety deficiencies for continued safety improvement.

DISCUSSION:

The criteria for selection of the committee members are as follows:

1. Union Selects operators
2. Two years with agency (minimum) and basic knowledge of operations
3. No significant safety violations/accidents (preventable) in the past year
4. For management, more than a year with the agency
5. Ex officio members: Finance and Planning rep

CLIMATE IMPACT: N/A

BUSINESS DIVERSITY REQUIREMENTS: N/A

CATS Procurement Listing for CATS Board

7/19/2022

Professional Service Contracts (Excluding On-Call & Contracts Approved by the Board)

Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Remaining Balance as of 07/05-22	Services/ Product Provided
Advisor to Senior Management for Strategic Guidance Contract	Service Contract	Aires 20 Management Group	\$50,000	8/1/2021	8/31/2022	\$19,500	Advisor to Senior Management for Strategic Guidance Contract
Accounting Support as Required	Service Contract	Insight Business Consulting/Michael Falgout	\$100,000	1/12/2022	11/1/2022	\$27,175	Accounting Manager support due to vacancy in accounting
Court Reporting Services	Service Contract	Baton Rouge Court Reporting	\$43,500	1/1/2021	12/31/2021	\$28,696	Transcription Services for board meeting, negotiation, arbitrations and as required.
Chief Administrative Officer (Interim)	Service Contract	Keystone Consultant Group	\$125,000	3/24/2022	12/31/2022	\$65,750	Assisting in oversight and management of CATS day-to-day management duties; Work with CATS CEO to implement recommendations, goals and objectives as defined in CATS Strategic and Capital Improvement Investment Plans or as otherwise communicated by CATS CEO.
Federal Grants Guidance	Service Contract	Stephanie Pulley	\$50,000	12/1/2021	12/31/2022	\$43,750	Federal Grants Strategic Guidance. Support as needed to Grants Manager
Government Relations Consulting	Service Contract	Southern Strategy Group of LA	\$50,000	1/1/2022	12/31/2022	36,000	Services relating to local and state Governmental Regulations and Legislative Affairs Contract 18
Litigation Support Services	Service Contract Service Contract	Lyons Research Group	\$50,000	2/19/2021	2/19/2022	\$37,796	Support Litigation as directed by CATS
Professional Development for CATS Management	Service Contract	Insight Strategies	\$49,500	5/18/2021	2/17/2022	\$12,300	Employee Assessment & Leadership Professional Development Training

CATS Procurement Listing for CATS Board

7/19/2022

Professional Service Contracts (Excluding On-Call & Contracts Approved by the Board)

Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Remaining Balance as of 07/05-22	Services/ Product Provided
<i>Maintenance & Operations Support including Bus Inspection</i>	Service Contract	ESA Management & Engineering Consultant	\$50,000	12/24/2019	12/24/2021	\$34,093	Oversight from plant manufacturing to final delivery, inspection, and Buy America compliance acceptance
<i>Procurement Consultant</i>	Service Contract	Kathy Hernandez	\$50,000	2/1/2022	1/31/2023	\$34,100	<i>Support Procurement in various areas including BRT support and Internal Process improvement</i>
<i>Legal Services</i>	Service Contract	Breazeale, Sachse & Wilson, LLP	\$75,000	4/8/2020	12/31/2022	\$75,000	<i>Legal services relating to employment law, labor law, general representation & services</i>
<i>Legal Services as required by CATS</i>	Service Contract	Law Office of Derrick Moore	\$75,000	1/1/0422	12/31/2022	\$75,000	<i>Legal services including but not limited to: fleet liability, procurement law, public transit regulations, settlement, judgements and general services</i>
<i>Board Retreat Facilitator</i>	Service Contract	Frank T Martin Consultat LLC	\$44,500	3/1/2022	12/31/2022	\$25,281	<i>Foster a better understanding between Board and Executive Management</i>
<i>Organizational, Leadership and Staff Development</i>	Service Contract	Bayard Management Group LLC	\$35,000	3/8/2022	12/31/2022	\$30,500	<i>Design and implement programs to develop a strong group of leaders & staff.</i>

