



**REGULAR MEETING  
OF THE  
BOARD OF COMMISSIONERS  
CAPITAL AREA TRANSIT SYSTEM  
AND  
PUBLIC TRANSPORTATION COMMISSION  
FEBRUARY 23, 2021  
4:30 p.m.  
CATS Administrative Building  
350 North Donmoor  
Baton Rouge, Louisiana 70806**

**AGENDA**

- I. CALL TO ORDER: Mr. Mark Bellue**
- II. ROLL CALL: Ms. Amie McNaylor**
- III. NOMINATION AND ELECTION OF OFFICERS: Mr. Mark Bellue**
- IV. APPROVAL OF MINUTES OF JANUARY 19, 2021 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**
  - 2. Introduction and initial audit communications by Postlethwaite & Netterville**
- 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**
  - 4. Planning: Mr. Kevin O’Gorman**
  - 5. Community Relations: Ms. Linda Perkins**
- VIII. ACTION ITEMS**
  - 1. Consideration of adoption of 2020 Louisiana Compliance Questionnaire and authorization for Board officers to execute the Compliance Questionnaire**
- IX. ADJOURNMENT**

**Individuals having questions regarding the meeting should contact Amie McNaylor, 225.389.8920, 350 North Donmoor, Baton Rouge, LA 70806.**

**Individuals needing special accommodations during this meeting should contact Karen Denman (225) 389-8920, Ext. 1504, 350 North Donmoor, Baton Rouge, LA 70806, 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 19, 2021**

**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: Ms. Amie McNaylor**

All members were present at the meeting, namely Messrs. Bellue, Breaux, Cohran, Hill, Lambert, and O’Gorman, and Mss. Green, Perkins, and Pierre. Also present were Mr. Bill Deville, CEO; other CATS staff; Creighton Abadie, CATS attorney; and members of the public.

**III. APPROVAL OF MINUTES OF DECEMBER 15, 2020 MEETING: Mr. Mark Bellue**

Ms. Perkins moved to approve the minutes of the December 15, 2020, meeting and Ms. Pierre seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

**IV. PRESIDENT’S ANNOUNCEMENTS: Mr. Mark Bellue**

**1. Appointment of Nominating Committee**

Mr. Bellue thanked those assembled for attending the meeting.

**Mr. Bellue reviewed the COVID-19 restrictions in place per BREC guidelines. He noted that any members of the staff and public who wished to attend the meeting would be able to use the available seating in the Commission Room as well as in the hallway.**

**Mr. Bellue noted that the annual election of officers will take place at the February meeting.**

**He shared that Vice President Erika Green would chair the Nominating Committee.**

**Any board member wishing to chair a committee and/or be an officer should let Ms. Green know.**

## **V. ADMINISTRATIVE MATTERS**

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

**Mr. Deville let the board know that operator barriers have been installed on all vehicles. Electronics Technician Chris McAllister installed barriers and CATS is grateful for his ownership of this project.**

**While CATS still plans to resume fare collections on February 1, 2021, there may be a delay given the increase in COVID-19 cases in Baton Rouge.**

**CATS is taking precautions with safety given the threats to the Capitol.**

**The vaccinations are in phase 1C for the agency's frontline workers.**

**Ms. Williams noted that there are currently 143 total operators. There are 116 active operators. There are 13 inactive operators and 14 who are out for various reasons.**

**The agency has implemented a new initiative to honor an Operator of the Year. This inaugural year's recipient is Sheila Bennett. Ms. Bennett has the highest OTP for 2020, and she also had perfect attendance, zero accidents or incidents for three years, along with stellar customer service.**

**Cynthia Vessel Johnson was the runner-up with the second highest OTP.**

**Ms. Williams shared that Operations, Maintenance, and Customer Service will have monthly challenges in 2021 to increase performance and productivity. The Operations Department will compete for highest OTP, the Maintenance Department will compete for best performance, and Customer Service will compete for the least number of abandoned calls.**

**Ms. Williams let the members know that ridership for December was 100,521. This is in line with agency expectations. CATS will be increasing frequency on several routes that will increase ridership. The on-time performance for the month was 76.59%. This is the highest it has been in a very long time. It was noted that CATS is still monitoring individual and route OTP to identify issues that need to be corrected.**

**The percentage of trips operated in December was 98.49%. The agency operated 197,791 miles, which is indicative of the service provided. There was one preventable accident per 100,000 miles in December, and there were 5,817 mean miles between road calls.**

**Ms. Soileau informed the board that staff is working towards the February 2021 service change; this will be part of biannual service changes to address customer needs and route improvement moving forward.**

**She noted that Route 44 – Florida will see an increase in peak-time frequency from 30 to 20 minutes. Route 57 – Sherwood Forest will see an increase in peak-time frequency from 60 to 45 minutes.**

**Staff is in discussion with the DDD regarding the implementation date for Route 16 Capitol Park Trolley. This is tentatively slated for a summer implementation.**

**HNTB is preparing a Transit Development Plan and a draft was submitted to staff. An executive work session was held in early January. The Planning Committee will receive an update at its January meeting.**

**Executive staff is still talking through the organizational assessment that was conducted by HNTB.**

**A copy of the Service Standards Manual will be presented to the Planning Committee meeting at its January meeting.**

**The Goodman Corporation submitted a final report for Microtransit that is under internal review.**

**HDR is completing the KPIs that will be submitted to staff for internal review.**

**Staff is beginning to work on the information required for the National Transit Database (NTD) annual submission. The deadline for submission is April 30, 2021.**

**Ms. Soileau noted that a new planner is working with CATS. Antonio Carriere is part of the Atlas Technical on-call team.**

**Mr. Deville recognized the Human Resources Department for their work to conduct and complete open enrollment for health insurance.**

**Mr. Deville stated that once all is in order with health insurance compliance for the 2021 start up, CATS will be getting with Gallagher and the ATU to begin again to bring in the better, less costly Blue Cross Blue Shield plan. Mr. Deville noted that the ATU is expressing interest in the better plan but will be offering exceptions for consideration.**

**CATS general counsel has responded to the lawsuit filed by Mr. Wright with procedural objections that have yet to be heard by the court.**

