



**REGULAR MEETING
OF THE
BOARD OF COMMISSIONERS
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
FEBRUARY 18, 2020
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. NOMINATION AND ELECTION OF OFFICERS**
- IV. APPROVAL OF MINUTES OF JANUARY 21, 2020 MEETING: Mr. Mark Bellue**
- V. PRESIDENT’S ANNOUNCEMENTS: Mr. Mark Bellue**
- VI. ADMINISTRATIVE MATTERS**
 - 1. Executive and Financial Report: Mr. Bill Deville and Executive Staff**
 - a. Postlethwaite & Netterville pre-audit comments**
- VII. 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 (no meeting held)**
 - 5. Community Relations: Ms. Linda Perkins**
- VIII. ACTION ITEMS**
 - 1. Consideration of authorization to add Pearlina Thomas as signatory on behalf of CATS for all Whitney/Hancock Bank accounts and to remove Charles**

Odingbe as a signatory and recommend authorization for the CEO to execute all documents required by Whitney/Hancock Bank to effectuate these changes

- 2. Consideration of approval of automated fuel dispensing services contract with Mansfield Oil (formerly FuelTrac)**

IX. PUBLIC COMMENT

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

Connecting you to what matters.

**MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION**

JANUARY 16, 2020

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, Breaux, Cohran, Lambert, and O’Gorman and Mss. Perkins, and Pierre. Also present were Mr. Bill Deville, CEO; Mr. Charles Odingbe, DCEO; other CATS staff; Creighton Abadie, CATS attorney; and members of the public.

III. APPROVAL OF MINUTES OF DECEMBER 17, 2019 MEETING

Ms. Perkins moved to approve the minutes of the December 17, 2019, meeting and Dr. Breaux 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 noted that Ms. Perkins has agreed to chair the 2020 Nominating Committee for CATS Board of Commissioners officer positions. Anyone

interested in a leadership position should let Ms. Perkins know. The elections will take place at the February board meeting.

V. ADMINISTRATIVE MATTERS

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

Mr. Deville noted that former CATS operator Christopher “Chris” Huddleston suddenly passed in early January. Chris had a wife and three children. Please keep his family and friends in your thoughts and prayers.

CATS received a commendation regarding the Customer Care Department from the head of the transit system in Columbia, South Carolina.

The new BYD Vice President visited with staff to update CATS on their reorganization and the status of the pending federal legislation. He also inquired about the electric buses remaining on the purchase order and the timeline to purchase those.

Ms. Dwana Williams shared that, in Operations, there are currently 134 active operators. There are 146 total operators and the remaining operators are on FMLA and light duty.

Ms. Williams noted that CATS had 198,778 passenger trips in December. There were 2.2 preventable accidents per 100,000 miles, and 675 trips cancelled for the month. The percentage of on-time trips was 60.97%, and there were 8,410.6 mean miles between road calls for the month.

It was noted that 11 cadets are completing training.

Mr. Fight shared that the Human Resources Department will be focused on wellness and the wellbeing of the workforce. They will be providing tools for the agency to create a healthy lifestyle. There will be an emphasis on organizational training and development in 2020.

Interviews are being held at the end of January for the next class of operators. A new training class is expected to start on February 21st.

CATS will have leadership training offered to administrative employees in February and the agency is in the process of completing performance evaluations.

Mr. Deville shared that he participated in a Bus World Academy panel regarding the implementation of electric buses to the agency's fleet. The conference took place in Omaha, Nebraska on January 13th.

Discussions continue regarding the Baker Park and Ride. Garret Graves's Chief of Staff contacted CATS to say the Congressman expressed his enthusiasm about the economic activity going on in North Baton Rouge and the good things he was hearing about the Park and Ride.

Mr. Odimgbe noted that CATS continues its work toward the service improvements that will be implemented in the spring. These are designed to improve on-time-performance and enrich the customer experience.

It was requested that the Planning Committee be presented with a report of the service changes, including cost, efficiencies, etc.

The Cortana Transit Center opened for revenue service on January 19th and all punch list items were completed. There will be an opening on February 11th.

It was noted that the ADA work is 95% done at the Donmoor location and light fixtures are being installed.

Mr. Cutrone presented the December financials and noted that the total current assets as of December 31, 2019 are \$18,508,546. The total assets are \$48,145,809. The total current liabilities are \$8,064,228 and the total liabilities are \$13,507,264. The total net liabilities and assets are \$48,145,809.

The total operating expenses for the month as of December 31, 2019 are \$2,735,411.

The total CATS-generated operating revenues for the month as of December 31, 2019, are \$256,698. The total non-federal subsidies for the month are \$1,467,373 and the total federal subsidies are \$1,153,885. The total operating subsidies for the month are \$2,621,258. The net operations balance as of December 31, 2019, is \$142,545.

VI. COMMITTEE REPORTS AND ANY ACTION THEREON

1. Finance and Executive: Mr. Mark Bellue

Mr. Bellue referred the members to the highlights of the minutes of the January 16th meeting and shared the highlights. He noted the action items were presented to the F&E Committee and were recommended for approval by the board.

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

Dr. Breaux noted the committee did not meet.

3. Audit: Mr. Cohran

Mr. Cohran noted the committee did not meet.

4. Planning: Mr. Kevin O’Gorman

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

5. Community Relations: Ms. Linda Perkins

Ms. Perkins referred the members to the highlights of the minutes of the January 15th meeting in their packets.

Mr. Cooksey noted that CATS On Demand had 8,633 scheduled trips in December. Of those, 857 were cancellations and 377 were no shows, for a total of 7,132 completed trips.

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

The on-time performance for the month was 88.11%.

There were four road calls for the month.

VII. ACTION ITEMS

1. Consideration of approval of purchase of four replacement ADA vans

It was noted that this is for replacement buses for the CATS On Demand ADA fleet. They will be purchased with a grant that is paid 85% and CATS will match 15%. This purchase has been budgeted in the 2020 budget.

Mr. Lambert moved that the CEO is authorized to purchase four ADA paratransit vans at a total cost of \$260,124.52 and under such terms and conditions the CEO deems appropriate. Ms. Pierre seconded the motion. Mr. Bellue invited public comment and there was none. The

motion passed unanimously. Ms. Perkins was not present for the vote.

2. Consideration of approval of amendment to Cortana Transit Center architectural & engineering design services contract with Monroe & Corie

Ms. Thomas noted that this change order was to design the ADA accessible entrance on the Walmart side of the station. This work has been completed. The cost of the change order was \$6,400.00

It was noted that this change order was not in the original scope of work.

There was discussion as to the timeline of the work and board consideration.

Mr. O’Gorman moved that the CEO is authorized to enter into an amended contract with Monroe & Corie that increases the architectural and engineering design services contract for the Cortana Transit Center with Monroe & Corie by \$6,400.00 and Ms. Pierre seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously. Ms. Perkins was not present for the vote.

3. Consideration of approval of amendment to Cortana Transit Center construction contract with Kelly Construction

Ms. Thomas shared that there were four total change orders with Kelly Construction for the Cortana Transit Center. The change orders addressed requests from the City-Parish Department of Public Works, ordering benches with backs, thermoplastic striping, painting bus shelters, and to add an ADA entrance from the Walmart side of the station.

These change orders bring the total cost of the construction from \$524,848.00 to \$581,179.05.

Mr. Lambert moved that the CEO is authorized to enter into an amended contract with Kelly Construction that increases the amount of the contract for the Cortana Transit Center by \$16,411.05 and Mr. Cohran seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously. Ms. Perkins was not present for the vote.

4. Consideration of approval of renewal of security services contract with Weiser Security

Ms. Thomas shared that this is the final renewal of a five-year contract with Weiser Security for services provided at both the main facility at 2250 Florida and the CATS Terminal at 2222 Florida.

There have been discussions with Weiser and CATS will be taking a more active role in the selection and training for those who will provide security for the agency.

Mr. Lambert moved that the CEO is authorized to renew the security services contract with Weiser Security for a period of one year in the amount of \$236,841.36 and under such other terms and conditions as the CEO deems appropriate. Mr. Cohran seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously. Ms. Perkins was not present for the vote.

5. Consideration of approval of renewal of property and general liability insurance with Stone Insurance

Ms. Thomas noted this is a renewal of the property and liability insurance package with Stone Insurance. The cost of the premium will decrease by \$2,000 for the year.

It was noted this is the same coverage as last year.

Ms. Pierre moved that the CEO is authorized to renew the general liability, property, inland marine, and police professional liability contract with Stone Insurance for a period of one year and an amount of \$54,507.06 and under such other terms and conditions as the CEO deems appropriate. Mr. Cohran seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously. Ms. Perkins was not present for the vote.

VIII. PUBLIC COMMENT

There were no public comments.

IX. ADJOURNMENT

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

2250 Florida Boulevard
Baton Rouge, LA 70802
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EXECUTIVE STAFF

Bill Deville
Chief Executive Officer

EXECUTIVE REPORT

February 2020

Bill Deville and Executive Staff

AGENCY UPDATES: *Bill Deville*

- CATS welcomed a new Accounting Manager, Joe Ramirez, and a new Risk Management Manager, Peter Truxillo, to the agency. Mr. Ramirez started on January 27th and Mr. Truxillo started on February 3rd.
- Mr. Charles Odimgbe has left the agency and we thank him for his service during his time here.
- The Pierlott group was onsite last week to facilitate CATS Triennial responses to the findings report and plans on getting preliminary work underway regarding the CATS DBE three year policy that expires this year.
- Postlethwaite & Netterville (P&N) met with the CEO, CAO, and the Comptroller in a pre-audit meeting and will make regular required protocol comments at both the February F&E Committee and Full Board meetings.

OPERATIONS AND MAINTENANCE: *Dwana Williams*

- There are currently 137 active operators working. There are 146 total operators; the remaining operators are on FMLA and light duty.
- See attached Performance Measures.

HUMAN RESOURCES: *Jim Fight*

- The HR Department will begin a training initiative for the administrative employees on February 20th entitled Leadership CATS. The program will run monthly until August and will provide leadership tools and skills to the executives, directors, managers, and those supervisors and employees who apply and are selected.

CEO NOTES: *Bill Deville*

- CATS successfully opened its Phase One Cortana/Walmart (East) Transit Center to revenue service on Sunday, January 19th; due to the strategy to have one major distinguished style of bus transit shelters and not further delay its opening, temporary shelters were installed.
- CATS CEO directed CATS CAO to immediately begin to compose and send out notices to all "on call" proposers after a CATS management two weeks ago. The staff meeting was also attended by three board members, and staff quickly utilized their engineering expertise for input on staff's strategy to notify and utilize on call vendor master contracts and subsequent task orders.
- CEO is investigating options to do short and/or long term bus leasing to resolve issues developing with 14 cut-a-way vans used in fixed route service – the vans reached their useful life last year and are becoming problematic, leading to vehicle shortage and trip cancellations. The FTA verbally approved the strategy when proposed four years ago, before procuring a number of new buses and doing a lease purchase for eight.