847,500

544,941

CATS Procurement Listing for CATS Board

July 19th 2022

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								
A&E Design Services Transit Amenities & Related Equip PR #934 RFQ 2019- AmenitiesDesign-005	A&E Design Services	Reich Landscape Architecture	Approx Cost \$180,000	6/20/19	6/19/2024	06/15/19	RFQ for Design Services for Transit Amenities and Related Equipment	8/9/19- Executed Contract 4/17/19 – Proposals were received by Procurement, and PEC evaluated proposals and recommend an award at the June 2019 Board meeting for \$180,000. 3/28/19 – RFQ was solicited. Proposals due at 10:00am on 4/17/19. Will include Shelters, Kiosks, Landscapes, etc. Design consultant will also assist CATS with the construction bids in determining the lowest responsive bidder in meeting the technical specifications.
Audit Services CATS & Pension External Audit Services	Service Contract	Postlethwaite & Netterville	Contract Value with increase for CYE 2021 \$83,675. Contract Value with increase for CYE 2020 \$329,300	01/01/19	12/31/22	12/21/21	External Audit Services	1st Option Year Request approved to increase contract by up to \$83,675 for Auditing CYE 2021 work performed during year 2022. Request approval to increase contract by up to \$65,000 for CYE 2020 during year 2021. Request approved to increase contract by \$49,800 for CYE 2020. Options available for future years. Contract executed 06/20. 06/23/20 Board Approved. Additional \$63,000 for CATS CYE 2019 to initial \$32,000 for <u>new 2019 total of \$95,000</u> 7/16/19–Board approved additional \$119,500 for CATS CYE 2018 to initial \$31,500 for <u>new 2018 total of \$151,000</u> . 11/13/18 - Board approved 11/8/18 – F&E Committee approved to move to full Board. RFP opened on 10/30/18. For Calendar Years ending in 2018 through 2020, with 2 one-year renewal options.
Accounting Service Contract Accounting Manager	Service Contract	Insight Business Consulting, LLC/ Michael Falgout	\$100,000 new value \$50,000 old value	05/02/22	11/01/22	04/19/22	Interim Accounting Manager Services	This is a new vendor but the consulting providing this service is Michael J. Falgout whose \$50,000 is about to be run out of funds. Value of the Falgout contract is \$50,000 as well.

CATS Procurement Listing for CATS Board

July 19th 2022

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
C								
Claims Adjuster Bus Fleet Liability & Worker Comp	Service Contract New RFP	Brown Claims Management Group Adjuster Claim Services Bus Liability & W C	Updated Hourly Rates have been applied Refer to updated Hourly Rates for renewal period 1/1/21 thru 12/31/21	Extension from 01/01/22 Extension from 01/01/21 03/01/2020 Renewal: 3/1/19	Extension until 12/31/22 Extension until 12/31/21 12/31/20 2/29/20	Extension Approved 12/15/20 06/23/20	<i>Adjustor Claim Services, Investigations, Fleet Liability and Workers Comp</i> (Original 5 year contract)	As of 06/24/22 extended until 12/31/22. As of 01/12/22, Extended thru 03/31/22. Claims adjustor scope being developed. Will address bus liability separate from Workers Compensation. As of 11/30/21, new approach developed to supply these services. Attempt to bid late 2021 was not successful and no award was made. 12/15/20 Board approved extension until 12/31/21. Period Extension thru 12/31/20 allowing time to formulate new RFP. 3/11/2020-Contract signed and mailed to vendor for extension. 9/9/16 – Contract renewal finalized. 8/30/16 – CATS Board approved renewal of contract. 8/11/16.
D								
Drug & Alcohol 3rd Third Party Adm D & A Services for Safety Sensitive	Services State Contract	Applya IHSN 6 th extension	\$25,000 Estimated for 3 years \$25,000 Estimated for 3 years	01/01/22 5/1/20 Extension from 05/01/2020	12/31/22 Extension until 12/31/21 Extension until 12/31/20	NA 12/15/20 6/23/20	FTA mandated Third Partying Administrator services for Drug & Alcohol /substance abuse services for safety sensitive Extension allowing rebid 2021. FTA mandated Third Partying Administrator services for Drug & Alcohol /substance abuse services for safety sensitive employees. PO 2019052	State Contract is being used going forward. Notice given to IHSN, contract ends 12/31/21. Executed agreement via state contract with Applya for CY 2022. Extension Approved. 06/23/20 Board Approved. Period Extension thru 12/31/20 allowing time to formulate new RFP. Estimated cost to be \$25,000 for a 3 year contract. 3/18/19 CATS extended 12-month renewal with IHSN with only a \$0.50 increase on drug tests. Contract originated in 2012.
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