**CATS was awarded a grant for increasing COVID-19 safety and implementing contactless fare.**

**Mr. Deville stated that the Communications Department has finalized a 2021 Communications Plan and asked Ms. McNaylor to provide an overview.**

**Ms. McNaylor shared that the Plan, while “final”, will be an evolving document that grows as opportunities arise for the agency.**

**The Plan has a focus on internal communication for the year to ensure all CATS employees are made aware of events. There is also a detailed and focused plan for external communication that ranges from surveys and campaigns to social media and pop ups with customers.**

**Mr. Cutrone presented the December year-end financials and noted that the total current assets as of December 31, 2020, are \$25,808,149. The total assets are \$49,542,203. The total current liabilities are \$3,829,391 and the total liabilities are \$6,716,464. The total net assets are \$43,194,344. The total liabilities and net assets are \$49,542,203**

**The total operating expenses for the month of December are \$3,111,310.**

**The total CATS-generated operating revenues for the month as of December 31, 2020, are \$55,304. The total non-federal subsidies for the month are \$1,219,832 and the total federal subsidies are \$1,105,659.**

**The total operating revenues as of December 31, 2020 are \$2,380,795.**

**The net operations balance as of December 31, 2020, is a deficit of \$959,820.**

**Mr. Cutrone noted that the Hotel/Motel Tax was \$179,236 less than what was budgeted for the year.**

**The total year-end operating revenues were \$40,561,523. The total year-end operating expenses were \$28,201,373.**

**CATS was under budget \$704,515 for the year. The year-end surplus was \$9,610,373.**

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

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

**Mr. Bellue referred the members to the minutes of the January 14<sup>th</sup> meeting in their packets. He noted that all of the action items were unanimously recommended for approval by the committee.**

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

**Dr. Breaux noted that the committee did not meet.**

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

**Mr. Cohran noted the committee did not meet but will be scheduling a meeting in the coming weeks.**

### **4. Planning: Mr. Kevin O’Gorman**

**Mr. O’Gorman referred the members to the minutes of the December 18<sup>th</sup> meeting in their packets. He noted that the committee received updates on BRT, MovEBR coordination, and program management.**

**Mr. O’Gorman noted that the next meeting is scheduled for January 27<sup>th</sup>.**

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

**Ms. Perkins invited Mr. Hill to give the report as she was not in attendance.**

**Mr. Hill referred the members to the minutes of the January 13<sup>th</sup> meeting in their packets.**

**He noted that the complaints decreased in both total concerns and valid concerns from 2019 to 2020. There were 1,075 total concerns in 2019 with 360 valid as compared to 546 total concerns in 2020 with 121 valid.**

**The Call Center had a completion rate of 87%. Mr. Hill noted that industry standard is 85-87%. The Call Center has a goal of 90% completion.**

**Ms. Crystal Wilson of MV Transportation noted that CATS On Demand had 4,190 scheduled trips for December 2020, compared to 8,366 scheduled trips in December 2019.**

**Ms. Wilson shared that there was one valid complaint for the month. There was one road call for December.**

**Ms. Wilson noted that the on-time performance for the month was 94.43%.**

**Ms. Wilson notified the board that MV has hired five new drivers who are in class this week. The goal is to have ten additional drivers by February; there are currently seven.**

**VII. ACTION ITEMS**

**1. Consideration of amending February board meeting date**

**Mr. Bellue noted that the February board meeting is scheduled for February 16<sup>th</sup>, which is Mardi Gras. Even though the holiday will look different this year, it was suggested that it may be better to move the meeting to the fourth Tuesday in February.**

**Ms. Perkins moved that the February meeting of the CATS Board of Commissioners be moved to Tuesday, February 23, 2021 and Mr. Hill**



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

**2. Consideration of authorization to purchase seven, 35-foot Gillig diesel buses**

Mr. Godwin stated that CATS entered into a contract with Gillig Corporation in February 2016 and it expires on February 10, 2021.

He noted that the Gillig buses purchased in 2011 and 2013 will reach their useful life in 2023.

CATS is requesting Board approval to purchase seven Gillig diesel buses with four to be delivered in 2023 and three to be delivered in 2024.

There will be no payment for the buses until they are delivered to CATS in 2023 and 2024.

Mr. Lambert moved that the CEO is authorized to purchase seven, 35-foot Gillig diesel buses for a total cost not to exceed \$3,489,166 and Mr. Cohran seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

**3. Consideration of authorization to renew property and general liability insurance with Stone Insurance**

Ms. Thomas shared that staff is recommending the insurance policies for general liability, property, inland marine, and police professional liability be renewed with Stone Insurance at a cost not to exceed \$64,762.74.

Mr. Lambert moved that the CEO is authorized to renew the property and general liability insurance with Stone Insurance for a period of one year and a cost not to exceed \$64,762.74 and Ms. Pierre seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

**4. Consideration of authorization to renew executive liability insurance with Stone Insurance**

Ms. Thomas noted that staff is recommending the insurance policies for executive liability insurance coverage with Stone Insurance be renewed at a cost not to exceed \$48,672.42.

**Ms. Pierre moved that the CEO is authorized to renew the executive liability insurance with Stone Insurance for a period of one year and a total cost not to exceed \$48,672.42 and Mr. Lambert seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.**

**5. Consideration of authorization to renew government entities liability insurance with Stone Insurance**

**Ms. Thomas noted that staff is recommending the insurance policies for CATS government entities and board professional liability risk coverage with Stone Insurance be renewed at a cost not to exceed \$2,200. She noted that this item does not require Board approval as it falls under the CEO's contract authority, but the President has requested to see this item in the past.**

**Ms. Perkins moved that the CEO is authorized to renew the government entities liability insurance with Stone Insurance for a period of one year at a cost not to exceed \$2,200 and Mr. Lambert seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.**

**Ms. Green asked for a point of personal privilege. She noted that this was a national day of memorial for those lost to COVID-19. She shared that in the last 308 days, Baton Rouge has lost 599 people to the virus.**

**Ms. Green asked for a moment of silence for those who have been lost to COVID-19.**

**VIII. ADJOURNMENT**

**Ms. Green moved to adjourn the meeting and Ms. Pierre seconded the motion. The motion passed unanimously with no abstentions.**

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## EXECUTIVE STAFF

**Bill Deville**  
Chief Executive Officer

### **FEBRUARY 2021 Executive Report Bill Deville and CATS Staff**

#### **COVID-19 UPDATES: *Bill Deville***

- Governor Edwards has extended the Modified Phase 2 Order until at least March 3<sup>rd</sup>, as was announced in his briefing on February 11<sup>th</sup>.
- CATS has postponed its plans to resume fare collections with the continued rise in positive COVID cases. When the state returns the Phase 3, CATS will plan to resume fare collections.
- CATS is still limiting capacity to nine passengers.

