



**REGULAR MEETING  
OF THE  
BOARD OF COMMISSIONERS  
CAPITAL AREA TRANSIT SYSTEM  
AND  
PUBLIC TRANSPORTATION COMMISSION  
OCTOBER 15, 2019  
4:30 pm  
BREC Administration Building 6201 Florida Boulevard  
Commission Room  
Baton Rouge, LA 70806**

**AGENDA**

- I. CALL TO ORDER: Mr. Mark Bellue**
- II. ROLL CALL: Ms. Amie McNaylor**
- III. APPROVAL OF MINUTES OF SEPTEMBER 17, 2019 MEETING: Mr. Mark Bellue**
- IV. PRESIDENT’S ANNOUNCEMENTS: Mr. Mark Bellue**
- V. ADMINISTRATIVE MATTERS**
  - 1. Executive and Financial Report: Mr. Bill Deville and Executive Staff**
- VI. COMMITTEE REPORTS AND ANY ACTION THEREON**
  - 1. Finance & Executive: Mr. Mark Bellue**
  - 2. Technical, Policies & Practices: Dr. Peter Breaux (no meeting held)**
  - 3. Audit: Mr. Kahli Cohran (no meeting held)**
  - 4. Planning: Mr. Kevin O’Gorman**
  - 5. Community Relations: Ms. Linda Perkins**
- VII. ACTION ITEMS**
  - 1. Consideration of approval of health insurance policy for 2020**
  - 2. Consideration of approval of Erika Green absences**
- VIII. PUBLIC COMMENT**

## **IX. ADJOURNMENT**

**Individuals having questions regarding the meeting should contact Amie McNaylor, 225.389.8920, 2250 Florida Boulevard, Baton Rouge, LA 70802.**

**Individuals needing special accommodations during this meeting should contact Karen Denman (225) 389-8920, Ext. 1504, 2250 Florida Boulevard, Baton Rouge, LA 70802, no later than 4:00 p.m. on the Monday immediately preceding the Tuesday meeting.**



CAPITAL AREA TRANSIT SYSTEM

*Connecting you to what matters.*

**MEETING OF THE  
BOARD OF COMMISSIONERS OF  
CAPITAL AREA TRANSIT SYSTEM  
AND  
PUBLIC TRANSPORTATION COMMISSION  
SEPTEMBER 17, 2019**

**4:30 p.m.**

**BREC Administration Building  
6201 Florida Boulevard  
Baton Rouge, LA 70806**

**MINUTES**

**I. CALL TO ORDER: Mr. Mark Bellue**

Mr. Bellue called the meeting to order.

**II. ROLL CALL**

Present at the meeting were Messrs. Bellue, Brandt, Breaux, Cohran, Lambert and O’Gorman and Mss. Perkins, and Pierre. Ms. Green was absent. Also present were Mr. Bill Deville, CEO; Mr. Charles Odimgbe, DCEO; other CATS staff; Creighton Abadie, CATS attorney; and members of the public.

**III. APPROVAL OF MINUTES OF AUGUST 20, 2019 MEETING**

Mr. Brandt moved to approve the minutes of the August 20, 2019, meeting and Ms. Perkins seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

**IV. PRESIDENT’S ANNOUNCEMENTS**

Mr. Bellue reviewed the public comment process.

Mr. Bellue informed those present that there was one item that he expected would be considered in executive session and that public comments would be taken after the meeting resumed.

## **V. ADMINISTRATIVE MATTERS**

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

**Mr. Deville provided agency updates and introduced the new Comptroller John Cutrone. He noted that Mr. Cutrone will be in charge of the Finance Department and is leading the management of the agency's finances. Mr. Cutrone comes to CATS with 25 years' experience at various levels of finance and accounting, and he has worked in both the public and private sectors.**

**Mr. Jim Fight shared that the agency hired 27 cadets who began training on August 26<sup>th</sup>.**

**Mr. Fight requested a point of personal privilege and introduced his Human Resources staff and noted that he was appreciative of their efforts.**

**Ms. Dwana Williams shared that, in Operations, there are currently 130 active operators. There are 140 total operators and the remaining ten are on FMLA and light duty.**

**Ms. Williams noted that CATS had 224,556 passenger trips in August. There were 1.87 preventable accidents per 100,000 miles, and 746.75 trips cancelled for the month. The percentage of on-time trips was 57.71%, there were 49.4 complaints per 100,000 miles, and there were 4,382.8 mean miles between road calls for the month.**

**Mr. Deville shared that the microtransit pilot program work continues and CATS hopes to have an RFP ready for solicitation for September, 2019, whereby two North Baton Rouge zones will be merged for a service area in North Baton Rouge that includes the Airport, Southern University, and the City of Baker.**

**The CATS Board President and several committee chairs were able to meet with Congressman Garret Graves on August 29<sup>th</sup> to discuss the BRT project as well as other CATS initiatives. The meeting was brief but well received and the Congressman and board members took advantage of the photo opportunity along and inside the newly wrapped BYD electric bus.**

**Planning staff has been riding several routes to adjust schedules and time points for the upcoming October service adjustment.**

**The Plank Road BRT Phase One project's final engineering is on hold until the completion of the NEPA process and receiving**

environmental approval for the entire Plank Road and Plank-Nicholson BRT projects. The City-Parish has received a signed contract and is now in the City-Parish execution process. The contract has been signed by the Director of Transportation and Drainage and has been forwarded to the Purchasing Department; it is now under review by the Parish Attorney.

Mr. Deville let the board know that management has identified three options that would address the administrative office requirements and hopes to complete choice negotiations this week. Staff is visiting and evaluating each location to determine suitability and cost effectiveness. The facilities that have been identified are adequate in size to fully accommodate all administrative functions and personnel from 5700. Management is looking to execute a 12 to 36 month lease with options immediately within the confines of board governance guidelines as this is an urgent matter.

Mr. Deville presented the August financials and noted that the total current assets as of August 31, 2019 are \$24,764,973. The total assets are \$53,823,513. The total current liabilities are \$5,879,288 and the total liabilities are \$11,917,324.

The operating expenses as of August 31, 2019 are \$2,335,162.

The total CATS-generated operating revenues as of August 31, 2019 are \$229,381. The total non-federal subsidies are \$1,604,873 and the total federal subsidies are \$835,829. The total operating subsidies are \$2,440,702.

## **VI. COMMITTEE REPORTS AND ANY ACTION THEREON**

### **1. Finance and Executive: Mr. Mark Bellue**

Mr. Bellue noted the committee did not meet.

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

Dr. Breaux referred the members to the minutes of the September 5<sup>th</sup> meeting and shared the highlights. He noted there was discussion of the ADA Paratransit Manual that was updated after the recent triennial review. He shared that the TPP Committee unanimously recommended the manual be approved.

### **3. Audit: Mr. Cohran**

Mr. Cohran noted the committee did not meet.

**4. Planning: Mr. Kevin O’Gorman**

Mr. O’Gorman noted the committee did not meet but would be scheduling a meeting in the coming weeks prior to the October board meeting.

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

Ms. Perkins referred the members to the minutes of the committee’s September 11<sup>th</sup> meeting in their packets and shared the highlights of the meeting.

Mr. Bryan Basford of MV Transportation introduced the new General Manager Walter “Lenny” Cooksey. Mr. Basford noted that he has begun his position with MV in Canada and Mr. Cooksey will begin making the reports in October.

Mr. Basford noted that CATS On Demand had 9,118 scheduled trips in August; of those, 505 were cancellations and 233 were no shows, for a total of 8,613 completed trips.

Mr. Basford noted that 48% of the trips were subscription and 52% were demand trips. There were six complaints and the on-timer percentage was 87%.

There was discussion of the vehicle fleet and it was noted there were three road calls and three vehicles had to be towed on their routes.

Mr. Deville requested a moment to recognize an employee for his life-saving efforts on a CATS bus. Ms. Pearlina Thomas recognized Mr. Elijah Pipersburg for his actions to help a bus operator in distress.

**VII. ACTION ITEMS**

**1. Consideration of authorization for the CEO to renew strategic creative partner Rockit Science contract**

Ms. McNaylor shared with the board that CATS was near the end of the first year of the contract with Rockit Science and that it has been a productive partnership. She noted that strides had been made in efforts to promote the agency and more work remains over the coming years.

Rockit Science performs graphic design work, photography, videography, market strategy, and media planning for the agency. In

addition to the brand awareness that has been developed, Rockit Science will be working with CATS on a focused education outreach campaign and internal customer campaigns throughout the year.

CATS staff is recommending the first renewal option be exercised with a cost not to exceed \$160,000 for the period of October 1, 2019 through September 30, 2020.

Mr. Brandt moved that the CEO is authorized to renew the strategic creative partner contract with Rockit Science for a period of one year and an amount not to exceed \$160,000 and Ms. Perkins seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

2. Consideration of authorization for the CEO to renew the RouteMatch annual technical support, warranty, and technical contract for a period of one year

Ms. Sanchez let the board know that this is a renewal of a contract with RouteMatch to provide warranty and technical support for the software and technology utilized on CATS vehicles. The price was negotiated to a lower amount of \$165,052 for twelve months.

There was discussion concerning the RouteMatch contract as well as the on-call services "bench" solicitation. It was noted that the agency is currently considering options that would replace RouteMatch; it would likely take 12-15 months to create a scope of work, solicit and evaluate proposals, and make a contract award.

Ms. Perkins moved that the CEO is authorized to enter into a contract with RouteMatch for annual technical support, warranty, and technical services for a period of one year and an amount of \$165,052 and Mr. Bellue seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

3. Consideration of authorization to add John Cutrone as signatory on behalf of CATS for all Whitney/Hancock Bank accounts and to remove Jeanette Eckert as signatory and consideration of authorization for the CEO to execute all documents required by Whitney/Hancock Bank to effectuate these changes

Mr. Deville noted that this is a requirement of Whitney Bank and that the addition of Mr. Cutrone and the removal of Ms. Eckert should be the last amendment for some time. The four authorized signatories

will be Messrs. Deville, Odimgbe, and Cutrone and Ms. Dwana Williams.

Mr. Cohran moved that the CEO is authorized to remove Jeanette Eckert as a signatory and add John Cutrone as a signatory for all Whitney/Hancock Bank accounts and that the CEO is authorized to execute all documents required by Whitney/Hancock Bank to effectuate these changes. Ms. Pierre seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

**RESOLUTION OF A STATE OR LOCAL GOVERNMENT OPERATING  
UNDER AUTHORITY OF A BOARD, COUNCIL, OR OTHER TYPE  
GOVERNING BODY**

Whitney Bank, also dba Hancock Bank  
Capital Area Transit System  
2250 Florida Boulevard  
Baton Rouge, LA 70802

- A. We, the undersigned, certify that we are the President and Secretary/Clerk of the above-named State or Local Government (hereinafter referred to as the "Governing Authority") duly created, organized, and operating under the Constitution and Laws of the State of Louisiana Federal Employer ID Number 72-0755868, and that the following is a true, correct, and certified copy of a resolution adopted at a meeting of the Governing Authority, properly called and duly held on September 17, 2019 and that this resolution has been properly entered into the minutes of the Governing Authority, having not been modified or rescinded.
- B. To be resolved that:
- (1) The Financial Institution named above is designated as a depository for the funds of this Governing Authority;
  - (2) This resolution shall continue to have effect until express written notice of its recession, modification, or cancellation has been received and recorded by this Financial Institution;
  - (3) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowing by or on behalf of the Governing Authority with this Financial Institution prior to the adoption of the resolution are hereby ratified, approved, and confirmed;



**(4) Any of the persons named below, so long as they are acting in a representative capacity as agents of the Governing Authority, are authorized to make any and all contracts, agreements, stipulations and orders which they may deem advisable and necessary to open an Account(s) with the Financial Institution and for the effective exercise of powers over said account(s) for the transaction of all business concerning funds deposited in, money borrowed from, or other business transacted by and between this Governing Authority and said Financial Institution and to endorse checks and orders for the payment of moneys and withdrawal funds on deposit with this Financial Institution, subject to any restriction(s) stated below. The Governing Authority agrees to, shall be bound by, and otherwise be liable for, the terms and conditions of all such contracts, stipulations, and orders. It shall be the responsibility of the Governing Authority to provide written notice to this Financial Institution should the authority of any of the agents it has so authorized to transact business on its behalf has been terminated. This Financial Institution shall incur no liability for acting in good faith upon the representations of said agents until such notice is properly given;**

**(5) Any and all prior resolutions adopted by this Governing Authority and certified to this Financial Institution as governing the operation of this Governing Authority's account(s), are in full force and effect, unless supplemented or modified by this authorization;**

**(6) The Governing Authority agrees to the terms and conditions of any account agreement, properly opened by any authorized representative of the Governing Authority and authorizes this Financial Institution named above, at any time, to charge the Governing Authority for all checks, drafts, or other orders, for the payment of moneys, drawn on the Financial Institution;**

- C. Each person named below (name and title) is authorized to exercise the powers granted herein on all accounts opened under this Agreement and accompanying Master Signature Card on behalf of the Governing Authority:**

**John Cutrone, Comptroller  
William J. "Bill" Deville, Chief Executive Officer  
Charles Odimgbe, Deputy Chief Executive Officer  
Dwana Williams, Chief Operating Officer**

- D. I further certify that the Governing Authority has, and at the time of adoption of this resolution did have, full power and lawful authority**

to adopt the foregoing resolution(s) and to confer the powers granted to the person(s) named herein;

IN WITNESS WHEREOF, we have hereunto affixed our signatures as of September 17, 2019.

Mark Bellue, CATS Board President  
Amie McNaylor, CATS Board Assistant Secretary

**4. Consideration of approval of CATS ADA Paratransit Manual**

Ms. Thomas shared that the revisions made to the CATS ADA Paratransit Manual were done at the recommendation of the auditors with the FTA Triennial Review. The changes have been approved by the FTA and the manual must be adopted by the CATS Board of Commissioners before it can be submitted to the FTA.

Dr. Breaux moved that the CATS ADA Paratransit Manual be adopted and Mr. Lambert seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

**5. Consideration of authorization for the CEO to enter into a lease for new office space for CATS**

Mr. Deville shared that staff has been working to find office space for the administrative staff that has been displaced since August 8<sup>th</sup>.

Mr. Deville noted that a building has been identified at 350 North Donmoor Avenue. The building has 10,875 square feet and the cost for the first year will be \$89,718.72. The cost for the second year will be \$92,437.56 and the third year cost will be \$95,156.28.

There was considerable discussion about the state of the building, the inspection status, and the cost of the building. There were suggestions that a commercial building inspection be completed and that the last tenant be contacted to determine the feasibility of the building. There was also a question as to how long the building had been vacant. It was strongly urged that the staff ensure the building will be suitable and safe and all proper measures taken to ensure this is the best decision for the agency.

Mr. O’Gorman moved that the CEO is authorized to enter into a three year lease with the owner of the property located at 350 North Donmoor Avenue at a cost not to exceed \$277,312.56 and with such other terms and conditions as the CEO deems appropriate and Mr.

Cohran seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

6. Consideration of authorization for the CEO to settle the claims of Lionel Hayes and Sharon Chambers under the terms of the settlement and judgment payment policy adopted by the Board on July 20, 2004 as amended. (This matter might possibly be discussed in executive session. As required by the Open Meeting Law, notice is hereby given that this claim is pending in the 19<sup>th</sup> Judicial District Court and is Suit Number 669,306, Sec. 22; and that Lionel Hayes and Sharon Chambers are the plaintiffs and Capital Area Transit System is the defendant.)

Mr. Brandt moved to enter into executive session to discuss this pending litigation. Mr. Lambert seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions. At this point, the board entered into executive session.