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PLANNING AND PROGRAM DEVELOPMENT: *Bill Deville*

- CATS staff continues to work towards service improvements that will be implemented in the Spring. These are designed to improve on-time performance and enrich the customer experience. The CEO immediately contracted with an expert service planning & scheduling consultant to review the March/Spring service plan after DCEO requested CEO approval to proceed with implementation last week.
- A challenge from the mayor's office was issued to CEO after getting complaints that the transit bus stop accessing the Veterans Clinic had been removed with February 2019 service change; CATS was informed that one of the Veterans took it upon himself to represent a Veteran group with a written complaint. The DCEO informed all that it would be June before it could be resolved; the CEO has intervened with staff to find immediate solution. The facility will be included in the service changes for March and will be served beginning March 30th.
- The pause on active work with the BRT project should end with the completion of the NEPA process and CATEX being confirmed by the end of March according to FTA, SHPO, HNTB.
- Plank Road and Florida Boulevard BRT projects were put on pause in order to redefine the City-Parish Tram project into a nine mile Plank/Nicholson BRT Corridor project with consistent designs for all BRT station stops. CATS and the City-Parish have a strategy to do one comprehensive NEPA (environmental clearance) for the entire 9 mile project as opposed to having two different contractors/contracts with different timelines that would preclude project expenses for federal grant eligibility; this same strategy is being used to have one major type of distinguished bus shelters; the design/build of the major shelters project got underway after the US DOT BUILD Grant was awarded. Delivery and installation is being based upon timing of completions of station stop and transfer center construction. Distinguished shelters are planned for all BRT Route station stops, all four Transit Centers, as well as certain key transit service, i.e. Park& Ride and Complete Streets routes/sites.

FACILITIES PLANNING: *Bill Deville*

North Baton Rouge Transit Center:

- Legal counsel indicated the lien has been dealt with. There is an issue with the property description that will hopefully be resolved in the next week or so.

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

- Cortana opened for revenue service on Sunday, January 19th.
- The opening ceremony for the transit center took place on February 11th and was well attended by members of the Board, Metro Council, DOTD, Visit Baton Rouge, Together Baton Rouge, ATU local officers, staff, and customers, with good media coverage. It was a successful event.

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Downtown Baton Rouge West Transit Center:

- HNTB has presented a preliminary draft of what the station could look like.
- CATS staff will be meeting with City-Parish engineers to identify who should be in the discussion for this site being used as a bus pull-through loop.

Medical District South Baton Rouge Transit Center:

- CATS Planning staff conducted a feasibility study of four potential sites for this transit center and an update will be provided upon its completion.

ON-CALL SERVICES: *Pearlina Thomas*

- CATS staff has completed its assessment of the proposals for the on-call services contracts, and is prepared to compose on call master contracts upon completion of notices. Subsequent task orders to each master contract will be issued, as needed, if needed.
- The following categories were listed in the scope of work and the below-listed firms submitted proposals in those categories; however, each proposer will be notified individually only of the bench category(s) it is authorized to partake via task orders:
 - Corporate Affairs:
 - SJB
 - General Administrative Support:
 - Intueor Consulting
 - Information Technology:
 - Burk-Kleinpeter, Inc.
 - Intueor Consulting
 - Vinformatix
 - WSP, USA, Inc.
 - Marketing and Advertising:
 - Burk-Kleinpeter, Inc.
 - HNTB
 - The Goodman Corporation
 - WSP, USA, Inc.
 - Operations:
 - HNTB
 - Intueor Consulting
 - The Goodman Corporation
 - WSP, USA, Inc.
 - Planning:
 - Atlas Technical Consultants
 - Burk-Kleinpeter, Inc.
 - The Goodman Corporation
 - HDR Engineering
 - HNTB
 - WSP, USA, Inc.
 - Procurement:
 - Intueor Consulting
 - The Goodman Corporation

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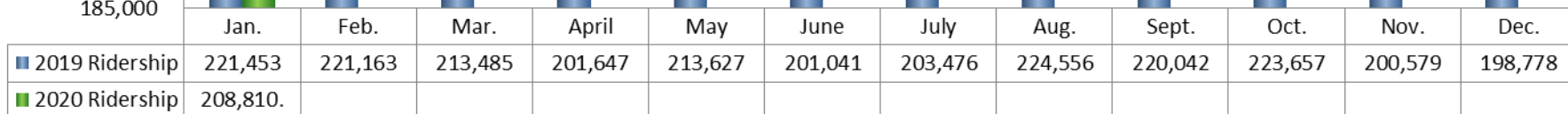
EXECUTIVE STAFF



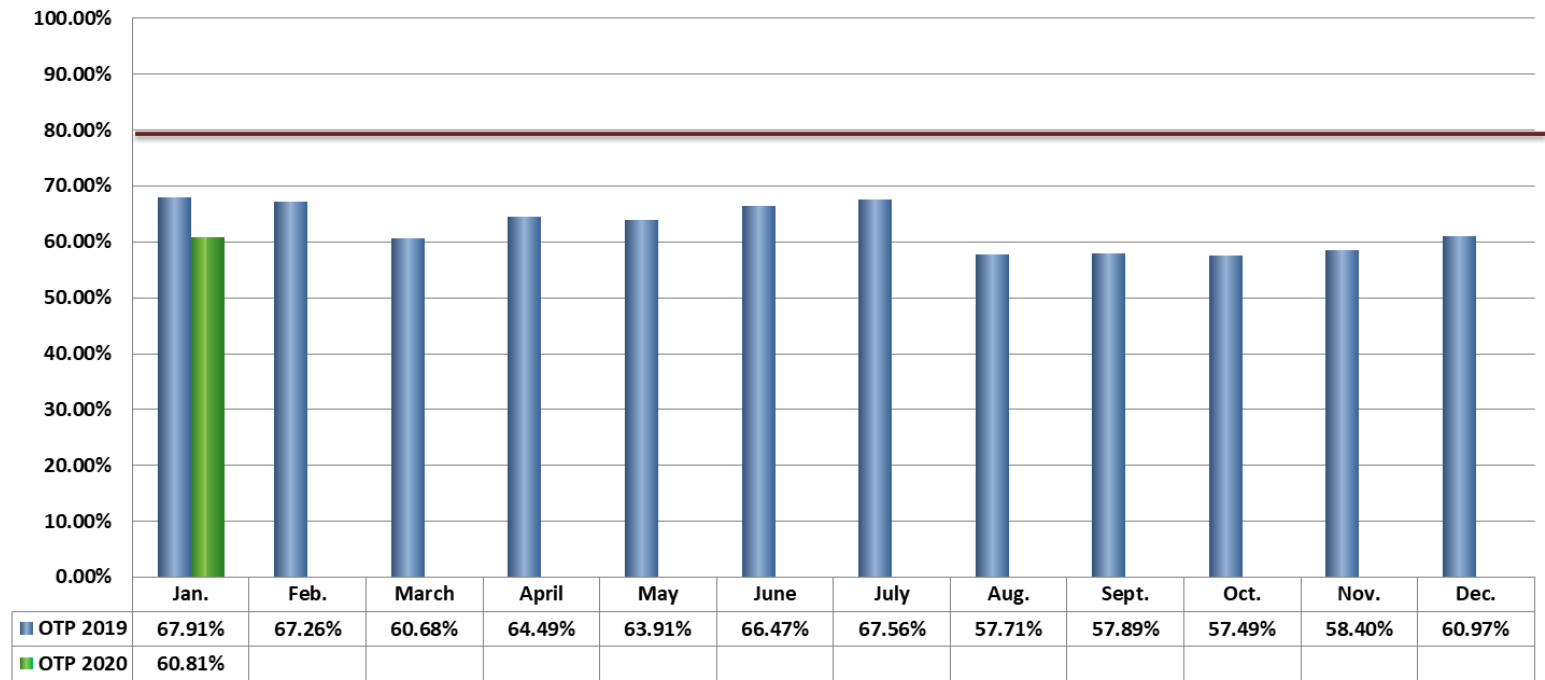
- Project Development and Delivery:
 - Atlas Technical Consultants
 - Burk-Kleinpeter, Inc.
 - HNTB
 - The Goodman Corporation
 - VE Group, LLC
 - WSP, USA, Inc.

Finance: *Mr. John Cutrone*

- See attached financial report.