#### **OPERATIONS: *Dwana Williams***

- There are 140 total operators, and there are currently 115 active operators available to work. There are 25 inactive operators who are out for various reasons.
- The January Operations challenge winners for OTP are Gloria Banks, Alfred Weeden, Re'ena Byrd, Janice Kinchen, and Cornishia Sharper.
- The January Maintenance challenge winner for productivity is James Stewart.
- The January Customer Service challenge will for least abandoned calls is Emily Maten.
- See attached Performance Measures that reflect measures for the month.

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

##### **SERVICE:**

- February 2021 service change will take place March 14, 2021
  - Schedules have been finalized and are in the process of being printed
- The lease for the 30' electric buses is being finalized and service is anticipated for the downtown circulator/Capitol Park Trolley in early summer 2021; this is dependent on the COVID regulations from the CDC, State of Louisiana, DOT, and Federal Transit Administration.
- The Transit Development Plan
  - The Strategic Plan has been sent to all Board members. No comments were received. Planning Committee will review the document in February and will go to the Board for a March 2021 approval.
  - HNTB is compiling the financial data and has a rough draft of the Capital Improvement Plan for review and comment.
- Key Performance Indicators – HDR is working on the draft document for staff review and it is anticipated to be received early March.
- A review of comparisons and costs for the proposed Microtransit service is underway by HNTB.
- The RFP for the Baker Transit Center has been released by CRPC. Staff will be involved in the selection process and the feasibility study.
- Staff is monitoring the Cortana redevelopment project and has reached out to the engineering firm. There will be discussions regarding the Cortana Transit Hub and serving the facility after construction is completed.

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## EXECUTIVE STAFF



- CRPC is beginning their Metropolitan Transportation Plan update as required, and CATS is beginning the discussion regarding regional transit relevant to CRPC's plan.
- Staff was able to attend virtual National Transit Database training at the end of January. The requests for information are being distributed to the appropriate departments, in anticipation of the April 30, 2021 deadline.
- A discussion on a 10-Year Service Plan will take place at the February 2021 Planning Committee meeting.
- Staff is beginning to identify shelter locations and bus stops for the following:
  - Shelters that have been abandoned and/or have outlived their useful life will be disposed
  - Locations that are sensitive and have older shelters will have the newer shelters installed
  - New shelters will be ordered for additional critical areas or to replace old shelters that have outlived their useful life
  - FTA has given us the approval for this

### TECHNOLOGY –

- The Tyler Technology Enterprise System training sessions for CATS staff are continuing and are about 25% completed; financials and HR modules have been prioritized for completion.
  - CATS has worked since 2020 on orientation and determining the agency's needs in both "present state" and "future state"
  - Tyler has taken CATS recommended future status topics and uploaded them into the Tyler/Munis training database; this will allow CATS to start working and resolve bugs/kinks.
  - Training will begin in January for Human Resources.
- Planning and Operations, along with AVL and Maintenance staff are seeking solutions and grant funding for scheduling/AVL software.
- Once grant funding is secured and prioritized, a Business Analytics software solicitation will get underway to procure an agency-wide tool to gather reporting data automatically from core systems in order to create improved KPI reporting that is now lacking; this is needed for better management and control of finance, personnel, transportation, and maintenance operations. The use of "dashboard" reporting is strongly desired by CEO and senior management.
- An enterprise asset management system is being looked into by Planning and Finance, along with secured funding.

### ADMINISTRATIVE UPDATES: *Pearlina Thomas*

- The CAO met with BRCC to identify training and certification, and to create a path to move the partnership to offer more professional advancement opportunities to CATS employees.
- CATS was awarded a \$337,000 grant from FTA Public Transportation COVID-19 Mitigation Research Demonstration Grant Program; this is a 100% grant and CATS will use the funds to implement contactless fare payment on buses.

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## EXECUTIVE STAFF



- CATS continues to meet weekly with Hitachi's production team on the development of phase 1 of the project with the AIM grant.
  - It is anticipated that a go-live will be in 90 days; this includes the development of a short text code/QR posted at high frequency stops throughout the system.
  - The second phase will include the development of two-way messaging between customers and CATS customer service representatives.
- The Council on Aging remains closed during COVID. CATS will resume its partnership on a senior intern post-pandemic.
- CATS has resumed preliminary meetings with Pierlott for the CATS Disadvantaged Business Enterprise (DBE) Plan and goal. Meetings are taking place to discuss changes to the plan and to work on setting new goals for projects that will use federal funding from October 2020 through September 2023.
  - The new CATS DBE goals are due to FTA by March 31<sup>st</sup> and will come before the board in March for approval.
- CATS is working with the Louisiana Department of Health and Hospitals, through Our Lady of the Lake, to allow CATS operators and frontline workers to immediately receive the COVID-19 vaccination as non-law enforcement first responders.
- CATS is responding to requests from OLOL to assist in getting citizens to vaccination sites.
- Accidents and injuries have remained about the same as last month but are still lower than pre-COVID levels; there are no major external factors that would cause the decrease as traffic has not lessened since COVID began.
  - CATS is focusing on an increase in safety and awareness on the part of operator training and maintenance fleet preventive maintenance campaigns. The complete lack of chargeable accidents in August and September support improving focus on safety awareness.
  - Looking at the disruptions per rider for 2020, those also remain close to the prior month.
  - CATS is reviewing the course outline and designing a schedule for all CATS front line employees to attend Critical Incident Response, Conflict Resolution, and Desiccation Training provided by certified instructors with the Baton Rouge Police Department.
- Forum 225 has announced Theo Richards as the 2021 Baton Rouge Young Professional Original honoree. This is bestowed annually on a Baton Rouge young professional for exemplary leadership and service in Baton Rouge.
  - Mr. Richards was honored for his professional work with CATS and volunteer board member work with City Year Baton Rouge, IDEA Public Schools, Mid-City Redevelopment Alliance, and Volunteer in Public Schools.