Following the executive session, Mr. Brandt moved that the CEO is authorized to settle the claims of Lionel Hayes for the sum of thirty one thousand and 00/100 (\$31,000.00) plus court costs and the claims of Sharon Chambers for the sum of eighteen thousand five hundred and 00/100 (\$18,500.00) plus court costs each under the terms and conditions of the settlement and judgment payment policy adopted by the Board on July 20, 2004 as amended. Ms. Perkins seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

**X. PUBLIC COMMENTS**

**XI. ADJOURNMENT**

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

2250 Florida Boulevard  
Baton Rouge, LA 70802  
PHONE: 225.389.8920



## EXECUTIVE STAFF

**Bill Deville**  
*Chief Executive Officer*

**Charles Odimgbe**  
*Deputy Chief Executive Officer*

**Dwana Williams**  
*Chief Operations Officer*

## EXECUTIVE REPORT

October 2019

Bill Deville and Executive Staff

### AGENCY UPDATES: *Bill Deville*

- CATS has been running Touchdown Express for home football games. Through three non-conference games, the service has transported 1,206 customers.
- CATS has completed repairs of the holes and cracks at the terminal and has installed new trash bins to enhance the aesthetic. The platform and surrounding areas have also been pressure washed.
- Substantial work has been done to the new bus wash bays, and the agency is working on improved lighting; there will also be new paint for the walls.
- Holes in the bus parking area have been repaired.
- Operators are debuting new uniforms that will be effective October 15<sup>th</sup>.
- The buses will be detailed beginning October 19<sup>th</sup>.
- A draft for a CEA for additional employee parking has been completed and the agency is seeking a contractor to perform the work.
- The agency is implementing an "inform not enforce" campaign with operators where their focus will be shifted to improving on-time performance as well as operator-customer encounters.
- After a successful and informative Planning Committee meeting on October 3<sup>rd</sup>, CATS has begun reaching out to the City-Parish to move forward with the I110 Transit Center.
- CATS is participating in the Senior Expo at the Raising Cane's River Center on October 11<sup>th</sup>. Representatives from the agency will be onsite to educate seniors on the system and ways to connect them to local events.
- The annual CATS/Healthy Blue Health Fair will be October 18<sup>th</sup> at the CATS Terminal. This yearly event brings various healthcare providers, screenings, and other resources directly to the community and CATS customers.

### HUMAN RESOURCES: *Jim Fight*

- CATS interviewed candidates for bus operator on Wednesday, October 9<sup>th</sup>. A new training class is scheduled to begin in late October.

### OPERATIONS AND MAINTENANCE: *Dwana Williams*

- We currently have 129 active operators working. There are 148 total operators; the remaining operators are on FMLA and light duty.
- See attached Performance Measures.

### CEO NOTES: *Bill Deville*

- **ADMINISTRATIVE OFFICE FACILITIES: *Bill Deville***
  - Management has executed a 36 month lease for the 350 Donmoor Avenue office building within the parameters approved by the Board at the September board meeting.

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## EXECUTIVE STAFF



- Staff arranged to have power turned on, and professional commercial inspections were completed; currently telephone and computer equipment and services are being installed.
- Kudos to Ms. Pearlina Thomas who aggressively, but carefully, negotiated the lease within the parameters provided by Board authority, and even got the real estate firm to allow immediate access and use to achieve what was needed to get employees moved as soon as possible.
- Kudos to the Facilities group of employees, under the direction of Ms. Vanessa Dargin, for their tireless work efforts in very hot conditions, traversing five and nine flights of stairs numerous times to move files, some furniture, accessories, and lots of “stuff”.
- Congressman Graves’s office is scheduling a follow up meeting, in-district, on November 4<sup>th</sup>, around a potential ride-sharing pilot for paratransit service that they have been working on.
- CATS expects federal legislation regarding future acquisitions of BYD electric buses; while BYD has manufacturing plants in USA and pass all “Buy America” requirements, the agency has been advised to monitor future legislation.
- CATS was invited to attend the Earl K. Long Redevelopment steering committee that included in its agenda how CATS can become part of the fabric of providing transportation for the residents at this this mixed use facility and how to partner with the Baton Rouge Housing Authority to provide improved transportation for all of its residents throughout East Baton Rouge Parish.
- Attended Health Insurance Agent meeting regarding the renewal of employee health benefits proposal.
- CATS staff met with Baker Mayor Darnell Waites for stakeholder input on Microtransit service for the Baker zone; meetings with other stakeholders are ongoing.

### PLANNING AND PROGRAM DEVELOPMENT:

- The Service Implementation Team will begin meeting weekly to discuss the February 2020 service changes.
- CATS is preparing a scope of work as well as schedule for a Comprehensive Operational Analysis (COA).
- A Transit Development Plan is ongoing.
- CATS is participating in the Baker Park and Ride in conjunction with the City of Baker and CRPC. The project is in the property acquisition phase.
- CATS will be meeting with the Downtown Development District to discuss locating a CATS Transit Center at I110 and Florida.
- The triennial review response is ongoing.
- CATS is awaiting word from FTA regarding the scheduling of the NEPA Environmental Workshop for the BRT Corridor. The tentative dates for the workshop are October 29<sup>th</sup> and 30<sup>th</sup>.

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**EXECUTIVE STAFF**



- The award application is underway for the 2250 Florida/Florida Corridor TOD grant application.
- The Bus and Bus Facilities FY10 grant award is awaiting US DOT project selections.
- CATS is participating in MovEBR meetings.

**FACILITIES PLANNING: *Bill Deville***

**North Baton Rouge Transit Center:**

- Legal counsel indicated that LSU and the Division of Administration have completed the process of notifying the previous owner(s) of the intent to sell the property. The title search is underway and closing is anticipated shortly.

**East Baton Rouge Transit Center – Cortana-Walmart Transit Center:**

- Construction is continues and is nearing completion.
- Construction punch list if remaining items is forthcoming..
- Ribbon cutting or other public relations event needs to be scheduled

**BUS RAPID TRANSIT:**

**Plank Road BRT, Phase One:**

- The environmental and NEPA process is underway. An environmental workshop is tentatively scheduled for October 29<sup>th</sup> or 30<sup>th</sup>, 2019.

**Plank-Nicholson BRT, Phase Two:**

- An environmental workshop is tentatively scheduled for October for 29<sup>th</sup> or 30<sup>th</sup>, 2019.

**Finance: *Mr. John Cutrone***

- See attached financial report.







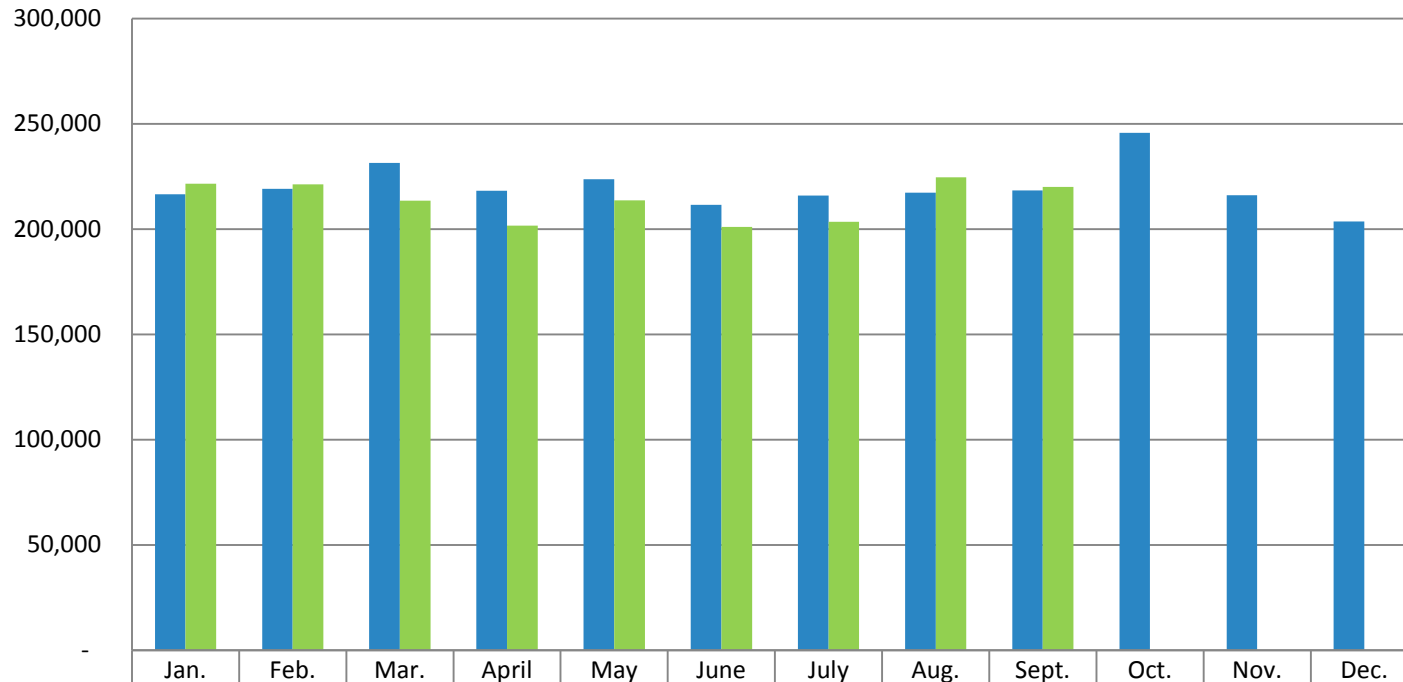






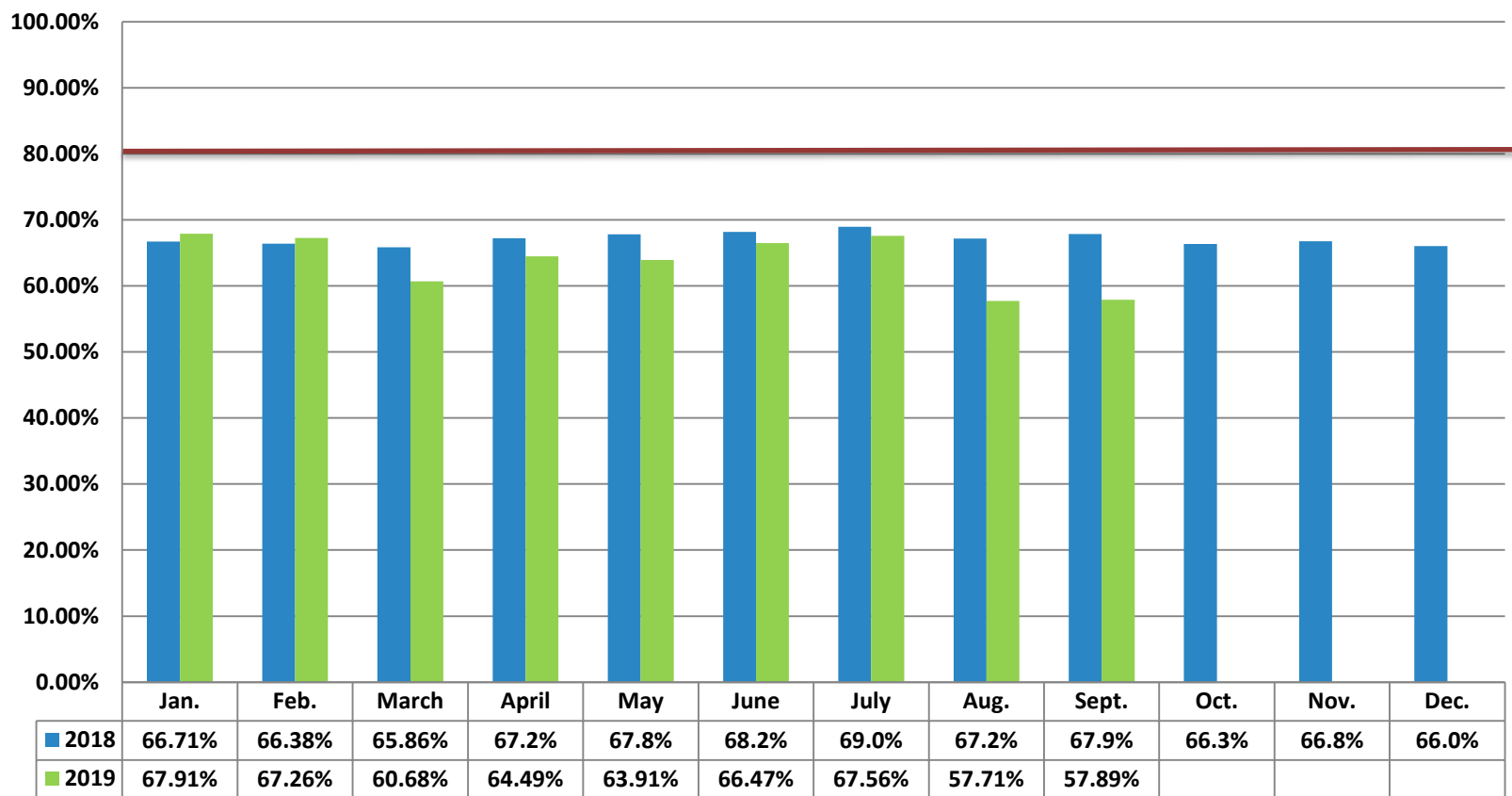


## Ridership



2018	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
	216,55	219,09	231,32	218,24	223,66	211,46	215,96	217,29	218,36	245,61	216,02	203,62
2019	221,45	221,163	213,48	201,647	213,627	201,041	203,476	224,556	220,042			

## On-Time Performance



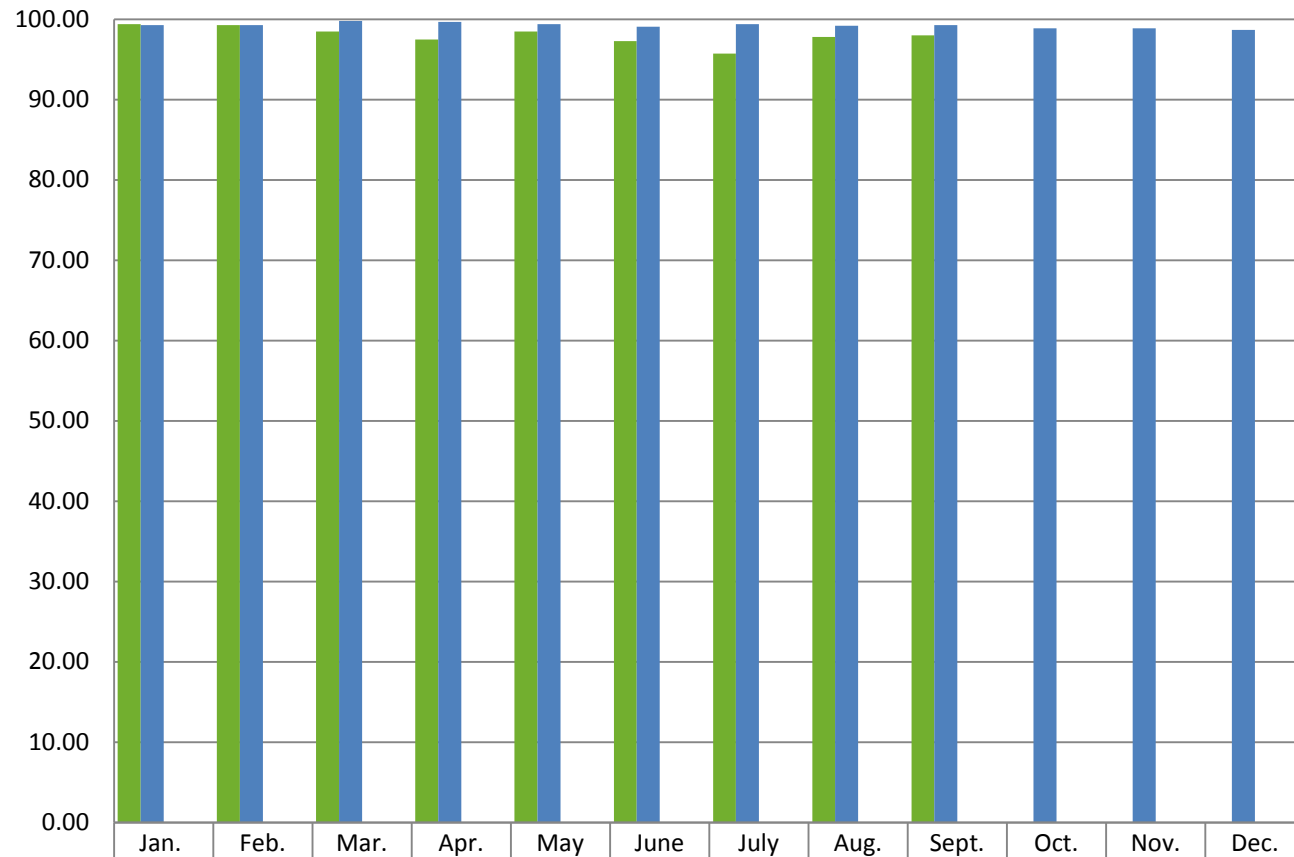
**\*Target 80% On-Time Performance**

*Note: On-Time performance is measured at scheduled timepoints which represent 6.78% of the total system bus stops*