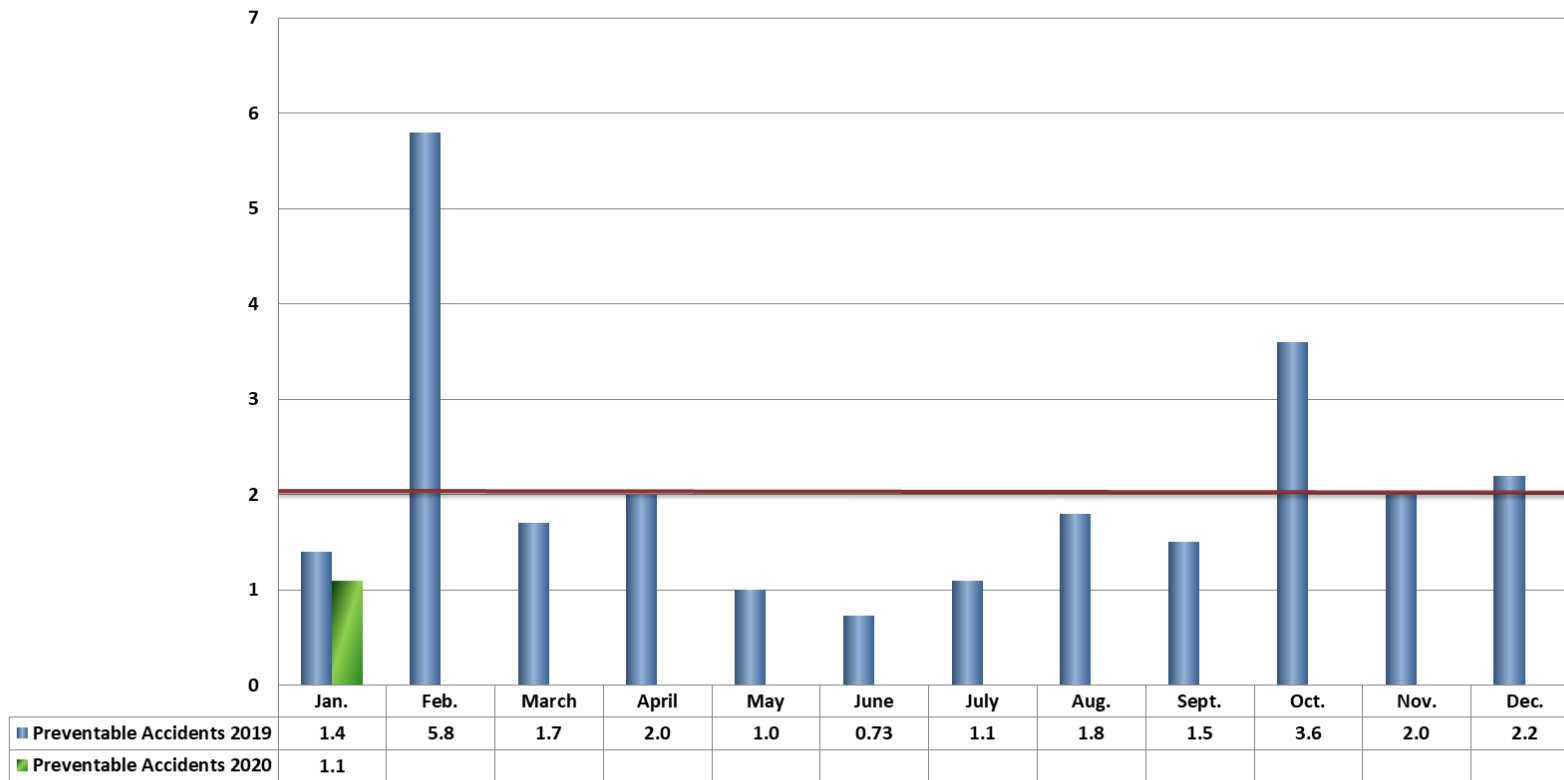
On-Time Performance



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

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

Preventable Accidents per 100,000 Miles



*Target 2.5 Preventable Accidents Per 100,000 Miles

Capital Area Transit System
Balance Sheet
January, 2020

1/31/2020 1/31/2019

ASSETS

Current Assets:		
Cash and Cash Equivalents	10,311,249	10,437,320
Accounts Receivable	658,617	605,000
Property Tax Receivable	17,300,802	17,300,802
Due from Governments	339,802	2,612,567
Notes Receivable	0	0
Interest and Dividends Receivable	0	0
Inventory	161,464	415,466
Prepaid Expenses and Other Assets	88,940	98,410
Total Current Assets:	28,860,875	31,469,565
Restricted Assets:		
Cash and Cash Equivalents	296,399	695,900
Total Restricted Assets:	296,399	695,900
Investments	0	0
Net Pension Asset, Long-Term	1,466,268	1,466,268
Equipment, Net	27,902,412	22,118,920
Total Assets	58,525,954	55,750,653
LIABILITIES AND NET ASSETS		
Current Liabilities		
Accounts Payable and Accrued Expenses	4,327,911	5,269,126
Accrued Payroll and Tax Liabilities	203,448	247,220
Accrued Interest (Bus Lease)	0	0
Note Payable	0	0
Accrued Compensated Absences	424,440	424,440
Claims Payable and Related Liabilities	855,488	855,488
Capital Lease Payable	595,000	565,026
Deferred Revenue (Grants/Prop Tax)	0	0
Other Current Liabilities	0	0
Total Current Liabilities	6,406,287	7,361,300
Long-Term Liabilities		
Note Payable, Less Current Portion	0	0
Accrued Compensated Absences, Less Current Portion	0	0
Capital Lease Payable, Less Current Portion	2,193,983	2,788,983
Estimated Liabilities	3,249,053	3,254,871
Total Long-Term Liabilities	5,443,036	6,043,854
Total Liabilities	11,849,323	13,405,154
Net Assets:		
Investments in Capital Assets, Net of Related Debt	25,113,429	18,764,911
Restricted Cash and Cash Equivalents		
Unrestricted	21,563,202	23,580,588
Total Net Assets:	46,676,631	42,345,500
Total Liabilities And Net Assets	58,525,954	55,750,653

Capital Area Transit System

Page 1

Statement of Operating Budget vs. Actual

For the Period Ended January, 2020

	<u>Current Month</u>			<u>Year to Date</u>			2020 Approved
	Budget	Actual	Var. Amount	Budget	Actual	Var. Amount	Annual Budget
Operating Expenses							
Labor	971,165	985,944	-14,779	971,165	985,944	-14,779	11,653,980
Fringe Benefits	578,313	588,680	-10,368	578,313	588,680	-10,367	6,939,752
Total Labor and Fringe Benefits	1,549,478	1,574,624	-25,146	1,549,478	1,574,624	-25,146	18,593,732
Casualty and Liability	152,955	185,688	-32,732	152,955	185,688	-32,732	1,805,525
Services	75,000	77,590	-2,590	75,000	77,590	-2,590	1,917,114
Purchased Transportation	200,735	208,582	-7,847	200,735	208,582	-7,847	2,408,825
Materials & Supplies	200,000	220,066	-20,066	200,000	220,066	-20,066	2,926,174
Utilities	24,267	18,397	5,869	24,267	18,397	5,869	291,200
Miscellaneous Expenses	5,000	6,003	-1,003	5,000	6,003	-1,003	792,000
Leases and Rentals	10,409	10,403	6	10,409	10,403	6	171,294
Total Operating Expenses	2,217,844	2,301,354	-83,510	2,217,844	2,301,354	-83,510	28,905,864
Operating Revenue							
Passenger Paid Fares	143,892	149,460	5,568	143,892	149,460	5,568	1,726,698
Special Transit Fares (Contract)	20,278	25,671	5,394	20,278	25,671	5,394	243,330
ADA/Paratransit Revenue	9,762	11,525	1,763	9,762	11,525	1,763	117,144
Advertising Revenue	45,000	43,150	-1,850	45,000	43,150	-1,850	540,000
Interest Income	13,619	8,438	-5,181	13,619	8,438	-5,181	163,433
Other Agency Revenue	11,668	356	-11,311	11,668	356	-11,311	140,012
Total Operating Revenues	244,218	238,600	-5,618	244,218	238,600	-5,618	2,930,617
Operating Shortfall/Subsidy Required	-1,973,626	-2,062,754	-89,128	-1,973,626	-2,062,754	-89,128	-25,975,247
Federal, State & Local Subsidies							
Non Federal Revenue							
Hotel/Motel Tax	125,000	0	-125,000	125,000	0	-125,000	1,224,264
Parish Transportation Fund	0	0	0	0	0	0	550,000
Property Tax Revenue	1,481,667	1,481,667	0	1,481,667	1,481,667	0	17,780,000
Total Non Federal Subsidies	1,606,667	1,481,667	-125,000	1,606,667	1,481,667	-125,000	19,554,264
Federal Operating Subsidies							
FTA - Preventive Maintenance	366,959	361,366	-5,593	366,959	361,366	-5,593	3,083,512
FTA - Project Administration	0	0	0	0	0	0	0
FTA - Planning	0	0	0	0	0	0	100,000
FTA - JARC/New Freedom	0	0	0	0	0	0	131,085
FTA - Capital Projects	0	0	0	0	0	0	3,106,386
Total Federal Subsidies	366,959	361,366	-5,593	366,959	361,366	-5,593	6,420,983
Total Operating Subsidies	2,217,844	2,081,633	-136,211	2,217,844	2,081,633	-136,211	28,905,864
Net Operations Balance +/-	0	-219,721	-52,701	0	-219,721	-52,701	0



**MEETING OF THE
FINANCE AND EXECUTIVE COMMITTEE
BOARD OF COMMISSIONERS
CAPITAL AREA TRANSIT SYSTEM AND
PUBLIC TRANSPORTATION COMMISSIONS
FEBRUARY 13, 2020
350 North Donmoor Avenue**

MINUTES

The Finance and Executive Committee met on Thursday, February 13, 2020, at 10:30 a.m. Present at the meeting were members Mark Bellue, Kahli Cohran, and Erika Green. Also present were Bill Deville, 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 representatives from Postlethwaite & Netterville were in attendance to give a brief report.

Mr. Bellue shared that the Nominating Committee, chaired by Linda Perkins, recommended the same slate of officers for 2020. The election will take place at the February board meeting.

III. Executive Report and Financials

Mr. Deville introduced Ms. Tiffani Dorsa and Mr. Stephen Bearry of Postlethwaite & Netterville. Ms. Dorsa let the committee know that she was sharing pre-audit communication. P&N is planning to begin the audit the last week of February with a goal of completion by April 1st in order to meet the National Transit Database deadline of April 30th.

Ms. Dorsa shared that they will not be conducting the audit of the CATS Pension Fund this year but that they are coordination with the firm to ensure that the audit is included.

Ms. Dorsa noted that there may be repeat findings in the audit as a result of the various staff transitions.

Mr. Deville shared that CATS has hired Joe Ramirez as the Accounting Manager and Peter Truxillo as the Risk Management Manager.

Mr. Deville let the members know that Charles Odingbe has left the agency. He recognized the work Mr. Odingbe did in his short time at CATS.

Pierlott & Associates is onsite assisting staff with triennial review findings. Preliminary work is also underway for the CATS DBE three year policy that expires this year.

Postlethwaite & Netterville met with the CEO, CAO, and the Comptroller in a pre-audit meeting and will make regular required protocol comments at both the February F&E and board meetings.

Ms. Williams noted that there are currently 137 active operators. There are 146 total operators; the remaining operators are on FMLA and light duty.

Ms. Williams let the committee know that ridership for January was 208,810 and the on-time performance was 60.81%. She noted the dip in trips for January was a result of running a holiday schedule on Dr. Martin Luther King, Jr. Day. There were 731 cancelled trips for the month. There were 1.1 preventable accidents per 100,000 miles in January and 5,722 mean miles between road calls.

Ms. Williams noted there were renewed fleet issues that began mid-January and contributed to the on-time performance and cancelled trips.

There was discussion concerning the continued decrease in ridership, the issues with the retention of operations employees, and strategies to combat each. It was requested that the performance measures show more past measures so that trends may be more easily tracked.

Members noted that the staffing issues continue to remain stagnant and inquired as to the strategy to combat this. There was discussion that the agency is able to hire cadets for operations but is unable to retain employees.

There was discussion regarding the upcoming spring service changes and it was stressed that the changes must produce positive results. It was noted that prior service changes have not yielded the desired results and that trend should be reversed. It was requested that a group be convened to discuss the service changes in depth. There was also discussion of the

training that would be conducted to ensure the staff was knowledgeable of the changes.

Mr. Deville shared that he has contracted with Arthur Gaudet to manage the upcoming service change with the departure of Mr. Odimgbe.

Mr. Fight shared that the agency has made 25 offers for operators and to this point, 23 have accepted. A new training class for these cadets will begin Monday, March 17th. He noted that he has spoken to a group of employees reaching all departments to have the discussion of what is going well and what can be improved.

The Human Resources Department will begin a training initiative for the administration employees on February 20th entitled Leadership CATS. The program will run monthly until August and will provide leadership tools and skills to the executives, directors, managers, and those supervisors and employees who apply and are selected.

Mr. Deville shared that CATS successfully opened Phase One Cortana Walmart Transit Center to revenue service on January 19th and had a positive and well attended opening ceremony on February 11th. There will be electric signage and more distinguished shelters at the transit center.

The CAO has sent notices to all “on-call” proposers after a CATS management meeting that was recently held.

Mr. Deville is looking into options for short- and/or long-term bus leasing to resolve issues developing with the 14 cutaway vans used in fixed-route service. These vans reached their useful life last year and are becoming problematic. The verbally approved the strategy when it was proposed four years ago before CATS procured a number of new buses through purchases and lease/purchases.

It was noted that the VA facility has not been served since the service improvement plan was implemented in February 2019 and this was not caught by CATS staff. A CATS customer, who is a veteran, contacted the Mayor’s Office to enlist their help to have the stop reinstalled. The facility will once again be serviced when the service changes take effect on March 29th.

Mr. Deville shared that the Plank Road and Florida Boulevard BRT projects were put on pause in order to redefine the City-Parish tram project into a nine-mile Plank-Nicholson BRT Corridor project with consistent designs for all BRT station options. CATS and the City-Parish have a strategy to do one comprehensive NEPA process for the entire nine-mile project as opposed to having two different contractors/contracts with different timelines that

would preclude project expenses for federal grant eligibility. This same strategy is being used to have one major type of distinguished bus shelter. The design/build of the major shelters project got underway after the US DOT BUILD grant was awarded. Delivery and installation is being based upon timing of completions of station stops and transit center construction. Distinguished stops are planned for all BRT stops, transit centers, as well as certain transit service stops such as park-and-ride and complete streets routes and sites.

There was discussion of BRT and it was stressed that staff must get into detail to answer budget, responsibility, and other relevant questions. Mr. Deville noted that CATS is working on these issues.

