CAPITAL AREA TRANSIT SYSTEM

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REGULAR MEETING
OF THE
BOARD OF COMMISSIONERS
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
NOVEMBER 14, 2017
4:30 pm
BREC Administration Building
6201 Florida Boulevard, Commission Room
Baton Rouge, LA 70806

AGENDA

I. CALL TO ORDER: Mr. Jim Brandt

II. ROLL CALL

III. INVOCATION

IV. APPROVAL OF MINUTES OF OCTOBER 17, 2017, MEETING

V. PRESIDENT'S ANNOUNCEMENTS

VI. ADMINISTRATIVE MATTERS:

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

VII. COMMITTEE REPORTS AND ANY ACTION THEREON

1. Finance & Executive: Mr. Jim Brandt
2. Technical, Policies & Practices: Dr. Peter Breaux (no meeting held)
3. Audit: Mr. Kevin O'Gorman (no meeting held)
4. The Planning Committee: Mr. Kevin O'Gorman
5. Community Relations: Ms. Linda Perkins (no meeting held)

VIII. ACTION ITEMS

1. Consideration of authorization to remove Conner Burns as a signatory on behalf of CATS for all Whitney/Hancock Bank accounts and authorization

for the CEO to execute all documents required by Whitney/Hancock Bank to effectuate these changes

2. Consideration of renewing the health insurance policy with United Healthcare for 2018

3. Consideration of authorization to proceed with procurement of three Proterra electric buses for 2018 delivery

4. Authorization for the CEO to settle the claim of Robert Wilson 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 19th Judicial District Court and is Suit Number 601,545, Sec. D; and that Robert Wilson is the plaintiff and Capital Area Transit System is the defendant.)

5. Authorization for the CEO to settle the claim of Richard Andre 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 19th Judicial District Court and is Suit Number 654,791, Sec. 26; and that Richard Andre is the plaintiff and Capital Area Transit System is the defendant.)

IX. PUBLIC COMMENTS

X. 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

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MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
OCTOBER 17, 2017
4:30 p.m.
BREC Administration Building
6201 Florida Boulevard
Baton Rouge, LA 70806

MINUTES

I. CALL TO ORDER: Mr. Jim Brandt

Mr. Brandt called the meeting to order.

II. ROLL CALL

All members were present, namely Messrs. Bellue, Brandt, Breaux, Cohran, O'Gorman, and Thomas and Mss. Green, Perkins, and Pierre. Also present were Mr. Bill Deville, CEO; Mr. Rod Goldman, COO; Mr. Conner Burns, CFO; Mr. Darrell Brown, CAO; other CATS staff; Creighton Abadie of Lindsay Abadie, A.P.L.C., CATS attorney; and members of the public.

III. INVOCATION

Ms. Perkins gave the invocation.

IV. APPROVAL OF MINUTES OF SEPTEMBER 19, 2017 MEETING

Ms. Perkins moved to approve the minutes of the September 19 2017, meeting and Mr. Thomas seconded the motion. Mr. Brandt invited public comment and there was none. The motion passed unanimously with no abstentions.

V. PRESIDENT'S ANNOUNCEMENTS

Mr. Brandt reviewed the public comment policy.

VI. ADMINISTRATIVE MATTERS

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

Ms. Bowie shared that the following hires were made in September: Administration – 1 Procurement Analyst; Maintenance – 2 Utility Technicians; and Customer Care – 1 Supervisor.

Ms. Bowie noted that CATS reviewed offers from potential insurance providers on October 10th.

It was noted that the Human Resources Department began anti-sexual harassment training on October 9th as well as reviewing the Social Media policy with all employees.

Mr. Goldman shared that, in Operations, there are currently 134 Operators on the roster and 127 are active. The Operators of the Month for September were LaDonna Robertson and Grace Cooper.

Mr. Goldman reported that ridership for September was 234,237. He noted the mean miles between mechanical failures were 1,809; the mean miles between road calls were 5,979.8. There were 218 trips cancelled in September, and 99.3% of trips operated. The on-time performance metric is still being revised, but by the current measurement, CATS was at 85% on time. There were 4.2 preventable accidents per 100,000 miles in September. There were 27.7 complaints per 100,000 boardings in September; there were 65 total complaints for the month.

Mr. Goldman noted that supervisors in Operations would be assigned certain routes in an effort to increase service quality.

Mr. Goldman shared an update on the Comprehensive Operational Analysis (COA) process and noted that staff hopes to have a solicitation completed by the end of the fourth quarter.

Mr. Deville shared that hub progress was ongoing, and CATS is currently working with the FTA to obtain the necessary approval required to finalize the sale of land for the North Baton Rouge hub.

Mr. Deville notified the board that CATS was awarded a $500,000 FTA NoLo grant for Proterra electric buses as the initial step in upgrading the fleet to include electric buses for the modified BRT line.

Mr. Burns noted the balance of grant funds remaining was $9,606,959.

September operating revenues were $256,376; the total governmental revenues were $2,612,662, for a total source of funds of $2,869,038. The total direct operating expenses for September were $2,459,763.

The property tax collected year-to-date is $16,869,534, and the amount expended year-to-date is $16,043,643.

The year-to-date operating expenses breakdown is as follows: Operations – 50%; Maintenance – 20%; Administration – 12%; ADA Paratransit – 11%; Facility and Customer Care – 3%; Project Administration – 2%; and Security – 2%.

VII. COMMITTEE REPORTS AND ANY ACTION THEREON

1. Finance and Executive: Mr. Jim Brandt

Mr. Brandt referred the members to the minutes of the committee's October 12th meeting in their packets. He shared the highlights and noted that the action items would be considered later in the meeting.

Mr. Brandt noted that he would be asking the board to defer the health insurance action item in order to give the ATU more time to review the proposal; if deferred, this item would be taken in November.

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

Dr. Breaux noted that the committee did not meet.

3. Audit: Mr. Kevin O'Gorman

Mr. O'Gorman noted that the committee did not meet.

4. Planning: Mr. Kevin O'Gorman

Mr. O'Gorman referred the members to the minutes of the September 21st meeting in their packets. He shared the highlights and noted that the majority of the discussion centered on the upcoming Plank Road modified BRT route and the Government Street project. He shared there was also discussion concerning future hub planning.

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

Ms. Perkins noted that the committee did not meet.

Mr. Rob Miller of Reliant Transportation reported that Reliant provided 6,481 rides in September and 95% were on time. There were 4,200 total service hours and one valid complaint.

VIII. ACTION ITEMS

1. **Consideration of moving the November board meeting date to November 14, 2017**

Mr. Brandt reported that there was concern of having a quorum if the meeting was held on its regular date, and therefore he recommended the meeting be moved to the second Tuesday in November on November 14th.

Mr. Brandt moved that the November meeting of the CATS Board of Commissioners be moved to November 14, 2017, and Mr. Cohran seconded the motion. Mr. Brandt invited public comment and there was none. The motion carried unanimously with no abstentions.

2. **Consideration of renewing the health insurance policy with United Healthcare for 2018**

This item was deferred to the November board meeting.

IX. PUBLIC COMMENTS

There were no public comments.

X. ADJOURNMENT

Ms. Perkins moved to adjourn the meeting and Mr. Cohran seconded the motion. The motion passed unanimously with no abstentions.

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EXECUTIVE STAFF

Bill Deville
Chief Executive Officer

Rod Goldman
Chief Operating Officer

Darrell Brown
Chief Administrative Officer

EXECUTIVE REPORT
November 2017
Bill Deville and Executive Staff

HUMAN RESOURCES: ***Trina Bowie***

- CATS made the following hires in October: Operations – 1 Bus Operator and 22 Operator Trainees, and 1 Intern.
- CATS conducted new hire training classes on October 2nd and October 30th.
- CATS will be hosting a Veteran's Day ceremony on November 9th to recognize CATS employees who have served in the armed forces.
- CATS will be conducting open enrollment for health insurance November 13-17th.

OPERATIONS AND MAINTENANCE: ***Rod Goldman***

- Operations now has 134 Operators on the roster; 123 are active.
- The Operators of the Month for October were Debra Taylor and Paula King.
- See attached Performance Measures

PLANNING: ***Bill Deville***

SERVICE PLANNING – ***Rod Goldman***

- The process to create the scope and funding requirements necessary for CATS to have its **Comprehensive Operational Analysis (COA)** process is underway, with the solicitation expected to be completed by the fourth quarter of 2017. The timeline for the procurement, contract award/notice to proceed, time needed by the staff and the COA consultant to execute the scope of work, and **time needed for CATS staff to implement COA recommendations** is being examined in the SMART Strategic Plan. **Notice to Proceed is expected in the first quarter 2018, with the Consultant needing the following six months to complete the COA.**

FACILITIES PLANNING: ***James Baker***

- **Transit Hubs**
- **North Baton Rouge Hub** – FTA has made additional inquiries regarding previous use of the LSU property, specifically potential contamination, and is advising CATS to undertake a Phase One Environmental Site Assessment (ESA) before completing the purchase. This Phase One ESA is required to determine if any hazardous materials need to be mitigated or removed.
- CATS has identified several environmental consultants able to perform the ESA work required. CK Associates has submitted a proposal offering a review of readily available environmental information and render an opinion. They project a cost of $5,000 and duration of approximately 30 days to complete the work.
- Management continues work with Rex Cabaniss, Planning and Design director of WHLC Architecture, to produce several design renderings of the North Baton Rouge Transit Hub Project.

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- **South Baton Rouge Hub** – Staff is in ongoing discussions with Baton Rouge Health District officials regarding their infrastructure implementation plan, which recommends transit improvements. The development of the new Our Lady of the Lake Children's Hospital and the associated public roadway improvements offer CATS an opportunity to incorporate a transit transfer center to serve the Health District. CATS is also exploring the installation of rider amenities at the temporary Mall of Louisiana hub; BRHD Executive Director introduced CATS staff to the lead Architect for its Facilities Planning projects, and has invited the CEO and staff to their October Facilities Planning meeting to collaborate with and include CATS transit planning.
- **East Baton Rouge Hub** –Identifying a suitable, available, affordable and acceptable site to accommodate the East Baton Rouge hub operations and its facilities continues to be a challenge. In the interim, Management is proposing a series of operational and capital improvements to the existing hub serving the Cortana Mall at Walmart. These improvements, when complete, will ensure operational efficiency and offer more passenger comfort and safety. CATS has met with City Parish administration leaders and received authorization to seek engineering and technical assistance from DPW to provide planned capital improvements as discussed with the CATS Board Planning Committee for the current temporary Cortana hub site.
- Management is in discussions with a firm to provide design and engineering services to make improvements to the Cortana/Wal-Mart and Earl K. Long interim hub locations. DPW has agreed to provide design reviews, complete construction inspections, and expedite the permitting process. Subject to the City's and DOTD's permitting processes, these projects could commence revenue service in the first quarter of 2018.
- **Downtown Hub** – Management continues to explore suitable sites to adequately accommodate the CATS downtown transit hub operations. Consideration is given to possible locations that can accommodate short term—1-5 years—and long term operations. Additionally, CATS management investigating the possibilities of reimaging the existing hub site at 2222 Florida Boulevard.
- **Office Facilities** –The need for additional office space is becoming more and more acute, especially administrative facilities. Management is exploring several office lease options to address this issue.

BUS RAPID TRANSIT

- Phasing in of the CATS modified BRT plans, including both the **Plank Road and the Florida Boulevard routes** are in development stages. CATS plans to utilize electric buses for both these BRT routes.
- Staff is looking into conceptual design models, cost estimates, grant and foundation funding and match requirements, federal and local governmental compliance milestones, and timelines for the station stops, including rights-of-way inspections for space needed for the more elaborate shelters and potentially needed allocation space for

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Transportation Network Companies (TNC) like Uber, and ride share entities such as bike share as well as potential joint corridor land use projects with the City Parish and/or DOTD.

- Phasing in process of modified BRT will begin with delivery of the electric buses and the installation of BRT shelters; this will be followed by a procurement process for modified BRT stations, and signal preemption will follow. CATS will continue seeking funding for the projects throughout the process.
- **Plank Road BRT** – in conjunction with and supportive of the Mayor's proposed transportation plan, CATS management is looking to invest in new electric buses and undertake substantial infrastructure improvements. These capital investments undertaken over the next three (3) years would total in excess of $5 million.
- **Florida Boulevard BRT** – also in conjunction with and supportive of the Mayor's proposed transportation plan, CATS management is undertaking planning to introduce a high-quality BRT along Florida Boulevard. The six (6) mile route, anchored by a transit hub at or near Cortana Mall and a transit hub located in downtown will be served with limited transit stops and will feature new in-bound and out-bound station stops. New electric buses will also be used for this service. On-demand service is envisioned with TNCs such as Uber. All stations will feature distinctive transit shelters, passenger queuing/waiting areas, bike share stations, information e-kiosks, fare vending machine, charging stations, green infrastructure and landscaping.