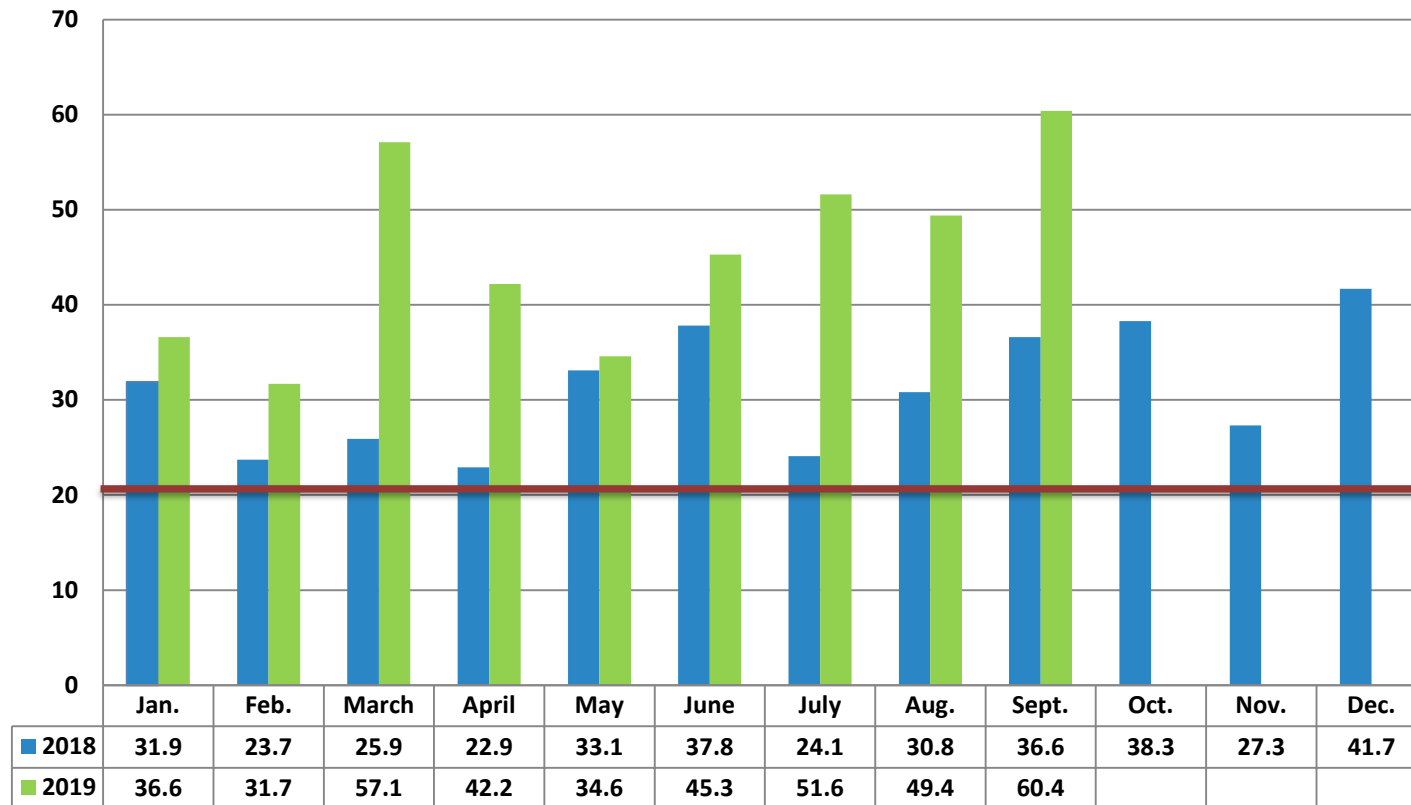
## % Trips Operated 2018-2019

Percentage of Trips Operated



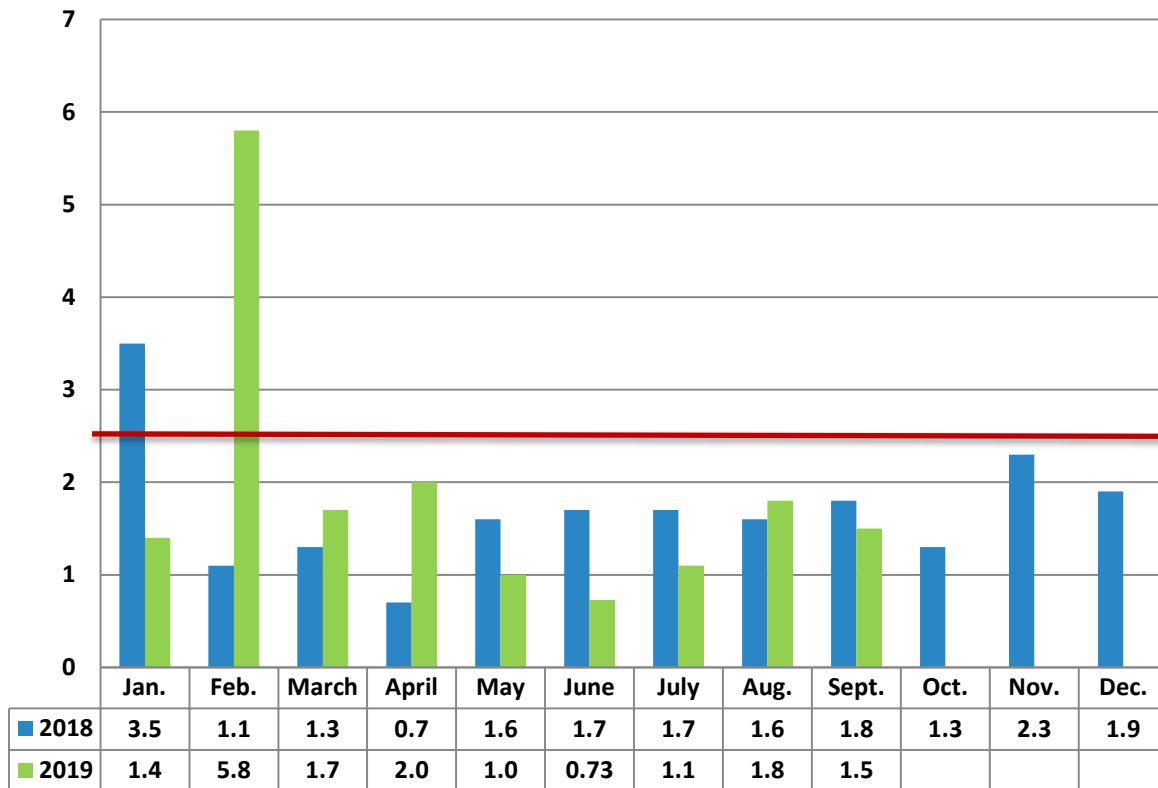
■ 2019 % of Scheduled Bus Trips Operated	99.40	99.30	98.50	97.50	98.50	97.30	95.73	97.80	98.00			
■ 2018 % of Scheduled Bus Trips Operated	99.30	99.30	99.80	99.70	99.40	99.10	99.40	99.20	99.30	98.90	98.90	98.70
2018 Cancelled Bus Trips	229.5	240.3	66	93	201	293	194	264	216	326	339.4	385
2019 Cancelled Bus Trips	173.6	200.35	511.3	827.45	498.25	889.75	1,419.	746.75	674.25			

## Customer Complaints Per 100,000 Boardings



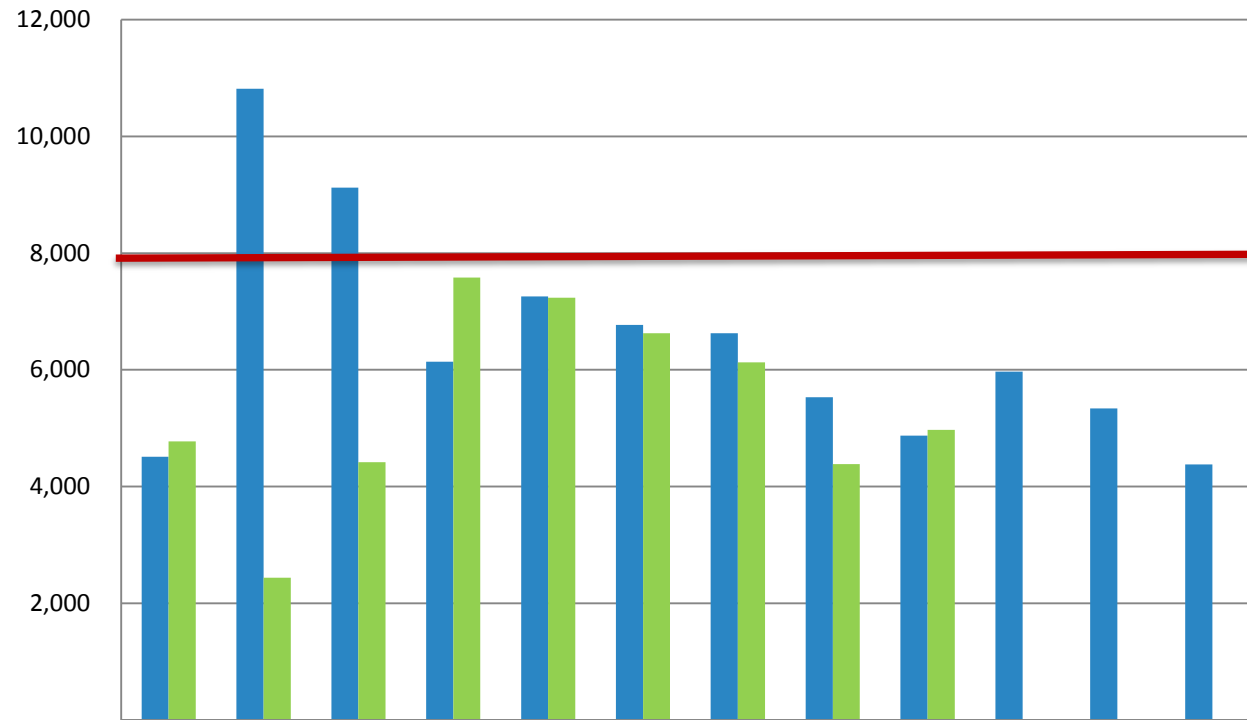
\*Target less than 20 Customer Complaints per 100,000 Boardings

## Preventable Accidents per 100,000 Miles



\*Target 2.5 Preventable Accidents Per 100,000 Miles

## Mean Miles Between Road Calls



■ 2018 Mean Miles Bet. Road Calls	4,511	10,818	9,125	6,141	7,259	6,768	6,628	5,533	4,871	5,971	5,341	4,378
■ 2019 Mean Miles Bet. Road Calls	4,775	2,435	4,415	7,583	7,237	6,627.8	6,130.1	4,382.7	4,970.7			

# Capital Area Transit System

## Balance Sheet

September, 2019

9/30/2019

9/30/2018

### ASSETS

<b>Current Assets:</b>		
Cash and Cash Equivalents	1,105,989	1,398,901
Accounts Receivable	579,979	325,544
Property Tax Receivable	17,300,802	17,291,859
Due from Governments	339,802	816,528
Notes Receivable	0	0
Interest and Dividends Receivable	0	0
Inventory	125,263	705,516
Prepaid Expenses and Other Assets	6,414	143,764
<b>Total Current Assets:</b>	<b>19,458,249</b>	<b>20,682,111</b>
<b>Restricted Assets:</b>		
Cash and Cash Equivalents	1,755,000	694,618
<b>Total Restricted Assets:</b>	<b>1,755,000</b>	<b>694,618</b>
Investments	0	0
Net Pension Asset, Long-Term	1,466,268	490,522
Equipment, Net	27,388,845	20,421,136
<b>Total Assets</b>	<b>50,068,362</b>	<b>42,288,388</b>
<b>LIABILITIES AND NET ASSETS</b>		
<b>Current Liabilities</b>		
Accounts Payable and Accrued Expenses	3,914,632	328,670
Accrued Payroll and Tax Liabilities	331,019	(512,409)
Accrued Interest (Bus Lease)	(0)	(0)
Note Payable	0	0
Accrued Compensated Absences	424,440	142,274
Claims Payable and Related Liabilities	855,488	883,056
Capital Lease Payable	220,482	(328,137)
Deferred Revenue (Grants/Prop Tax)	(0)	5,232,785
Other Current Liabilities	0	0
<b>Total Current Liabilities</b>	<b>5,746,061</b>	<b>5,746,239</b>
<b>Long-Term Liabilities</b>		
Note Payable, Less Current Portion	0	0
Accrued Compensated Absences, Less Current Portion	0	266,320
Capital Lease Payable, Less Current Portion	2,788,983	3,938,590
Estimated Liabilities	3,249,053	1,192,231
<b>Total Long-Term Liabilities</b>	<b>6,038,036</b>	<b>5,397,141</b>
<b>Total Liabilities</b>	<b>11,784,097</b>	<b>11,143,380</b>
<b>Net Assets:</b>		
Investments in Capital Assets, Net of Related Debt	24,379,380	16,810,683
Restricted Cash and Cash Equivalents		
Unrestricted	13,904,885	14,334,325
<b>Total Net Assets:</b>	<b>38,284,265</b>	<b>31,145,008</b>
<b>Total Liabilities And Net Assets</b>	<b>50,068,362</b>	<b>42,288,388</b>