Mr. Deville noted that HNTB provided a preliminary draft of what the Downtown I110 Transit Center could look like. CATS staff will be meeting with City-Parish engineers to identify who should participate in discussions for this site being used as a bus pull-through loop.

Members of the committee inquired as to who was heading the Planning Department. Mr. Deville noted that he will be taking over and Ms. Thomas indicated the position will be replaced. Members reiterated their request to have an organizational assessment to determine the organizational structure as this has been lacking. It was noted that the agency needs a Program Manager to manage and oversee the various on-call vendors, capital projects and service plans. It was suggested by members that an HR consultant be contracted to provide the guidance to determine the organizational structure.

Mr. Cutrone presented the January financials and noted that the total current assets as of January 31, 2020, are \$28,860,875. The total assets are \$58,525,954. The total current liabilities are \$6,406,287 and the total liabilities are \$11,849,323.

The total operating expenses for the month of January are \$2,301,354.

The total CATS-generated operating revenues for the month as of January 31, 2020, are \$238,600. The total non-federal subsidies for the month are \$1,481,667 and the total federal subsidies are \$361,366. The total operating subsidies for the month are \$2,081,633. The net operations balance as of January 31, 2020, is -\$219,721.

- IV. Recommend authorization to add Pearlina Thomas as signatory on behalf of CATS for all Whitney/Hancock Bank accounts and to remove Charles Odimgbe as signatory and recommend authorization for the CEO to execute all documents required by Whitney/Hancock Bank to effectuate these changes

Mr. Deville shared that this is a standard event when a signatory leaves the agency. Ms. Thomas will be added so there are four on record.

Ms. Green recommended the full board authorize the addition of Pearlina Thomas as signatory on behalf of CATS for all Whitney/Hancock Bank accounts and the removal of Charles Odimgbe as signatory and authorize the CEO to execute all documents required by Whitey/Hancock Bank to effectuate these changes. Mr. Cohran seconded the changes. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

V. Recommend renewal of automated fuel dispensing services contract with Mansfield Oil (formerly FuelTrac)

Mr. Godwin noted that this is a renewal of existing fuel dispensing services and it is a contract with the City-Parish. This is the fifth year of the contract and there are up to two, one-year renewals remaining.

The term of the contract is for a period of one year, from April 1, 2020 to March 31, 2021.

Mr. Cohran moved that the full board approve the renewal of the automated fuel dispensing services with Mansfield Oil and Mr. Bellue seconded the motion. Mr. Bellue invited public comment and there were none. The motion carried unanimously with no abstentions.

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
FEBRUARY 12, 2020
350 North Donmoor, Baton Rouge, LA**

MINUTES

The 504/Community Relations Committee met on Wednesday, February 12, 2020, at 10:30 a.m. Present at the meeting were Linda Perkins, Bill Deville, 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. She congratulated the staff for the successful opening of the Cortana Transit Center. She noted there is much unity to be found in working together.

Mr. Deville introduced Mr. Arthur Gaudet, who has been contracted to work on service planning and scheduling.

II. MV Transportation Report –

Mr. Cooksey took a moment to recognize Mr. Ira Fontenette of MV Transportation. He presented Mr. Fontenette with a certificate of appreciation for his work to spearhead security and lighting issues at the facility.

Ms. Perkins thanked Mr. Cooksey for always taking the time to recognize employees for their positive efforts.

Mr. Cooksey let the committee know that CATS On Demand has gone 115 days without a preventable accident.

Mr. Cooksey noted that CATS On Demand had 9,913 scheduled trips in January. Of the scheduled trips, 8,602 were completed; 894 were cancellations and 417 were no-shows.

Mr. Cooksey noted that 42% of the trips were subscription and 58% were demand trips.

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

Mr. Cooksey noted that the on-time performance for the month was 87.7%.

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

Mr. Cooksey and Ms. Denman noted that the ridership continues to grow for CATS On Demand each month.

There was discussion that wheelchair lifts are still an issue. Ms. Williams shared that four replacement ADA vans should arrive by late May; this will assist with fleet issues.

MV is currently short of five operators and there are four in training. The separations are a result of leaves of absence, one resignation, and one termination. He let the committee know that MV is aggressively hiring operators.

There was discussion of the no-show policy and it was noted that there has not been a determination as to the goal percentage of no-shows. Ms. Denman noted that both CATS and MV staff are continually educating the customers on the no-show policy so they are not suspended from the system.

III. Certifications – Karen Denman

Ms. Denman let the committee know that she and Ms. Gordon conducted ADA training with MV staff on January 25th.

Ms. Denman shared the certification numbers for January for CATS On Demand. There were 50 applicants certified, none were temporary certifications and no one was deemed ineligible during the month. There were nine recertifications for the month.

Ms. Denman noted they are seeing more and more young people apply and qualify for the service, and the numbers for dialysis are continuing to increase.

Ms. Denman shared that they are monitoring radio calls and phone calls to see where there are areas of improvement.

There was discussion of customer expectations and it was noted that there should be a customer code of conduct displayed for CATS On Demand customers.

Ms. Perkins noted that Ms. Cooksey has been a tremendous asset for CATS On Demand.

IV. Customer service – Dwana Williams

Mr. Jimmy Thomas shared that the customer care representatives are continuing to increase productivity now that the center is being data driven. He noted that Dispatch is sharing service changes, cancellations, etc. in real time and this allows the representatives to provide more accurate information to the customers when they call.

It was noted that the call center is down two representatives. Ms. Yvette Rhines, ATU Local 1546 President has been serving as a representative and has been the most productive member of the department.

Mr. Thomas noted that the focus recently has been on “soft” skills and “dead space” in phone calls.

It was stressed that there is a need to develop and maintain customer service.

Ms. Wynn shared that there were 69 total concerns for the month and 16 contacts that required corrective action. Those contacts were as follows: performance – 9; pass up – 6; courtesy – 1. It was noted there were also two commendations for the month of January.

V. Council on Aging Update – COA Representative

Ms. Shontel Lebuff, the CAO for the Council on Aging, let the committee know that it has been more difficult than anticipated to find seniors to participate in the “senior internship” for CATS. She noted that they are requesting six-hour shifts and it was stressed that this is too long a shift to require.

Ms. Lebuff shared her opinion that the agency is lacking senior sensitivity and the COA could assist with training in that regard.

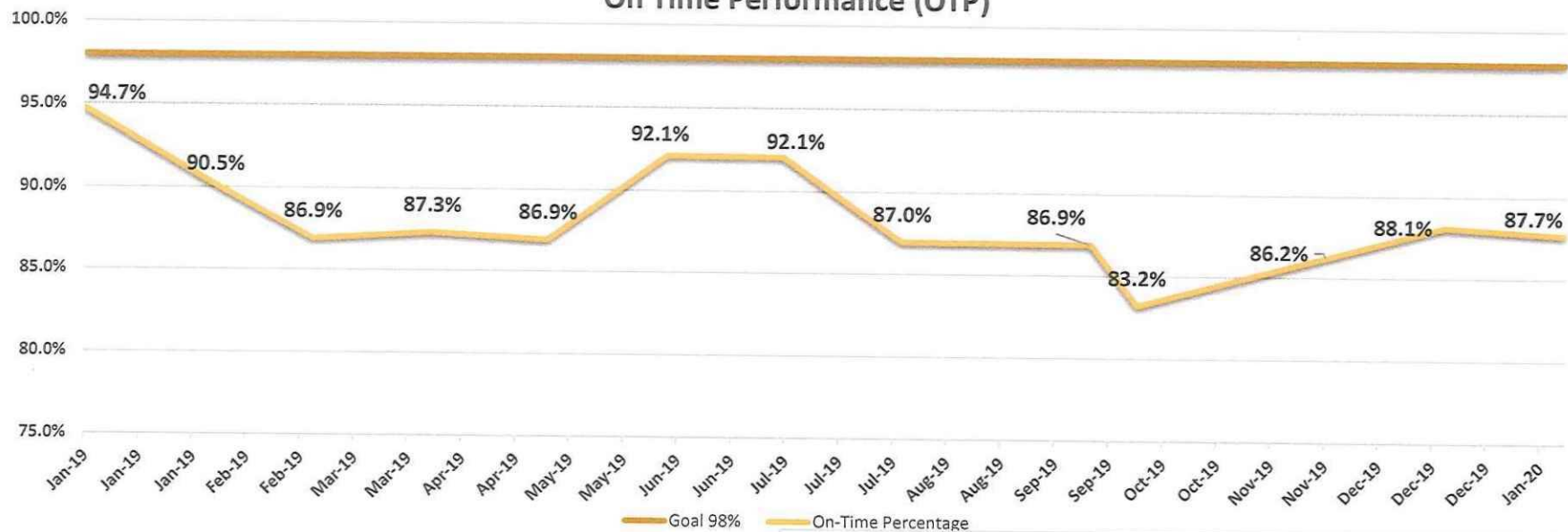
Ms. Thomas noted that CATS is once again working on Medicaid reimbursement.

Mr. Fight shared that CATS has made 25 offers for operators and 21 have accepted to this point. The new training class will begin on Monday, February 17th.

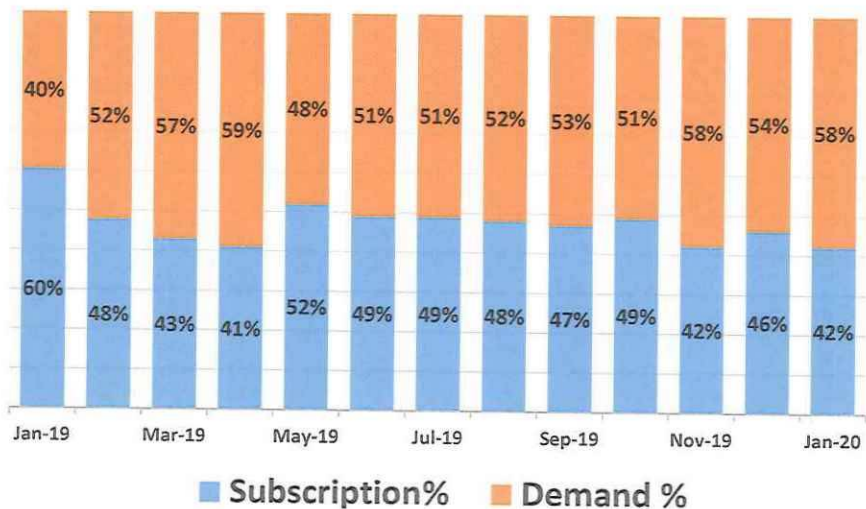
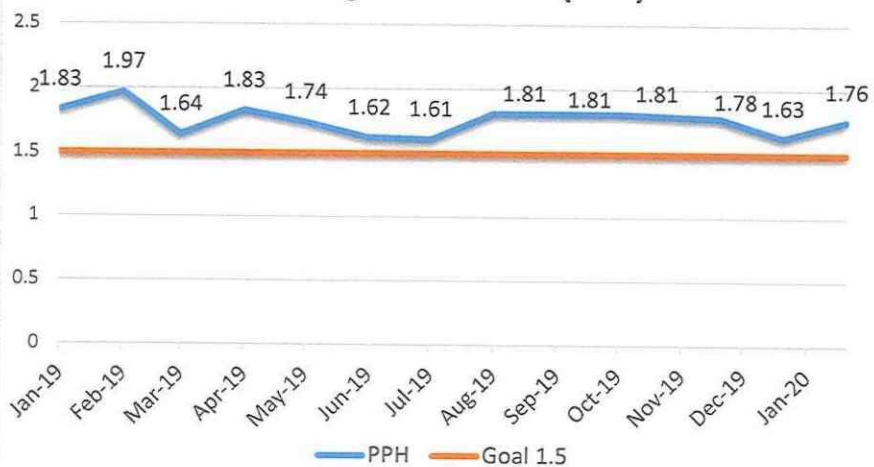
It was noted there are 137 active operators.