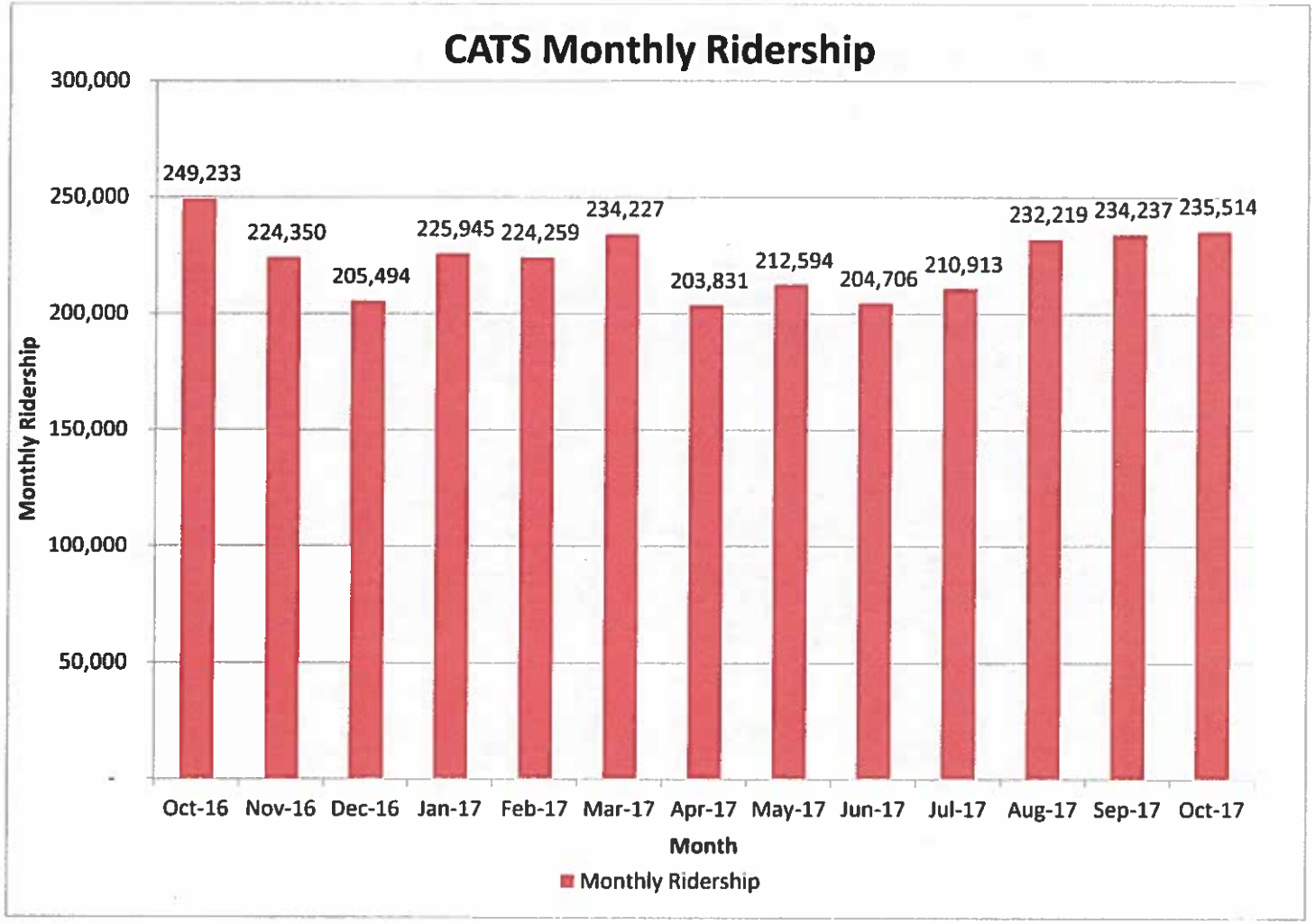
CEO-EXECUTED CONTRACTS: ***Bill Deville***

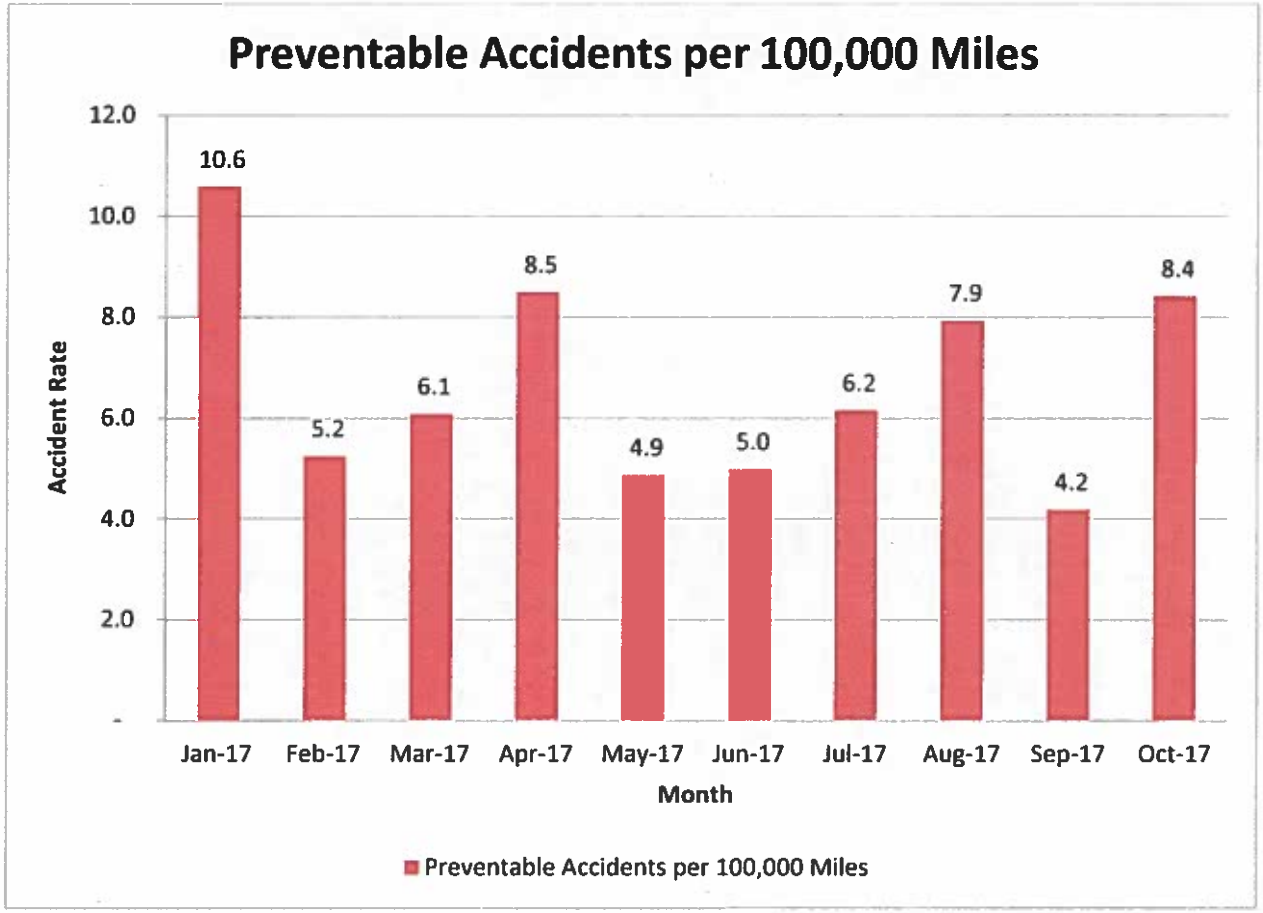
- No contracts under $50,000 were executed in October.

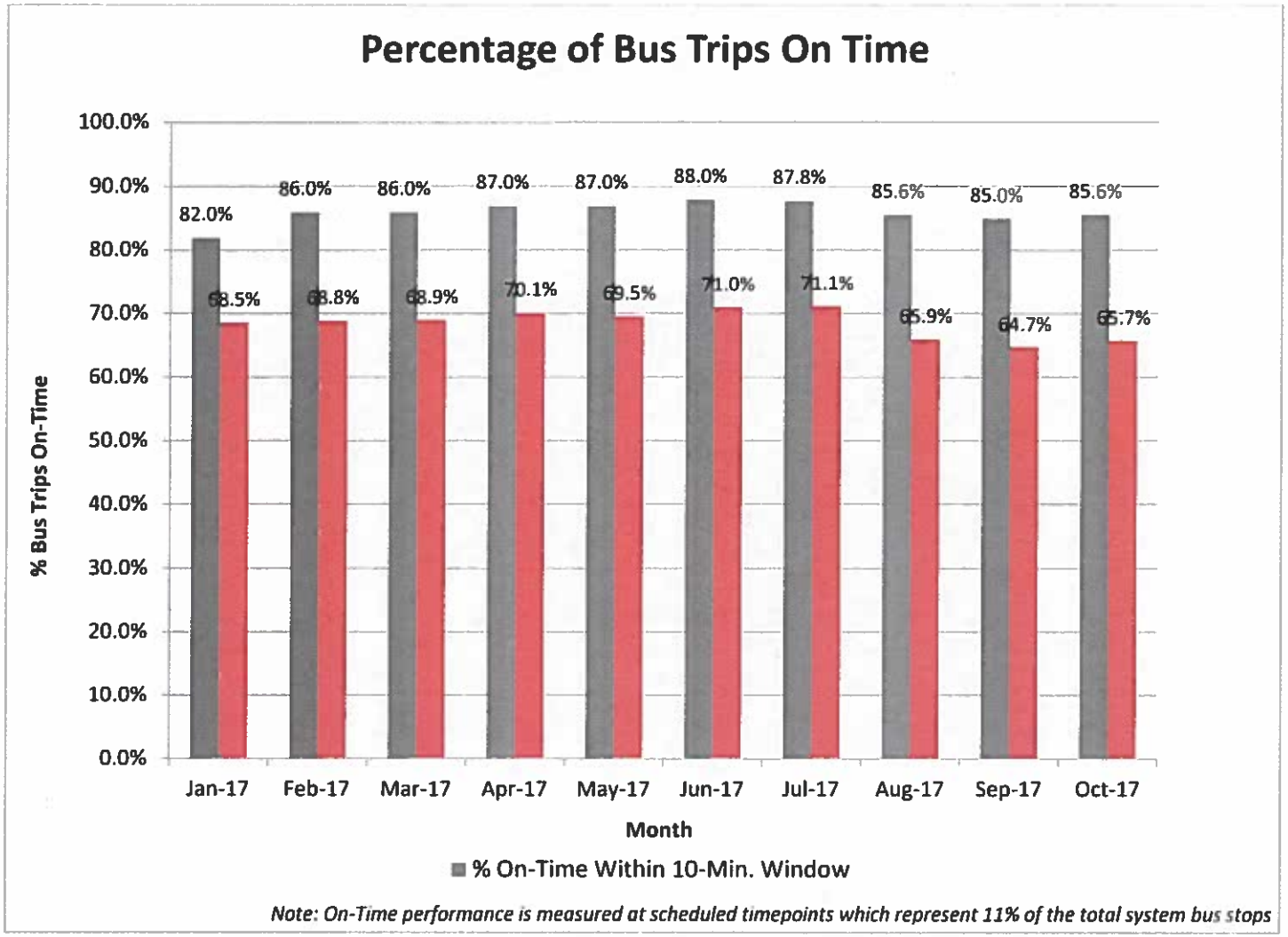
CEO NOTES: ***Bill Deville***

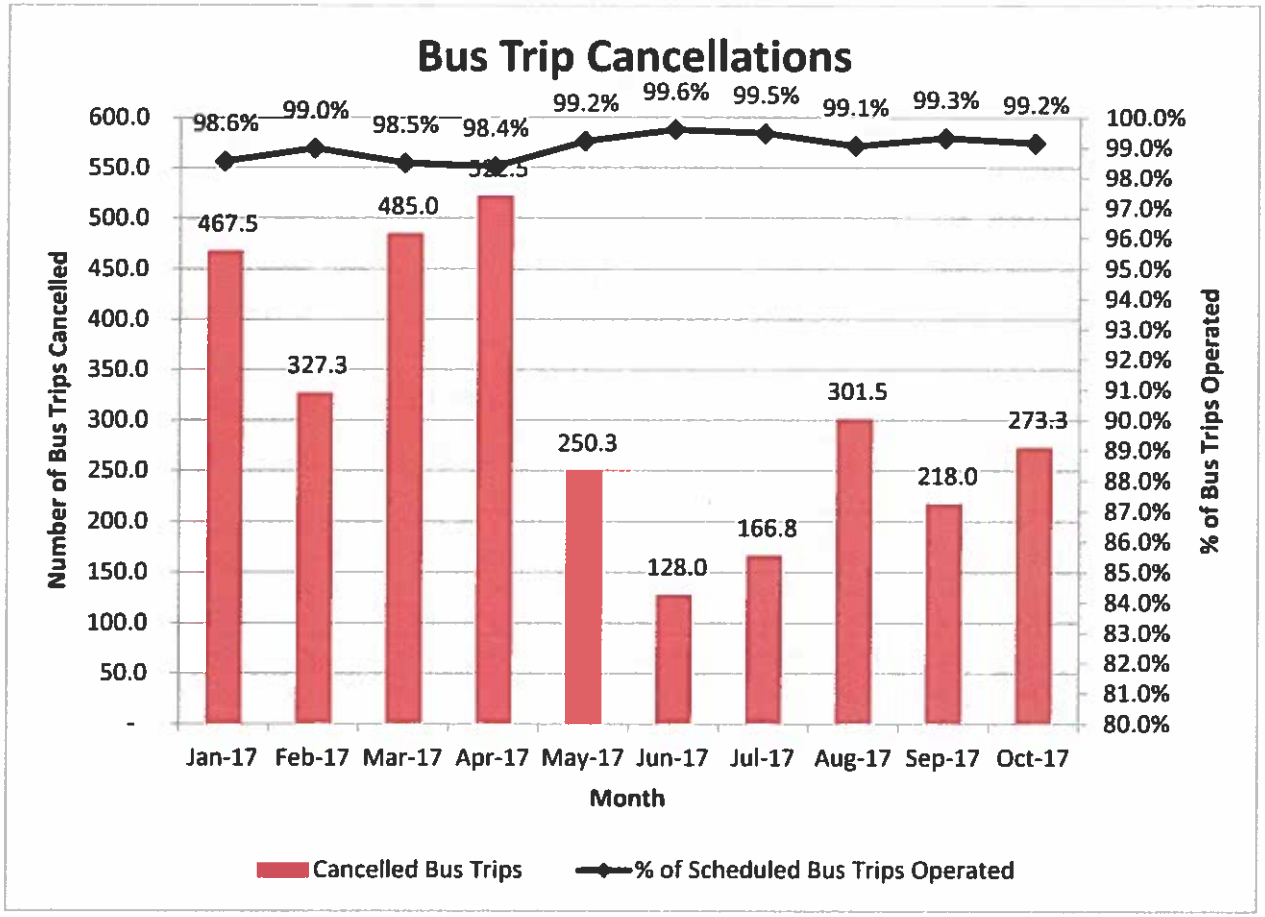
FINANCE:

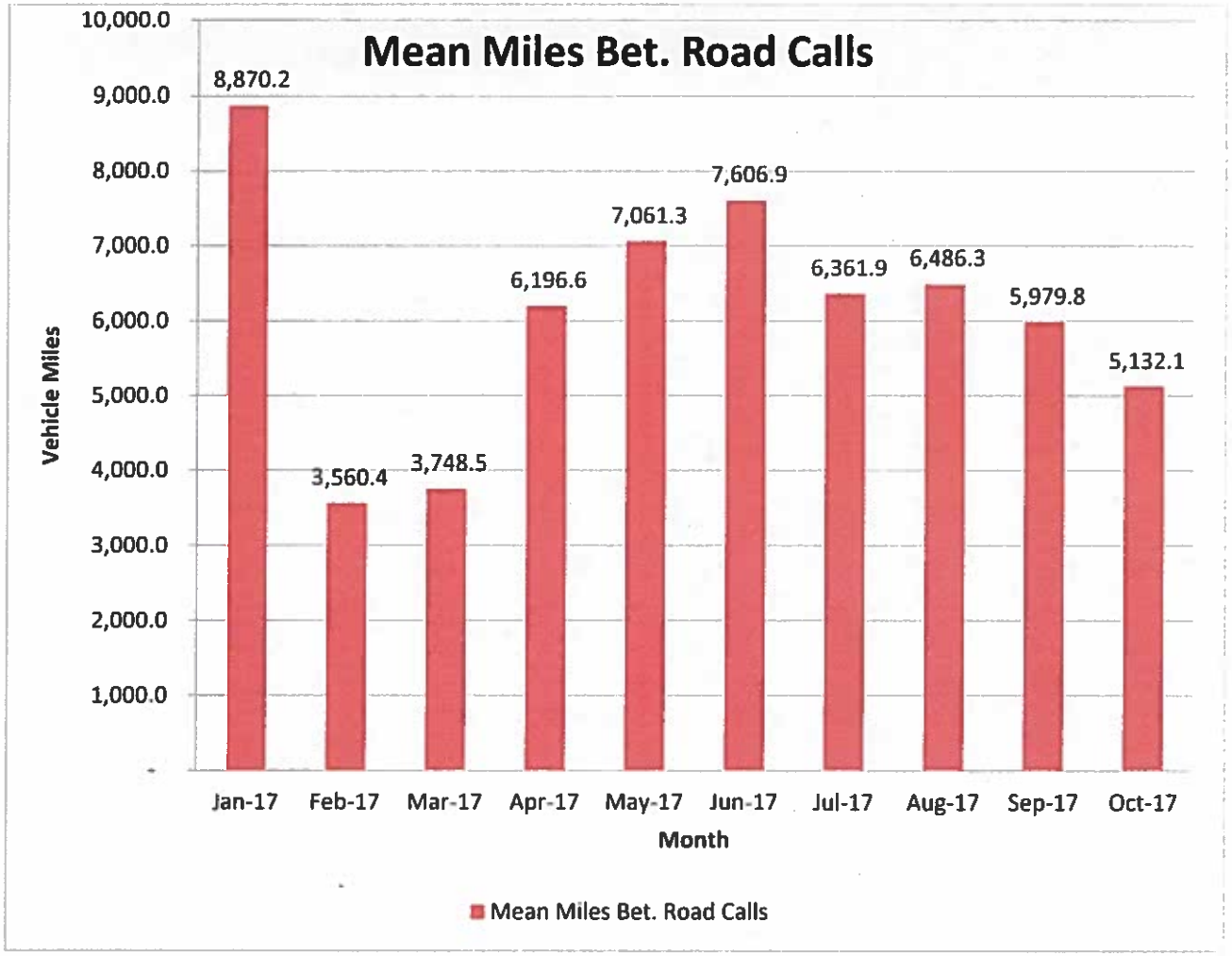
- The Financial Edge Software Phase One implementation is slated for the fourth quarter, with a go live on January 1, 2018.
- Finance and the CEO are working to complete the CY2018 Operating and Capital Budgets and it will be presented to the Board for adoption in December.

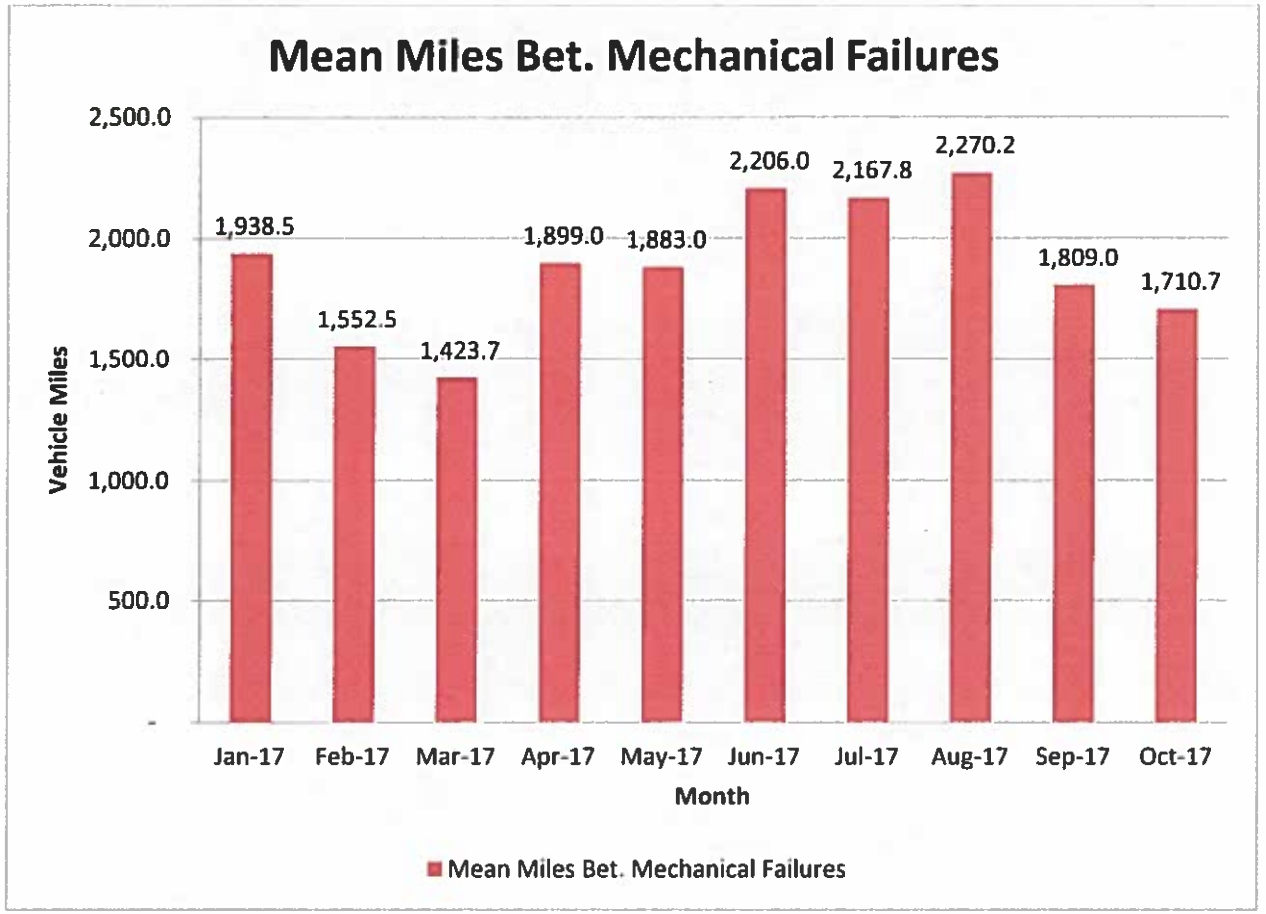

CATS Monthly Ridership
300,000
250,000
200,000
150,000
100,000
50,000
-
Monthly Ridership
249,233
224,350
205,494
225,945
224,259
234,227
203,831
212,594
204,706
210,913
232,219
234,237
235,514
Oct-16
Nov-16
Dec-16
Jan-17
Feb-17
Mar-17
Apr-17
May-17
Jun-17
Jul-17
Aug-17
Sep-17
Oct-17
Month
Monthly Ridership

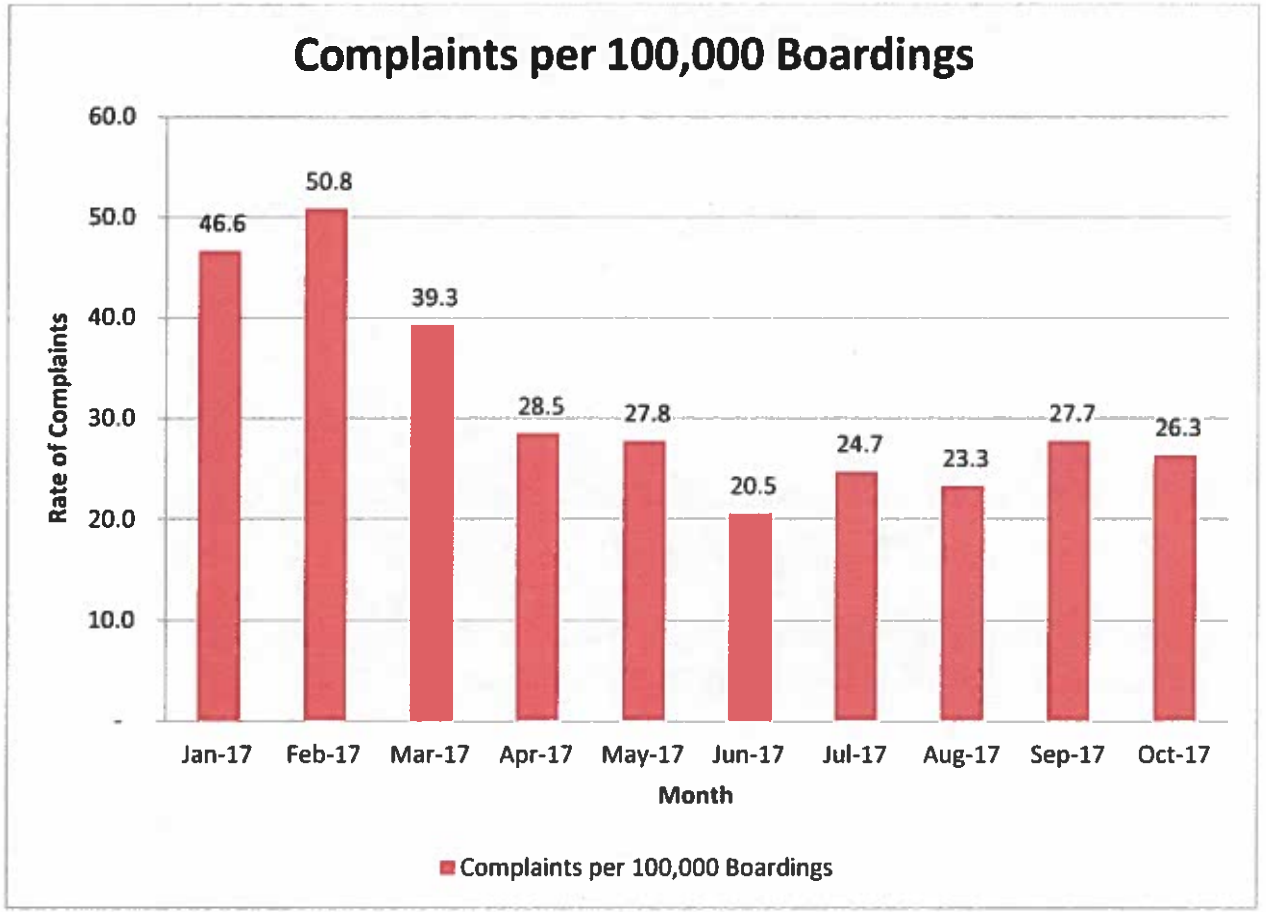

Preventable Accidents per 100,000 Miles
12.0
10.0
8.0
6.0
4.0
2.0
-
Accident Rate
10.6
5.2
6.1
8.5
4.9
5.0
6.2
7.9
4.2
8.4
Jan-17
Feb-17
Mar-17
Apr-17
May-17
Jun-17
Jul-17
Aug-17
Sep-17
Oct-17
Month
Preventable Accidents per 100,000 Miles


Percentage of Bus Trips On Time
100.0%
90.0%
80.0%
70.0%
60.0%
50.0%
40.0%
30.0%
20.0%
10.0%
0.0%
% Bus Trips On-Time
82.0%
68.5%
86.0%
68.8%
86.0%
68.9%
87.0%
70.1%
87.0%
69.5%
88.0%
71.0%
87.8%
71.1%
85.6%
65.9%
85.0%
64.7%
85.6%
65.7%
Jan-17
Feb-17
Mar-17
Apr-17
May-17
Jun-17
Jul-17
Aug-17
Sep-17
Oct-17
Month
% On-Time Within 10-Min. Window
Note: On-Time performance is measured at scheduled timepoints which represent 11% of the total system bus stops


Bus Trip Cancellations
600.0
550.0
500.0
450.0
400.0
350.0
300.0
250.0
200.0
150.0
100.0
50.0
-
Number of Bus Trips Cancelled
100.0%
99.0%
98.0%
97.0%
96.0%
95.0%
94.0%
93.0%
92.0%
91.0%
90.0%
89.0%
88.0%
87.0%
86.0%
85.0%
84.0%
83.0%
82.0%
81.0%
80.0%
% of Bus Trips Operated
98.6%
99.0%
98.5%
98.4%
99.2%
99.6%
99.5%
99.1%
99.3%
99.2%
467.5
327.3
485.0
250.3
128.0
166.8
301.5
218.0
273.3
Jan-17
Feb-17
Mar-17
Apr-17
May-17
Jun-17
Jul-17
Aug-17
Sep-17
Oct-17
Month
Cancelled Bus Trips
% of Scheduled Bus Trips Operated


Mean Miles Bet. Road Calls
10,000.0
9,000.0
8,000.0
7,000.0
6,000.0
5,000.0
4,000.0
3,000.0
2,000.0
1,000.0
-
Vehicle Miles
8,870.2
3,560.4
3,748.5
6,196.6
7,061.3
7,606.9
6,361.9
6,486.3
5,979.8
5,132.1
Jan-17
Feb-17
Mar-17
Apr-17
May-17
Jun-17
Jul-17
Aug-17
Sep-17
Oct-17
Month
Mean Miles Bet. Road Calls


Mean Miles Bet. Mechanical Failures
2,500.0
2,000.0
1,500.0
1,000.0
500.0
-
Vehicle Miles
1,938.5
1,552.5
1,423.7
1,899.0
1,883.0
2,206.0
2,167.8
2,270.2
1,809.0
1,710.7
Jan-17
Feb-17
Mar-17
Apr-17
May-17
Jun-17
Jul-17
Aug-17
Sep-17
Oct-17
Month
Mean Miles Bet. Mechanical Failures


Complaints per 100,000 Boardings
60.0
50.0
40.0
30.0
20.0
10.0
-
Rate of Complaints
46.6
50.8
39.3
28.5
27.8
20.5
24.7
23.3
27.7
26.3
Jan-17
Feb-17
Mar-17
Apr-17
May-17
Jun-17
Jul-17
Aug-17
Sep-17
Oct-17
Month
Complaints per 100,000 Boardings

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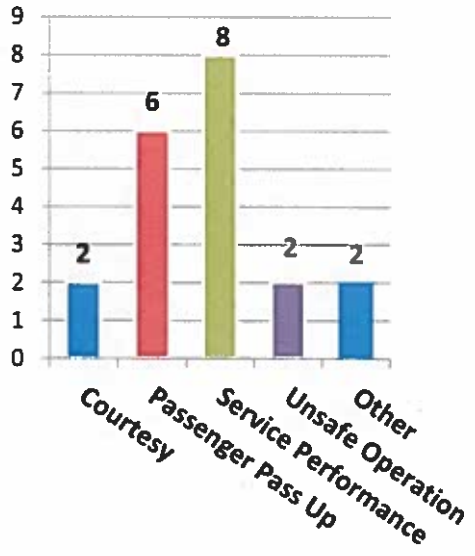
CUSTOMER COMPLAINTS
OCTOBER 2017