# Capital Area Transit System

## Statement of Operating Budget vs. Actual

For the Period Ended September, 2019

	Current Month			Year to Date			2019 Approved Annual Budget
	Budget	Actual	Var. Amount	Budget	Actual	Var. Amount	
Operating Expenses							
Labor	\$907,132	\$795,143	\$111,989	\$8,164,188	\$7,299,602	\$864,586	\$10,885,584
Fringe Benefits	\$540,182	\$655,715	(\$115,533)	\$4,861,634	\$5,079,543	(\$217,908)	\$6,482,179
Total Labor and Fringe Benefits	\$1,447,314	\$1,450,858	(\$3,544)	\$13,025,822	\$12,379,144	\$646,678	\$17,367,763
Casualty and Liability	\$140,540	\$48,750	\$91,790	\$1,264,858	\$1,216,179	\$48,679	\$1,686,478
Services	\$149,226	\$321,104	(\$171,879)	\$1,343,032	\$1,912,606	(\$569,574)	\$1,790,709
Purchased Transportation	\$187,500	\$209,388	(\$21,888)	\$1,687,500	\$1,802,865	(\$115,365)	\$2,250,000
Materials & Supplies	\$227,770	\$317,419	(\$89,649)	\$2,049,928	\$3,149,291	(\$1,099,363)	\$2,733,238
Utilities	\$22,667	\$6,616	\$16,051	\$204,000	\$125,035	\$78,965	\$272,000
Miscellaneous Expenses	\$61,650	\$131,468	(\$69,818)	\$554,849	\$790,295	(\$235,446)	\$739,799
Leases and Rentals	\$13,333	\$225	\$13,108	\$120,000	\$45,871	\$74,129	\$160,000
Total Operating Expenses	\$2,249,999	\$2,485,827	(\$235,829)	\$20,249,990	\$21,421,288	(\$1,171,298)	\$26,999,987
Operating Revenues							
Passenger Paid Fares	\$141,803	\$154,555	\$12,753	\$1,276,223	\$1,305,687	\$29,465	\$1,701,630
Special Transit Fares (Contract)	\$25,943	\$15,923	(\$10,021)	\$233,489	\$168,170	(\$65,319)	\$311,319
ADA/Paratransit Revenue	\$7,667	\$11,934	\$4,267	\$69,000	\$70,511	\$1,511	\$92,000
Advertising Revenue	\$61,054	\$42,100	(\$18,954)	\$549,485	\$447,471	(\$102,014)	\$732,647
Interest Income	\$13,515	\$2,800	(\$10,715)	\$121,637	\$135,254	\$13,616	\$162,183
Other Agency Revenue	\$14,947	\$334	(\$14,613)	\$134,525	\$129,987	(\$4,537)	\$179,366
Total Operating Revenues	\$264,929	\$227,646	(\$37,282)	\$2,384,359	\$2,257,080	(\$127,279)	\$3,179,145
Operating Shortfall/Subsidy Required	(\$1,985,070)	(\$2,258,181)	(\$273,111)	(\$17,865,631)	(\$19,164,208)	(\$1,298,577)	(\$23,820,842)
Federal, State & Local Subsidies)							
Non Federal Revenue							
Hotel/Motel Tax	\$104,235	\$0	(\$104,235)	\$938,117	\$918,200	(\$19,917)	\$1,250,823
Parish Transportation Fund	\$45,833	\$0	(\$45,833)	\$412,500	\$412,500	\$0	\$550,000
Property Tax Revenue	\$1,467,373	\$1,467,373	\$0	\$13,206,353	\$13,206,353	\$0	\$17,608,470
Total Non Federal Subsidies	\$1,617,441	\$1,467,373	(\$150,069)	\$14,556,970	\$14,537,053	(\$19,917)	\$19,409,293
Federal Operating Subsidies							
FTA - Preventive Maintenance	\$348,879	\$1,101,844.00	\$752,965	\$3,139,912	\$6,361,048	\$3,221,136	\$4,186,549
FTA - Planning	\$18,750	\$183,140	\$164,390	\$168,750	\$288,040	\$119,290	\$225,000
Total Federal Subsidies	\$367,629	\$1,284,984	\$917,355	\$3,308,662	\$6,649,088	\$3,340,426	\$4,411,549
Total Operating Subsidies	\$1,985,070	\$2,752,357	\$767,286	\$17,865,631	\$21,186,141	\$3,320,510	\$23,820,842
Net Operations Balance +/-	\$0	\$494,175		\$0	\$2,021,933		\$0



**MEETING OF THE  
FINANCE AND EXECUTIVE COMMITTEE  
BOARD OF COMMISSIONERS  
CAPITAL AREA TRANSIT SYSTEM AND  
PUBLIC TRANSPORTATION COMMISSIONS  
OCTOBER 10, 2019  
BREC Room 1809  
6201 Florida Boulevard**

**MINUTES**

The Finance and Executive Committee met on Thursday, October 10, 2019, at 10:30 a.m. Present at the meeting were members Mark Bellue, Kahli Cohran, and Jim Brandt. Also present were Bill Deville, Charles Odingbe, Creighton Abadie, and members of CATS staff.

**I. Call to order and establishment of quorum**

Mr. Bellue welcomed those assembled.

**II. President's Announcements**

Mr. Bellue noted that he had no announcements.

**III. Executive Report and Financials**

Mr. Deville provided several agency updates and noted that CATS has been running Touchdown Express for home football games. Through three non-conference games, the service has transported 1,206 customers.

CATS has completed repairs of the holes and cracks at the terminal and has installed new trash bins to enhance the aesthetic. The platform and surrounding areas have also been pressure washed. Substantial work has been done on the new bus wash bays, and the agency is working on improved lighting. There will also be new paint for the walls. Holes in the parking area have been repaired as well.

The operators will debut the new uniforms on October 15<sup>th</sup>.

**The buses will be detailed beginning October 19<sup>th</sup>.**

**A draft for a CEA for additional employee parking has been completed and the agency is seeking a contractor to perform the work.**

**The agency is implementing an “inform not enforce” campaign with operators where their focus will be shifted to improving on-time performance as well as operator-customer encounters.**

**After a successful and informative Planning Committee meeting, CATS has begun reaching out to the City-Parish to move forward with the I110 Transit Center.**

**CATS is participating in the Senior Expo at the Raising Cane’s River Center on October 11<sup>th</sup>. The annual CATS/Healthy Blue Health Fair will be October 18<sup>th</sup> at the CATS terminal. This event brings various healthcare providers, screenings, and other resources directly to the community and CATS customers.**

**Mr. Deville gave the Human Resources report and noted that candidates were interviewed on October 9<sup>th</sup> for bus operator positions, and a new training class is slated to begin in late October.**

**Ms. Williams noted that there are currently 129 active operators. There are 148 total operators; the remaining operators are on FMLA and light duty.**

**Ms. Williams let the committee know that ridership for September was 220,042 and the on-time performance was 57.89%. There were 60.4 customer complaints per 100,000 boardings in September and there were 674.25 cancelled trips for the month. There were 1.5 preventable accidents per 100,000 miles in September and 4,970.7 mean miles between road calls.**

**There was considerable discussion concerning the on-time performance and Mr. Odimgbe noted there would be training for three days to begin an improvement process. It was noted that each stop is counted but there are only four to five time points for each route. The industry-wide standard is to measure stops at transfer centers only and not at other stops.**

**Mr. Deville shared that the agency has entered into a 36 month lease for the 350 North Donmoor office building within the parameters approved by the Board at the September board meeting. Kudos to Pearlina Thomas for negotiating the lease and obtaining immediate access to the facility. Kudos are also extended to Vanessa Dargin and the Facilities Department for their tireless work to remove items from the office space at 5700.**

**Congressman Graves's office is scheduling a follow-up meeting regarding a potential ride-sharing pilot for paratransit service that they have been developing.**

**CATS expects federal legislation regarding future acquisitions of BYD electric buses. While BYD has manufacturing plants in the USA and the buses pass all buy America requirements, the agency has been advised to monitor future legislation.**

**CATS staff met with Baker Mayor Darnell Waites for stakeholder input on Microtransit service for the Baker zone. Meetings with additional stakeholders are ongoing.**

**Mr. Rose noted that the Service Implementation Team will begin meeting weekly to discuss the February 2020 service changes.**

**CATS is preparing a scope of work as well as a schedule for a Comprehensive Operational Analysis. A Transit Development Plan is ongoing.**

**CATS is participating in the Baker Park and Ride in conjunction with the City of Baker and CRPC. The project is in the property acquisition phase.**

**CATS met with the DDD to discuss the Transit Center at I110 and Florida. DDD representatives indicated that CATS should work with both the City-Parish and DOTD to determine next steps.**

**CATS has scheduled the NEPA Environmental Workshop for the BRT Corridor for October 29<sup>th</sup>. FTA representatives will be participating in the workshop. Mr. Rose will coordinate with Ms. McNaylor to share information for the meeting with board members so interested members may attend.**

**It was requested that the Planning Committee add a standing item to its agenda to discuss service planning.**

**The Bus and Bus Facilities FY19 grant award is awaiting US DOT project selection.**

**Mr. Abadie shared that work is progressing with the title for the North Baton Rouge Transit Center with LSU. He hopes to have an update in the next 30 days.**

**Mr. Deville noted that he was meeting with the new Executive Director of the Health District to restart conversations for a Transit Center in the Medical District. It was requested to add the South Baton Rouge Transit Center to the Executive Report, even if there is not update to provide.**

**Mr. Deville presented the September financials and noted that the total current assets as of September 30, 2019 are \$19,458,249. The total assets are \$50,068,362. The total current liabilities are \$5,746,061 and the total liabilities are \$11,784,097.**

**The operating expenses as of September 30, 2019 are \$2,485,827.**

**The total CATS-generated operating revenues as of September 30, 2019 are \$227,646. The total non-federal subsidies are \$1,467,373 and the total federal subsidies are \$1,284,984. The total operating subsidies are \$2,752,357.**

**IV. Recommend approval of health insurance policy for 2020**

**Mr. Fight introduced Mr. Mike Williams of HUB International representative, who handles the medical program renewal.**

**Mr. Williams noted that the proposed policy will require a budget increase of approximately \$2.5 million over the previous year, and this is partially related to the number of claims from the agency's employees. The agency has several long term claimants that are impacting the claims projections for the upcoming year. There has also been a slight negative demographic change.**

**It was noted that there is no increase in cost for employees because the agency will absorb that cost.**

**There was discussion of the benefits of the Benny card offered by the agency to offset the cost to the employees. It was noted that a slight increase to the Benny card benefits has been discussed.**

**HUB International has a vibrant wellness program and looks forward to the opportunity to work with Mr. Fight to implement some wellness initiatives.**

**It was noted that the union leadership has reviewed the proposal and is supportive of it.**

**A request was made to have the entire proposal sent to the board members so they may review the information in detail.**

**Mr. Brandt recommended the full board approve the proposed renewal of the health insurance policy as stated in proposed option three and Mr. Cohran seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.**

**VI. Recommend approval of Erika Green absences**

**It was noted that a requirement of the state statutes is that any board member who misses two of any three consecutive meetings must have the absences approved by the board.**

**It was noted that Ms. Green shared she began teaching a course this semester that required her to miss two meetings. She previously informed the board that she did not think it would require her to miss any additional meetings.**

**Mr. Brandt recommended the full board approve the absences of Erika Green and Mr. Cohran seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.**

**There being no further business, the meeting adjourned.**



**MEETING OF THE  
PLANNING COMMITTEE  
BOARD OF COMMISSIONERS  
CAPITAL AREA TRANSIT SYSTEM AND  
PUBLIC TRANSPORTATION COMMISSIONS  
OCTOBER 3, 2019  
10:45 a.m.  
6201 Florida Boulevard,  
Room 1809  
Baton Rouge, Louisiana 70806**

**MINUTES**

The Planning Committee met on Thursday, October 3, 2019, at 10:30 a.m. Present at the meeting were members Kevin O’Gorman, Mark Bellue, Jim Brandt, Kahli Cohran, and Laurence Lambert. Also present were Bill Deville, Charles Odingbe, members of CATS staff, and members of the public.

**I. Presentation of Two-Year Capital Budget and Plan**

Mr. Deville shared the Two-Year Capital Budget with the committee members and noted some of the figures were still being determined.

It was noted that the total projected budget for 2020 is \$10,338,800. Of that projection, the anticipated local match is \$2,067,760; the anticipated federal share is \$8,271,040. The budget covers expenditures that include transit centers, bus rapid transit, facility development/employee parking, planning funds, technology needs, purchased transportation (microtransit), and rolling stock purchases.

The total projected budget for 2021 is \$27,275,000. Of that projection, \$5,455,000 is the anticipated local match and the anticipated federal share is \$21,820,000. Those funds cover expenditures that include transit centers, bus rapid transit, planning funds, technology needs, and rolling stock purchases.

The total projected two year capital budget is \$37,613,000. The agency currently has \$7,522,760 in local match budgeted.

It was noted that the agency has identified \$18 million in federal grant funds. There is a shortfall of \$11.8 million recognized. There is also a shortfall of \$3.5 million that is known for 2021.

**There was discussion of replenishing the board restricted reserve it was noted that CATS staff is working that replenishment back into the budget.**

**It was stressed that this is a tentative plan and is subject to change.**

**There were questions as to whether or not there was a prioritization list; Mr. Deville indicated there was a priority listing.**

**There was discussion surrounding the Bus Rapid Transit (BRT) project and it was noted that there is no BRT slated for Government Street. Mr. Odimbe shared that staff is currently evaluating the system and seeking to determine the best way to meet the needs of the community within the budget parameters. It was discussed that there would be fewer bus stops on Government Street with the Complete Streets Road Diet being constructed.**

**Mr. Deville let the members know that the City-Parish has discussed the possibility of two locations on Government Street that may serve as bus pullouts, but there has been no further conversation on the matter. The stops along Government Street are not currently planned as bus pullouts but rather simply as bus stop shelters.**

**There was discussion of the Medical District Transit Center and it was noted there is only \$100,000 allocated for planning funds for the center. There will be no capital work on the Transit Center until at least 2022.**

**Staff shared that there is a feasibility study included in the budget and that it is a placeholder.**

**There were considerable questions surrounding the on-call services RFP and the status of that project. It was noted that much of that work will be planning, design, and engineering for capital projects. Staff indicated they were nearing selection of firms. It was requested that Mr. Deville update the F&E Committee members on the status of the on-call project at its October 10<sup>th</sup> meeting.**

**There was discussion of a Comprehensive Operational Analysis (COA) and Mr. Odimbe indicated the work would like be a “COA lite” project. He shared that the agency needs to rethink the way the service operates. He noted that staff is working on a scope of work and will start the process in 2020. It was confirmed this service would come from the on-call services “pool” of vendors.**

**There was discussion of the microtransit project and it was suggested that TransLoc should make a presentation to the board members to explain the project.**

**There was discussion of the bus replacement program and it was noted that the agency’s ability to replace fleet will be greatly diminished if efforts are unsuccessful to win competitive grant awards. There was conversation surrounding the types of vehicles that would be prioritized in the fleet**



replacement and staff agreed it would give priority to electric buses over diesel vehicles.

It was requested that staff create and share schedules for the various projects included in the capital budget.

The Planning Committee took no action on the proposed Two-Year Capital Budget. The members requested additional, more detailed information on several proposed projects; those details should include timelines, milestones, etc.

## **II. BRT update**

Mr. Rose let the committee know that CATS is nearing the start of the NEPA process. There will be Areas of Potential Effect (APE) analyses, which include historical, parks/open space, utilities, and noise. There is FTA coordination with Region VI staff and the State Historic Preservation Office. It was noted that there is a workshop tentatively scheduled for October 29<sup>th</sup> or 30<sup>th</sup> with FTA representatives.

There was a review of the planned BRT route on Plank Road as well as the Downtown Florida and Nicholson segments of the corridor.

It was noted that the planned amenities include sidewalks and bike paths, bus stop markers, real-time arrival/departure displays, and ticket vending machines.

There was discussion of customized shelters and it was noted they would be placed at BRT stations as well as the Cortana Transit Center, Government Street, and other high volume locations. The estimated installation of the shelters is March to May 2020.

## **III. Hubs update**

Mr. Odimgbe shared that he had a presentation of the options for the Downtown Transit Center in response to questions at the last Planning Committee meeting. He noted that the need for a downtown transit center has been dominant for the overall system. CATS has pursued at least seven options for a transit center site, but there have been a plethora of obstacles to securing a location.

It was noted that the approximate cost to complete a downtown transit center is \$7.2 million.

CATS is currently considering the River Center Garage Phase II, Lafayette Street with staging at Hollywood Casino, and the I110 and Florida areas as the most conducive sites.

There was considerable discussion around each of the proposed sites. The site at Lafayette with staging at Hollywood Casino was seen as most favorable by

staff. There were questions regarding the feasibility of this site as there would be negotiations with public entities, private entities, rights-of-way, and railway implications.

After substantial discussion, it was agreed that the I110 at Florida site would be the most advantageous for the agency. It was noted that the Downtown Development District has already expressed its desire to see CATS move its downtown site to that location, and it is encouraging that area as a parking site for people entering downtown. A request was made to have the bikeshare project included in the discussion of the transit center site.

Staff indicated they would schedule a meeting with the DDD to reinstate the discussion of the site.

There was dialogue around the South Baton Rouge Transit Center site, which is currently at the Mall of Louisiana. It was noted by committee members that there was a previous focus to have the center at the Children's Hospital, but that conversation was halted. After requests by committee members, Mr. Deville committed that this hub would be given priority again and a meeting would be scheduled with the new Executive Director of the Health District.

There being no further business, the meeting adjourned.