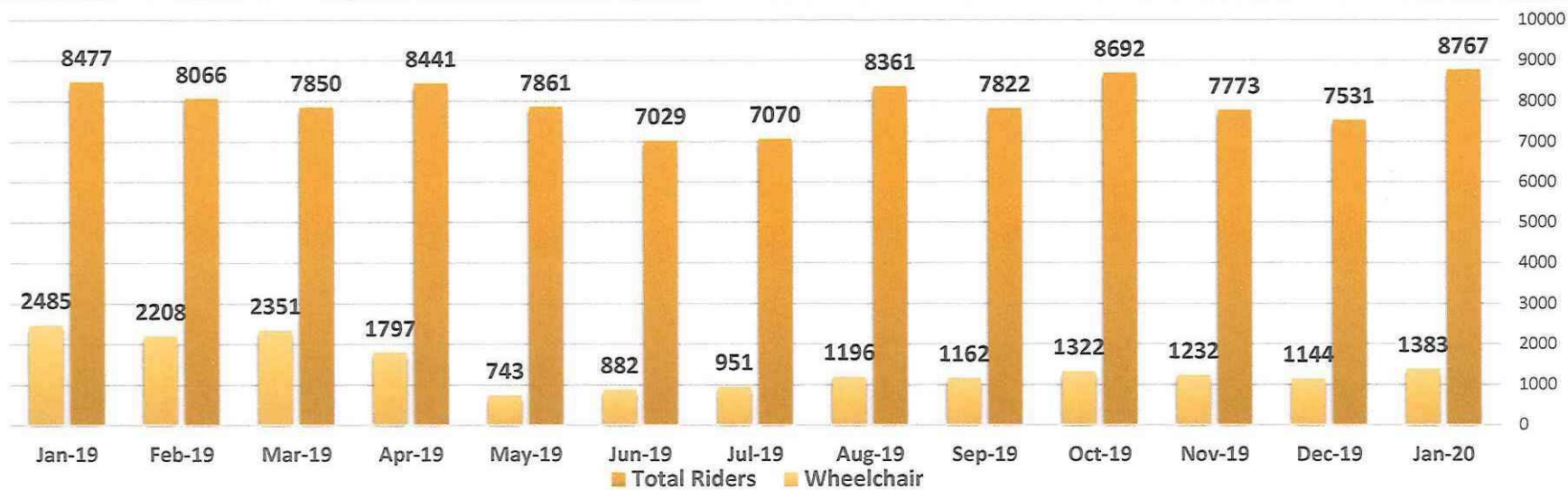
There being no further business, the meeting adjourned.

On Time Performance (OTP)

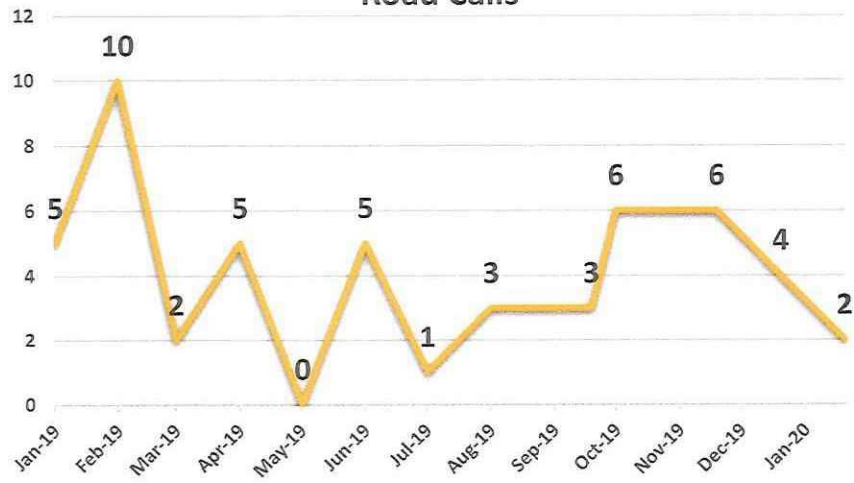


Passengers Per Hour (PPH)

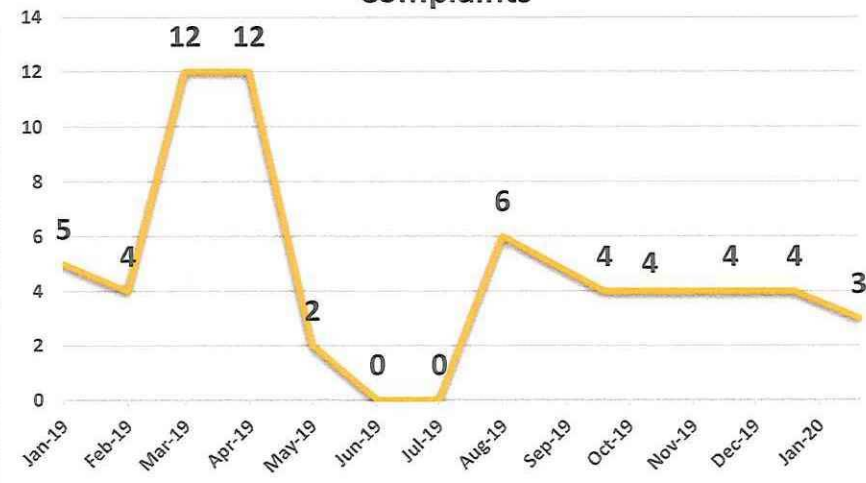




Road Calls



Complaints



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
Name: Capital Area Transit System
Address: 2250 Florida Blvd.
City, State and ZIP: 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 LA, 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 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 borrowings by or on behalf of the Governing Authority with this Financial Institution prior to the adoption of this 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 transacting of all business concerning funds deposited in, moneys 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 of 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, agreements, 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 the 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 the 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
William J. Deville
Pearlina Thomas
Dwana Williams

- 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 (date).

President Secretary/Clerk
Printed Name Printed Name

MASTER SIGNATURE CARD FOR DEPOSITORY ACCOUNTS ANNEXED TO
AND MADE PART OF THE RESOLUTION OF A STATE OR LOCAL
GOVERNMENT OPERATING UNDER AUTHORITY OF A BOARD, COUNCIL OR
OTHER TYPE GOVERNING BODY

Customer Information:

Select One: ☐ New Account ☐ Update (Add/Delete) Signers ☒ Supersede Existing Signature Card

Governing Authority Name/

Customer Name: Capital Area Transit System

Address: 2250 Florida Blvd. City, State, ZIP: Baton Rouge, LA 70802

Phone Number: (225) 389-8920 Tax ID Number: 72-0755868

The undersigned certifies to Bank that (1) he/she is authorized to sign this Master Signature Card For Depository Accounts (“Signature Card”) on behalf of Customer that are listed on Exhibit A (hereinafter referred to as Listed Accounts) and certifies that all statements made on this Signature Card are correct and in accordance with Customer’s internal account authorization, organizational and governing documents; (2) each signature presented on this Signature Card is the signature of the named person, who is authorized to sign and otherwise act on behalf of Customer and all Listed Accounts with respect to the accounts listed in this Signature Card. The Customer on its behalf and on behalf of all Listed Accounts, acknowledges receipt of, and agrees to be bound by the Bank’s Deposit Agreement, Terms and Conditions, as may be amended by Bank from time to time.

<div>Authorized Signature</div>	<div>Officer Title</div>	<div>Date</div>
<div>Authorized Signature</div>	<div>Officer Title</div>	<div>Date</div>
<div>Authorized Signature</div>	<div>Officer Title</div>	<div>Date</div>
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<div>Authorized Signature</div>	<div>Officer Title</div>	<div>Date</div>

2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920

EXECUTIVE STAFF

Pearlina Thomas
CATS CAO
pthomas@brcats.com



CATS BOARD APPROVAL REQUEST:

Contractor: Mansfield Oil Company of Gainesville, Inc.
(aka Fueltrac, Inc.)

Date: February 7, 2020

Department requesting approval: Procurement

Project Manager: James Godwin

Project/Contract: Automated Fuels & Oils Dispensing Services – City Parish
Contract A14-0280

Project/Contract Date(s): Renew Mansfield Oil Contract - April 1, 2020
through March 31, 2021

Renewal options (Yes/No): Yes

If yes, what year/option: Yes – 5th year renewal

Budgeted project (Yes/No): Yes

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

Project/Contract Summary: CATS was invited by the City of Baton Rouge to participate as a separate named entity in their Automated Fuel Dispensing Services RFP-Solicitation #A14-0280 for diesel and gasoline fuels. This solicitation was led by the City of Baton Rouge (City-Parish C-P) and was competitively advertised and later awarded to FuelTrac, Inc. Prior to the award of contract, CATS Procurement participated on the C-P proposal evaluation selection committee and in the recommendation to award a contract to FuelTrac, Inc.

The contract fuel prices are based on the weekly published Oil Price Information Services (OPIS) plus an administrative consignment "mark-up" fee of \$0.039 which has remained the same since the inception of this contract, plus applicable taxes. The calculation is: OPIS + Mark-up + Applicable Taxes = Price Per Gallon (PPG).

Utilizing an automatic fuel dispensing service allows CATS to only pay for the amount of diesel fuel actually used, rather than the gallons dumped into CATS on-site two (2) 10,000 gallon tanks. This contract also allows CATS to obtain gasoline fuel for service cars, small para-transit vans, lawn equipment, etc., from the designated City Parish DPW maintenance lots. The price for gasoline is calculated the same way as described above for diesel, except that the fuel tank locations are not located on CATS premises. Billing is kept separate for CATS for payment purposes and tax exemption status.

2250 Florida Boulevard
Baton Rouge, LA 70802
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EXECUTIVE STAFF

CATS participated in the original contract from November 1, 2014 through March 31, 2016 and 4 renewals since then, from April 1, 2016 through March 31, 2020. The solicitation contains language that allows contract renewals up to seven (7) years or thru October 31, 2021.

Recommendation to Renew Contract:

The City of Baton Rouge has approved the 5th renewal of this contract for an additional twelve 12 months for the period of April 1, 2020 thru March 31, 2021 (see attached info.). CATS must follow the same terms and conditions and renewal periods as the City Parish if we continue participation in this contract.

James Godwin, CATS Director of Training/Special Projects has found this contract to be an advantageous partnership with the City Parish and with Mansfield Oil. Therefore, CATS Procurement recommends the 5th renewal of contract for an additional 12 months for the period of **April 1, 2020 through March 31, 2021**. If you concur with this recommendation, please place this item on the February 2020 Board Agenda for approval.

A handwritten signature in blue ink, appearing to read "James Godwin", written over a horizontal line.

Project Manager approval

A handwritten signature in blue ink, appearing to read "John L. Lutton", written over a horizontal line.

Comptroller approval

A handwritten signature in blue ink, appearing to read "Darline Thomas", written over a horizontal line.

Procurement approval

A handwritten signature in blue ink, appearing to read "William E. Hall", written over a horizontal line.