Total Complaints	62

Complaints Requiring Corrective Action	Total of Each Type
Courtesy	2
Passed Up	6
Performance	8
Safety	2
Other	2
Total	20

Commendations	1

Complaints Requiring Corrective Action by Type
OCTOBER 2017



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ALL CUSTOMER COMPLAINTS BY ROUTE - OCTOBER 2017

Route # and Name	Total
10 - Scenic Hwy	1
11 - Northside Circulator	2
12 - Gov't St. / Jefferson Hwy	3
14 - Thomas Delpit	1
16 - Capital Park Shuttle	1
17 - Perkins Rd -- Mall of LA	3
18 - LSU -- Cortana Mall	3
20- Acadian	5
21- Fairfield	2
22- Winbourne	2
23- Foster	3
41- Plank	3
44- Florida Blvd.	2
47- Highland Road	8
54 – Airline	2
56 - Mall to Mall via Drusilla	2
57 - Sherwood Forest Blvd.	4
58 - Coursey Blvd. / O'Neal Ln.	3
59- East Florida O'Neal	3
70 - Baker / SU / CATS Terminal	3
80 – Southern University	1
Total	**57**

**Route Totals may not equal Total Complaints as some complaints may not be attributed to a specific route*

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ALL CUSTOMER COMPLAINTS TYPES BY ROUTE
OCTOBER 2017

Route # and Name	Total
10 - Scenic Hwy	
▪ Passed Up	1
11 - Northside Circulator	
▪ Performance	2
12 - Gov't St. / Jefferson Hwy	
• Courtesy	
• Passed up	3
14 - Thomas Delpit	
▪ Passed dup	1
17 - Perkins Rd -- Mall of LA	
▪ Safety	
▪ Courtesy	3
18 - LSU -- Cortana Mall	
▪ Passed Up	
▪ Feedback	3
20 – Acadian	
▪ Passed Up	
▪ Courtesy	5
21 - Fairfield	
• Performance	2
22 –Winbourne Ave.	
▪ Passed up	
▪ Safety	2
23 – Foster Rd.	
▪ Performance	
▪ Safety	3
41 - Plank	4
▪ Safety	
▪ Courtesy	
▪ Feedback	

44- Florida Blvd.	
• Passed Up	2
47 - Highland Road	
▪ Performance	
▪ Passed Up	
	8
54 - Airline	
▪ Passed up	
▪ Courtesy	2
56 - Mall to Mall	
▪ Performance	
▪ Courtesy	2
57 - Sherwood Forest Blvd.	
▪ Performance	
▪ Safety	4
58 - Courtesy	
▪ Performance	3
59 – East Florida/ O'Neal	
▪ Performance	
▪ Passed Up	
▪ Feedback	3
70 - Baker / SU / CATS Terminal	
▪ Passed up	
▪ Performance	
▪ Courtesy	3
80- Southern University	
• Passed Up	1
Total	**57**

**Route Totals may not equal Total Complaints as some complaints may not be attributed to a specific route*

CATS

CAPITAL AREA TRANSIT SYSTEM

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Financial Responsibility
Financial Accountability
Financial Stewardship

FINANCIAL REPORT

For the Period Ended October 31, 2017

CATS GRANT BALANCES BY FPC CODE

As of October 9, 2017

Grant Number	FPC 00 Capital	FPC 02 Planning	FPC 04 OPS	FPC 06 Proj Admin	Subtotal	Encumbrance	Grant Balance Total	Grant Type	Total by Type
LA-2017-027	580,045				580,045	0	580,045	Bus Finance	
2017 5339									
LA-2016-023	544,113				544,113	-544,113	0	Bus Finance	
2016 5339									
LA-2017-028	2,310,187				2,310,187		2,310,187	Electric Buses	
2017 CMAQ									
LA-2017-029	1,011,017				1,011,017		1,011,017	Buses	3,901,249
2017 5309 85 15									
LA-37-X029	22,606			1,696	24,302		24,302		
2007 JARC - WTW									
LA-37-X033	8,458			33,651	42,109		42,109		
2008 JARC - WTW									
LA-37-X041				0	0		0		
2009 & 2010 JARC									
LA-37-X047				64,674	64,674		64,674	JARC	131,085
2011 & 2012 JARC									
LA-57-X012			134,024	46,661	180,685		180,685		
2007-2009 New Freedom									
LA-57-X043			312,057	34,672	346,729		346,729	New Freedom	527,414
2011-2012 New Freedom									
LA-90-x063	2,243,558	183,000			2,426,558		2,426,558		
2017 Formula									
LA-90-X332	23,675				23,675		23,675		
2008 Formula									
LA-90-X404	30,538				30,538		30,538		
2013 Formula									
LA-90-x426	34,957				34,957		34,957		
2014 Formula									
LA-90-x437	465,908				465,908		465,908		
2015 Formula									
LA-90-x451	581,271	46,395			627,666	-94,359	533,307	Formula	3,514,943
2016 Formula									
LA-95-0003	506,215				506,215	-506,215	0		0
2013 CMAQ									
LA-95-x012					0		0	CMAQ	0
2016 CMAQ									
LA-95-0010	335,360				335,360	-160	335,200	DOTD	335,200
Bus Shelters									
BALANCES	8,697,908	229,395	446,081	181,354	9,554,738	-1,144,847	8,409,891		8,409,891

* Operating: No ECHO's pulled in October
* Amount allocated - to be obligated: FTA Formula Grant 2015 - Hub/Transit Center - $650,000, Bus Washer - $50,000.
* Amount allocated - to be obligated: FTA Formula Grant 2016 - Hub/Transit Center - $800,000, Bus Washer - $75,000.

Balance Sheet
As of October 31, 2017

ASSETS	Note	10/31/2016	10/31/2017
Current Assets:			
Cash and Cash Equivalents		$ 3,386,864	$ 332,767
Accounts Receivable		$ 259,656	333,326
Due from Governments	*i*	$ 763,650	201,736
Inventory		$ 636,129	264,434
Prepaid Expenses and Other Assets		$ 14,016	138,766
Total Current Assets		$ 5,060,315	1,271,029
Restricted Assets:			
Cash and Cash Equivalents		$ 3,286,431	3,315,623
Total Restricted Assets		$ 3,286,431	3,315,623
Net Pension Asset, Long-Term		$ 1,183,443	854,100
Equipment, Net		$ 14,947,478	21,582,940
Total Assets		**$ 24,477,667**	**$ 27,023,692**
LIABILITIES AND NET ASSETS			
Current Liabilities:			
Note Payable		$ -	$ -
Accounts Payable and Accrued Expenses	*ii*	$ 4,058,438	1,987,698
Accrued Compensated Absences		$ 244,124	142,274
Claims Payable and Related Liabilities		$ 588,241	586,395
Capital Lease Payable	*iii*	$ 425,688	328,137
Deferred Revenue		$ -	-
Certificate of Indebtedness		$ -	-
Red River - RAN Loan		$ -	-
Total Current Liabilities		$ 5,316,491	3,044,504
Long-Term Liabilities:			
Note Payable, Less Current Portion		$ 100,000	-
Accrued Compensated Absences, Less Current Portion		$ 366,186	213,411
Claims Payable and Related Liabilities, Less Current Portion		$ 2,643,037	2,151,918
Capital Lease Payable, Less Current Portion	*iv*	$ -	3,938,590
Total Long-Term Liabilities		$ 3,109,223	6,303,919
Total Liabilities		$ 8,425,714	9,348,423
Net Assets:			
Investments in Capital Assets, Net of Related Debt		$ 14,928,628	17,316,213
Restricted Cash and Cash Equivalents		$ 3,286,431	3,315,623
Unrestricted		$ (1,263,419)	(2,956,567)
Total Net Assets		16,051,953	17,675,269
Total Liabilities and Net Assets		**$ 24,477,667**	**$ 27,023,692**

i - Includes monthly accruals of federal and city revenue, including hotel/motel tax. PTF was adjusted to actual.

ii - A/P includes $1,326,912 in payables, $327,188 in accrued interest and $221,476 in accued liabilities.

iii - Bank of America capital lease for 10 - 2017 Gillig Buses - Current Portion Due in December 2017.

iv - Bank of America capital lease for 10 - 2017 Gillig Buses - Long Term Portion.

CAPITAL AREA TRANSIT SYSTEM
Statement of Operating Budget vs. Actual
For the Period Ended October 31, 2017

		Approved Budget	Current Month			Year To Date		
			Actual	Budget	Variance	Actual	Budget	Variance
Operating Revenues								
Customer Revenue - Fares		1,680,000	140,259	140,000	259	1,385,018	1,400,000	(14,982)
Customer Revenue - Contract		350,000	31,954	29,167	2,787	279,235	291,667	(12,432)
Customer Revenue - Special Events		-	4,215	-	4,215	9,806	-	9,806
Customer Revenue - Medicaid		320,000	-	26,667	(26,667)	-	266,667	(266,667)
Customer Revenue - ADA		110,000	9,693	9,167	526	84,205	91,667	(7,462)
Advertising Revenue		425,000	75,439	35,417	40,022	513,451	354,167	159,284
Chartered Transportation Revenue		6,000	740	500	240	6,340	5,000	1,340
Miscellaneous Revenue (Expense)		25,000	271	2,083	(1,812)	52,309	20,833	31,476
Interest Income		10,000	629	833	(204)	11,206	8,333	2,873
Total Operating Revenues		**2,926,000**	**263,200**	**243,834**	**19,366**	**2,341,570**	**2,438,334**	**(96,764)**
Governmental Revenues								
Federal Operating Subsidies								
CMAQ - Electric Buses		2,300,000	-	191,667	(191,667)	-	1,916,667	(1,916,667)
CMAQ - Operating		1,316,272	-	109,689	(109,689)	1,723,797	1,096,893	626,904
ADA - Paratransit		-	-	-	-	-	-	-
Project Administration		-	-	-	-	88,362	-	88,362
JARC/New Freedom		361,877	-	30,156	(30,156)	165,625	301,564	(135,939)
Planning		140,000	-	11,667	(11,667)	105,007	116,667	(11,660)
Other Formula		3,641,377	-	303,448	(303,448)	-	3,034,481	(3,034,481)
Preventive Maintenance		3,650,000	-	304,167	(304,167)	1,500,829	3,041,667	(1,540,838)
	I	11,409,526	-	950,794	(950,794)	3,583,620	9,507,939	(5,924,319)
Hotel/Motel Tax		1,150,000	100,000	95,833	4,167	1,000,000	958,333	41,667
Parish Transportation Fund		751,000	45,833	62,583	(16,750)	458,333	625,833	(167,500)
City-Parish General Fund		-	-	-	-	-	-	-
Property Tax Revenue	*II*	16,000,000	550,000	1,333,333	(783,333)	16,593,643	13,333,333	3,260,310
Governmental Revenues		**29,310,526**	**695,833**	**2,442,543**	**(1,746,710)**	**21,635,596**	**24,425,438**	**(2,789,842)**
Total Sources of Funds		**32,236,526**	**959,033**	**2,686,377**	**(1,727,344)**	**23,977,166**	**26,863,772**	**(2,886,606)**
Operating Expenses								
Administration		2,915,628	232,648	242,969	(10,321)	2,570,800	2,429,690	141,110
Operations		15,527,167	1,495,511	1,293,931	201,580	11,718,885	12,939,307	(1,220,422)
Maintenance		6,604,839	387,461	550,403	(162,942)	4,420,362	5,504,033	(1,083,671)
ADA Paratransit		2,979,306	281,902	248,276	33,626	2,457,090	2,482,755	(25,665)
Project Administration		441,492	42,366	36,791	5,575	460,287	367,910	92,377
Facility & Customer Care		1,108,998	78,218	92,417	(14,199)	756,607	924,165	(167,558)
Security		574,740	53,765	47,895	5,870	463,783	478,950	(15,167)
Total Direct Operating Expenses	*III*	**30,152,170**	**2,571,871**	**2,512,682**	**59,189**	**22,847,814**	**25,126,810**	**(2,278,996)**
Net Operating Balance		**2,084,356**	**(1,612,838)**	**173,695**	**(1,786,533)**	**1,129,352**	**1,736,962**	**(607,610)**
Capital Funds Expended								
Total Expended		8,008,053	-	667,338	(667,338)	1,034,499	6,673,378	(5,638,879)
Less: Federal Contributions		(6,296,697)	-	(524,725)	524,725	(827,598)	(5,247,248)	4,419,650
Total Local Funds Expended		1,711,356	-	142,613	(142,613)	206,901	1,426,130	(1,219,229)
Local Funds Expended For:								
Capital Lease Payments		123,000	-	10,250	(10,250)	-	102,500	(102,500)
Other Capital Additions		1,961,356	-	163,445	(163,445)	206,901	1,634,463	(1,427,562)
Total Capital Funds Expended		**2,084,356**	**-**	**173,695**	**(173,695)**	**206,901**	**1,736,963**	**(1,530,062)**
Total Uses of Funds		**32,236,526**	**2,571,871**	**2,686,377**	**(114,506)**	**23,054,715**	**26,863,773**	**(3,809,058)**
NET BALANCE	*IV*	**-**	**(1,612,838)**	**-**	**(1,612,838)**	**922,452**	**1**	**922,452**