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Fuel Diesel and Gasoline <i>Joint C-P & CATS Contract</i> <i>Extended thru 06/30/22</i> Approved thru 10/31/2021 7th renewal	Materials City Parish	Mansfield Oil (was assigned by FuelTrac) Via City Parish solicitation. Contract for Diesel and Gasoline	\$1,200,000 \$1,200,000 Approx. annual cost \$1,000.000 for period noted Oil Price Info Serv OPIS + \$ 0.039 adm fee + tax = price per gal (ppg)	07/01/22 11/01/21 4/01/21 Initial start date of contract 11/01/14 C-P Metro Council approved award to FuelTrac on 8/13/14	12/31/22 06/30/22 10/31/21 Final renewal PO2020079 Current 2 year contr w/5 one year renewals available thru 2021	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.	Mansfield is on state contract thru 12/31/22. CATS will address before yearend for CY 2023. 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.
G								
Graphic Design Services	Services	Rockit Science	\$160,000 Maximum 4th Renewal \$160,000 Maximum 3rd Renewal \$160,000 Maximum 2nd Renewal \$160,000 Maximum 1st Renewal \$125,000 Maximum per year	10/1/22 10/1/21 10/1/20 10/1/19 10/1/18	9/30/23 9/30/22 9/30/21 9/30/20 9/30/19	09/21/21 9/22/20 9/17/19 09/18/18	Assist CATS in creating and executing marketing programs, incl. marketing strategies and designs to increase CATS ridership base, build and maintain a positive brand in the community, and showcase the accomplishments of the Agency.	9/18/18 – Board Approved. 7/27/18 - An RFP solicitation was sent to 52 graphic design firms. CATS received 5 proposals which were evaluated by the Proposal Evaluation Committee (PEC). Highest scoring firm is Rockit Science, with contract award recommendation to be in the amount of \$125,000 for 12 months, with the option for up to four (4) twelve-month renewals.

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H								
HVAC Upgrade 2250 Florida Blvd	Public Works Bid	Metro Mechanical	\$243,750	06/28/21	11/14/21	06/15/21	Upgrade HVAC System at 2250 Florida Blvd	HVAC at 2250 Florida Blvd. is back in service.
I								
Information Technology ASA Firewall	Materials & Services State Contract	Transformyx	\$75,424	8/21	08/24	06/15/21	Networking and Services for Firewall replacement	Approved for Networking and Services for Firewall Replacement. Hardware and software.
L								
Legal Services Employment Law	Services	The Law Office of Dedrick Moore	Estimated \$75,000	01/01/22	12/31/22	06/21/22	Legal Service General see Board Request	To extend thru end of yr 2022.Amount reduced and approved in Executive Session.
Legal Services Employment Law	Services	Breazeale, Saches & Wilson, LLP	Estimated \$75,000 \$100,000 \$125,000	06/01/22 01/01/22 04/08/20	12/31/22 06/30/22	06/21/22 03/15/22 11/17/20	Legal Services labor & Employment Matters. Contract Increase by \$100,000 Legal Services relating to Employment and Labor Matters. PO2020177	To extend thru end of yr 2022. Amount reduced and approved in Executive Session. For expenses thru 06/30/22 11/17/20 Board Approved Contract increase of \$75,000. Services: Employment Law, including legal services with ongoing dealings with the Amalgamate Transit Union (Local 1546) in negotiating and administering of the collective bargaining agreements 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.