### CEO NOTES: *Bill Deville*

- The CEO is wrapping up the choice for a new CATS Human Resources Director with Gallagher Executive Search and staff interview committee team the week of February 22<sup>nd</sup> between two finalists.

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## EXECUTIVE STAFF



- The CAO and COO are finalizing plans for CATS front line transit workers to receive vaccinations.
- CATS is wrapping up obtaining its education information and materials needed for its "Communications Action Plan" to run concurrently with outside millage tax renewal PAC organization plans. The Communications Action Plan will be carried out by the CEO and his management team with guidance and support from Atlas/Emergent Method/Clay Young Enterprises.
  - Timeline for October vote:
    - End of February – CIP and revenue projections completed by HNTB
    - April – CIP and revenue projections presented to Board
    - May 18, 2021 – CATS Board to vote on final ballot language
    - June 16, 2021 – deadline to submit final ballot language
    - Early voting – September 25<sup>th</sup> through October 2<sup>nd</sup> (excluding Sunday, September 26<sup>th</sup>)
    - October 9, 2021 – Election Day, open primary
    - March 2022 – millage expires
    - March 26, 2022 and April 30, 2022 – election dates
- MV Transportation met with CATS COO and ADA/paratransit management team in Baton Rouge the week of February 15<sup>th</sup> to conclude plans for year two options with regards to how best serve the elderly and disabled for the remainder of the COVID pandemic.
- MV Transportation is offering to assist with getting citizens to COVID vaccination sites and will be looking into ways to assist that effort while in Baton Rouge.
- It was requested by Ms. Green at the January F&E meeting that the advertising revenue for 2020 and the projection for 2021 be provided; that information is attached.
  - The 2020 actual was \$491,973.
  - The 2021 budget projection is \$476,009.

### Finance: *John Cutrone*

- See attached financial report for the month.

**Capital Area Transit System  
Balance Sheet  
January 31, 2021**

**1/31/2021      1/31/2020**

**ASSETS**

<b>Current Assets:</b>		
Cash and Cash Equivalents	18,054,031	10,424,306
Accounts Receivable	479,288	247,219
Property Tax Receivable	22,248,606	21,839,576
Due from Governments	1,886,077	612,515
Inventory	494,219	399,605
Prepaid Expenses and Other Assets	109,943	166,618
<b>Total Current Assets:</b>	<b>43,272,164</b>	<b>33,689,839</b>
<b>Restricted Assets:</b>		
Cash and Cash Equivalents	301,718	298,647
Restricted Cash Reserve	3,000,000	0
<b>Total Restricted Assets:</b>	<b>3,301,718</b>	<b>298,647</b>
Net Pension Asset, Long-Term	496,897	496,897
Equipment, Net	19,933,425	21,898,488
<b>Total Assets</b>	<b>67,004,205</b>	<b>56,383,871</b>

**LIABILITIES AND NET ASSETS**

<b>Current Liabilities</b>		
Accounts Payable and Accrued Expenses	527,663	361,738
Accrued Payroll and Tax Liabilities	690,248	11,800
Accrued Compensated Absences	720,381	751,112
Claims Payable and Related Liabilities	1,065,376	1,065,376
Capital Lease Payable	608,884	595,000
Deferred Revenue (Grants/Prop Tax)	16,871,962	15,859,068
Other Current Liabilities	0	0
<b>Total Current Liabilities</b>	<b>20,484,515</b>	<b>18,644,095</b>
<b>Long-Term Liabilities</b>		
Capital Lease Payable, Less Current Portion	1,585,098	2,193,983
Estimated Liabilities	1,301,975	1,301,975
<b>Total Long-Term Liabilities</b>	<b>2,887,073</b>	<b>3,495,958</b>
<b>Total Liabilities</b>	<b>23,371,588</b>	<b>22,140,054</b>
<b>Net Assets:</b>		
Investments in Capital Assets, Net of Related Debt	17,739,443	19,109,505
Restricted Cash and Cash Equivalents	3,301,718	298,647
Unrestricted	22,591,455	14,835,666
<b>Total Net Assets:</b>	<b>43,632,616</b>	<b>34,243,818</b>
<b>Total Liabilities And Net Assets</b>	<b>67,004,205</b>	<b>56,383,871</b>

**Capital Area Transit System**  
**Statement of Operating Budget vs. Actual**  
**For the Period Ended January 31, 2021**