CEO approval



Office of the Mayor-President
Purchasing Division

City of Baton Rouge
Parish of East Baton Rouge
222 St. Louis Street, Rm. 826
P.O. Box 1471
Baton Rouge, Louisiana 70821

Kris R. Garonson
Director of Purchasing

225/389-3259 FAX 225/389-4841
purchasinginfo@brgov.com

NOTIFICATION OF 5th RENEWAL

February 6, 2020

Mansfield Oil Company of Gainesville, Inc.
1025 Airport Parkway SW
Gainesville, GA 30501

RE: A14-0280 - 800001298
Automated Fuels & Oil Dispensing Services

This is official notification that the City of Baton Rouge/Parish of East Baton Rouge Purchasing Division has accepted the option to renew the contract referenced above.

The contract renewal shall be for a period of twelve (12) months effective from **April 1, 2020 through March 31, 2021** or until such time as this office informs you by thirty (30) days written notice that this contract will be cancelled.

If additional information is required, please contact Purchasing Analyst Dexter Stewart at (225) 389-3259, ext. 323, or email dsstewart@brla.gov.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kris R. Garonson".

Kris R. Garonson
Director of Purchasing

KG:dss
Enclosure

AMENDMENT NO. 6

THIS AMENDMENT NO. 6 to the Agreement between the CITY OF BATON ROUGE AND PARISH OF EAST BATON ROUGE (hereinafter called "Owner") and MANSFIELD OIL COMPANY OF GAINSVILLE, INC. hereinafter called "Contractor") in accordance with Annual Contract No. A14-0280 AUTOMATED FUELS & OIL DISPENSING SERVICES, for the contract period April 1, 2019 through March 31, 2020 is hereby amended to extend the contract period from April 1, 2020 through March 31, 2021 at the same prices, terms, and conditions.

IN WITNESS WHEREOF, the parties hereto have executed Amendment No. 6 effective as of January 22, 2020

CITY OF BATON ROUGE AND
PARISH OF EAST BATON ROUGE
Owner

WITNESSES:

Tyler Burton
Tyler Burton

By Sharon Weston Broome
Sharon Weston Broome, Mayor President

MANSFIELD OIL COMPANY OF GAINSVILLE, INC
Contractor

Amela Sweet

By Josh Epperson
Contractor Signature

Name Josh Epperson
(Typed or Printed Name)

Title Director of Government Services
(Typed or Printed Title)

APPROVED AS TO FORM

[Signature]
PARISH ATTORNEY'S OFFICE

Notes re: 5th Renewal of Fuel with Mansfield Oil
February 7, 2020

CATS is seeking approval to award the 5th renewal of the fuel contract with Mansfield Oil (was FuelTrac until contract was assigned last year).

This contract is a City-Parish contract we have participated with since 2014. The contracted fuel prices are based on the weekly published OPIS pricing plus an administrative mark-up of \$0.039, which has not changed since the start of the contract.

CATS pays only for diesel actually used rather than the gallons dumped into CATS two on-site 10,000 gallon tanks.

CATS purchases diesel and gasoline under this contract. Diesel is on-site and for the buses, and gasoline is obtained for service cars, vans, lawn equipment, etc. from the designated C-P DPW maintenance lots only. Billing is kept separate for both fuels.

This is the 5th renewal of a contract that allows up to 7 renewals through October 31, 2021.

The City-Parish approved the renewal and our Director of Training/Special Projects, James Godwin, and CATS Procurement finds this to be advantageous for CATS.

This renewal period would be for period April 1, 2020 through March 31, 2021.

2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920

Pearlina Thomas, CATS
CAO
pthomas@brcats.com



MEMORANDUM

To: William "Bill" Deville, CATS CEO

From: Pearlina Thomas, CATS Chief Administrative Officer
James Godwin, CATS Assistant Director of Training/Special Projects

Date: February 7, 2020

Re: Recommendation to Renew Mansfield Oil Contract
Automated Fuel Dispensing Services Contract
5th Renewal Period: April 1, 2020 thru March 31, 2021
(via City of Baton Rouge - RFP Solicitation – Bid #A14-0280)

Background:

In the summer of 2014, CATS was invited by the City of Baton Rouge to participate as a separate named entity in their **Automated Fuel Dispensing Services RFP-Solicitation #A14-0280** for diesel and gasoline fuels. This solicitation was led by the City of Baton Rouge (City-Parish C-P) and was competitively advertised and later awarded to FuelTrac, Inc. Prior to the award of contract, CATS Procurement participated on the C-P proposal evaluation selection committee and in the recommendation to award a contract to FuelTrac, Inc.

The contract fuel prices are based on the weekly published **Oil Price Information Services (OPIS)** plus an administrative consignment "mark-up" fee of \$0.039 which has remained the same since the inception of this contract, plus applicable taxes. The calculation is: **OPIS + Mark-up + Applicable Taxes = Price Per Gallon (PPG).**

Utilizing an automatic fuel dispensing service allows CATS to only pay for the amount of diesel fuel actually used, rather than the gallons dumped into CATS on-site two (2) 10,000 gallon tanks. This contract also allows CATS to obtain **gasoline fuel** for service cars, small para-transit vans, lawn equipment, etc., from the designated City Parish DPW maintenance lots. The price for gasoline is calculated the same way as described above for diesel, except that the fuel tank locations are not located on CATS premises. Billing is kept separate for CATS for payment purposes and tax exemption status.

CATS participated in the original contract from November 1, 2014 through March 31, 2016 and 4 renewals since then, from April 1, 2016 through March 31, 2020. The solicitation contains language that allows contract renewals up to seven (7) years or thru October 31, 2021.

Recommendation to Renew Contract:

The City of Baton Rouge has approved the 5th renewal of this contract for an additional twelve 12 months for the period of April 1, 2020 thru March 31, 2021

2250 Florida Boulevard
Baton Rouge, LA 70802
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(see attached info.). CATS must follow the same terms and conditions and renewal periods as the City Parish if we continue participation in this contract.

James Godwin, CATS Director of Training/Special Projects has found this contract to be an advantageous partnership with the City Parish and with Mansfield Oil. Therefore, CATS Procurement recommends the 5th renewal of contract for an additional 12 months for the period of **April 1, 2020 through March 31, 2021**. If you concur with this recommendation, please place this item on the February 2020 Board Agenda for approval.

If you have any questions, please let me know.

cc: Pearlina Thomas, CATS CAO
James Godwin, CATS Director of Training/Special Projects
Micah Anthony, CATS Interim Director of Maintenance

JANUARY 2020 GENFARE RECORDED RIDERSHIP AND REVENUE PER ROUTE BY TYPE OF DAY

Route Number	Route Name	RIDERSHIP				REVENUE			TOTAL	
		Weekday	Saturday	Sunday		Weekday	Saturday	Sunday	Ridership	REVENUE
8	Gus Young Ave / BRCC	2,351	315	129		\$1,088.41	\$152.28	\$46.22	2,795	\$1,286.91
10	Scenic Hwy / Southern University	6,454	509	462		\$3,266.39	\$225.20	\$295.48	7,425	\$3,787.07
11	Northside Circulator	3,009	304	327		\$2,087.42	\$190.75	\$166.85	3,640	\$2,445.02
12	Government St / Jefferson Hwy	5,934	834	560		\$2,718.32	\$336.21	\$253.00	7,328	\$3,307.53
14	Thomas Delpit Dr / Roosevelt St	4,345	680	379		\$2,301.15	\$275.80	\$200.55	5,404	\$2,777.50
15	Glen Oaks / Blount Rd / Crestworth	2,526	217	131		\$1,718.17	\$140.70	\$86.70	2,874	\$1,945.57
16	Capitol Park Shuttle	85	No service	No service		Free service	No service	No service	85	\$0.00
17	Perkins Rd	8,843	1,211	513		\$4,475.83	\$625.18	\$296.09	10,567	\$5,397.10
18	Cortana Transit Center / Tigerland	6,480	871	662		\$4,108.26	\$458.02	\$407.22	8,013	\$4,973.50
20	N. Acadian Thwy	7,995	798	1,050		\$4,838.94	\$422.22	\$513.02	9,843	\$5,774.18
21	Fairfields Ave	6,434	641	592		\$3,638.44	\$278.10	\$246.16	7,667	\$4,162.70
22	Winbourne Ave	6,271	814	512		\$3,851.07	\$419.09	\$277.71	7,597	\$4,547.87
23	Foster Dr	4,345	483	152		\$2,750.50	\$294.19	\$109.10	4,980	\$3,153.79
41	Plank Rd	16,903	2,224	1,453		\$9,756.64	\$1,097.09	\$742.75	20,580	\$11,596.48
44	Florida Blvd	21,734	3,248	2,339		\$10,695.46	\$1,387.36	\$969.80	27,321	\$13,052.62
46	Cortana Transit Center / L'auberge Casino & Hotel	5,630	768	582		\$4,011.79	\$447.28	\$354.18	6,980	\$4,813.25
47	Highland Rd / LSU	20,941	2,304	1,860		\$10,950.30	\$921.32	\$900.16	25,105	\$12,771.78
54	N. Airline Hwy / Southern University	9,829	871	903		\$6,234.33	\$420.16	\$508.33	11,603	\$7,162.82
57	Sherwood Forest Blvd / Greenwell Springs Rd / Siegen Ln	13,697	1,460	799		\$10,157.57	\$891.89	\$476.82	15,956	\$11,526.28
58	Coursey Blvd / O'Neal Ln / Ochsner	4,521	863	No service		\$2,792.53	\$518.68	No service	5,384	\$3,311.21
59	East Florida Blvd / O'Neal Ln / Ochsner	4,412	506	349		\$3,344.54	\$258.90	\$189.17	5,267	\$3,792.61
60	Medical Circulator	1,137	98	69		\$598.25	\$58.15	\$37.20	1,304	\$693.60
70	CATS Terminal / Southern University / Baker	4,049	387	211		\$2,672.17	\$212.37	\$126.25	4,647	\$3,010.79
72	Florida Blvd LIMITED	5,612	No service	No service		\$2,195.69	No service	No service	5,612	\$2,195.69
80	Southern University Shuttle	833	No service	No service		Free service	No service	No service	833	\$0.00
										\$117,485.87
	Total	174,370	20,406	14,034		\$100,252.17	\$10,030.94	\$7,202.76	208,810	\$117,485.87

RIDERSHIP PER ROUTE BY MONTH YEAR-TO-DATE FOR JANUARY 2020

ROUTE NUMBER	ROUTE NAME	January	December	Total
8	Gus Young Ave / BRCC	2,795		2,795
10	Scenic Hwy / Southern University	7,425		7,425
11	Northside Circulator	3,640		3,640
12	Government St / Jefferson Hwy	7,328		7,328
14	Thomas Delpit Dr / Roosevelt St	5,404		5,404
15	Glen Oaks / Blount Rd / Crestworth	2,874		2,874
16	Capitol Park Shuttle	85		85
17	Perkins Rd	10,567		10,567
18	Cortana Transit Center / Tigerland	8,013		8,013
20	N. Acadian Thwy	9,843		9,843
21	Fairfields Ave	7,667		7,667
22	Winbourne Ave	7,597		7,597
23	Foster Dr	4,980		4,980
41	Plank Rd	20,580		20,580
44	Florida Blvd	27,321		27,321
46	Cortana Transit Center / L'auberge Casino & Hotel	6,980		6,980
47	Highland Rd / LSU	25,105		25,105
54	N. Airline Hwy / Southern University	11,603		11,603
57	Sherwood Forest Blvd / Greenwell Springs Rd / Siegen Ln	15,956		15,956
58	Coursey Blvd / O'Neal Ln / Ochsner	5,384		5,384
59	East Florida Blvd / O'Neal Ln / Ochsner	5,267		5,267
60	Medical Circulator	1,304		1,304
70	CATS Terminal / Southern University / Baker	4,647		4,647
72	Florida Blvd LIMITED	5,612		5,612
80	Southern University Shuttle	833		833