**MEETING OF THE  
504/COMMUNITY RELATIONS COMMITTEE  
BOARD OF COMMISSIONERS  
CAPITAL AREA TRANSIT SYSTEM AND  
PUBLIC TRANSPORTATION COMMISSIONS  
OCTOBER 9, 2019  
Room 1809  
6201 Florida Boulevard, Baton Rouge, LA**

**MINUTES**

**The 504/Community Relations Committee met on Wednesday, October 9, 2019, at 10:30 a.m. Present at the meeting were Linda Perkins, Bill Deville, Charles Odimgbe, Dwana Williams, Karen Denman, members of CATS staff, and Walter “Lenny” Cooksey of MV Transportation.**

**I. Introduction**

**Ms. Perkins welcomed those assembled and thanked them for coming.**

**II. MV Transportation Report –**

**Mr. Cooksey of MV Transportation noted that CATS On Demand had 8,613 scheduled trips in September. Of the scheduled trips, 7,490 were completed; 744 were cancellations and 379 were no-shows.**

**Mr. Cooksey noted that 47% of the trips were subscription and 53% were demand trips.**

**Mr. Cooksey shared that there were four valid complaints for the month.**

**Mr. Cooksey noted that the on-time performance for the month was 86.9%.**

**It was noted that there were three road calls for the month.**

**Mr. Cooksey let the committee know that he researched the trend of on-time performance and noted that on average, there are 44 operators waiting for buses at various points in the month; this results in three to five trips on average that have to be moved.**

**Mr. Cooksey shared that the 7,490 trips were the second highest number of trips in the last twelve months, second only to August 2019. This is a twelve percent increase over September 2018.**

**There was considerable discussion concerning service and vehicles, and both Mr. Cooksey and Mr. Odingbe affirmed they will work closely together to address and correct on-time performance, vehicles, and other needs.**

**Mr. Odingbe shared that CATS would be taking over the complaints and feedback for the CATS On Demand service.**

**Mr. Cooksey noted that a vehicle was on its way from MV to assist with the vehicle shortage.**

**Mr. Deville let the committee know that he had been advised that there may be funding from a Volkswagen settlement that could help with replacement vehicles.**

**There was discussion of the no-shows and it was noted that staff would look into an automated call system to give reminder calls to clients ahead of their visit.**

**Mr. Cooksey shared photographs of improvements recently made to the MV CATS On Demand office on North. He shared that both yard and concrete work has been done and a fence has been installed. He also noted the employees had an engagement event and shared photographs of that.**

**Mr. Cooksey thanked Ms. Dwana Williams and Ms. Denman for their work and communication while he got settled in the new position.**

### **III. Certifications – Karen Denman**

**Ms. Denman shared the certification numbers for September for CATS On Demand. There were 57 applications mailed in September; this does not account for the applications received via other methods. Of those, zero were certified, none were temporary certifications and no one was deemed ineligible during the month. There were two recertifications for the month. She noted that interviews have been postponed until the new office is opened for administrative employees.**

**Mr. Odingbe shared that staff was in the process of streamlining the interview process to make it an easier process for both the clients and staff.**

### **IV. Customer service – Dwana Williams**

**Mr. Odingbe shared a proposed new format for reporting with Ms. Perkins and shared that he was seeking her input to improve the way information is communicated to the board members. Ms. Perkins advised that she would**

review the information and meet with Mr. Odingbe and Ms. Williams to review the documents.

Ms. Williams noted there were 60.4 total contacts made in September. There were 38 that required corrective action and there were three commendations for the month.

Ms. Williams shared there were 15 complaints for being passed up, two for courtesy, and 21 for performance.

There was considerable discussion centered on the repeated pass ups and courtesy complaints. It was noted that 13 of the pass ups resulted in reprimands as this is a major rule violation.

Of the 21 performance issues, nine were a result of late buses, three were early buses, and nine were cancelled buses. A request was made to have a breakdown of why the buses were early, late, or cancelled for the next committee meeting.

It was noted that staff would be developing a report to capture the number of cadets with and without a Commercial Driver's License (CDL) as well as an estimated completion percentage. Ms. Pierre shared that she was impressed with the new class of cadets.

Ms. Williams shared that there are 129 active operators and there are 18 cadets that will begin full-time work in approximately four weeks.

Candidates are being interviewed for the next operator training class, and results of that will be shared with the board members.

It was noted that there is a concerted effort to get the operator workforce to maximum capacity.

#### **V. Discussion of operator training**

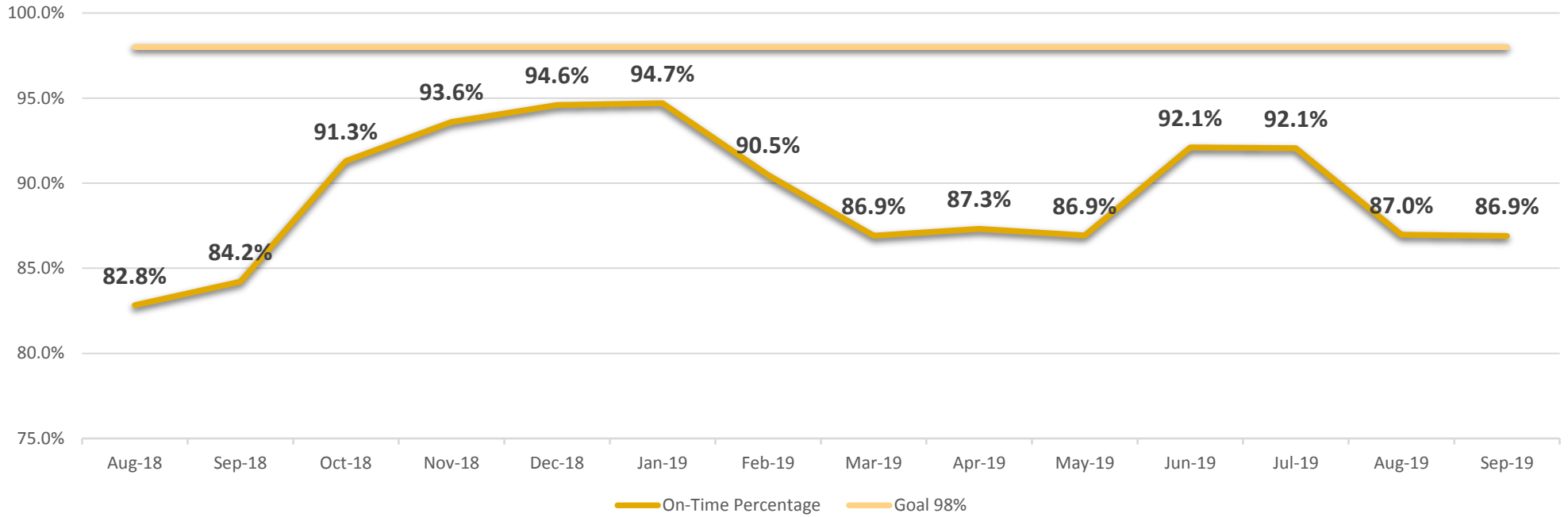
It was noted that training will begin when there enough operators so trips do not have to be cancelled to conduct training.

A suggestion was made to have customer training to educate customers how to "flag" a bus, have fare ready, and other information useful to them.

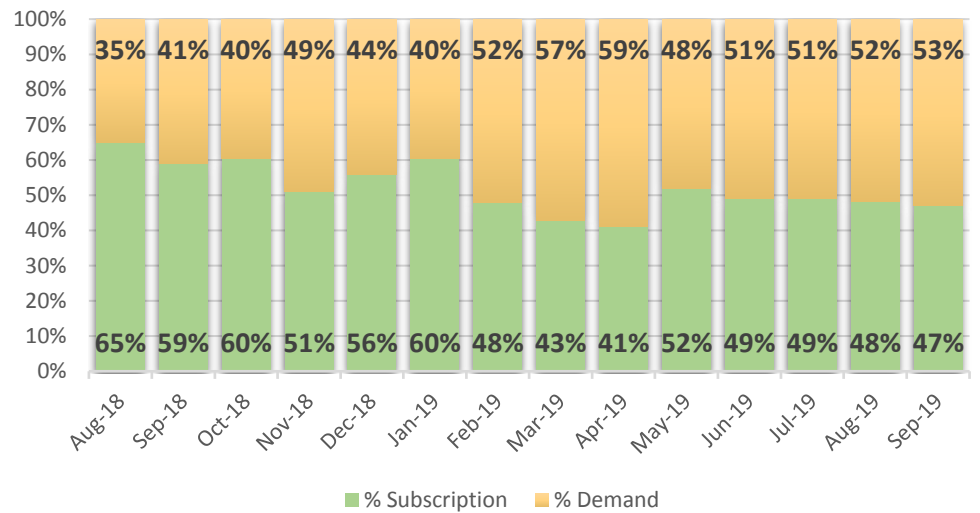
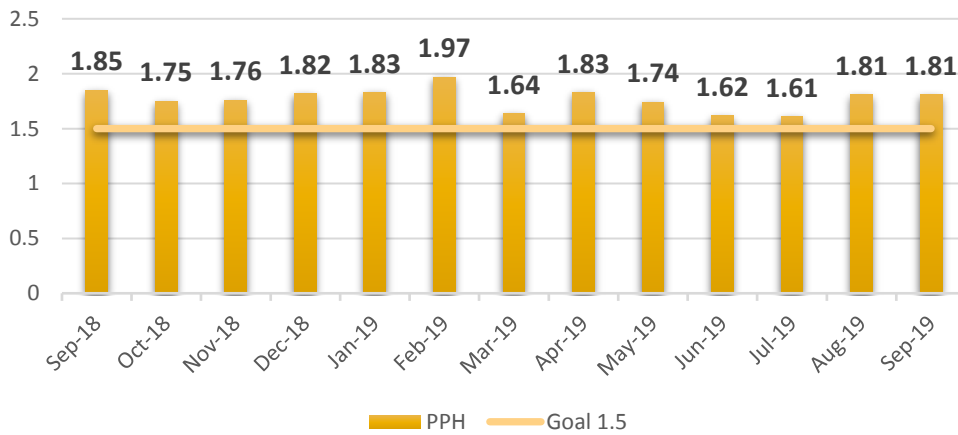
There was a suggestion to purchase small lights that could be given to customers to help draw attention at night to operators.

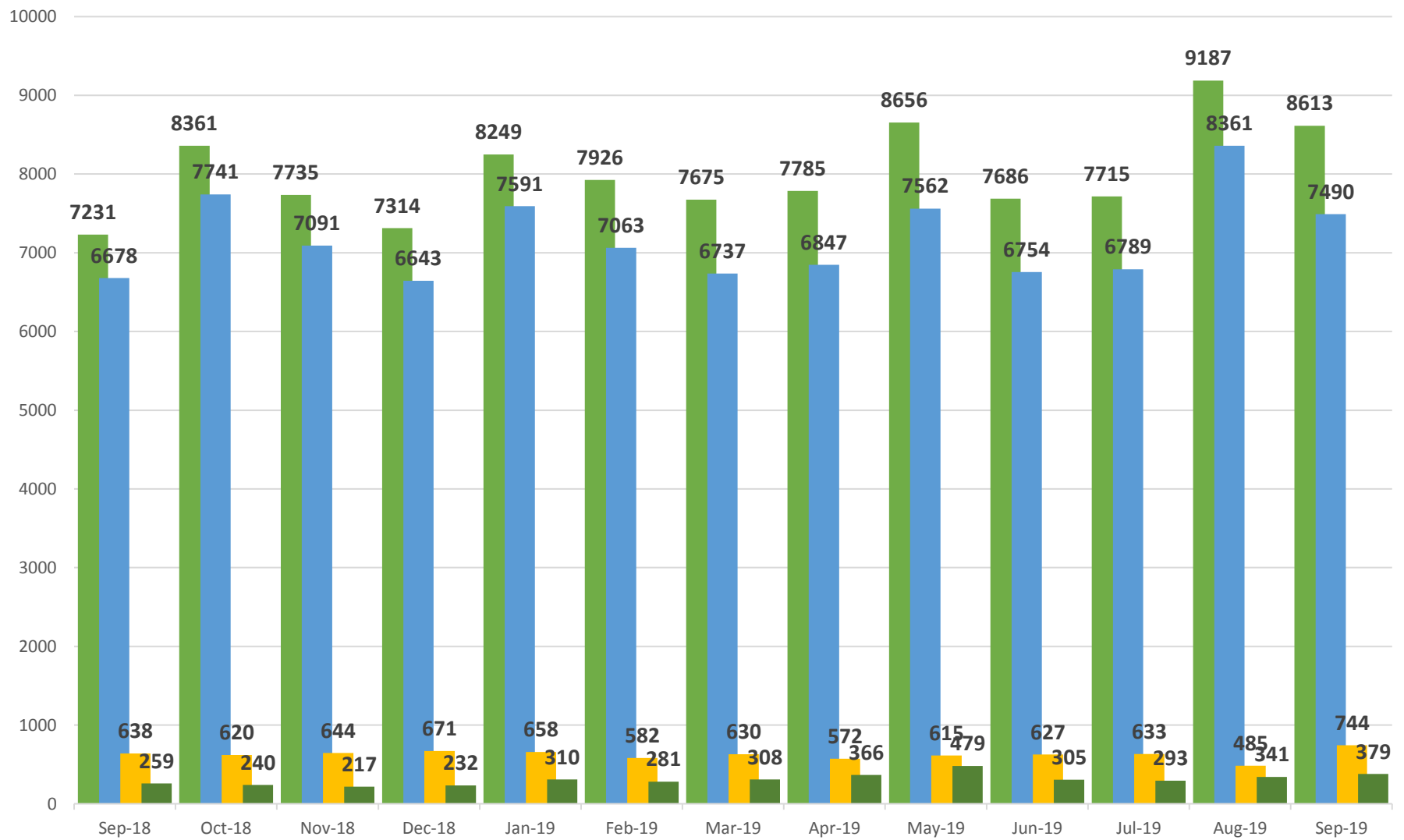
There being no further business, the meeting adjourned.