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M								
Baker Microtransit	Services	River North Transit LLC (VIA)	Estimated \$910,000	Estimated 03/01/22	Estimated/ 02/28/23	10/19/21	Demand Response Ridership Program for the City of Baker.	Start date noted is not when service will begin. Vendor has duties to perform before service can start. Options to renew.
O								
Oil Products	Materials ITB	Miguez Fuel	\$156,900	01/01/22	12/31/22	02-15-22	Gear Oil, Motor Oil, Wheel Grease, Antifreeze, Synthetic Transmission fluid & Diesel Exhaust Fluid	Due to price increases, CATS will determine best prices as needed. Bids received. Awarded all oil products to Miguez. Vendors previously holding contracts decided not to extend their contracts for 2022.
		Lard Oil (\$70,045.00)	\$70,045	1/1/2021	12/31/21	12/15/20	Antifreeze, Synthetic Transmission fluid and Diesel Exhaust Fluid	Vendor elected not to extend into 2022. Board Approved for CY 2021.
		Central Oil (\$36,204.00)	\$36,204	1/01/21	12/31/21	12/15/20	Gear Oil, Motor Oil and Wheel Grease	Vendor elected not to extend into 2022. Board Approved for CY 2021.
On-Call Services RFP PR # 2019-On-CallServices-	Consulting	The Goodman Corporation	\$160,000	08/01/20	07/31/21	07/21/20	TO 001 Sub-Area Planning approach for transit options	Completed. Approved up to \$160,000. This task includes technical analysis, public outreach, alternatives, and implementation plan for micro-transit service. Period has ended.
On-Call Services RFP PR # 2019-On-CallServices-	Consulting	Atlas Technical Consultants	\$354,770	08/03/20	12/31/21	07/21/20	TO 001 for Program Management. General Administrative Support, Project Development, Delivery and Planning Services for 5-year Capital Improvement and Investments Plan	Completed. Period of Performance Extended to 12/31/21. Task order 001 issued for \$354,770. This task will provide administrative support for project development & planning for capital improvement plan.
On-Call Services RFP PR # 2019-On-CallServices-	Consulting	Atlas Technical Consultants	6 months \$313,614	07/01/21	12/31/21	07/20/21	TO 002 for Program Management. General Admin. Support, Project Development, Delivery and Planning Services for 5-year Capital Improvement & Investment Plan	Completed. Board Approved \$100,000 in June and \$213,614 in July. Task Order 2 will provide administrative support for project development & planning for capital improvement plan.
On-Call	Consulting	Atlas	\$473,615	02/16/22	12/31/22	1/18/22	TO 003 for Program Management. General	Request for additional approval for remainder of 2022.

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Services RFP PR # 2019-On-CallServices-		Technical Consultants	Less than 2 months \$111,385 Combined value \$585,000	01/01/22	02/15/22	12/14/21	Admin. Support, Project Development, Delivery and Planning Services for 5-year Capital Improvement & Investment Plan	Board agreed on a reduced period and dollar amount. Task Order 3 will provide administrative support for project development & planning for capital improvement plan.
On-Call Services RFP PR # 2019-On-CallServices-	Consulting	HDR Engineering	\$109,572	11/01/21	06/30/22	11/16/21	Feasibility Study Operations, Admin and Maintenance Facility TO 002	Time Extension granted add no additional cost. This will result in the Final Report and necessary presentations relating to the Facility Site Master Plan and Building Concept along with a Cost Estimate.
On-Call Services RFP PR # 2019-On-CallServices	Consulting	HNTB	\$313,445	08/20/20	07/31/21	07/21/20	TO 001 for Development of Transit Operations Plan	Completed. Task order 001 issued for \$313,445. Board Approved up to \$350,000. This task order will provide for the development of a transit operations (bus service) plan. Completed.
On-Call Services RFP PR # 2019-On-CallServices	Consulting	HNTB	\$78,104	10/20/20	07/21/21	10/20/20	TO 002 Rider, Non-Rider Transit Stakeholder Surveys	Completed. 10/20/20 Approved by Board. Task Order 002 issued 10/28/20. Completed
On-Call Services RFP PR # 2019-On-CallServices	Consulting	HNTB	\$585,969	06/25/21	06/25/22	06/15/21	TO 003 Comprehensive Operational Analysis	Task Order has been awarded. Board Approved a comprehensive operational analysis of CATS bus routes.

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P								
Paratransit Services ADA	Services	MV Contract Transp.	NTE \$2,000,000 2nd year option NTE \$2,324,667 1 st year option 3 year contract amount \$6,975,000	05/06/22 05/06/21 5/6/18 3 yr contract w/ 2 one year renewals	05/05/23 05/05/22 5/6/21 (potential 5 year contract thru 2023)	04/19/22 03/16/21 2/20/18	Contracted Para-Transit Service Provider	Requesting Board Approval for 2nd and final one-year renewal effective 05/6/22. 03/16/21-Board Approved Hourly Rate Adjustment for Modified Services in 2020. 11/17/20 Board did not make a motion to provide a temporary Rate Adjustment. 2/20/18 – Board approved award to MV. 1/16/18 – Board deferred until Feb Board meeting. 1/12/18– F&E meeting Based on the Proposal Evaluation Committee results; CATS recommends an award of contract to MV Transportation as CATS paratransit services contractor.
S								
Security Guard Services	Services	Diamond Security Service	Approx. \$250,000 annual cost	01/01/22	12/31/22	11/16/21	24/7 - Security Guard Services at CATS 2250 Florida Blvd. location.	Board Request has been approved for year 1. Rebid Completed 10/2021. Board Request Provided.1-year contract with 4 options to renew for 12-months each.
Software ERP System Software	Services	Tyler Technologies Solutions	New price \$822,803.00 first 5 years (Options for 3 years)	08/01/20	7/31/25 (Potential 8 year contract thru 2028)	12/17/19	ERP Software	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 ERP Implementation Services	Service	Intueor Consulting	\$65,000 \$147,500	01/10/22 08/01/20	12/31/22 12/31/21	12/18/21 6/23/20	Exercise option year ERP Software Implementation Services –	It is anticipated that all funds will not be utilized due to work being completed in 5 months. Contract has been executed by CATS. 5/5/20-3 Bids were opened and evaluated. 4/7/20- RFP Effort Started.