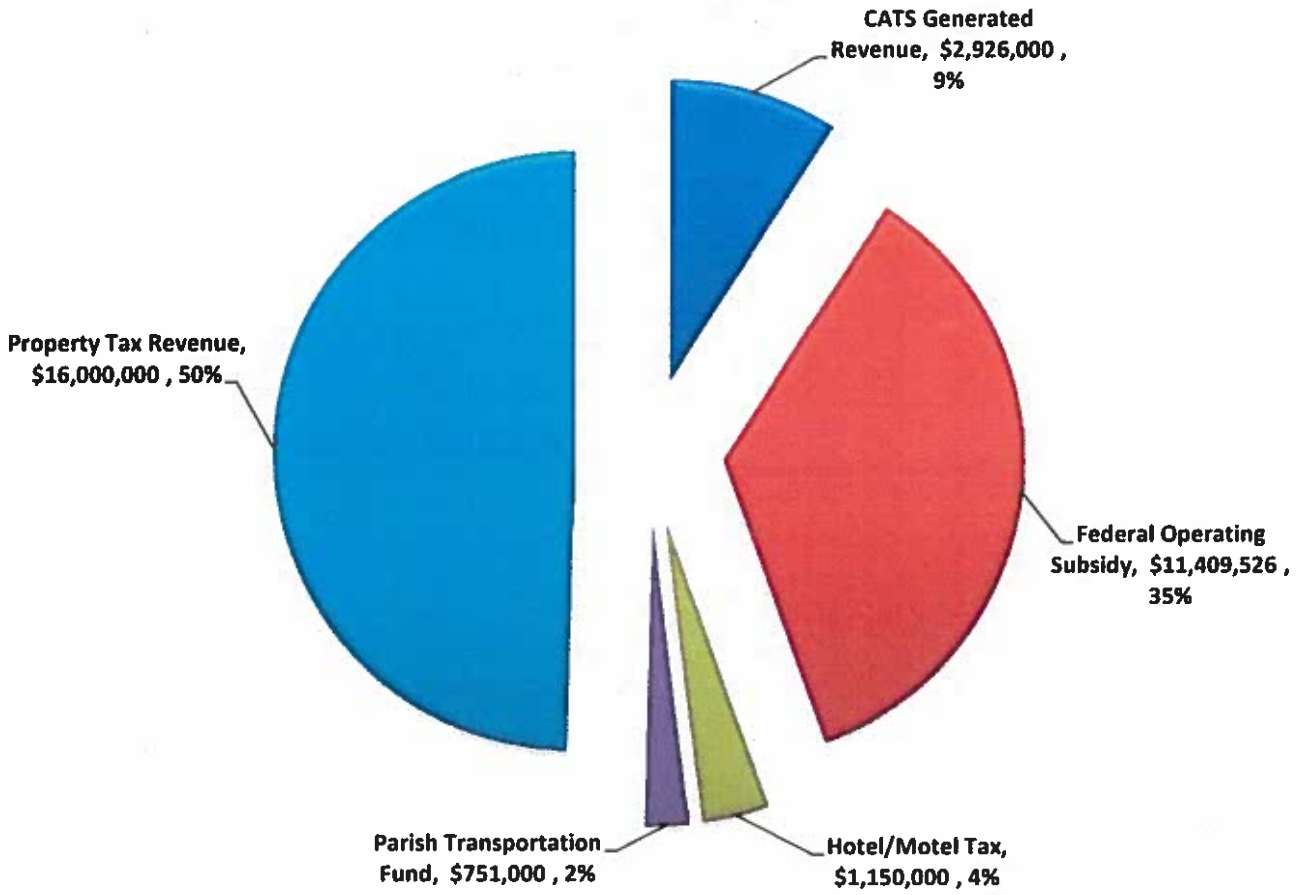
I - Consists of Operating and Capital draws from Federal Grants to be obligated.

II - Property Tax revenues: MTD collected: $24,421.76, YTD collected: $16,935,248, YTD expended: $16,593.643.

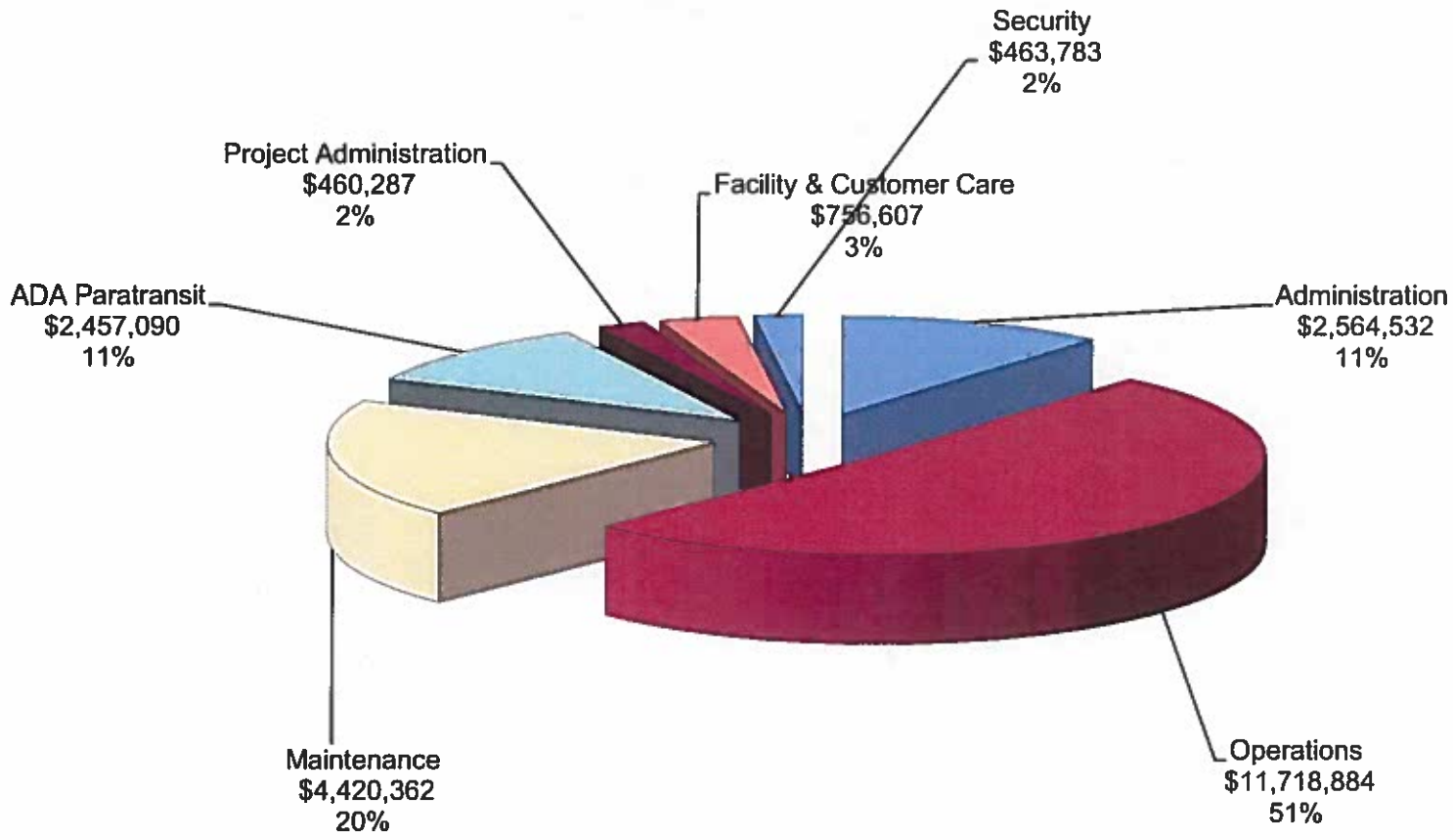
III- Agency expenses under budget for YTD and over budget for month due to removal of capital assets under $5,000 from fixed assets

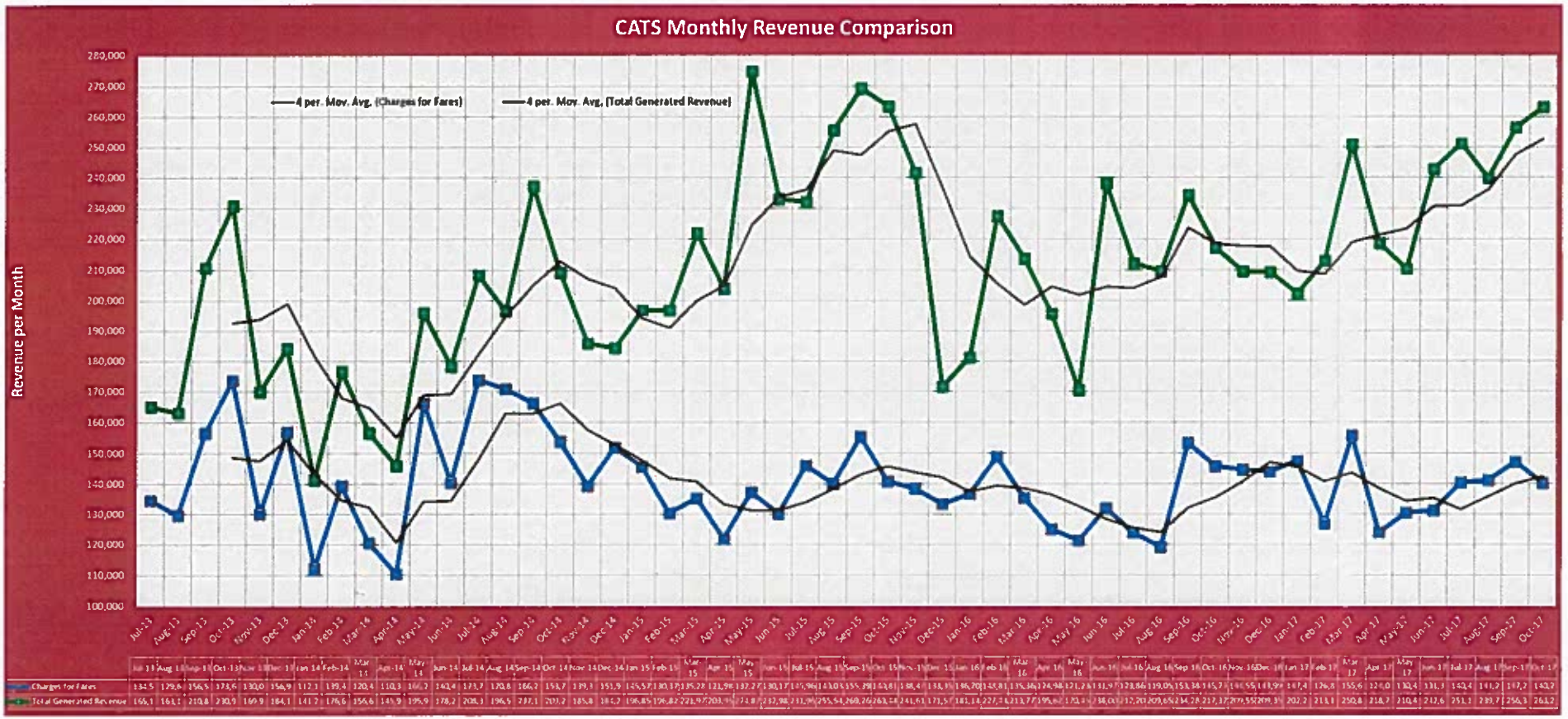
Iv - Auditors reclass of certain bus payments and ECHO's in early 2017.

2017 Total Operating Revenues



Operating Expenses




CATS Monthly Revenue Comparison
4 per. Mov. Avg. (Charges for Fares)
4 per. Mov. Avg. (Total Generated Revenue)
Revenue per Month
280,000
270,000
260,000
250,000
240,000
230,000
220,000
210,000
200,000
190,000
180,000
170,000
160,000
150,000
140,000
130,000
120,000
110,000
100,000

CATS
CAPITAL AREA TRANSIT SYSTEM
Connecting you to what matters.

MEETING OF THE
FINANCE AND EXECUTIVE COMMITTEE
BOARD OF COMMISSIONERS
CAPITAL AREA TRANSIT SYSTEM AND
PUBLIC TRANSPORTATION COMMISSIONS
NOVEMBER 9, 2017
Fifth Floor Conference Room
5700 Florida Boulevard

MINUTES

The Finance and Executive Committee met on Thursday, November 9, 2017, at 10:30 a.m. Present at the meeting were members Jim Brandt, Kevin O'Gorman, and Antoinette Pierre. Also present were Bill Deville, Rod Goldman, and members of CATS staff.

I. Call to order and establishment of quorum

Mr. Brandt welcomed those assembled and called the meeting to order

II. President's Announcements

Mr. Brandt informed the committee that he had no announcements.

III. Executive Report

Ms. Bowie shared that the following hires were made in October: Operations – 1 Bus Operator, 22 Operator Trainees, and 1 Intern. It was noted that CATS conducted new hire training classes on October 2nd and October 30th.

Mr. Goldman shared that in Operations, there are 134 total operators on the roster and 123 are active. The Operators of the Month for October were Debra Taylor and Paula King. He reiterated that the Operators of the Month are chosen based on their performance, attendance, and customer service.

Mr. Goldman updated the committee on the performance measures. He noted that CATS had 235,514 passenger trips in October. There were 8.4 preventable accidents per 100,000 miles (19 total). Mr. Goldman shared that there were 273 trips cancelled in October of the approximately 35,000 trips for the month, and 99.2% were completed. The percentage of on-time trips was 85% by current standards. There were 5,132.1 mean miles between road calls and 1,710.7 mean miles between mechanical failures. There were 26.3 complaints per 100,000 miles in October; there were 62 total complaints and 20 requiring corrective action.

Mr. Deville noted that, in Facilities Planning, CATS received additional questions from the FTA regarding the North Baton Rouge hub property specifically related to potential contamination and is advising CATS to undertake a Phase One Environmental Site Assessment. Management continues work with Rex Cabaniss to produce design renderings of the North Baton Rouge Transit Hub project.

Mr. Deville shared that Conner Burns resigned from CATS on October 27th and CATS is advertising to fill the position. In the interim, CATS has secured the services of a Chief Financial Officer, who will be with CATS until at least mid-January.

IV. Review of financial statements

Mr. Deville noted the grant balance is $8,409,891.

The total operating revenue for October was $263,200, the total government revenues were $695,833, for a total source of funds of $959,033. The total direct operating expenses were $2,571,871.

The property tax collected year-to-date is $16,935,248, and the amount expended year-to-date is $16,593,643.

The operating expenses for October were allocated as follows: Operations – 51%, Maintenance – 20%, ADA Paratransit – 11%, Project Administration – 2%, Customer Care and Facilities – 3%, Security – 2%, and Administration – 11%.

It was noted that, due to the early date of the F&E Committee meeting, there may be updates to these financial statements that will be presented at the board meeting.

V. Recommend authorization to remove Conner Burns as signatory on behalf of CATS for all Whitney/Hancock Bank accounts and authorization for the CEO to execute all documents required by Whitney/Hancock Bank to effectuate those changes

Mr. Brandt noted this was a requirement of Whitney/Hancock Bank and needs board approval.

Mr. Brandt recommended the full board authorize the removal of Conner Burns as a signatory on behalf of CATS for all Whitney/Hancock Bank accounts and to authorize the CEO to execute all documents required by Whitney/Hancock Bank to effectuate those changes. Mr. O'Gorman seconded the motion. Mr. Brandt invited public comment and there was none. The motion carried unanimously with no abstentions.

VI. Recommend approval of health insurance policy for 2018

Mr. Brandt reminded the committee that this item was considered and recommended at the October F&E Committee meeting and was deferred to give the union leadership more time to review the proposal.

CATS staff noted that the union leadership had reviewed the proposal and approved its renewal.

The F&E Committee reiterated its recommendation that the full board approval the health insurance policy for 2018.