	Current Month			Year to Date			Approved Budget
	Budget	Actual	Variance	Budget	Actual	Variance	
<b>Operating Revenues</b>							
Passenger Paid Fares	0	0	0	0	0	0	840,256
Special Transit Fares (Contract)	2,500	2,372	(128)	2,500	2,372	(128)	109,002
ADA/Paratransit Revenue	0	0	0	0	0	0	59,041
Advertising Revenue	39,667	40,038	371	39,667	40,038	371	476,009
Interest Income	4,747	2,567	(2,180)	4,747	2,567	(2,180)	59,969
Other Agency Revenue	18,950	185	(18,765)	18,950	185	(18,765)	227,399
<b>Total CATS Generated</b>	<b>65,864</b>	<b>45,162</b>	<b>(20,702)</b>	<b>65,864</b>	<b>45,162</b>	<b>(20,702)</b>	<b>1,771,676</b>
<b>Non Federal Revenue</b>							
Hotel/Motel Tax	74,959	87,086	12,127	74,959	87,086	12,127	899,505
Parish Transportation Fund	45,833	45,833	0	45,833	45,833	0	550,000
Property Tax Revenue	1,466,667	1,466,667	(0)	1,466,667	1,466,667	(0)	17,600,000
<b>Total Non Federal</b>	<b>1,587,459</b>	<b>1,599,586</b>	<b>12,127</b>	<b>1,587,459</b>	<b>1,599,586</b>	<b>12,127</b>	<b>19,049,505</b>
<b>Federal Operating Subsidies</b>							
FTA - Planning	26,667	33,801	7,134	26,667	33,801	7,134	686,000
FTA - Formula	612,592	279,293	(333,299)	612,592	279,293	(333,299)	7,351,099
FTA Capital Projects	0	0	0	0	0	0	320,000
<b>Total Federal Operating</b>	<b>639,259</b>	<b>313,093</b>	<b>(326,166)</b>	<b>639,259</b>	<b>313,093</b>	<b>(326,166)</b>	<b>8,357,099</b>
<b>Total Operating Revenues</b>	<b>2,292,582</b>	<b>1,957,841</b>	<b>(334,741)</b>	<b>2,292,582</b>	<b>1,957,841</b>	<b>(334,741)</b>	<b>29,178,280</b>
<b>Operating Expenses</b>							
Labor	962,220	921,728	(40,492)	962,220	921,728	(40,492)	11,329,365
Fringe Benefits	542,051	612,802	70,751	542,051	612,802	70,751	6,382,219
Casualty and Liability	128,917	81,263	(47,654)	128,917	81,263	(47,654)	1,547,000
Services	233,727	201,593	(32,134)	233,727	201,593	(32,134)	2,804,718
Purchased Transportation	162,500	101,060	(61,440)	162,500	101,060	(61,440)	1,950,000
Materials & Supplies	303,750	199,868	(103,882)	303,750	199,868	(103,882)	3,645,000
Utilities	14,583	12,515	(2,068)	14,583	12,515	(2,068)	175,000
Miscellaneous Expenses	104,170	104,044	(126)	104,170	104,044	(126)	1,250,040
Leases and Rentals	7,912	8,828	916	7,912	8,828	916	94,938
<b>Total Operating Expenses</b>	<b>2,459,830</b>	<b>2,243,702</b>	<b>(216,128)</b>	<b>2,459,830</b>	<b>2,243,702</b>	<b>(216,128)</b>	<b>29,178,280</b>
<b>Net SURPLUS/(DEFICIT) Before Depreciation</b>	<b>(167,248)</b>	<b>(285,861)</b>	<b>(118,613)</b>	<b>(167,248)</b>	<b>(285,861)</b>	<b>(118,613)</b>	<b>0</b>
Depreciation	229,151	229,151	(0)	229,151	229,151	(0)	
<b>NET Operating SURPLUS/(DEFICIT)</b>	<b>(396,399)</b>	<b>(515,012)</b>	<b>(118,613)</b>	<b>(396,399)</b>	<b>(515,012)</b>	<b>(118,613)</b>	



2250 Florida Boulevard  
Baton Rouge, LA 70802  
PHONE: 225.389.8920



#### CONTACT

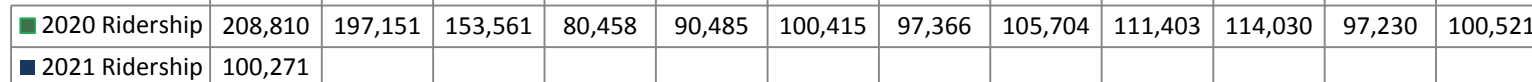
**Theo Richards**  
*Business Development  
Director*  
[trichards@brcats.com](mailto:trichards@brcats.com)

## CATS Advertising 2020/2021

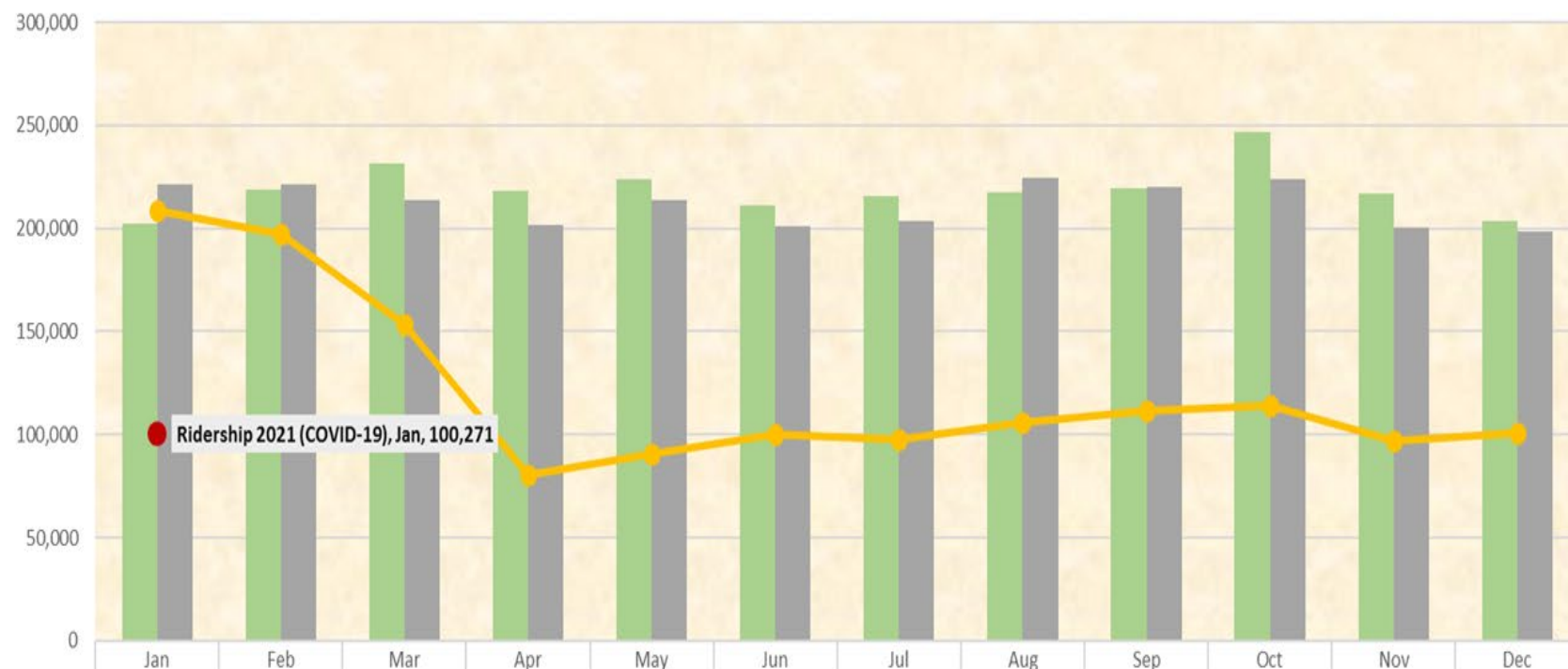
2020 Budgeted - \$540,000  
2020 Actual - \$491,973  
Variance – (\$48,027)