## On-Time Percentage (OTP)

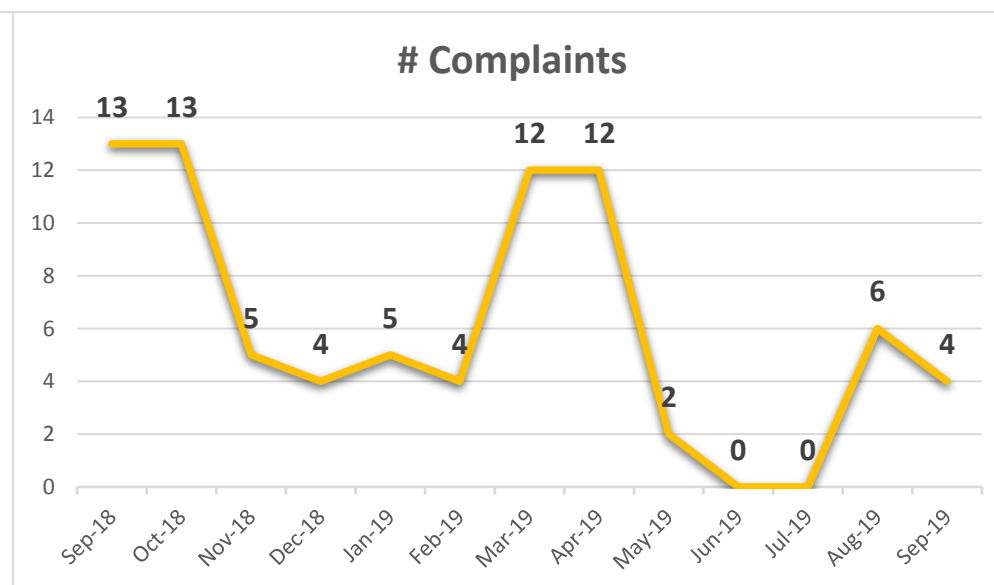
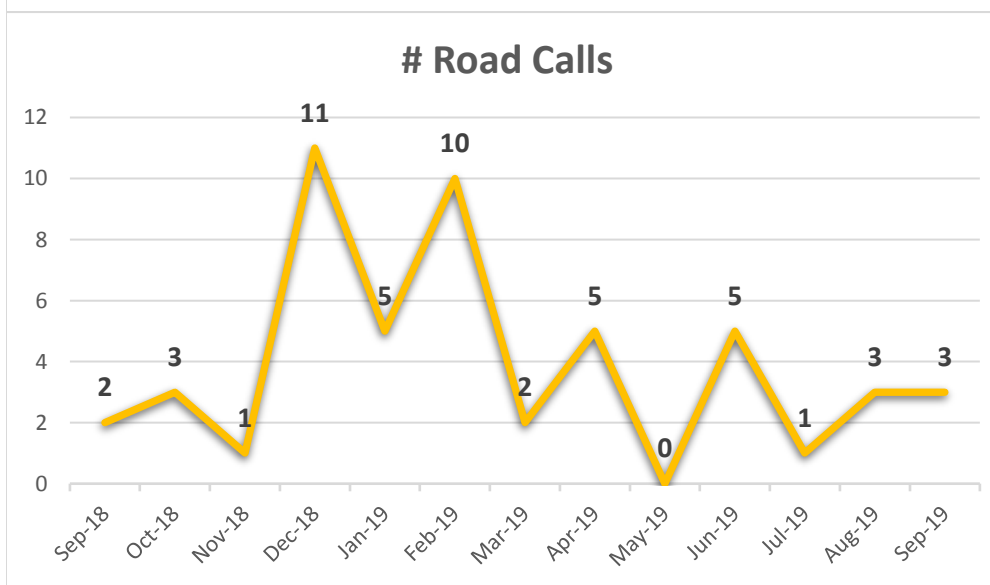
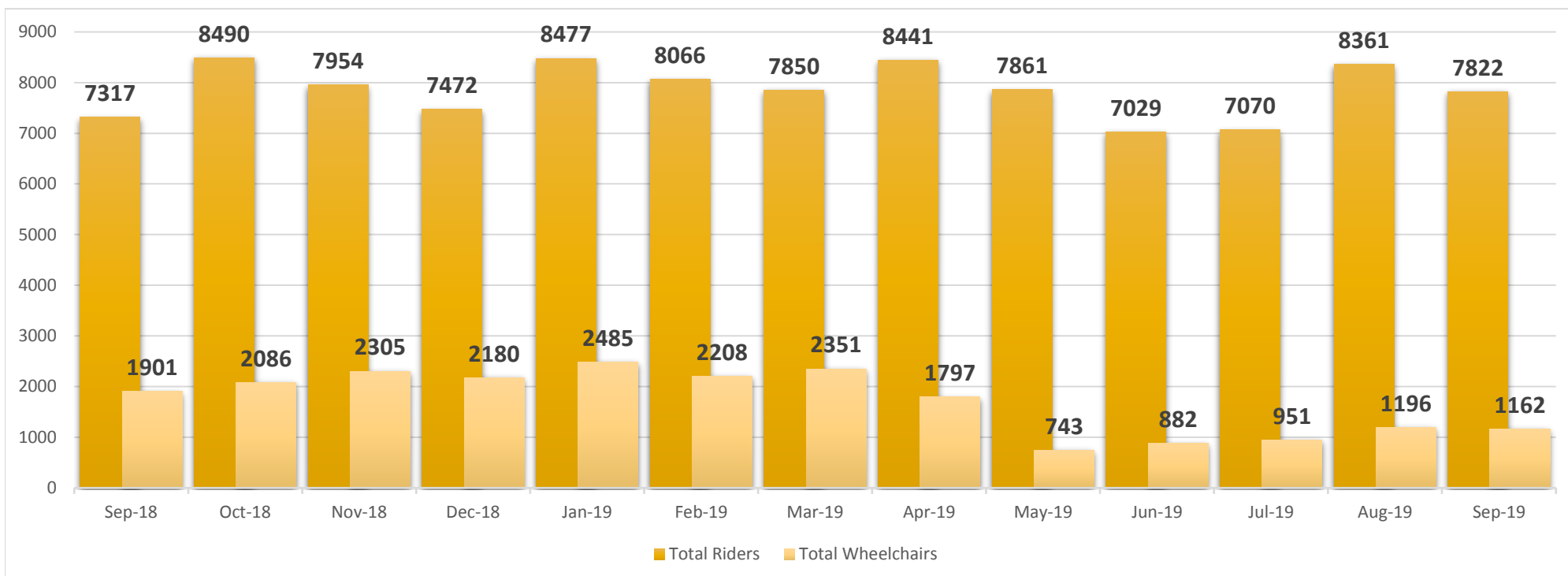


## Passengers Per Hour (PPH) Productivity





	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19
Scheduled Trips	7231	8361	7735	7314	8249	7926	7675	7785	8656	7686	7715	9187	8613
Completed Trips	6678	7741	7091	6643	7591	7063	6737	6847	7562	6754	6789	8361	7490
Number Cancellations	638	620	644	671	658	582	630	572	615	627	633	485	744
No Show	259	240	217	232	310	281	308	366	479	305	293	341	379







October 10, 2019

Jim Fight  
Capital Area Transit System (CATS)  
2250 Florida Blvd  
Baton Rouge, LA 70802

Re: Medical Program Renewal – 2020 Plan Year

**PERSONAL AND CONFIDENTIAL**

Dear Jim:

Thank you for working with HUB International and your partnership on the renewing Medical Benefits program for CATS. As we have progressed through this renewal and marketing process, we have discussed several influences for the renewal offered by United Healthcare (UHC):

- CATS' claims position has deteriorated over the past year, increasing by 24.8% when compared to the same time period last year
- CATS has several long term claimants that are impacting the claims projections for the coming year
- Slight negative demographic change (age/sex)

Because of the above reasons, United Healthcare offered a 15% increase to current rates for the same plan. After our financial underwriting team reviewed the calculations used by UHC, we determined them to be accurate. We then went to the marketplace and had the following results:

- Humana offered similar plans at 17% over current rates
- Blue Cross offered similar plans at 15.3% over the current rates
- Aetna and Cigna declined to quote based on the claims experience

It should be noted that over the past 5 years, the average rate change has been 3.8%

This led us to seek plan changes that allow the payroll deductions to remain the same for employees. I believe that option 3 (attached) accomplishes that goal. I understand that CATS is investigating an increase to the Benny Card to Offset some of the plan changes, and I encourage that path if possible.

In the coming year, we look forward to working with you on your wellness program, and offer our dedicated staff member to assist in that endeavor.

Please let me know if you have any questions, and our team looks forward to working with you through the renewal process...and beyond.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Michael Williams, Jr.', with a stylized flourish at the end.

Michael L. Williams, Jr.  
Strategic Executive Consultant  
[michael.williams@hubinternational.com](mailto:michael.williams@hubinternational.com)  
504-343-5962

Enclosures

# Medical



Carrier	CURRENT				OPTION 3			
	United Healthcare HMO - AZ4M (Navigate Direct) Rx Plan: DI		United Healthcare POS - AZ45 Mod Rx Plan: DG		United Healthcare HMO - AZ4M (Navigate Direct) Mod Rx Plan: DI		United Healthcare POS - BL3S Mod Rx Plan: DI	
Plan Type	Choice Legacy HMO Non-Grandfathered		Choice + Legacy Non-Grandfathered		Choice Legacy HMO Non-Grandfathered		Choice + Legacy Non-Grandfathered	
Deductible	\$2,000 Individual \$6,000 Family		\$2,500 Individual \$5,000 Family		\$2,000 Individual \$6,000 Family		\$2,000 Individual \$4,000 Family	
Coinsurance	80%		100%		80%		80%	
Max Out of Pocket	\$6,000 Individual \$12,000 Family		\$4,000 Individual \$8,000 Family		\$6,000 Individual \$12,000 Family		\$6,000 Individual \$12,000 Family	
Copays	\$30 PCP* \$60 Specialist \$75 Urgent Care \$350 ER Copay \$500 + Ded + 20% for Inpatient Hospital Services Freestanding OP + MD - Ded. + 20% Hospital OP + MD - \$500 + Ded. + 20%		\$15 PCP \$25/\$45 Specialist \$50 Urgent Care \$350 ER Copay Tier 1 Inpatient - Ded. only Tier 2 Inpatient - \$500 + Ded. Freestanding OP + MD - Ded. only Hospital OP + MD - \$500 + Ded.		\$30 PCP* \$60 Specialist \$75 Urgent Care ER - Ded. + 20% \$500 + Ded + 20% for Inpatient Hospital Services Freestanding OP + MD - Ded. + 20% Hospital OP + MD - \$500 + Ded. + 20%		\$30 PCP \$60/\$90 Specialist \$100 Urgent Care ER - Ded. + 20% Tier 1 Inpatient - \$500 + Ded. + 20% Tier 2 Inpatient - \$1000 + Ded. + 20% Freestanding OP + MD - Ded. + 20% Hospital OP + MD - \$500 + Ded. + 20%	
Pharmacy	\$250 Individual Deductible \$750 Family Deductible \$15 Tier 1 Rx \$35 Tier 2 Rx \$75 Tier 3 Rx		\$100 Individual Deductible \$300 Family Deductible \$15 Tier 1 Rx \$35 Tier 2 Rx \$75 Tier 3 Rx		\$250 Individual Deductible \$750 Family Deductible \$15 Tier 1 Rx \$35 Tier 2 Rx \$75 Tier 3 Rx		\$250 Individual Deductible \$750 Family Deductible \$15 Tier 1 Rx \$35 Tier 2 Rx \$75 Tier 3 Rx	
Non-Network	N/A N/A N/A		\$5,000/\$10,000 Deductible 80% Coinsurance \$8,000/\$16,000 Max OOP		N/A N/A N/A		\$4,000/\$8,000 Deductible 60% Coinsurance \$8,000/\$16,000 Max OOP	
Premium	Employee 148 Employee + Spouse 21 Employee + Child(ren) 18 Employee + Family 11		Employee 100 Employee + Spouse 19 Employee + Child(ren) 16 Employee + Family 8		Employee 100 Employee + Spouse 19 Employee + Child(ren) 16 Employee + Family 8		Employee 100 Employee + Spouse 19 Employee + Child(ren) 16 Employee + Family 8	
Carrier Admin Fee	\$0.00		\$0.00		\$0.00		\$0.00	
Total Monthly Premium 198	\$35,109.35		\$119,952.00		\$38,562.15		\$118,481.68	
Total Annual Premium	\$155,061.35		\$1,860,736.20		\$157,043.83		\$1,884,525.96	
Increase %	-		-		9.8%		-1.2%	

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ROUTE NUMBE R	ROUTE NAME	January	February	March	April	May	June	July	August	September	October	November	December	Total
LSU	Tiger Trails (operated by First Transit)	124,367	141,526	120,052	107,597	28,987	24,729	21,735	74,008	165,521				808,522
8	Gus Young Ave / BRCC	2,949	3,007	3,191	2,655	3,009	2,642	2,683	3,734	3,295				27,165
10	Scenic Hwy / Southern University	7,063	7,887	7,918	7,463	7,480	5,622	6,704	8,069	8,978				67,184
11	Northside Circulator / 72nd Ave / Scotlandville	4,714	4,189	4,029	3,384	3,738	3,428	3,505	4,203	4,548				35,738
12	Government St / Jefferson Hwy	9,569	9,087	8,811	8,186	8,206	7,715	7,794	8,297	7,608				75,273
14	Thomas Delpit Dr / Roosevelt St	4,363	4,323	5,473	5,131	5,554	4,714	4,835	5,671	6,104				46,168
15	Blount Rd / Crestworth (began service 02/24/2019)	0	482	3,053	3,025	3,536	2,837	2,751	3,761	3,239				22,684
16	Capitol Park Trolley	143	7	83	6	23	41	50	93	62				508
17	Perkins Rd	11,949	10,919	11,172	10,432	12,132	10,747	10,446	11,045	11,061				99,903
18	Tigerland / Cortana Mall	7,764	7,295	7,263	6,877	7,635	7,612	7,692	8,807	8,398				69,343
20	North Acadian Thwy	10,553	10,700	10,171	8,970	9,508	9,280	10,141	10,954	9,747				90,024
21	Fairfields Ave	5,727	6,252	6,623	6,518	7,890	7,164	7,089	7,887	8,004				63,154
22	Winbourne Ave	8,086	7,002	6,906	6,174	7,506	7,046	7,050	8,508	8,580				66,858
23	Foster Dr	5,703	6,199	5,651	5,769	5,424	6,043	5,490	5,858	4,865				51,002
41	Plank Rd	20,435	21,206	20,396	18,735	20,515	18,456	18,990	20,639	21,224				180,596
44	Florida Blvd	30,999	32,373	30,994	30,190	31,909	30,540	29,655	30,738	27,914				275,312
46	Gardere / OLOL / L'auberge (ended service 02/23/2019)	5,383	5,268	0	0	0	0	0	0	0				10,651
46	Cortana / Gardere / L'auberge (began service 02/24/2019)	0	0	6,905	7,113	7,248	7,461	7,322	7,423	7,474				50,946
47	Highland Rd / LSU	25,681	24,198	24,449	21,979	22,596	23,471	22,966	25,777	25,336				216,453
50	Glen Oaks Circulator (ended service 02/23/2019)	2,413	2,063	0	0	0	0	0	0	0				4,476
52	Baker Circulator (ended service 02/23/2019)	1,419	1,288	0	0	0	0	0	0	0				2,707
54	Airline Hwy North / Southern University / Metro Airport	12,000	12,078	10,907	10,199	10,593	9,785	11,156	11,972	12,083				100,773
55	East Florida Blvd / SF BREC (ended service 02/23/2019)	2,871	2,492	0	0	0	0	0	0	0				5,363
56	Mall to Mall / Drusilla Ln / Tara Blvd (ended service 02/23/2019)	5,960	4,495	0	0	0	0	0	0	0				10,455
57	Sherwood Forest Blvd / Greenwell Springs Rd	13,446	13,260	15,147	15,294	16,212	15,388	15,549	16,920	16,095				137,311
58	Coursey Blvd / O'Neal Ln / Ochsner	4,901	4,669	4,700	4,300	5,306	4,185	4,436	4,842	4,839				42,178
59	East Florida Blvd / O'Neal Ln / Ochsner	4,596	4,880	5,812	5,086	5,370	5,137	5,350	6,183	6,031				48,445
60	Medical Circulator	756	745	1,017	902	1,283	1,025	1,134	1,122	1,280				9,264
70	CATS Terminal / Southern University / Baker	4,159	4,105	4,239	4,507	4,307	4,596	4,830	5,210	5,162				41,115
72	Florida Blvd Limited Stops	5,031	5,564	4,958	5,209	6,145	4,813	5,616	5,789	5,957				49,082
80	Southern University Shuttle	2,563	5,020	3,617	3,543	502	1,281	242	1,054	2,158				19,980
403	Airport / Downtown Express (ended service 02/23/2019)	257	110	0	0	0	0	0	0	0				367
	TOTAL UNLINKED TRIPS	345,820	362,689	333,537	309,244	242,614	225,758	225,211	298,564	385,563	0	0	0	1,920,478

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**TOTAL RIDERSHIP AND REVENUE PER ROUTE FOR SEPTEMBER 2019**

Route Number	Route Name		
		RIDERSHIP	REVENUE
8	Gus Young Ave / BRCC	3,295	\$ 1,486.23
10	Scenic Hwy / Southern University	8,978	\$ 4,477.13
11	Northside Circulator / 72nd Ave / Scotlandville	4,548	\$ 2,927.57
12	Government St / Jefferson Hwy	7,608	\$ 3,515.18
14	Thomas Delpit Dr / Roosevelt St	6,104	\$ 2,973.61
15	Blount Rd / Crestworth	3,239	\$ 2,031.58
16	Capitol Park Trolley	62	Free service
17	Perkins Rd	11,061	\$ 5,585.64
18	Tigerland / Cortana Mall	8,398	\$ 4,487.00
20	North Acadian Thwy	9,747	\$ 5,588.66
21	Fairfields Ave	8,004	\$ 4,412.66
22	Winbourne Ave	8,580	\$ 4,876.46
23	Foster Dr	4,865	\$ 3,005.54
41	Plank Rd	21,224	\$ 12,027.67
44	Florida Blvd	27,914	\$ 13,326.62
46	Cortana / Gardere / L'auberge	7,474	\$ 5,146.80
47	Highland Rd / LSU	25,336	\$ 12,983.04
54	Airline Hwy North / Southern University / Metro Airport	12,083	\$ 7,446.24
57	Sherwood Forest Blvd / Greenwell Springs Rd	16,095	\$ 11,486.49
58	Coursey Blvd / O'Neal Ln / Ochsner	4,839	\$ 2,818.71
59	East Florida Blvd / O'Neal Ln / Ochsner	6,031	\$ 4,013.14
60	Medical Circulator	1,280	\$ 645.70
70	CATS Terminal / Southern University / Baker	5,162	\$ 3,297.95
72	Florida Blvd Limited Stops	5,957	\$ 2,118.92
80	Southern University Shuttle / Jag Train	2,158	Free service
		RIDERSHIP	REVENUE
	<b>Total</b>	<b>220,042</b>	<b>\$ 120,678.54</b>