There being no further business, the meeting adjourned.

CAPITAL AREA TRANSIT SYSTEM

Connecting you to what matters.

MEETING OF THE
PLANNING COMMITTEE
BOARD OF COMMISSIONERS
CAPITAL AREA TRANSIT SYSTEM AND
PUBLIC TRANSPORTATION COMMISSIONS
November 13, 2017
Capital Area Transit System
Ninth Floor Conference Room
5700 Florida Boulevard, Baton Rouge, LA

MINUTES

The Planning Committee met on Monday, November 13, 2017, at 10:30 a.m. Present at the meeting were members Kevin O'Gorman, Kahli Cohran, and Jim Brandt. Also present were Bill Deville, Rod Goldman, and James Baker and members of CATS staff.

I. Presentation of Strategic Plan and Capital Improvements and Investments Plan

There was a brief review of the drafts of the Strategic Plan and the Capital Improvements and Investments Plan. It was noted these were still in draft form and would be presented to the CATS Board in December for adoption.

There was discussion regarding formatting suggestions and requests, and it was noted that board input would be included in the final draft version presented in December.

CATS staff updated the committee on the process to purchase electric buses off State contract from electric bus manufacturer Proterra. It was suggested that the agenda be amended to include the topic for discussion and recommendation.

Mr. Cohran moved that the agenda be amended to include review of the Proterra electric bus procurement process and Mr. O'Gorman seconded the motion. Mr. O'Gorman asked for public comments and there were none. The motion carried without abstentions.

II. Recommend authorization to proceed with procurement of Proterra electric buses

Mr. Goldman updated the committee on the procurement efforts with Proterra. He reminded them that earlier this year, CATS received a LoNo grant from the FTA for $500,000 for use toward the purchase of electric buses. CATS partnered

with Proterra to receive the LoNo grant and Proterra is the specific vendor for whom the grant can be used.

Concurrently, the FTA has also approved CATS to use funding from two existing grants to combine with the $500,000 LoNo grant for the purchase of Proterra electric buses. The two existing grants total $2.8 million, including a local match of approximately $500,000 in the 80%/20% grant funding requirement.

As CATS staff began discussions with Proterra, the original timeline for procurement was a delivery date around the end of 2017; however, due to several issues, including concern about the conflicts between the FTA "no-bid" fast track process and State law regarding procurement, the estimated delivery date was pushed to the end of the first quarter of 2018. This push provided CATS staff time to seek resolution to the procurement issues and CATS required vehicle specifications. With the resolution of vehicle specification issues, Proterra has indicated they can provide three, 40-foot electric buses at a cost of approximately $840,000 each (including cost for bus, configuration, and charging station), for an approximate total cost of $2,520,000 for three buses. Production of these would begin in early March with delivery expected in late March 2018.

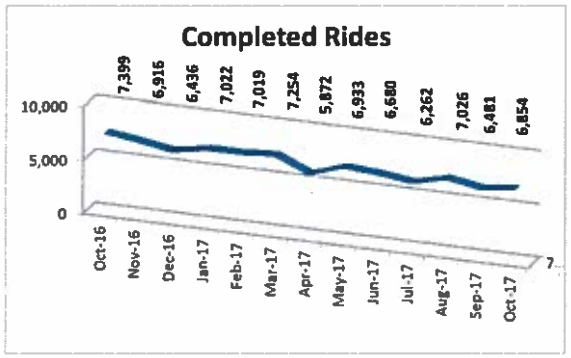
Proterra has indicated that if CATS buses cannot be included in the scheduled production run, the delay in bus delivery could be moved back approximately nine months to late third or early fourth quarter 2018.

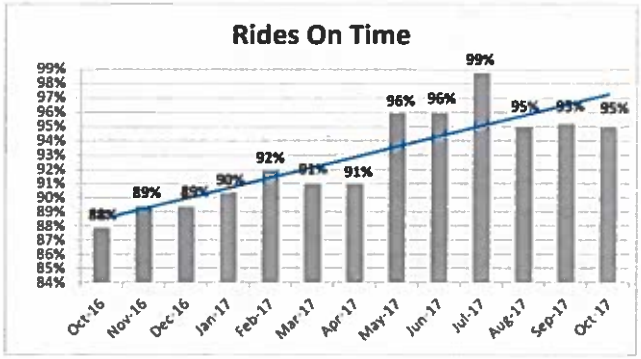
These recent discussions with Proterra have only begun to come to resolution since last Friday, which precluded CATS the opportunity to present this to the F&E committee because the board meeting has been moved ahead one week. Under normal circumstances, consideration of this item would not occur until December 14th at the F&E meeting, which conflicts with Proterra's need for approval by November 17th.

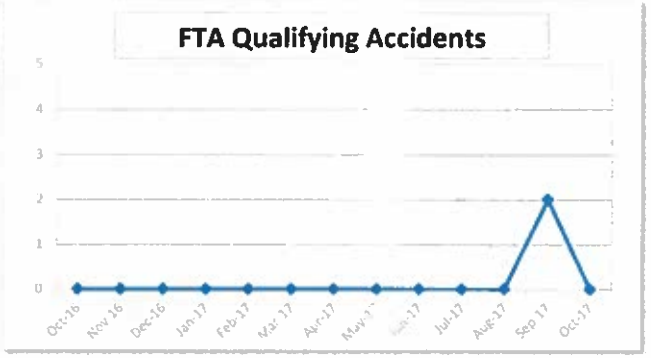
Mr. O'Gorman recommended that the full board authorize the CEO to proceed with the procurement of three Proterra electric buses to be delivered in 2018 and Mr. Cohran seconded. Mr. O'Gorman invited public comment and there was none. The motion carried unanimously with no abstentions.

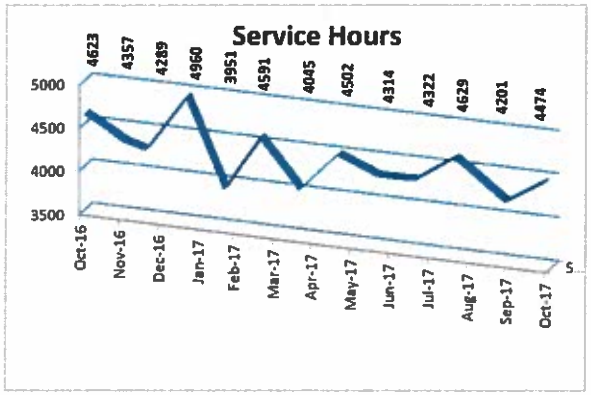
There being no further business, the meeting adjourned.

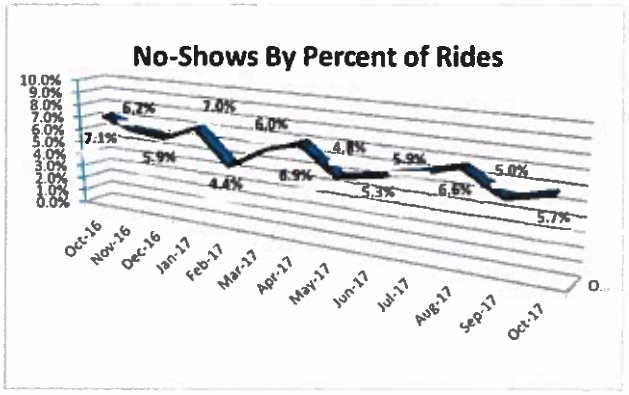
Oct-17

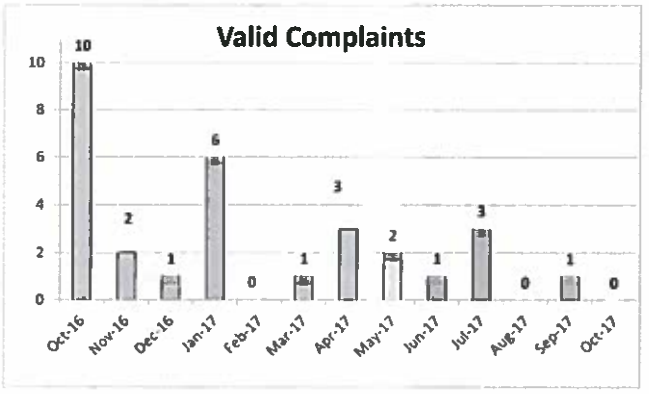












Valid Complaints in October: 0 Performance 0 Customer Service 0 Safety

Total Complaints: 0

Executive Summary for the 2018 Benefits Renewal

CAPITAL AREA TRANSIT BOARD MEETING

OBJECTIVES:

* For the January 1, 2018 renewal, HUB was tasked with researching the benefits market to obtain the best benefits at the best costs for 2018, with the goal of reduced cost for CATS as well as the employees. In addition, needs for additional benefits such as an Employee Assistance Program, identity theft protection, and a retail discount program were identified to enhance the current program and create a rich benefits suite to attract and retain employees.

RESULTS:

* Medical:
    * United HealthCare's final renewal offer is a -1% decrease from the current rates due to HUB's negotiations. It is a 6% reduction from the initial offer of a 5% increase.
    * The reduction allows benefits and payroll deductions to remain stable for employees.
    * Humana presented the most competitive pricing offer from alternate carriers. Upon detailed review of the benefits, it was discovered that the pharmacy benefits were not comparable to UHC and would cause substantial disruption and higher out of pocket costs for the employees. As such, that option was eliminated from consideration.
    * Other carriers who submitted bids but were not competitive were Aetna and Blue Cross Blue Shield of Louisiana. Aetna's rates were 9% above current. Aetna will be exiting the Louisiana market and is not a viable option for 2018. Blue Cross' rates were 28% above current due to industry and the concern for large claims spikes.
    * CIGNA declined to quote as they are not competitive in Louisiana.
* Dental and Vision:
    * United HealthCare's dental and vision renewals reflect 0% increases.
    * Humana provided competitive dental and vision quotes; however, they could not match the current low dental plan benefits. Due to underwriting restrictions, Humana cannot offer two dental plans covering preventive services at 100%, basic services at 80%, and major services at 50%.
    * Humana's vision benefits were comparable; the network lacks Wal-Mart and thus is not a good fit for CATS.
* Life, Disability, Critical Illness, and Accident
    * SunLife issued 10% increases on the employer-paid life and voluntary life. All other benefits received no increases.
    * Voya and Mutual of Omaha were the most competitive, with Voya ultimately providing the best price and contract terms, including a partnership with Employee Navigator.
* New Benefit Offerings
    * Voya includes an enhanced Employee Assistance Program through ComPsych at no additional cost to CATS.
    * Benefit Hub will offer discounts to employees on retails services, such as restaurants, movie tickets, and electronic devise. This service is no cost to CATS as well.
    * LifeLock will offer employees a choice of two plans for identity protection. Pricing offered through CATS' partnership with HUB allows a substantial discount from the consumer rate. Benefits include credit monitoring and dedication of up to $1 million to restore an individual's identity.

Capital Area Transit System

Employer Cost Analysis

January 1, 2018 Renewal

	Current Deductions		
	Current Current Plan DUAL OPTION	Renewal Current Plan DUAL OPTION	Neg. Renewal Current Plan DUAL OPTION
Insurance Carrier			
Health	UHC	UHC	UHC
Dental	UHC	UHC	UHC
Vision	UHC	UHC	UHC
Life/AD&D	Assurant	Assurant	Voya
Short-Term Disability	Assurant	Assurant	Voya
Long-Term Disability	Assurant	Assurant	Voya
Voluntary Life/AD&D	Assurant	Assurant	Voya
Voluntary Critical Illness	Assurant	Assurant	Voya
Voluntary Accident	Assurant	Assurant	Voya
Total Monthly Costs			
Health	$185,496	$194,771	$183,642
Bundling Credit	Included	Included	Included
Dental	$5,813	$5,813	$5,813
Vision	$1,485	$1,485	$1,485
Life/AD&D	$1,481	$1,624	$1,219
Short-Term Disability	$4,407	$4,407	$3,525
Long-Term Disability	$3,126	$3,126	$2,813
Voluntary Life/AD&D	$3,372	$3,709	$3,372
Voluntary Critical Illness	$906	$906	$544
Voluntary Accident	$1,674	$1,674	$1,088
Benny Card	$45,938	$45,938	$45,938
Monthly Cost	$253,697	$263,452	$249,438
Annual Premium	$3,044,362	$3,161,424	$2,993,261
Total Monthly Increase in Cost ($)	N/A	$9,755	($4,258)
Total Annual Increase in Cost ($)	N/A	$117,062	($51,101)
Total Monthly Increase in Cost (%)	N/A	4%	-2%
CATS Costs			
Health	$123,800	$133,075	$121,946
Life/AD&D	$1,481	$1,624	$1,219
Benny Card	$45,938	$45,938	$45,938
CATS Monthly Cost	$171,219	$180,637	$169,103
CATS Annual Cost	$2,054,626	$2,167,642	$2,029,233
CATS % of Total Cost	67%	69%	68%
CATS Monthly Increase in Cost ($)	N/A	$9,418	($2,116)
CATS Annual Increase in Cost ($)	N/A	$113,015	($25,393)
CATS Monthly Increase in Cost (%)	N/A	6%	-1%

PLEASE SEE CARRIER ASSUMPTIONS PAGES IN THE PRESENTATION FOR IMPORTANT UNDERWRITING INFORMATION

1. Bundling credit with UHC expires when dental and/or vision is no longer with UHC.
2. Current and Renewal short-term disability, long-term disability, voluntary life/AD&D, accident and critical illness premiums are taken from the 10/1/17 SunLife billing statement.
3. Voya assumes average premium savings of 20% on short-term disability, 10% on long-term disability, 0% on voluntary life/AD&D, 35% on accident and 40% on critical illness.
4. Voya offers up $1,500 in implementation credits for Employee Navigator implementation.
5. Benny Card estimates are based on maximum liability. YTD spend for the Benny Card is $177,436 (average $19,700 per month, based on 9 months as of 10/6/17). 2017 year end usage is projected to be $236,581 (42%)

Payroll Deductions

			Semi-Monthly	Monthly
Medical HMO	Payroll Deductions			
	Employee Only (EE)	43	$108.96	$217.92
	EE + Spouse	4	$215.92	$431.84
	EE + Child(ren)	5	$199.88	$399.76
	EE + Family	1	$306.84	$613.68
	Monthly Deductions	53	$13,710	$13,710
	Annual Deductions		$164,525	$164,525
			Semi-Monthly	Monthly
Medical POS	Payroll Deductions			
	Employee Only (EE)	96	$130.99	$261.98
	EE + Spouse	22	$259.98	$519.96
	EE + Child(ren)	16	$240.63	$481.26
	EE + Family	5	$369.62	$739.24
	Monthly Deductions	139	$47,986	$47,986
	Annual Deductions		$575,827	$575,827

EMPLOYEE-PAID PRODUCTS

			Semi-Monthly	Monthly
Dental - Low Plan	Payroll Deductions			
	Employee Only (EE)	66	$8.61	$17.21
	EE + Spouse	10	$18.35	$36.70
	EE + Child(ren)	6	$22.84	$45.68
	EE + Family	5	$30.18	$60.36
	Monthly Deductions	87	$2,079	$2,079
	Annual Deductions		$24,945	$24,945
			Semi-Monthly	Monthly
Dental - High Plan	Payroll Deductions			
	Employee Only (EE)	51	$13.05	$26.10
	EE + Spouse	12	$26.51	$53.02
	EE + Child(ren)	18	$33.45	$66.89
	EE + Family	6	$46.91	$93.81
	Monthly Deductions	87	$3,734	$3,734
	Annual Deductions		$44,811	$44,811
			Semi-Monthly	Monthly
Vision	Payroll Deductions			
	Employee Only (EE)	113	$3.07	$6.13
	EE + Spouse	25	$6.12	$12.24
	EE + Child(ren)	26	$6.58	$13.15
	EE + Family	7	$10.28	$20.56
	Monthly Deductions	171	$1,485	$1,485
	Annual Deductions		$17,814	$17,814

Payroll Deduction Frequency: 24

2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920

CATS
CAPITAL AREA TRANSIT SYSTEM
Connecting you to what matters.