2021 Budgeted - \$476,009  
2020 Budgeted - \$540,000  
Variance – (\$63,991)

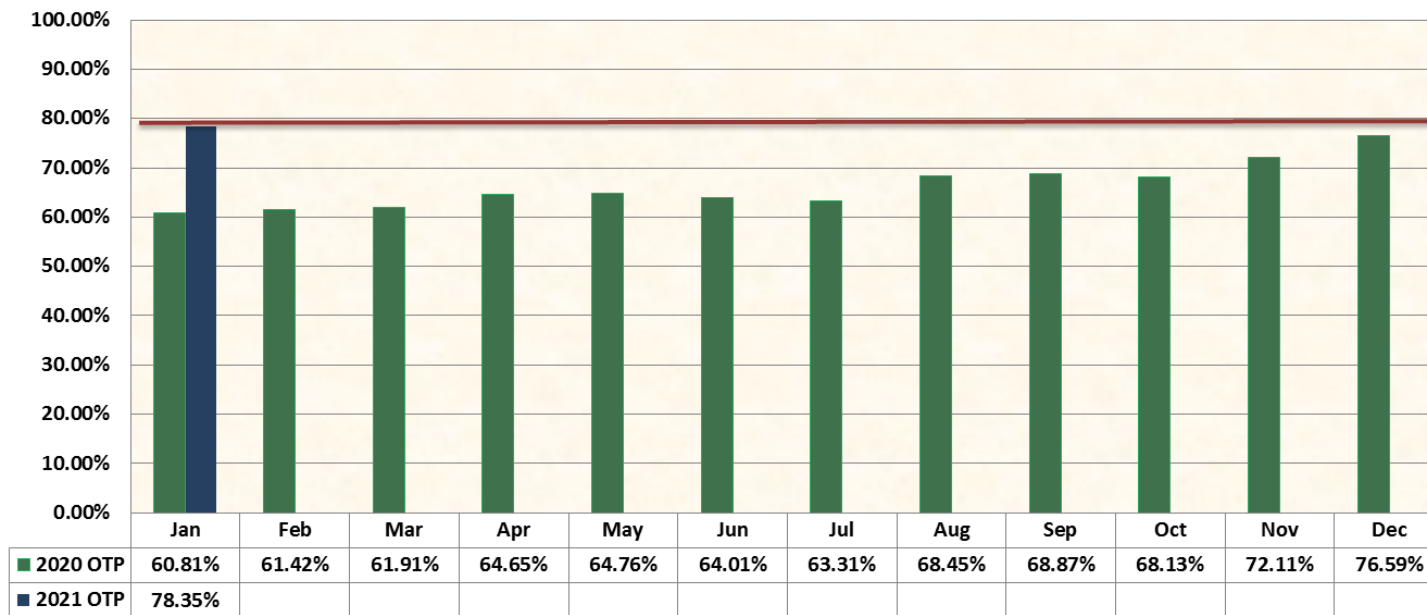
All numbers were extracted from the January 2021 Financial Statement and 2021 CATS Operating Budget.



## Monthly Ridership 2018-2021

[illegible]