		RIDERSHIP			TOTAL	
Route Number	Route Name	Weekday	Saturday	Sunday	Ridership	REVENUE
8	Gus Young Ave / BRCC	2,565	460	270	3,295	\$1,486.23
10	Scenic Hwy / Southern University / Scotlandville	7,702	739	537	8,978	\$4,477.13
11	Northside Circulator / 72nd Ave / Scotlandville	3,529	623	396	4,548	\$2,927.57
12	Government St / Jefferson Hwy	5,966	760	882	7,608	\$3,515.18
14	Thomas Delpit Dr / Roosevelt St	4,878	731	495	6,104	\$2,973.61
15	Glen Oaks / Blount Rd / Crestworth	2,818	148	273	3,239	\$2,031.58
16	Capitol Park Shuttle	62	No service	No service	62	\$0.00
17	Perkins Rd	9,283	1,035	743	11,061	\$5,585.64
18	Tigerland / Cortana Mall	6,711	758	929	8,398	\$4,487.00
20	North Acadian Thwy	8,182	722	843	9,747	\$5,588.66
21	Fairfields Ave	6,520	773	711	8,004	\$4,412.66
22	Winbourne Ave	7,186	675	719	8,580	\$4,876.46
23	Foster Dr	4,058	444	363	4,865	\$3,005.54
41	Plank Rd	17,084	2,297	1,843	21,224	\$12,027.67
44	Florida Blvd	21,030	3,546	3,338	27,914	\$13,326.62
46	Cortana / Gardere / L'auberge	5,738	946	790	7,474	\$5,146.80
47	Highland Rd / LSU	20,289	2,445	2,602	25,336	\$12,983.04
54	Airline Hwy North / Metro Airport / Southern University	9,603	1,481	999	12,083	\$7,446.24
57	Sherwood Forest Blvd / Greenwell Springs Rd / Siegen Ln	13,232	1,451	1,412	16,095	\$11,486.49
58	Coursey Blvd / O'Neal Ln / Ochsner	4,301	538	No service	4,839	\$2,818.71
59	East Florida Blvd / O'Neal Ln / Ochsner	5,000	498	533	6,031	\$4,013.14
60	Medical Circulator	1,103	98	79	1,280	\$645.70
70	CATS Terminal / Southern University / Baker	4,302	414	446	5,162	\$3,297.95
72	Florida Blvd Limited Stops	5,957	No service	No service	5,957	\$2,118.92
80	Southern University Shuttle / Jag Train	2,158	No service	No service	2,158	\$0.00
						\$120,678.54
	Total	179,257	21,582	19,203	220,042	\$120,678.54



# CATS Procurement Listing for CATS Board

CATS Procurement Listing for CATS Board								
October 15, 2019		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
<b>A</b>								
<b>Adjuster Claims</b> Bus Fleet Liability & Worker Comp end date is 2/29/20.	Service RFP	<b>Brown Claims Management Group</b> Adjuster Claim Services Bus Liab & W C	Refer to updated Hourly Rates for renewal period 3/1/19 thru 2/29/20	Renewal: 3/1/19	2/29/20	Board Approved Renewal through 2/29/20	Board Approved renewal period of 3/1/18 – 2/28/19 (original 5 year contract for Adjustor Claim Services, Investigations, Fleet Liability and Workers Comp claims). Seeking renewal thru 2/29/20	1/15/19 – <b>Board approved.</b> 3/1/18 – New Contract issued for one year. 2/20/18 – <b>Board approved.</b> 2/15/18 – F&E approved. 8/15/17 – Board Approved - 8/10/17 – F&E approved. 7/21/17 – Per Project Manager, this contract will be a 6 month renewal. 9/9/16 – <b>Contract renewal finalized.</b> 8/30/16 – CATS Board approved renewal of contract. 8/11/16
<b>A&amp;E Design Services</b> BRT Stations Plank Rd & Fla Blvd. PR #775	A&E Design Services	<b>SJB Group, LLC</b>	Approx Cost \$323,000	Estimated Date: TBD (18 mo)	Estimated Date: TBD (18 mo)	Board Approved 11/13/18	RFQ for Design Services for BRT Stations on Plank Rd & Fla Blvd. to include new transit facilities	11/13/18 - <b>Board approved</b> 11/8/18 – F&E Committee approved to move to full Board. 10/25/18 – CATS received final offer in the amount of \$322,544.55 from SJB. 10/10/18 – Evaluations still ongoing. 8/2/18 – New RFQ is advertised and notification sent to vendor list, posted on CATS website. Proposal Opening Date: 8/29/18.
<b>A&amp;E Design Services</b> Transit Amenities & Related Equip PR #934 RFQ 2019-AmenitiesDesign-005	A&E Design Services	<b>Reich Landscape Architecture</b>	Approx Cost \$180,000	TBD	TBD	Board Approved Contract Award in May	RFQ for Design Services for Transit Amenities and Related Equipment	5/15/19 - <b>Board approved</b> 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.
<b>A&amp;E Design Services</b> NBR Transit Ctr PR #1307	A&E Design Services	<b>TBD</b>	Approx Cost TBD	TBD	TBD	TBD	RFQ for Design Services for the North Baton Rouge Transit Center	4/1/19 – <b>On hold</b> at this time per CATS Management. Firm to undertake the development of a series of 4 major bus transfer centers, where NBR Transit Center is one. To feature bus parking bays, canopy structures, driver's lounge, enclosed passenger facilities, bike racks, trash receptacles, lighting, safety bollards, kiosks and ticket machines, etc.
<b>On-Call Services RFP</b> PR # 2019-On-CallServices-009	Consulting	<b>TBD</b>	Approx Cost TBD	TBD	TBD	TBD	CATS issued RFP for non-A&E on-call services on 3/28/2019 Proposers agreed to extend binding period through 11/12/19 as CATS needs more time for evaluating them.	8/1/19 – PEC to submit scores, evaluations this month. 7/2/19 - Procurement met with PEC to discuss process & hand out packets. 5/16/19 – Proposals publicly opened. 3/28/19 – RFP solicited for On-Call Services. Pre-proposal conference to be held on 4/17/19 at 2pm. Proposals due on 5/16/19. 3/14/19 – RFQ is cancelled. CATS to reissue <b>RFQ</b> for non A&E on-call services. 2/8/19 – RFQ distributed and posted on CATS website 2/13/19. Services to include services for CATS, such as Finance, General Admin Support, Marketing & Advertising, Operations, Procurement, IT, & Corp Affairs
<b>Audit Services CATS &amp; Pension</b> External Audit Services	RFP Services Contract	<b>Postlethwaite &amp; Netterville</b>	(Add \$119,500 for CATS CYE 2018) = \$151,000	Jan 2019	Dec 2021	Board to approve increase of \$119,500 in July.	RFP for External Audit Services to replace an existing contract ending 12/31/18	7/16/19 – <b>Board approved</b> additional \$119,500 for CATS CYE 2018 to initial \$31,500 for <b>new total of \$151,000.</b> 11/13/18 - <b>Board approved</b> 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.

## CATS Procurement Listing for CATS Board

October 15, 2019		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
<b>C</b>								
<b>Construction</b> Cortana Transit Center PR #1304	ITB	Kelly Construction Group, LLC	Approx Cost \$525,000	Within 3 weeks of issuance of the Notice to Proceed (3/27/19)	180 days from NTP/PO: 9/23/19	<b>Board Approved 3/19/2019</b>	<u>REBID</u> : ITB for Construction of Cortana Transit Center – ITB #2019-CortanaTransitCtr-002	<b>3/19/19 – Board approved.</b> Notice to Proceed with PO sent out on 3/27/19. <b>3/14/19</b> – F&E Approved. <b>3/6/19</b> – Bids opened. CATS received 3 bids, and is recommending award to lowest bidder, Kelly Construction Group, LLC. <b>2/6/19</b> – CATS posted ITB to website and emailed to vendor list. Bid Due Date: 3:00pm, March 6, 2019.
<b>Construction</b> Bus Washers PR #1206	ITB	Tillage Construction	\$589,000	Within 3 weeks of issuance of the Notice to Proceed		<b>Board Approved 7/16/2019</b>	Procurement has solicited bids for two (2) bus washers. Vendor to remove old units and replace with new ones.	<b>7/16/19 – Board approved</b> award of \$589,000 to lowest bid in July. <b>6/19/19</b> – Bids publicly read at bid opening. Procurement reviewed. <b>5/2/19</b> – ITB solicited. Bid Opening Date: 5/29/19 at 3pm. <b>4/2/19</b> – Final draft of ITB being reviewed for Procurement to finalize and send out. <b>2/8/19</b> – ITB is being drafted, almost complete, for 2 bus washers, using Federal funds. We are hoping to have the bids out within the next 30 days or sooner.
<b>Compliance Assistance</b> (FY2019 FTA Comprehensive Oversight Review	Consult Service	Pierlott & Associates	\$144,349 (Add \$96,492 to current contract)  \$47,857	12/24/18	8/31/19 or until FY2019 FTA comp oversight review, whichever occurs later.	<b>Board approved 5/21/19</b> Written Contract PO 2018261	Consultant to assist CATS with preparation of upcoming FTA Triennial 2019 to include tasks: Corrective Action Support, Post-Review Assistance for Oversight Review	<b>5/21/19 – Board approved</b> additional funds of \$96,492 for a total contract amount of \$144,349. <b>8/10/18</b> . Original contract was executed on 2/5/19 for \$47,857, which was within the threshold for CEO approval.
<b>Customer Satisfaction Surveys</b> End date is 4/30/19 with one renewal	Consult Service	ETC Institute	\$103,375 (Add \$32,215 to renewal for 2019)  \$68,120	5/1/19	4/30/20  One year contract renewal	<b>Board approved renewal contract and add \$32,215</b>	Board surveys twice a year at a renewed total cost of <b>\$103,375</b> . Refer to CEO recommendation to renew letter.	<b>4/16/19 – Board approved</b> renewal w/additional amount for added tasks. <b>4/11/19</b> F&E to review and approve renewal with additional tasks for more funds. CATS Board approved 1 <sup>st</sup> contract on April 16, 2018. <b>4/13/18</b> Procurement prepared the recommendation for award letter to CATS CEO recommending ETC Instituted as selected by the PEC members.
<b>D</b>								
<b>Acting Deputy CEO &amp; Senior Operations Advisor to CATS Senior Management</b>	Consult Service	New Age Industries, LLC (NAI)	\$50,000	6/10/19	6/19/20	<b>Board approved 5/21/19</b> Written Contract PO 2019152	Consultant to assist CATS with development of new COO job description; assist in oversight and management of day-to-day operating and maintenance duties; assist with filling CATS Deputy CEO vacancy with a qualified candidate; and work with CEO and executive staff to implement recommendations, goals and objectives as defined in CATS Strategic and Capital Improvement Investment Plans.	<b>5/21/19 – Board approved</b> this new contract with New Age Industries.

## CATS Procurement Listing for CATS Board

October 15, 2019		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
<b>F</b>								
<b>Financing Bus Finance Lease /Purchase</b> (10 Gillig Buses)	RFP  Bus financing for 7 years through 2024	<b>Banc of America Public Capital Corp</b> (Scottsdale, AZ)	Finance 10 Gillig Diesel Buses for 7 years.	Apr 2017	Oct 2024	Board approved 3/21/17.	Capital Bus Lease/Purchase Finance 10 Gillig Buses Pay over 7 year period. Total Cost: <b>\$4,217,800</b> 2 payments of \$328,137 per year = \$656,273 per yr	<b>3/21/17 – Board approved</b> 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.
<b>Fuel Diesel and Gasoline</b> <i>Joint C-P &amp; CATS Contract</i> Approved thru 3/31/2019	RFP by City Parish	<b>Mansfield Oil</b> (was assigned by FuelTrac) Via City Parish solicitation. Contract for Diesel and Gasoline	<b>Oil Price Info Serv OPIS +</b> \$ 0.039 adm fee + tax = price per gal (ppg)	11/01/14 C-P Metro Council approved award to FuelTrac on 8/13/14	03/31/20 Current 2 year contr w/5 one year renewals available thru 2021	Board Approved on 3/19/19 one year renewal thru 3/31/20	City Parish included CATS in 2014 fuel solicitation as a separate entity to participate in the fuel dispensing system.	<b>3/19/19 – Board approved.</b> Renewal contract sent out. <b>3/14/19 – F&amp;E Approved.</b> 2/8/19 – City Parish has renewed for one year and notified CATS. This will go to March Board. <b>10/3/18 –</b> Received notification that Mansfield Oil was assigned contract by FuelTrac, approved by City Parish. <b>3/26/18 –</b> Contract was finalized and signed with Fueltrac and the C-P Purchase was copied on all correspondence. <b>3/20/17 – Board Approved</b> for renewal period of 4/1/18 thru 3/31/19. See CEO Letter Recommending Renewal Contract. <b>3/21/17 – Board approved renewal of contract.</b> 3/21/17 – Contract needs Board Approval for renewal period of 4/1/17 thru 3/31/18. See CEO Letter Recommending Renewal Contract.
<b>G</b>								
<b>Graphic Design Services</b>	RFP Consult Services	<b>Rockit Science</b>	<b>\$160,000 Maximum 1<sup>st</sup> Renewal</b>  <b>\$125,000 Maximum per year</b>	10/1/19  10/1/18	9/30/20  9/30/19	Board Approved 9/17/19  Board Approved 9/18/18	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.	<b>9/17/19 – Board approved 1<sup>st</sup> renewal through 9/30/20</b> for Strategic Creative Consulting Services under this contract. <b>9/18/18 – Board Approved.</b> 7/27/18 - An RFP solicitation was sent to 52 graphic design firms and advertised in The Advocate and The Weekly Press. 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 <b>\$125,000</b> for 12 months, with the option for up to four (4) twelve-month renewals.
<b>L</b>								
<b>Legal Services</b> <i>Contract is thru 5/18/20</i>	Consult Legal Services	<b>Abadie Law Firm, APLC</b>	Monthly Retainer Fee + hourly rates apply.	(new) 5/19/19	(new) 5/18/22	Board Approved 2/19/2019	Three (3) year Legal Services Contract Approved by CATS board on 2/19/2019	<b>2/19/19 – Board approved</b> new 3-year contract. No changes from last year.
<b>O</b>								
<b>Oil (Motor) and Antifreeze</b>	ITB	<b>Miguez Fuel (Antifreeze)</b>  <b>Petro Choice (Motor Oil)</b>	Approx. Total Cost for Miguez Fuel through 12/31/19 <b>\$51,670</b> Approx Cost for	1/1/19	12/31/19	Board to approve in April 2019	CATS currently has no contract in place for Motor Oil or Antifreeze, so an ITB was solicited for these items through 12/31/19 with one renewal option.	<b>4/16/19 – Board approved.</b> 4/2/19 – ITB for antifreeze and motor oil to be awarded, where the antifreeze will be awarded to Miguez Fuel (for a total of <b>\$15,000</b> ), who currently contracts with CATS for hydraulic turbine oil, diesel exhaust fluid (at a total of <b>\$36,670</b> ). Contract for remainder of CY2019 will be <b>\$51,670</b> . Motor Oil will be awarded to Petro Choice for a total of <b>\$34,620</b> , within the CEO's threshold of \$50,000.