EXECUTIVE STAFF

Bill Deville
Chief Executive Officer

Rod Goldman
Chief Operating Officer

Darrell Brown
Chief Administrative Officer

brcats.com

TO: CATS Board of Commissioners

FROM: Bill Deville

RE: Procurement of Proterra electric buses

Dear Board Members,

As you know, CATS has been working to procure electric buses for the better part of 2017. These buses will be for the operation of planned BRT routes on Plank Road and Florida Boulevard.

Earlier this year, CATS received a LoNo grant from the FTA for $500,000 for use toward the purchase of electric buses. This grant was part of an FTA fast track program that allowed transit agencies to partner with specific electric bus vendors to procure electric buses. Per the FTA, this partnering would preclude the usual competitive bid requirements to expedite the procurement of these buses. CATS partnered with Proterra to receive the LoNo grant and Proterra is the specific vendor for whom the grant can be used.

Concurrently, the FTA has also approved CATS to use funding from two existing grants to combine with the $500,000 LoNo grant for the purchase of Proterra electric buses. The two existing grants total $2.8 million, including a local match of approximately $500,000 in the 80%/20% grant funding requirement.

As CATS staff began discussions with Proterra, the original timeline for procurement was a delivery date around the end of 2017; however, due to several issues, including concern about the conflicts between the FTA "no-bid" fast track process and State law regarding procurement, the estimated delivery date was pushed to the end of the first quarter of 2018. This push provided CATS staff time to seek resolution to the procurement issues and CATS required vehicle specifications. With the resolution of vehicle specification issues, Proterra has indicated they can provide three, 40-foot electric buses at a cost of approximately $840,000 each (including cost for bus, configuration, and charging station), for an approximate total cost of $2,520,000 for three buses. Production of these would begin in early March with delivery expected in late March 2018.

Proterra is able to build and deliver these three buses with relative quickness (as opposed to the normal 12-18 month production schedule) because they are currently in production of electric buses for Lexington, Kentucky; they have a similar configuration to CATS' specifications. This makes it easy for Proterra to produce three additional buses on the production line during this production run.

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EXECUTIVE STAFF

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Proterra is scheduled to change the configuration of their production line for 25 electric buses for SEPTA in Philadelphia, Pennsylvania at the conclusion of the Lexington order. Because of this planned change, Proterra is asking to receive a purchase order from CATS by November 17, 2017, to confirm our commitment to the three electric buses. This written commitment from CATS would enable Proterra to move forward and include these buses in the production run before configuration changes.

Proterra has indicated that if CATS buses cannot be included in the Lexington production run, the delay in bus delivery could be moved back approximately nine months to late third or early fourth quarter 2018.

These recent discussions with Proterra have only begun to come to resolution since last Friday, which precluded CATS the opportunity to present this to the F&E committee because the board meeting has been moved ahead one week. Under normal circumstances, consideration of this item would not occur until December 14th at the F&E meeting, which conflicts with Proterra's need for approval by November 17th. As a result, staff brought the item to the Planning Committee meeting at is previously scheduled November 13th meeting, and they recommended this be brought to the full board for consideration at the November 14th meeting.

Thank you for your consideration. I know we are all looking forward to the addition of electric buses to our fleet.

Most sincerely,

Bill Deville
CATS CEO

		2017		2016	
#	ROUTES	RIDERSHIP	REVENUE	RIDERSHIP	REVENUE
8	Gus Young/BRCC	16,159	$ 9,423.44	16,406	$9,819.03
10	Scenic Hwy/Southern University	7,728	$ 3,709.15	7,089	$4,036.34
11	Norhside Circulator	5,835	$ 3,930.49	6,103	$4,455.99
12	Government/Jefferson	11,098	$ 4,453.14	13,111	$5,628.60
14	Thomas Delpit	3,827	$ 1,991.69	16,990	$8,329.87
15	Garden District Trolley	0	0.00	0	$0.00
16	Capitol Park Trolley	0	$ -	0	$0.00
17	Perkins Rd/Mall of LA	14,082	$ 6,983.49	14,779	$7,741.11
18	LSU/Cortana Mall	6,629	$ 3,588.57	7,469	$3,268.57
20	North Acadian	14,990	$ 9,144.62	15,018	$9,049.59
21	Fairfield/Cortana Mall	1	$ -	1	$2.00
22	Winbourne	0	$ -	0	$0.00
23	Foster Drive	0	$ -	0	$0.00
41	Plank Road	22,870	$ 11,898.26	23,723	$13,579.80
44	Florida Blvd	35,497	$ 15,535.48	34,216	$16,009.60
46	Gardere/OLOL/L'auberge	113	$ 46.21	53	$6.20
47	Highland Road	58,710	$ 30,664.07	51,300	$28,738.66
50	Glen Oaks/Greendale	0	$ -	0	$0.00
52	Baker Circulator	1,524	$ 1,060.44	1,361	$959.51
54	Airline HwyNorth/SUBR	0	$ -	0	$0.00
55	East Florida/BREC	0	$ -	0	$0.00
56	Mall to Mall via Drusilla	0	$ -	0	$0.00
57	Sherwood Forest	14,142	$ 9,597.41	15,629	$10,812.70
58	Coursey/O'Neal	10,590	$ 6,262.11	10,875	$7,340.25
59	East Florida/O'Neal	544	$ 279.15	493	$313.37
60	Medical Circulator	767	$ 346.90	836	$415.03
70	Baker/Southern Univ/ CATS Terminal	0	$ -	302	$175.32
72	Florida Limited	6,329	$ 1,854.34	5,885	$1,912.38
103	Airport Express	44	$ 40.70	161	$148.43
80	Southern University	4,035	$0.00	7,214	$0.00
	Genfare Correction				
	TOTAL PASSENGERS	235,514	$120,809.66	249,014	$132,742.35

TRIPS BY ROUTES October 2017

Route Name	Route Number	RIDERSHIP	REVENUE	MILEAGE	TIME
Gus Young/BRCC	8	16,159	$ 9,423.44	2,542	291.13
Scenic Hwy/Southern	10	7,728	$ 3,709.15	10,665	855.70
Northside Circulator	11	5,835	$ 3,930.49	9,805	777.09
Government/Jefferson	12	11,098	$ 4,453.14	4,168	1,184.64
Thomas Delpit	14	3,827	$ 1,991.69	3,605	109.23
Capitol Park Trolley	16	0	$ -	87	104.11
Perkins Rd/Mall of LA	17	14,082	$ 6,983.49	13,671	1,085.70
LSU/Cortana Mall	18	6,629	$ 3,588.57	4,625	937.57
North Acadian	20	14,990	$ 9,144.62	11,885	975.05
Fairfield/Cortana Mall	21	1	$ -	3,938	583.97
Winbourne	22	0	$ -	5,324	941.59
Foster Drive	23	0	$ -	10,291	977.38
Plank Road	41	22,870	$ 11,898.26	14,209	1,289.79
Florida Blvd	44	35,497	$ 15,535.48	6,155	1,479.66
Gardere/OLOL	46	113	$ 46.21	9,668	728.49
Highland Road	47	58,710	$ 30,664.07	19,513	1,853.97
Glen Oaks/Greendale	50	0	$ -	2,575	259.23
Baker Circulator	52	1,524	$ 1,060.44	2,949	782.13
Airline HwyNorth/SUBR	54	0	$ -	15,014	1,221.19
East Florida/BREC	55	0	$ -	4,296	342.30
Mall to Mall via Drusilla	56	0	$ -	9,707	834.71
Sherwood Forest	57	14,142	$ 9,597.41	10,105	1,056.52
Coursey/O'Neal	58	10,590	$ 6,262.11	10,515	767.76
East Florida/O'Neal	59	544	$ 279.15	7,190	536.27
Medical Circulator	60	767	$ 346.90	3,315	299.59
Baker/Southern Univ/ CATS Terminal	70	0	$ -	10,006	717.92
Florida Limited	72	6,329	$ 1,854.34	11,285	533.35
Airport Express	103	44	$ 40.70	4,599	380.91
Southern University	80	4,035	$0.00	2,536	230.16
TERMINAL FARE BOX PROBED	1				
TOUCHDOWN EXPRESS		**925**	**$2,865.00**	**529**	**198.75**
ReRoutes				**1,040**	
Total		236,439	$123,674.66	225,812	22,335.86

GENFARE PASSENGER TRIP STATISTICAL COUNTS October 2017

PASSENGERS	FACTORS	GENFARE	MONTH	YTD
FULL FARE PASSENGERS	1.0	31,279	31,279	296,174
TRANSFERS	1.0	54,577	54,577	502,950
SOUTHERN CAMPUS ROUTES	1.0	4,035	4,035	23,911
LSU CATS ROUTES	1.0	16,117	16,117	144,658
SU CATS ROUTES	1.0	6,652	6,652	55,980
VIRGINIA COLLEGE ROUTES	1.0	1,903	1,903	19,386
BRCC ROUTES	1.0	4,079	4,079	29,116
REMINGTON COLLEGE ROUTES	1.0	326	326	3,163
TROLLEY ROUTES* (1 Trolley)	1.0	0	0	71
ELDERLY AND HANDICAPPED	1.0	27,233	27,233	267,788
HIGH SCHOOL STUDENT	1.0	1,375	1,375	10,898
CHILDREN UNDER 5	1.0	3,004	3,004	30,306
24 HOUR PASS	1.0	11,074	11,074	111,007
CATS WEEKDAY BUS PASSES	1.0	30,927	30,927	294,690
CATS WEEKEND BUS PASSES	1.0	18,302	18,302	198,677
1-RIDE PASS ADULT	1.0	376	376	5,409
1-RIDE PASS SENIOR	1.0	1,558	1,558	10,337
7-DAY PASS	1.0	6,072	6,072	48,039
31-DAY PASS	1.0	13,131	13,131	115,018
15-RIDE SENIOR PASS	1.0	2,601	2,601	28,902
15-RIDE ADULT PASS	1.0	893	893	8,149
			0	
TOUCHDOWN EXPRESS PASSES			0	
Terminal Fare Box - Touchdown Express	**1.0**	**925**	925	**5,527**
TOTAL PASSENGERS			**236,439**	**2,210,156**

CATS Procurement Listing for CATS Board

Nov 14, 2017 | **Yellow = Action Item / needs Board Approval now** | **Blue = Projects Pending Board Action within 2 to 3 months**

Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
A								
Adjuster Claims **Bus Fleet Liability & Worker Comp** Renew or issue a new RFP Dec 2017	Service RFP	**Brown Claims Services** Adjuster Claim Services Bus Liability & Workers Comp	Refer to updated Hourly Rates for renewal period 9/1/16 thru 8/31/17 No change in hourly rates thru 2/28/18	09/01/10	8/31/17 New end date is [redacted] No change in hourly rates	Board Approved Renewal through 8/31/17	Board Approved renewal period of 9/1/16 to 8/31/17 *(original 5 year contract for Adjustor Claim Services, Investigations, Fleet Liability and Workers Comp claims).*	**8/10/17 – F&E approved. 7/21/17 –** Per Project Manager, this contract will be a 6 month renewal. **9/9/16 – Contract renewal finalized. 8/30/16 –** CATS Board approved renewal of contract. **8/11/16**
B								
Bus Washer System Remove exiting bus washing unit and replace with new equipment Bid scheduled for late Nov 2017	ITB Material & Supplies	**TBD**	Est Cost $274,000	Anticipate advertising ITB by end of Oct 2017	Anticipate Bids due by end of Nov or mid-Dec	**Will need board approval**	Removal of old existing Bus Washer System and Install a new washing system in an existing bus washer building	**10/17/17 –** ITB still in development. **9/16/17 –** ITB in development. **8/8/17** Procurement is working with Maintenance on developing the ITB solicitation to install a new bus washer system in an existing Bus Washer bldg. The work will consist of removing old washer equipment and installing new bus washing equip. Work requires a licensed electrician and plumber for installation purposes. **6/30/17 –** Maintenance submitted the PR. Procurement had questions about construction versus material & supply bid, but has been clarified.
F								
Financing **Bus Finance Lease /Purchase** (10 Gillig Buses)	RFP Bus financing for 7 years through 2024	**Banc of America Public Capital Corp** (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: **$4,217,800** 2 payments of $328,137 per year = $656,273 per yr	**3/21/17 – Board approved** financing of 10 Gillig buses. 3/21/17 Needs Board Approval – 3/16/17 - F&E approved item to move to full board for approval. Financing is for 10 Gillig Buses. 2/8/17 – RFP solicited to multiple financial institutions. Proposals due back 3/2/17. Inquiries due here by 2/20/17 with our responses out via Addendum on 2/23/17.
Fuel Diesel and Gasoline Start renewal inquiry with the City Parish by Feb 2018 *This is a joint C-P and CATS Contract*	RFP by City Parish	**FuelTrac** via City Parish solicitation. Contract for Diesel and Gasoline	**Oil Price Info Serv OPIS + $ 0.039 adm fee + tax = price per gal (ppg)**	11/01/14 C-P Metro Council approved award to FuelTrac on 8/13/14	04/01/18 Current 2 year contr w/5 one year renewals available thru 2021	**Board Approved for one year 4/1/2017 thru 3/31/2018**	City Parish included CATS in 2014 fuel solicitation as a separate entity to participate in the fuel dispensing system.	**3/21/17 – Board approved renewal of contract. 3/21/17 –** Contract needs Board Approval for renewal period of 4/1/17 thru 3/31/18. See CEO Letter Recommending Renewal Contract. **2/20/17 –** Requested copy of renewal between the C-P and FuelTrac and CATS annual usage report for CYE 12/31/16. After the CP approves renewal we will process through CATS board. **5/5/16**
G								
Graphic Design Services	RFP	**Brew**	**$76,000** **Maximum per year**	10/1/17	9/30/18	**Board Approved 9/19/17**	Provide Graphic Design Services Contractor.	**9/19/17 - Board approved** award of contract to Brew Agency, LLC. **9/14/17 –** F&E recommended to move to full board for approval. **8/18/17**
L								