## On-Time Performance 2020-2021

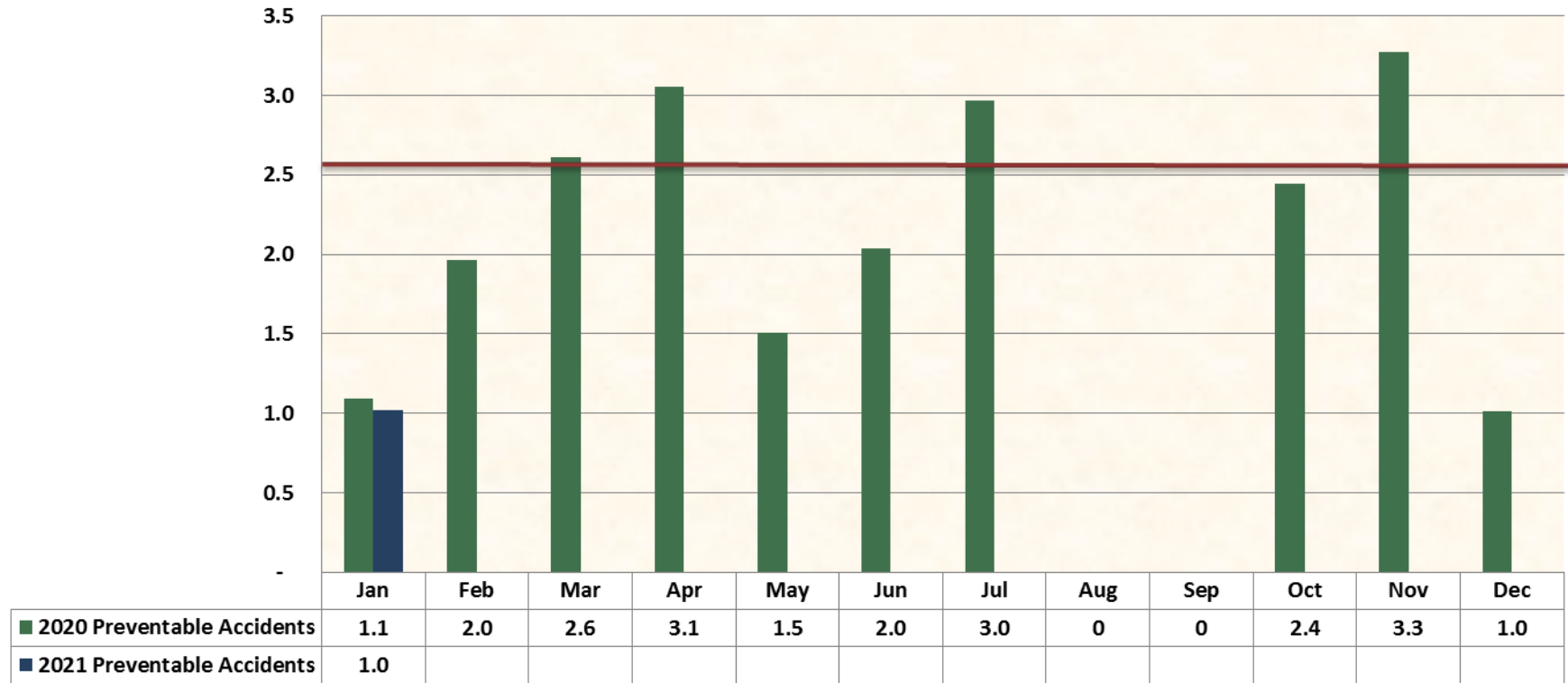


\*Target 80% On-Time Performance

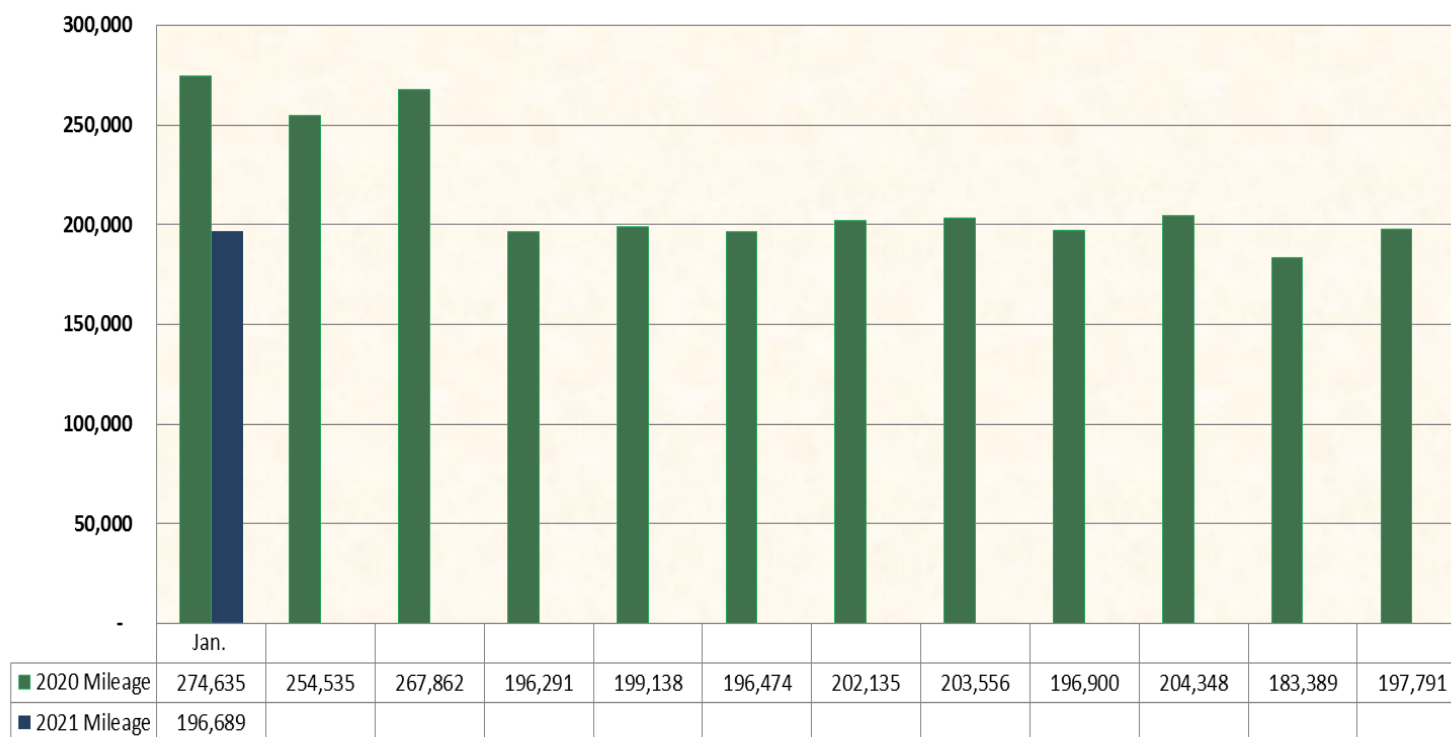
*Note: On-Time performance is measured at scheduled timepoints which represent 6.78% of the total system bus stops*