TOTAL UNLINKED TRIPS	208,810	0	208,810
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	January	December	Total
Number of Weekdays	21		21
Number of Saturdays	4		4
Number of Sundays	6		6
Emergency Days	0		0
Total days	31		31
Holiday(s)	New Years Day		
	Martin Luther King Jr Day		

RIDERSHIP BY TYPE OF PASSENGER CATEGORY FOR JANUARY 2020		
PASSENGER TYPE	PASSENGER FARE	RIDERSHIP
BASE FARE	\$ 1.75	27,238
LOUISIANA STATE UNIVERSITY (LSU)	\$ -	12,506
SOUTHERN UNIVERSITY (SU)	\$ -	5,297
BATON ROUGE COMMUNITY COLLEGE (BRCC)	\$ -	2,881
ELDERLY & HANDICAPPED/DISABLED	\$ 0.35	26,213
YOUTH (5 to 18 YEARS OLD)	\$ 0.35	294
HIGH SCHOOL STUDENT	\$ 0.35	1,481
CHILD(REN) UNDER 5	\$ -	2,220
EMPLOYEE	\$ -	1,030
TRANSFER	\$ 0.25	21,802
WEEKDAY PASS	\$ 4.00	9,626
WEEKEND PASS	\$ 2.00	6,313
24 HOUR PASS	\$ 4.00	3,693
1 RIDE (BASE FARE)	\$ 1.75	337
1 RIDE (ELDERLY & HANDICAPPED/DISABLED)	\$ 0.35	1,151
7 DAY PASS	\$ 19.00	4,840
31 DAY PASS	\$ 56.00	14,845
15 RIDE (BASE FARE)	\$ 24.50	309
15 RIDE (ELDERLY & HANDICAPPED/DISABLED)	\$ 5.25	1,954

JANUARY 2020 COMPARED TO JANUARY 2019

#	ROUTE NAME	2020		2019		DIFFERENCE	
		RIDERSHIP	REVENUE	RIDERSHIP	REVENUE	RIDERSHIP	REVENUE
8	Gus Young Ave / BRCC	2,795	\$ 1,286.91	2,949	\$1,468.53	-154	\$ (181.62)
10	Scenic Hwy / Southern University	7,425	\$ 3,787.07	7,063	\$3,519.25	362	\$ 267.82
11	Northside Circulator	3,640	\$ 2,445.02	4,714	\$3,357.62	-1,074	\$ (912.60)
12	Government St / Jefferson Hwy	7,328	\$ 3,307.53	9,569	\$4,251.27	-2,241	\$ (943.74)
14	Thomas Delpit Dr / Roosevelt St	5,404	\$ 2,777.50	4,363	\$2,599.73	1,041	\$ 177.77
15	Glen Oaks / Blount Rd / Crestworth (began service 02/24/2019)	2,874	\$ 1,945.57	0	0	2,874	\$ 1,945.57
16	Capitol Park Shuttle	85	Free service	143	Free service	-58	\$ -
17	Perkins Rd	10,567	\$ 5,397.10	11,949	\$6,427.72	-1,382	\$ (1,030.62)
18	Cortana Transit Center / Tigerland	8,013	\$ 4,973.50	7,764	\$4,097.99	249	\$ 875.51
20	N. Acadian Thwy	9,843	\$ 5,774.18	10,553	\$6,596.91	-710	\$ (822.73)
21	Fairfields Ave	7,667	\$ 4,162.70	5,727	\$3,143.26	1,940	\$ 1,019.44
22	Winbourne Ave	7,597	\$ 4,547.87	8,086	\$4,885.46	-489	\$ (337.59)
23	Foster Dr	4,980	\$ 3,153.79	5,703	\$3,332.69	-723	\$ (178.90)
41	Plank Rd	20,580	\$ 11,596.48	20,435	\$11,759.65	145	\$ (163.17)
44	Florida Blvd	27,321	\$ 13,052.62	30,999	\$14,877.98	-3,678	\$ (1,825.36)
46	Gardere / OLOL / L'auberge (ended service 02/23/2019)	0	\$ -	5,383	\$4,218.57	-5,383	\$ (4,218.57)
46	Cortana Transit Center / L'auberge Casino & Hotel (began service 02/24/2019)	6,980	\$ 4,813.25	0	0	6,980	\$ 4,813.25
47	Highland Rd / LSU	25,105	\$ 12,771.78	25,681	\$11,574.28	-576	\$ 1,197.50
50	Glen Oaks Circulator (ended service 02/23/2019)	0	\$ -	2,413	\$1,653.78	-2,413	\$ (1,653.78)
52	Baker Circulator (ended service 02/23/2019)	0	\$ -	1,419	\$1,244.13	-1,419	\$ (1,244.13)
54	N. Airline Hwy / Southern University / BTR Airport	11,603	\$ 7,162.82	12,000	\$7,748.04	-397	\$ (585.22)
55	East Florida Blvd / SF BREC (ended service 02/23/2019)	0	\$ -	2,871	\$2,194.67	-2,871	\$ (2,194.67)
56	Mall to Mall / Drusilla Ln / Tara Blvd (ended service 02/23/2019)	0	\$ -	5,960	\$2,804.33	-5,960	\$ (2,804.33)
57	Greenwell Springs Rd / Sherwood Forest Blvd / Siegen Ln	15,956	\$ 11,526.28	13,446	\$9,606.62	2,510	\$ 1,919.66
58	Coursey Blvd / O'Neal Ln / Ochsner	5,384	\$ 3,311.21	4,901	\$3,140.57	483	\$ 170.64
59	East Florida Blvd / O'Neal Ln / Ochsner	5,267	\$ 3,792.61	4,596	\$2,802.29	671	\$ 990.32
60	Medical Circulator	1,304	\$ 693.60	756	\$474.83	548	\$ 218.77
70	CATS Terminal / Southern University / Baker	4,647	\$ 3,010.79	4,159	\$2,417.96	488	\$ 592.83
72	Florida Blvd LIMITED	5,612	\$ 2,195.69	5,031	\$1,915.73	581	\$ 279.96
80	Southern University Shuttle	833	Free service	2,563	Free service	-1,730	\$ -
103	Airport / Downtown Express (ended service 02/23/2019)	0	\$ -	257	\$176.70	-257	\$ (176.70)

TOTAL RIDERSHIP & REVENUE	208,810	\$ 117,485.87	221,453	\$122,290.56	-12,643	-\$4,804.69
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CATS Procurement Listing for CATS Board

February 13, 2020		Yellow = Action Item / needs Board Approval now				Blue = Projects Pending Board Action within 1 to 3 months		
Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
A								
Adjuster Claims Bus Fleet Liability & Worker Comp <i>end date is 2/29/20.</i>	Service RFP	Brown Claims Management Group 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 – Board approved. 3/1/18 – New Contract issued for one year. 2/20/18 – Board approved. 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 – Contract renewal finalized. 8/30/16 – CATS Board approved renewal of contract. 8/11/16
A&E Design Services BRT Stations Plank Rd & Fla Blvd. PR #775	A&E Design Services	SJB Group, LLC	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 - Board approved 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.
A&E Design Services Transit Amenities & Related Equip PR #934 RFQ 2019-AmenitiesDesign-005	A&E Design Services	Reich Landscape Architecture	Approx Cost \$180,000	TBD	TBD	Board Approved Contract Award in May	RFQ for Design Services for Transit Amenities and Related Equipment	5/15/19 - Board approved 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.
A&E Design Services NBR Transit Ctr PR #1307	A&E Design Services	TBD	Approx Cost TBD	TBD	TBD	TBD	RFQ for Design Services for the North Baton Rouge Transit Center	4/1/19 – On hold 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.
On-Call Services RFP PR # 2019-On-CallServices-009	Consulting	TBD	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.	12/4/19- Collecting References 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 RFP 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
Audit Services CATS & Pension External Audit Services	RFP Services Contract	Postlethwaite & Netterville	(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 – Board approved additional \$119,500 for CATS CYE 2018 to initial \$31,500 for new total of \$151,000. 11/13/18 - Board approved 11/8/18 – F&E Committee approved to move to full Board. RFP opened on 10/30/18. For Calendar Years ending in 2018 through 2020, with 2 one-year renewal options.

CATS Procurement Listing for CATS Board								
February 13, 2020		Yellow = Action Item / needs Board Approval now				Blue = Projects Pending Board Action within 1 to 3 months		
Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
C								
Construction 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	Board Approved 3/19/2019	REBID: ITB for Construction of Cortana Transit Center – ITB #2019-CortanaTransitCtr-002	3/19/19 – Board approved. Notice to Proceed with PO sent out on 3/27/19. 3/14/19 – F&E Approved. 3/6/19 – Bids opened. CATS received 3 bids, and is recommending award to lowest bidder, Kelly Construction Group, LLC. 2/6/19 – CATS posted ITB to website and emailed to vendor list. Bid Due Date: 3:00pm, March 6, 2019.
Construction Bus Washers PR #1206	ITB	Tillage Construction	\$589,000	Within 3 weeks of issuance of the Notice to Proceed		Board Approved 7/16/2019	Procurement has solicited bids for two (2) bus washers. Vendor to remove old units and replace with new ones.	7/16/19 – Board approved award of \$589,000 to lowest bid in July. 6/19/19 – Bids publicly read at bid opening. Procurement reviewed. 5/2/19 – ITB solicited. Bid Opening Date: 5/29/19 at 3pm. 4/2/19 – Final draft of ITB being reviewed for Procurement to finalize and send out. 2/8/19 – 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.
Compliance Assistance (FY2019 FTA Comprehensive Oversight Review	Consult Service	Pierlott & Associates	\$144,349 (Add \$96,492 to current contract) \$47,857	12/24/18	Extension for 4/30/2020. 8/31/19 or until FY2019 FTA comp oversight review, whichever occurs later.	Board approved 5/21/19 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	11/8/19- Contract Extension for Period of Performance only, until 4-30-2020 (Garrick) 5/21/19 – Board approved additional funds of \$96,492 for a total contract amount of \$144,349. 8/10/18. Original contract was executed on 2/5/19 for \$47,857, which was within the threshold for CEO approval.
Customer Satisfaction Surveys 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	Board approved renewal contract and add \$32,215	Board surveys twice a year at a renewed total cost of \$103,375. Refer to CEO recommendation to renew letter.	4/16/19 – Board approved renewal w/additional amount for added tasks. 4/11/19 F&E to review and approve renewal with additional tasks for more funds. CATS Board approved 1 st contract on April 16, 2018. 4/13/18 Procurement prepared the recommendation for award letter to CATS CEO recommending ETC Instituted as selected by the PEC members.
D								
Acting Deputy CEO & Senior Operations Advisor to CATS Senior Management	Consult Service	New Age Industries, LLC (NAI)	\$50,000	6/10/19	6/19/20	Board approved 5/21/19 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	5/21/19 – Board approved this new contract with New Age Industries.