CATS Procurement Listing for CATS Board

Nov 14, 2017 | **Yellow = Action Item / needs Board Approval now** | **Blue = Projects Pending Board Action within 2 to 3 months**

Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
Legal Services *Contract is thru* Start renewal process March 2018	Consult Legal Services	**Lindsay & Abadie, APLC**	Monthly Retainer Fee + hourly rates apply.	5/19/16	5/18/19	**Board Approved 5/17/16**	**Three (3) year Legal Services Contract Approved by CATS board on 5/17/16**	**9/30/16–contract finalized. 9/19/16–Creighton submitted a final change in contract for review/approval before signing renewal. 5/17/16 – Legal contract approved by Board. 5/12/16 – F&E is recommending board approval of a new contract. 5/6/16 - A new multi-year contract being negotiated.4/18/16–one month contract extension was approved by CATS board thru 5/19/16.**
O								
Oil and Related Products (Maintenance) Start renewal inquiry process by Nov 2017	Material Supplies ITB			1/17/17 to 1/16/18		Board approved 1/17/17 thru 1/16/18. Contract has 4 one year renewals available thru 1/16/22	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.	1/17/17 – Board approved new bid award to 2 separate suppliers for the purchase and delivery of Oil Related Products. 1/12/17–F&E approved to go to full board approval. 1/10/17 – Sun Coast Oil was the lowest responsive and responsible bidder for - Gear Oil, Motor Oil, Transmission Fluid & Wheel Grease. Miguez Fuel for - Hydraulic Turbine Oil and Diesel Exhaust Fluid. Anti-Freeze deleted from bid…no vendor met specs. Need new quotes.
		Sun Coast	$6.95 per gal	Gear Oil				
		Miguez Fuel	$6.09 per gal	Hydraulic Turbine Oil				
		Sun Coast	$5.75 per gal	Motor Oil				
		Sun Coast	$2.80 per LB	Wheel Grease				
		Miguez Fuel	$1.20 per gal	Diesel Exhaust Fluid				
		N/A	Need Re-Bid	Anti- Freeze				
				1/17/17 thru 1/16/18 4 renewals available				
P								
Paratransit Services (ADA) Current Service **Reliant Contract** Contract ends 2/28/18	Services RFP	**Reliant Transportation**	+$1.5M	3/1/17	2/28/18	Board Approved to increase hourly rate to $39.35 on effective as on 3/1/17.	ADA Paratransit Services (contract service provider). Increase the hourly rate to $39.35.	11/14/17 – No update. 10/17/17 – waiting on signed contract from Reliant. 8/14/17–waiting for signed contract back from Reliant. 7/14/17–Waiting on Reliant to execute/sign the revised contract. 6/30/17– Sent updated contract extension and renewal to Reliant for signature. 3/21/17– Board approved to amend the current contract with reliant for one year and to increase the hourly rates to $39.35 an hour. A Change Order to the contract will be prepared to increase the hourly rate and extend the end date to 2/28/18.
Paratransit Services (ADA) New RFP New RFP advertised on 9/1/17	Services RFP	**TBD**	unknown	**March 2018** 3 year contract with 2 one year renewals available	**Feb 2021** (potential 5 year contract)	Dec 2018 Anticipated Date	Contracted Para-Transit Service Provider	11/14/14 – UPDATE: CATS Received 3 proposal submissions (1) Reliant Transportation, (2) MV Transportation & (3) Crawford Transportation on 10/31/17. All 3 proposals were reviewed by CATS Procurement and were deemed responsive and responsible submissions. Proposals were distributed to the Proposal Evaluation Committee (PEC) for review and evaluation. The first PEC meeting is scheduled later this week. Proposal presentations will likely occur during the 1st part of Dec. ***9/1/17 - RFP public notice advertised. 9/20/17 - Pre-Proposal Conference 10/2/17 - Deadline for questions. 10/19/17 – Deadline for 2nd set of questions. 10/31/17 - Proposals Due to CATS.***
S								
Security Guard Services Start renewal process Oct 2019	RFP Services	Weiser Security Services, Inc.	$232,611 annual cost	1/1/16 3 years w/ 2 one year renewals available	12/31/19	Board Approved	24 /7 - Security Guard Services at CATS 2250 Florida Blvd. location.	**Board Approved 1/15/16 – Security contract finalized. Service began.** 12/15/15 – Recommend contract award to Weiser Security firm. 11/13/15 CATS received 2 security guard proposals which are currently being prepared for the proposal evaluation committee (PEC). 10/29/15 No questions received. 10/13/15 - RFP solicitation advertised.

CATS Procurement Listing for CATS Board

Nov 14, 2017 | **Yellow = Action Item / needs Board Approval now** | **Blue = Projects Pending Board Action within 2 to 3 months**

Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
Software RouteMatch Tech Support, Maint. Warranty for AVL, AVA & APC Systems Start renewal process May 2018	Service for Tech Support, Warranty & Maint	**RouteMatch Software Warranty**	one year of tech support, warranties, & maintenance coverage $183,391	8/1/17	7/31/18	Board Approved thru 7/31/18 for $183,391	Tech Support, Maintenance & Warranty Coverage for AVL, APC & AVA Systems.	**Board Approved. 6/20/17 – Item pending board approval to renew coverage through 7/31/18. 9/1/16 – Contract finalized. 8/30/16** – CATS Board approved renewal of technical support, maintenance and warranties through 7/31/17 for $183,391. **8/11/16** - F&E approved for Automatic Vehicle Locator (AVL), Automatic Passenger Counter (APC) and Automatic Voice Annunciator (AVA).
T								
Tire Lease for Buses (Maintenance) Contract for 3 years thru 8/31/20 w/ 2 one year renewals thru 8/31/22 Start renewal process June 2020	Material Supply ITB	**Bridgestone Americas Tire Operations, LLC**	**$600,000** (est cost for 3 years) ---------- 2016 Average cost is $200,000 per year	9/1/17 Current Contract with Goodyear is thru 8/17/17	8/31/20 Initial Contract for 3 years w/ 2 one year renewals through 8/31/22	**Needs Board Approved**	Board Approved 7/18/17 F&E approved 7/13/17 ---------- Goodyear agreed to extend contract thru 8/31/17 at same prices.	**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** Bid opening. CATS Received 3 bids from (1) Bridgestone, (2) Goodyear & (3) Michelin. **6/8/17**- Vendors submitted Questions and CATS provided responses. A total of four (4) addendums were issued to the bid in the month of June. **5/12/17** - Bid publically advertised in the Advocated and the Weekly Press. Solicitation also sent directly to 14 tire vendors /manufacturers.
V								
Vehicles Electric Buses (35ft) w/Extended Battery Range *(and in-house charging station)* Initial purchase for three (3) buses	Rolling Stock	**TBD**	ITB is for three (3) buses with an est cost of $750,000 ea x 3 = $2.25M CATS can purchase up to 6 more or a total max of 9 over the next 5 years.	July 2017 ITB solicitation advertised	**TBD**	Item will need Board Approval Projected order date estimated is Dec 2017	Purchase 3 electric buses (w/extended battery range) with in-house charging station. Bid is for 35 ft	**11/14/17 – All 3 bids received are still under review and the lowest responsive and responsible bid has not been determined. No recommendation for award has been made to-date. 10/19/17 – CATS Received 3 bids from BYD, New Flyer and Proterra. 10/6/17– issued Addendum #3 to change vehicle delivery timeline to 12 mos, 9/28/17 – issued Addendum #2 to open 2nd inquiry period & extend Bid Due Date to 10/19/17. 9/6/17 – issued Addendum #1 to include responses to 102 questions received, to include a requested Pre-Bid Conf on 9/18/17 at 10am at CATS facility and extend the bid due date until Oct 10, 2017. 8/23/17-Vendor Questions due. 9/7/17 CATS responses due. 9/2817 - Bid due at 10am. 8/3/17 – Public Notice advertised in Weekly Press. 7/28/17 Public Notice advertised in Official Journal (The Advocate) and posted on CATS website.**
Vehicles Diesel Buses (8) **35ft** Delivery Schedule Nov/Dec 2018 *16 to 18 month*	Rolling Stock ITB	**Gillig, LLC 35 ft diesel** Per bus price + added amenities $417,227.20 total order $5,006,726.40	3rd order. Purchase of 8 buses 56 Buses will be ordered over 5 years thru 2020 36 less 8 = 28	P.O. has not been issued	~~12~~ 8 bus delivery possible in Nov/Dec 2018	**Board Approved To purchase 12 buses on 12/20/16 P.O. Pending but is scheduled to be submitted**	Bus unit price: $421,780 ea Total P.O.: $5,061,362.40	**7/21/17** P.O. sent to Gillig – **7/17/17 –** Pending P.O. / will be issued this week to Gillig for 8 buses. Waiting on Buy Am info from them before sending P.O. The delivery date is 16 months. **4/11/17_–** Awaiting approved PR from CEO to issue PO for 8 buses (on hold). **3/21/17 – Update**: P.O. pending since board approval in Dec. 2016. Per management, the P.O. will be changed to reflect the purchase of 8 buses instead

CATS Procurement Listing for CATS Board

Nov 14, 2017 | **Yellow = Action Item / needs Board Approval now** | **Blue = Projects Pending Board Action within 2 to 3 months**

Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
Delivery period			Bus Assignments left on the bid			to Gillig the week of 7/17/17		of 12 and will be sent later this week. **12/20/16** - Board Approved purchase of 12 buses for a possible early delivery in Mar/Apr 2018. CATS submitted a non-binding letter requesting Gillig for an early production line entry, but CATS may prefer to delay delivery until July 2018. The P.O. is pending approval and submission to Gillig by CEO and CFO.
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Website Re-Design Staff renewal process Oct 2017	Website Services RFP	**Covalent Logic**	Estimate ReDesign $87,000 plus Hosting Fees est $4,000/yr	**01/01/17**	**12/31/19** 3 years w/2 one year renewals available	**Board Approved 12/20/16**	Website Re-Design - includes Hosting and Software Services	**July 2017 – launched new website. 12/15/16 –** Award approved by F&E to Covalent Logic, who scored highest among 3 proposals received. **11/10/16 –** RFP has been solicited to multiple potential proposers. Proposals will be due by November 30th. Contract Award Recommendation is scheduled to be on 12/20/16 Board meeting agenda.

2017 Contracts Authorized by CATS CEO

(contracts listed below only include contracts between $20,000 and $50,000)

Description	Type	Vendor Name	Amount	Start Date	End Date	CEO Approved	Services Provided	Comments
Architect Conceptual Drawings	Consult Services	**WHLC Properties**	**$32,500**	**9/18/17**	**12/18/17**	**Written Contr PO 2017139**	Consultant will develop the Transit Hub Uniform Design Guidelines and provide Conceptual Renderings for Transit Hubs	**Sept 2017** 9/27/17 – CEO entered into a contract with WHLC to provide uniform design guidelines and conceptual renderings for CATS Transit Hubs
Audit Services CATS /Pension **Pending final Signatures**	External Audit Contract Services RFP	**LaPorte, CPA**	CATS **$24,200** CATS Pension **$7,800**	start date 1/1/18 for CYE 2017	**6/30/18**	**Contract Pending final Signatures**	External Audit contract services for CATS and CATS Pension. CATS Pension board reimburses CATS for audit costs.	**10/14/17** – Contract pending final signatures. $24,200 for CATS and $7,800 forension (will be reimbursed by the pension).
Drug & Alcohol Services	D & A Services for Safety Sensitive	**IHSN**	**$10,000** Amt based on actual previous costs	**11/1/17**	**4/1/18**	**Witten contr PO 2017153**	Consultant to provide the FTA mandated Third Partying Administrator services for Drug & Alcohol /substance abuse for safety sensitive employees.	Original Contract began in 2012. This is a temporary 6 months extension only. CATS will develop a new RFP for these services starting in Jan/Feb 2018.
Government Relations & Affairs	Consult Services	**Southern Strategy Group of Louisiana**	**$50,000**	**1/1/17**	**12/31/17**	**Written Contr PO 2017062 6/16/17**	Consultant provides Governmental Affairs, Relations and Educational services (lobbying)	**Jan 2017** Contractor performed satisfactorily in 2016. Original contract was from 1/1/16 – 12/31/16. Max contract amount: $50,000, inclusive of

								direct expenses of $8,000/year.
HR Consultant Contract	HR Special Assistance to the CEO	**Dee Everett HR Consulting**	**$30,000** ($50 hr) One year contract	**6/1/17**	**5/31/18**	**Written Contr PO 2017084 5/29/17**	Consultant provides confidential investigative HR resources/services by way of advice, consultation, analysis, guidance and other misc. tasks assigned by the CEO on an as needed basis.	**Jun 2017** Contractor performed satisfactorily but is still needed to assist CEO with reorg and new HR Director and other specialized HR functions.
HR Irma Consultant	HR Assistance	**Irma McMillon HR Consulting**	**$45,000** ($40 hr) Two year contract	**4/24/17**	**4/23/19**	**Written Contr PO 2017068 4/20/17**	Consultant provides HR services assisting the HR Department and Director with compliance reviews, audits, employee training, Policies & PPM revisions on an as needed basis.	**Apr 2017** Assistance needed by new HR Director with day to day operations until vacant positions can be filled, specifically with, compliance in local, state and federal regulations.
Public Relations Crisis Mgmt Services	Consult Services	**Christina Stephens, Public Relations, LLC**	**$49,500** Max Amt. Not to Exceed	**9/1/17**	**8/31/18**	**Written Contr PO 2017123**	To provide Communications, Public Relations and Crisis Management Support Services to CATS Communications Dept.	**Sep 2017** – CEO entered into a contract with Christina Stephens, Public Relations, LLC to provide support services to CATS newly created Communications Dept.
TIGER Grant Application Consultant	Consult Services	**AECOM Technical Services**	**$29,997** Max. Amt.	**9/22/17**	**10/15/17**	**Written Contr PO 2017144**	Grant Assistance for the USDOT TIGER Grant Application	**Sept 2017** – Max contract amount: $29,996.29. Direct expenses not eligible under this contract.