CATS Procurement Listing for CATS Board								
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			Petro Choice: <b>\$34,620</b>					
<b>P</b>								
<b>Paratransit Services ADA</b>	RFP Services	<b>MV Transp.</b>	3 year contract amount  <b>\$6,975,000</b>	5/6/18 3 yr contract w/ 2 one year renewals	4/30/21 (potential 5 year contract thru 2023)	Board approved 2/20/18 to MV Transportation. 1/16/18	Contracted Para-Transit Service Provider	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.
<b>S</b>								
<b>Security Guard Services</b>	RFP Services	<b>Weiser Security Services, Inc.</b>	Approx. <b>\$237,000</b> annual cost	1/1/19 1 <sup>st</sup> of 2 one-year renewals	12/31/19	Board Approved 11/13/18	24 /7 - Security Guard Services at CATS 2250 Florida Blvd. location.	11/13/18 - Board approved 11/8/18 – F&E Committee approved to move to full Board. Board Approved original award on 1/15/16 – Security contract awarded to Weiser Security Services, Inc. 3-year contract with 2 options to renew for 12-months each.
<b>Software ERP Sys Specification Development</b>	RFP Services	<b>Intueor Consulting, Inc.</b>	\$94,474	9/1/18	180 days following final award of ERP Software System	Board Approved 8/21/18	Board Approved 8/21/18  F&E approved 8/16/18	Board Approved on 8/21/18. The Consultant will develop a detailed Scope of Work (SOW) and Technical Specs for a software technical solution for an RFP. They will also assist CATS IT and Procurement Departments in the technical review of the proposals received to ensure CATS SOW and technical specification needs and requirements are met. This assistance will help CATS proposal evaluation committee (PEC) greatly in determining if the proposals submitted meet the technical requirements of the RFP.
<b>Software ERP Sys RFP</b>	System Wide Software	<b>TBD</b>	TBD	TBD	TBD	Board to approve in Fall, 2019	CATS issued an RFP for system-wide software – ERP Software Proposals Due: 8/13/19 at 10:00am	8/28/19 – Proposals received on due date. Procurement reviewed for responsiveness. 8/14/19 – Addendum #2 issued to respond to questions and make changes to the RFP. 8/1/19 – Addendum #1 issued to extend due date and allow more time for CATS responses to many questions submitted. New Due Date: 8/28/19. 6/26/19 – RFP is advertised, posted on CATS website and notification sent to vendor list. Due: 8/13/19.
<b>Software RouteMatch Services</b>	Service for Tech Support, Warranty & Maint	<b>RouteMatch Software Warranty</b>	One year of tech support, warranties, & maintenance coverage <b>\$165,052</b>	8/1/19	7/31/20	Board Approved 9/17/19	Tech Support, Maintenance & Warranty Coverage for AVL, APC & AVA Sys	9/17/19 - Board approved 12-month renewal for \$165,052. Renew warranty services contract through 7/31/20. Board Approved on 7/17/18 to renew tech support and warranty coverage for AVL, APC & AVA Systems from 8/1/18 thru 7/31/19.
<b>T</b>								
<b>Tire Lease for Buses (Maintenance)</b>	Material Supply ITB	<b>Bridgestone Americas Tire Operations, LLC</b>	<b>\$600,000</b> (est cost for 3 years)	9/1/17  Current Contract	8/31/20 Initial Contract for 3 years	Board Approved 7/18/17	Board Approved 7/18/17  F&E approved 7/13/17	Board Approved on 7/18/17. 7/13/17-CATS Maint. and Procurement Depts recommend an award of contract to Bridgestone. 6/30/17- It was determined that Bridgestone was the lowest responsive and responsible vendor. 6/22/17

## CATS Procurement Listing for CATS Board

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Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
Contract for 3 years thru 8/31/20 w/ 2 one year renewals thru 8/31/22 Start renewal process June 2020			-  2016 Average cost is \$200,000 per year	with Goodyear is thru 8/17/17	w/ 2 one year renewals through 8/31/22		----- Goodyear agreed to extend contract thru 8/31/17 at same prices.	Bid opening. CATS Received 3 bids from (1) Bridgestone, (2) Goodyear & (3) Michelin.
<b>V</b>								
<b>Vehicles Electric Buses (3) (35ft) w/Extended Battery Range and install 3 electric charging stations</b>	Rolling Stock	<b>Buses 3 Electric Buses and install 3 electric charging stations</b>	Total Bid Price for 3 buses and 3 charging stations <b>\$2,381,245</b> Approx unit cost for one bus and one charging station <b>\$791,748</b>	01/16/18	01/16/23  Contract can be used for the next 5 years from the date of award	<b>Board Approved 1/16/18</b> PO Issued on 3/7/18. <b>Delivery to be by Feb 22, 2019</b>	Purchase 3 electric buses, 35 foot w/extended battery range and install 3 in-house charging stations.	<b>5/1/19</b> – All 3 buses have been received. Waiting on post-award documents per FTA requirements before payment can be made. <b>3/7/18</b> – P.O. submitted to BYD for the order of 3 Elec Buses with delivery date by 2/22/19. <b>1/16/18</b> – <b>Board approved award to BYD for 3 buses.</b> <b>1/12/18</b> - 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. <b>11/14/17</b> – All 3 bids received are still under review. <b>10/19/17</b> – CATS Received 3 bids from <b>BYD, New Flyer and Proterra.</b>
<b>Vehicles Diesel Buses (8) 35ft</b> <i>Delivery Schedule Nov/Dec 2018 16 to 18 month Delivery period</i>	Rolling Stock  ITB	<b>Gillig, LLC 35 ft diesel</b> Per bus price + added amenities \$417,227.20 total order \$5,006,726.40	3 <sup>rd</sup> order. Purchase of 8 buses 56 Buses will be ordered over 5 years thru 2020 36 less 8 = 28 Assignments left on the bid	P.O. has been issued	8 buses delivery in Nov/Dec 2018	<b>Board Approved To purchase 12 buses on 12/20/16 week of 7/17/17</b>	Bus unit price: \$421,780 ea Total P.O.: \$5,061,362.40	<b>1/3/19</b> – Procurement was notified that all 8 buses have been received by CATS Maintenance. <b>7/21/17</b> P.O. sent to Gillig – <b>7/17/17</b> – 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. <b>4/11/17</b> – Awaiting approved PR from CEO to issue PO for 8 buses (on hold). <b>3/21/17 – Update:</b> P.O. pending since board approval in Dec. 2016. Per management, the P.O. will be changed to reflect the purchase of 8 buses instead of 12 and will be sent later this week.
<b>W</b>								
<b>Website Re-Design</b> Start renewal process Oct 2019	Website Services RFP	<b>Covalent Logic</b>	Estimate ReDesign \$87,000 plus Hosting Fees est \$4,000/yr	<b>01/01/17</b>	<b>12/31/19</b> 3 years w/2 one year renewals available	<b>Board Approved 12/20/16</b>	Website Re-Design - includes Hosting and Software Services	<b>July 2017</b> – launched new website. <b>12/15/16</b> – Award approved by F&E to Covalent Logic, who scored highest among 3 proposals received. <b>11/10/16</b> – RFP has been solicited to multiple potential proposers. Proposals will be due by November 30 <sup>th</sup> . Contract Award Recommendation is scheduled to be on 12/20/16 Board meeting agenda.

## 2019 Contracts Authorized by CATS CEO

(includes CEO approved procurements between \$20,000 to \$50,000)

Listed Alphabetically by Description – yellow highlights indicate latest approved project by CEO

Description	Vendor Name	Amount	Start Date	End Date	CEO Approved	Services Provided	Comments
US DOT BUILD Grant Application Assistance	HNTB Corporation	\$45,611 Max Amt	5/24/19	12/31/19	Written Contr PO 2019148	Consultant to assist CATS with certain aspects of the BRT Project and Grant Application	5/30/19 – Contract executed and sent to vendor.
Assessment of CATS 2250 Florida Blvd Facilities	GOTECH, Inc.	\$48,500	3/29/19	45 days after start	Written Contr PO 2019090	Consultant to complete a Building Component Assessment and a Civil Site Inspection & Survey	6/6/19 – Contract executed and sent to vendor.
Materials Testing & Resident Inspection Services at Cortana Transit Ctr & Plank Rd BRT	The Beta Group	\$50,000	4/2/19	3/30/20	Written Contr PO 2019092	Contractor to provide Materials Testing and Resident Inspection Services at Cortana Transit Center and Plank Road BRT	5/28/19 – Contract executed and sent to vendor.
A&E Cortana Walmart Conceptual Drawings	Monroe & Corie, Inc. (PR 383)	\$46,820 Max Amt	4/16/18	9/1/19	Written Contr PO 2018051	Consultant will provide the Interim Transit Hub Improvements at Cortana / Walmart Site. PR-383).	5/22/19 – Contract Amended: Add \$12,640 and extend through 9/1/2019. 1/19/19 – Contract Amended: Add \$2,790 and extend through 5/15/19. 7/26/18- Contract Amended: Add \$18,765 to current amount of \$12,625; and extend through 12/31/18. 4/12/18 – Contract Finalized.
(Salary) Comp Study	Gallagher Benefit Services	\$45,000	1/1/19	Until terminated	Written Contr	Consultant to meet with CATS leadership and compare to similar markets for salary compensation study. Final report will be sent to Board and CATS leadership.	11/20/18 – Gallagher submitted proposal for CATS. Timeline should be approximately 8 months to complete.
Construction: Parking Lot project behind Convention St. & North Blvd.	The Luster Group	\$27,000	Approx. 10/5/19	Until terminated	PO 2019296	Contractor to install limestone, trim trees and haul off debris for employee parking at these lots.	9/26/19 – PO issued to vendor, after all approvals received.
Drug & Alcohol 3 <sup>rd</sup> Third Party Adm D & A Services for Safety Sensitive	IHSN	\$15,000 12 months of service	5/1/19	4/30/20	Written Contr PO 2019052	FTA mandated Third Partying Administrator services for Drug & Alcohol /substance abuse services for safety sensitive employees.	3/8/19 – CATS is extending the 12-month renewal contract with IHSN with only a \$0.50 increase on drug tests. Orig Contr began 2012. One year Renewal.
Financial Consultant Contract	Vicki Harris	\$30,000	4/5/19	10/5/19	Written Contr PO 2019111	Consultant to provide Finance Department with assistance in reconciling accounts, verification of grants receivables, bank reconciliations, etc.	July 2019 – CATS to extend current contract for approx. 90 days. May 2019 – Assistance needed by Director of Finance Rate: \$50/hr and max of \$30,000.
Government Relations Consulting	Southern Strategy Group of LA	\$50,000 Max Amt.	1/1/19	12/31/19	Written Contr PO 2019071 3/2/2018	Consultant provides Governmental Affairs, Relations and Educational services (lobbying)	Mar 2019 – Extend contract through 2019. No other changes. Mar 2018. Max contract amount: \$50,000.
HR Consultant Contract HR Special Assistance to the CEO	Dee Everett HR Consulting	\$50,000 (\$50 hr) One year contract	6/1/18	5/31/20	Written Contr PO 2019164 6/8/18	Consultant provides confidential investigative HR resources/services by way of advice, consultation, analysis, guidance and other misc. tasks assigned by the CEO as needed.	June 2019 – Extended contract through May 31, 2020. Jun 2018 Consulting HR assistance and other specialized HR functions. Rate: \$50/hr

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Interim CAO		PLAC Enterprise	\$50,000	7/29/19	12/31/19	Written Contr PO 2019201	Consultant provides oversight of various CATS departments, under direction of the CEO, including on-call services, Title VI, EEO, Risk Management, DBE and Procurement.	July 2019 – Issued contract to PLAC Enterprise, LLC (Pearlina Thomas) Rate: \$125/hr	
IT Back Up Server Appliance		Venture Technologies CEO Letter recommended	\$28,328	7/1/18	6/30/23	PO 2018082 6/12/18 RFP #2018-Server-008	5 year back-up IT system for CATS exisiting backup server. Includes and all in one server backup server solution, 5 yr updates, instant replacement, cloud storage & AWS replication	Apr 2018 - Advertised and received 3 proposals.PEC recommended Venture. Sent CEO letter recommending award of contract.	
Microtransit Pilot Program		TransLoc, Inc.	\$25,000	12/20/18	6/19/19 <i>w/option to renew an additional 3 months</i>	1/15/19	Microtransit pilot program to serve CATS routes either outside of the current areas that CATS serves and other areas as found necessary.	1/15/19 – This was discussed at the Board meeting and the Board approved this. After Pilot program, CATS may choose to enter into a longer contract, which would be presented at the proper Board meeting.	
Oil and Related Products (Maintenance) Start renewal inquiry process by Sept, 2019 for Jan 2020		Material Supplies ITB	<u>Petro Choice:</u> <b>\$34,620</b> (Motor oil)  <u>Sun Coast:</u> <b>\$17,065</b> (Gear oil, synthetic trans. fluid and wheel grease)  <u>Miguez Fuel:</u> <b>\$36,670</b> (Hydraulic turbine oil, diesel exhaust fluid)	1/1/19	12/31/19	Board approved 1/17/17 thru 12/31/18. Contract has 4 one year renewals available thru 1/16/22 CATS CEO is able to approve, as threshold is below Board amount of \$50,000 for each contract	2019 ITB has one (1) renewal option for Motor Oil and Antifreeze. Contract through 12/31/19. 2017 Contract Renewal options available up to four (4) successive one (1) year periods or through 1/16/22. Price adjustment based on the PPI at time of the renewal. Vendor needs to provide PPI calculations for increase.  Items not renewed, due to higher price increases, will be bid. A new ITB will be solicited within the next 30 days. These will go to Board for approval, as price is estimated at approximately \$70,000 for the year 2019. These 2 items are motor oil and antifreeze.	4/2/19 – ITB solicited for Motor Oil and Antifreeze. Petro Choice would be awarded the Motor Oil for \$34,620. Miguez Fuel would be awarded the Antifreeze for \$15,000, and they currently contract with CATS for other items for \$36,670. Board to approve total contract to Miguez for \$51,670 in April. 12/15/17 – It has been determined that the usage for the Oil Related Products for CYE 2017 are much less than the original anticipated usage, thereby lowering the projected annual cost to <b>\$17,065</b> for products from <b>Sun Coast</b> and <b>\$36,670</b> for products from <b>Miguez Fuel</b> . These contracts will be renewed for one year for the period of 1/1/19 thru 12/31/19 and are within the CEO threshold authority. 1/17/17– <b>Board approved new bid award to 2 separate suppliers</b> for the purchase and delivery of Oil Related Products. – <u>Sun Coast Oil</u> was the lowest bid for - Gear Oil, Motor Oil, Transmission Fluid & Wheel Grease. Miguez Fuel was lowest bid for Hydraulic Turbine Oil and Diesel Exhaust Fluid.	
Procurement Consultant		Kathy Hernandez Procurement Consulting	\$25,000 Max Amt	9/10/19	12/31/19	Written Contr PO 2019264 9/17/19	Consultant provides “as needed” Procurement services, specifically working with “on-call” services, and other Procurement tasks as assigned by the Procurement Manager and CAO, on an as needed basis.	Sept 2019 – Renew contract that expired 9/9/19 through 12/31/19 on an “as needed” basis. Consulting Procurement assistance and other specialized Procurement functions. Rate: \$45/hr	

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Relocate CATS Admin Offices to 350 N. Donmoor		Armstrong Relocation Company	\$24,957	10/1/19	10/4/19	PO 2019302	Vendor to package, box, label all files from bookshelves, desks and cabinets from 5700 Florida, and move storage items from Life Storage to 350 N. Donmoor.	10/1/19 – Vendor was awarded contract based on lowest price.
Workers' Comp Evaluation Services		Global Profit Strategies	\$50,000 Max Amt.	9/9/19	12/31/19	Written Contr PO 2019272 9/17/19	Consultant provides professional services to evaluate CATS Workers' Comp Plan	Sept 2019 – Evaluation of the CATS Workers' Compensation plan and other related professional services. Rate: \$200/hr