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T								
Tire Lease for Buses (Maintenance) 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	2 nd option year estimated cost is \$200,000 per year 1 st option year estimated cost is \$204,800 per year \$600,000 (est cost for 3 years)	09/01/21 9/01/20 09/1/17	08/31/22 8/31/21 08/31/20	08/17/21 1/21/20 07/18/17	Tire lease for buses	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 placed. 1/21/2020- Board approved. 1/10/20- Submit Board approval request.
Technical Innovation Services	Services	Hitachi	Not To Exceed \$174,300 Not To Exceed \$300,000	01/01/22 01/01/21	12/31/22 12/31/21	11/16/21 09/22/20	Multi-channel messaging with passengers. Mobile ticketing options. Includes data collection.. Thru 12/31/25 Year 1 plus (4) 1-year options	Approved Year 2 Board Approved year one. 09/22/20. 80% Funding provided via AIM Grant.
Technical Innovation Services	Services	Delerrok / Cubic Transport Systems, Inc	Not To Exceed \$215,000	7/01/21	06/30/23 (3) 1 year options	06/15/21	System to improve and grow CATS fixed routes.	Board Approved 06/15/21. Contactless Fare collection system as part of the Covid-19 Mitigation Research Grant.
Tank Repair Services	Services	SEMS, Inc	\$52,450	Upon Approval	Estimate 45 days	06/21/22	Repair Underground Tanks at 2250 Florida Blvd	Award made 06/23/22. Duration estimated at 45 days
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	State Contract used for this purchase
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 – 2 nd 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.

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Vehicles Diesel Buses (7) 35ft Delivery 2023 & 2024 <i>8 buses Delivered Nov/Dec 2018</i> <i>*orders as needed – on going until contract expires</i>	Rolling Stock ITB	Gillig, LLC 35 ft diesel	\$3,489,166 final order. 2021 for 7 buses for delivery in 2023 & 2024 3 rd order. Purchase of 8 buses 56 Buses will be ordered over 5 years thru 2020 36 less 8 = 28 Assignments left on the bid	2021	2024	1/22/21 Board Approved To purchase 12 buses on 12/20/16 week of 7/17/17	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 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 – <u>Update</u> : P.O. pending since board approval in Dec. 2016.P.O. changed to reflect the purchase of 8 buses instead of 12.
Vehicles 3-Electric Buses - Lease for 2 years	Rolling Stock	BYD America	\$308,880	Estimated 03/01/21	Estimated 09/30/23	12/15/20	24 mo lease for BYD 30 ft buses.	Lease started on 2 buses 10/21.. 3 rd bus lease started after repairs completed. 12/15/2020 Board Approved the lease 30 ft buses to resume services downtown. These buses can be charged with CATS' existing charging stations and are similar in most aspects to our existing Electric Fleet. Grant funds are available to assist in paying these leases.
Vehicle Bus Cameras	Rolling Stock bus added ons	Angel Trax	\$291,972	10/01/21	11/01/21	07/20/21	Upgrading old cameras on buses.	Completed. Replaced aging bus cameras. Cameras upgrades to match the newer units. This will help provide a safer environment for customers and operators. Recorded data is not generated or stored as required.
Vehicles Electric Buses (6) (30ft) w/Extended Battery Range and install (7) electric charging stations	Rolling Stock	BYD America 6 Electric Buses and install 7 electric charging stations	First Order 6 buses & 7 Chargers \$4,495,242 Bid Price for one bus \$714,207 and for one charging station \$30,000	11/21	11/26	11/16/21	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.	Without Federal change in practice, only the first order made in 2021 will be placed with BYD.