CATS Procurement Listing for CATS Board

February 13, 2020		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
							Investment Plans.	
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. 3/16/17 - 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 <i>Joint C-P & CATS Contract</i> Approved thru 3/31/2019	RFP by City Parish	Mansfield Oil (was assigned by 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	03/31/21 Current 2 year contr w/5 one year renewals available thru 2021	Last update: 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.	2/7/20 - See Board Request for annual renewal. 3/19/19 – Board approved. Renewal contract sent out. 3/14/19 – F&E Approved. 2/8/19 – City Parish has renewed for one year and notified CATS. This will go to March Board. 10/3/18 – Received notification that Mansfield Oil was assigned contract by FuelTrac, approved by City Parish. 3/26/18 – Contract was finalized and signed with Fueltrac and the C-P Purchase was copied on all correspondence. 3/20/17 – Board Approved for renewal period of 4/1/18 thru 3/31/19. See CEO Letter Recommending Renewal Contract. 3/21/17 – Board approved renewal of contract. 3/21/17 – Contract needs Board Approval for renewal period of 4/1/17 thru 3/31/18. See CEO Letter Recommending Renewal Contract.
G								
Graphic Design Services	RFP Consult Services	Rockit Science	\$160,000 Maximum 1st Renewal \$125,000 Maximum per year	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.	9/17/19 – Board approved 1st renewal through 9/30/20 for Strategic Creative Consulting Services under this contract. 9/18/18 – Board Approved. 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 \$125,000 for 12 months, with the option for up to four (4) twelve-month renewals.
L								
Legal Services <i>Contract is thru 5/18/20</i>	Consult Legal Services	Abadie Law Firm, APLC	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	2/19/19 – Board approved new 3-year contract. No changes from last year.
O								
Oil (Motor) and Antifreeze	ITB	Miguez Fuel (Antifreeze) Petro Choice	Approx. Total Cost for Miguez Fuel through 12/31/19 \$51,670	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.	4/16/19 – Board approved. 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 \$15,000), who currently contracts with CATS for hydraulic turbine oil, diesel exhaust fluid (at a total of \$36,670). Contract for remainder of CY2019 will be \$51,670 . Motor Oil will be

CATS Procurement Listing for CATS Board								
February 13, 2020		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
RENEWAL IN PROCESS		(Motor Oil) Sun Coast	Approx Cost for Petro Choice: \$34,620					awarded to Petro Choice for a total of \$34,620 , within the CEO's threshold of \$50,000.
P								
Paratransit Services ADA	RFP Services	MV Transp.	3 year contract amount \$6,975,000	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.
S								
Security Guard Services	RFP Services	Weiser Security Services, Inc. RENEWAL IN PROCESS	Approx. \$237,000 annual cost	1/1/19 1 st 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.
Software ERP Sys Specification Development	RFP Services	Intueor Consulting, Inc.	\$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.
Software ERP System	RFP Services	Tyler Technologies Solution-	New price \$822,893.00 (Option to extend 3 years)	1/1/2020-12/31/2024 (1 st - 5 years)	12/31/24	Board Approved 12/17/2019	Board Approved F&E Approved	Board Approved on 12/17/19. Intent to Award to Tyler Technologies Solution. 12/13/19- Received negotiation prices from Tyler, new price is \$822,893.00 for 5 year term w/option to extend for 3 years. 12/6/19 – Emailed letter for Intent to Recommend Award to Tyler Technologies.
Software ERP Sys RFP (see info. listed above)	System Wide Software		\$1,303,376 – Bid proposal price			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.

CATS Procurement Listing for CATS Board

February 13, 2020		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
Software RouteMatch Services	Service for Tech Support, Warranty & Maint	RouteMatch Software Warranty	One year of tech support, warranties, & maintenance coverage \$165,052	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.
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	Board Approved 7/18/17	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.
V								
Vehicles Electric Buses (3) (35ft) w/Extended Battery Range and install 3 electric charging stations	Rolling Stock	Buses 3 Electric Buses and install 3 electric charging stations	Total Bid Price for 3 buses and 3 charging stations \$2,381,245 Approx unit cost for one bus and one charging station \$791,748	12/20/2019 – new order 01/16/18	12/20/20 – new order 01/16/23 Contract can be used for the next 5 years from the date of award	Brd Apprv - 12/17/2019 Board Approved 1/16/18 PO Issued on 3/7/18. Delivery to be by Feb 22, 2019	*Ordered 3 add'l buses PO2019378 on 12/20/19. Purchase 3 electric buses, 35 foot w/extended battery range and install 3 in-house charging stations.	12/20/19 – Board Approved and buses ordered expected to arrive by 12/20/20. 5/1/19 – All 3 buses have been received. Waiting on post-award documents per FTA requirements before payment can be made. 3/7/18 – P.O. submitted to BYD for the order of 3 Elec Buses with delivery date by 2/22/19. 1/16/18 – Board approved award to BYD for 3 buses. 1/12/18 - F&E meeting – CATS recommended an award of contract for the purchase of 3 electric 35 foot buses to the lowest priced and responsive bid submitted by BYD. F&E voted to move the item to full board for approval. 11/14/17 – All 3 bids received are still under review. 10/19/17 – CATS Received 3 bids from BYD, New Flyer and Proterra.
Vehicles Diesel Buses (8) 35ft Delivery Schedule Nov/Dec 2018 16 to 18 month Delivery period	Rolling Stock ITB	Gillig, LLC 35 ft diesel Per bus price + added amenities \$417,227.20 total order \$5,006,726.40	3 rd order. Purchase of 8 buses 56 Buses will be ordered over 5 years thru 2020 36 less 8 = 28 Assignments left on the bid	P.O. has been issued	8 buses delivery in Nov/Dec 2018	Board Approved To purchase 12 buses on 12/20/16 week of 7/17/17	Bus unit price: \$421,780 ea Total P.O. : \$5,061,362.40	1/3/19 – Procurement was notified that all 8 buses have been received by CATS Maintenance. 7/21/17 P.O. sent to Gillig – 7/17/17 – Pending P.O. / will be issued this week to Gillig for 8 buses. Waiting on Buy Am info from them before sending P.O. The delivery date is 16 months. 4/11/17 – Awaiting approved PR from CEO to issue PO for 8 buses (on hold). 3/21/17 – 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 of 12 and will be sent later this week.

CATS Procurement Listing for CATS Board								
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W								
Website Re-Design Start renewal process Oct 2019	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	Only the WEB HOSTING is procured annually. (Renewal date 7/1/2020) PO2019190 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 30 th . 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 Design Services Interim Transit Hub Cortana Walmart Conceptual Drawings		Monroe & Corie, Inc. (PR 383) (PR #3164 – Add'l amt of \$6,227.50)	\$46,820 Max Amt \$53,047.50 New Max Amt	4/16/18 9/1/2019	9/1/19 4/30/2020	Written Contr PO 2018051 Amendment	Consultant will provide the Interim Transit Hub Improvements at Cortana / Walmart Site. PR-383). Contract construction administrative services	11/7/19 - Contract Amend: Add \$6,227.50 and extend to 4/30/2020. This amt brings it over the \$50k limit. Board approval needed. 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.

CATS Procurement Listing for CATS Board

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A&E Design Services – Cortana Walmart Hub Improv.	RFQ	Monroe & Corie	\$6,400.00 Amendment #5 Totaling \$59,447.50	1/4/2020			Architectural & Engineering design services for Cortana Walmart Hub improvements. Construction administration, inspections, construction plans for access to Walmart parking and lane transition request to DPW.	1/10/2020- Submit Board approval request. Original PO#2018051	
Construction Cortana Transit Center PR #1304	ITB	Kelly Construction Group, LLC	\$16,411.05 Chg ord #4 Approx Cost \$525,000	1/6-12/ 2020 Within 3 weeks of issuance of the Notice to Proceed (3/27/19)	180 days from NTP/PO: 9/23/19	Board Approved 3/19/2019	<u>REBID:</u> ITB for Construction of Cortana Transit Center – ITB #2019-CortanaTransitCtr-002	1/10/20- Submit Request for Board approval. Additional services \$16,411.05 for ADA entrance. 3/19/19 – Board approved. Notice to Proceed with PO sent out on 3/27/19. 3/14/19 – F&E Approved. 3/6/19 – Bids opened. CATS received 3 bids, and is recommending award to lowest bidder, Kelly Construction Group, LLC. 2/6/19 – CATS posted ITB to website and emailed to vendor list. Bid Due Date: 3:00pm, March 6, 2019.	
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 3rd Third Party Adm D & A Services for Safety Sensitive		IHSN	\$15,000 12 months of service	5/1/19	4/30/20	Witten 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.	
Fuel Diesel and Gasoline Joint C-P & CATS Contract Approved thru 3/31/2019	RFP by City Parish	Mansfield Oil (was assigned by 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	03/31/21 Current 2 year contr w/5 one year renewals available thru 2021	Last update: 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.	2/7/20 - See Board Request for annual renewal. 3/19/19 – Board approved. Renewal contract sent out. 3/14/19 – F&E Approved. 2/8/19 – City Parish has renewed for one year and notified CATS. This will go to March Board. 10/3/18 – Received notification that Mansfield Oil was assigned contract by FuelTrac, approved by City Parish. 3/26/18 – Contract was finalized and signed with Fueltrac and the C-P Purchase was copied on all correspondence. 3/20/17 – Board Approved for renewal period of 4/1/18 thru 3/31/19. See CEO Letter Recommending Renewal Contract. 3/21/17 – Board approved renewal of contract. 3/21/17 – Contract needs Board Approval for renewal	

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								period of 4/1/17 thru 3/31/18. See CEO Letter Recommending Renewal Contract.
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.
Government Relations Consulting		Southern Strategy Group of LA	\$50,000 Max Amt.	1/1/20	12/31/20	Written Contr PO 2020010	Consultant provides Governmental Affairs, Relations and Educational services (lobbying)	Jan 2020 – Extend contract through 2020. No other changes. This is the final renewal for this contract. 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
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 existing 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. IN PROCESS	\$25,000	12/20/18	6/19/19 w/option to renew an additional 3 months	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.	1/30/20- Solicited in The Advocate & BR Weekly Press & CATS website. 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)		Material Supplies ITB	Petro Choice: \$34,620 (Motor oil) Sun Coast: \$17,065 (Gear oil, synthetic trans. fluid and wheel grease) Miguez	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 \$17,065 for products from Sun Coast and \$36,670 for products from Miguez Fuel. These

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			Fuel: \$36,670 (Hydraulic turbine oil, diesel exhaust fluid)					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- Board approved new bid award to 2 separate suppliers for the purchase and delivery of Oil Related Products. – Sun Coast Oil 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	
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.	
Vehicles ADA Paratransit Vans 12-passenger Elkhart		Creative Bus Sales – State Contract	\$260,124.52	1/31/2020			To purchase (4) Elkhart Coach EC-II ADA Paratransit Vans, 12 – passenger to replace currently operated and maintain goal plan for an average 3 years. Delivery 150 ARO.	1/21/2020- Board approved. 1/10/20- Submit Board approval request.	
Security Guard Services- Weiser Security	RFP Services	Weiser Security Services, Inc.	Approx. \$237,000 annual cost	1/1/20 2 of 2 one-year renewals	12/31/20		24 /7 - Security Guard Services at CATS 2250 Florida Blvd. location.	1/21/2020- Board approved 1/8/20 – Last renewal, submit Request for Board approval. 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.	
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	