## Preventable Accidents per 100,000 Miles 2020-2021

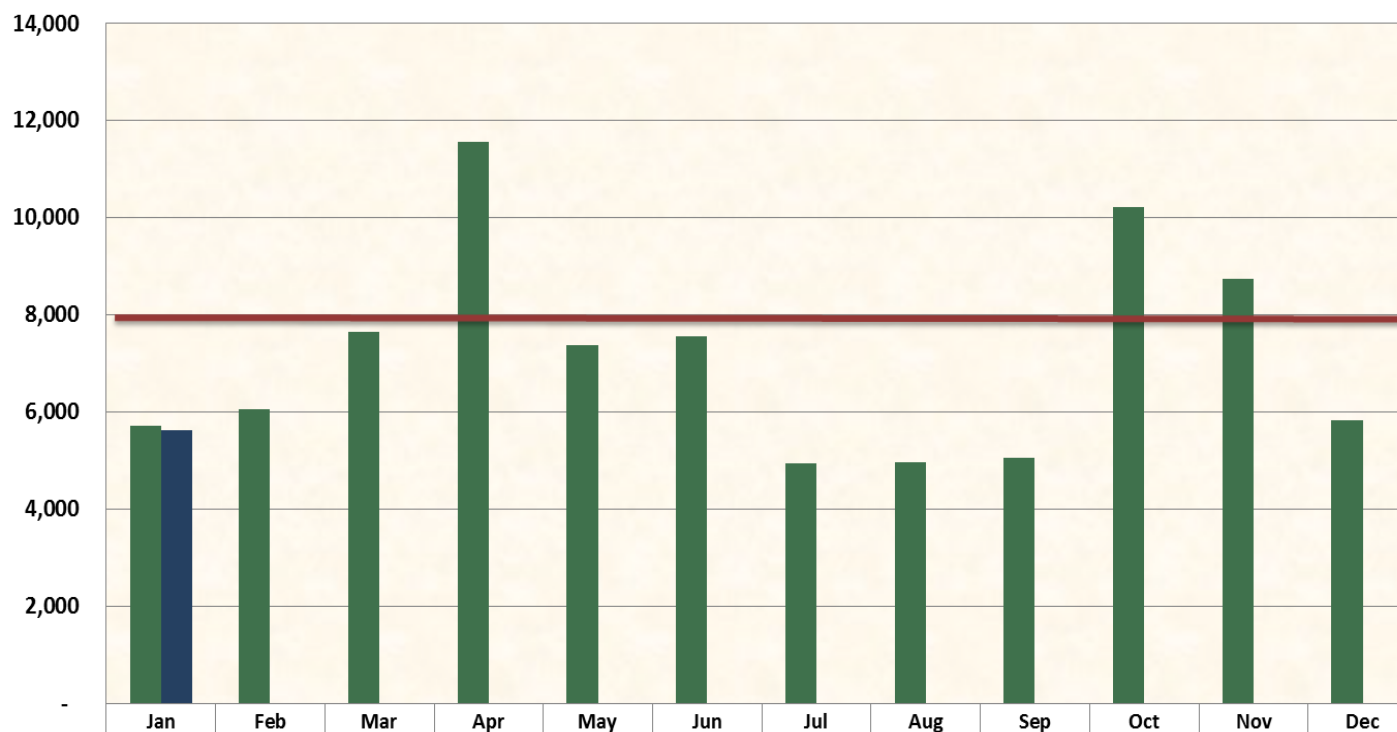


**\*Target Below 2.5 Preventable Accidents Per 100,000 Miles**





## 2020-2021

[illegible]





# *Capital Area Transit System – Required Communications*

**February 23, 2021**

assurance - consulting - tax - technology - **pncpa.com**

*Postlethwaite & Netterville, A Professional Accounting Corporation*

# *Required Communications*

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- Independence
- Planning
- Materiality
- Responsibilities of the Auditor, Management and Governance
- Related Party Considerations
- Fraud Discussions
- Effective Two-Way Communication

# *Independence*

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- Our independence policies and procedures are designed to provide reasonable assurance that our firm and its personnel comply with applicable professional independence standards.
- Our policies address financial interests, business and family relationships, and non-audit services that may be thought to bear on independence. We are not aware of any circumstances that have impaired our independence.

# *Audit Planning Process*

- Understanding the operations of your organization and changes that may have taken place over the last fiscal year
- Understanding of internal control to determine the nature, timing and extent of audit procedures
- Risk assessment process at the account-balance or class-of-transactions level
- An assessment of inherent risk (the susceptibility of an assertion relating to an account balance or class of transactions to a material misstatement, assuming there are no related controls); and
- An evaluation of the design effectiveness of internal control over financial reporting and our assessment of control risk (the risk that a material misstatement could occur in an assertion and not be prevented or detected on a timely basis by the company's internal control).

# *Concept of Materiality*

---

- The maximum aggregate amount of misstatements, which if not detected and not corrected, would cause us to modify our opinion on the financial statements
- An allowance not only for misstatements that will be detected and not corrected but also for misstatements that may not be detected by the audit
- Based on both quantitative and qualitative considerations
- We will inform you (at the end of the audit) of all individual unrecorded misstatements aggregated by us in connection with our evaluation of our audit results

# *Auditor's Responsibilities*

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- Responsible for forming and expressing an opinion,
- Does not relieve management or those charged with governance of their responsibilities,
- To provide reasonable, not absolute, assurance of detecting material misstatements of the financial statements,
- To gain a basic understanding of the internal control policies and procedures to design an effective and efficient audit approach, and
- To inform the Board of any material illegal acts discovered.

# *Auditor's Responsibilities*

---

- Render an opinion on the financial statements that they are presented fairly in all material respects in accordance with the financial reporting framework
- To form an opinion, we gather appropriate and sufficient evidence (observe, test, compare, confirm) to gain reasonable assurance that the financial statements are free from material misstatement, whether due to error or fraud.

# *Auditor's Responsibilities*

---

- Some of the more important auditing procedures include:
  - Inquiring of management and others to gain an understanding of the organization itself, its operations, financial reporting, and known fraud or error
  - Evaluating and understanding the internal control system
  - Performing analytical procedures on expected or unexpected variances in account balances or classes of transactions



# *Auditor's Responsibilities*

---

Some of the more important auditing procedures include (continued):

- Testing documentation supporting account balances or classes of transactions
- Confirming cash/investment balances
- Confirming revenue
- Compliance testing

# *What Auditor's Don't Do*

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- First and foremost, auditors do not take responsibility for the financial statements on which they form an opinion.
- The responsibility for financial statement presentation lies squarely in the hands of the organization being audited.

# *What Auditor's Don't Do (continued)*

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- Auditors are not a part of management, which means the auditor will not:
  - Authorize, execute or consummate transactions on behalf of a client
  - Prepare or make changes to source documents
  - Assume custody of client assets, including maintenance of bank accounts
  - Establish or maintain internal controls, including the performance of ongoing monitoring activities for a client

# *What Auditor's Don't Do (continued)*

---

- Auditors are not a part of management, which means the auditor will not: (continued)
  - Supervise client employees performing normal recurring activities
  - Report to the board of directors on behalf of management
  - Approve vendor invoices for payment

# *Management's Responsibilities*

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- Preparing the financial statements and the related footnotes and the fairness and completeness of that information
- Ensuring system of internal controls are in place
- Good business practices are implemented and followed
- Compliance is maintained
- Fraud risks identified and mitigated
- Effective governance established

# *Management's Responsibility*

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- Responsible for adjusting the financial statements to correct material misstatements,
- Responsible for reviewing, understanding and approving of all proposed journal entries,
- Responsible for confirming to us that the effects of any uncorrected misstatements are immaterial both individually and in the aggregate to the financials taken as a whole

# *Management's Responsibilities*

---

- To provide the auditor with the following information:
  - All records, documentation and other matters relevant to the preparation and presentation of the financial statements
  - Any additional information requested
  - Unrestricted access to those within the organization if the auditor determines it necessary to obtain audit evidence objectivity

# *Governance Responsibilities*

---

- Integrity of the financial reports and footnotes
- Internal controls including those over financial reporting
- Selection of the auditor and determining independence
- Review critical accounting policies, judgments, estimates, significant matters, adjustments, unusual items, complex issues and business arrangements
- Review annual financial reporting
- Obtain explanations from management on all significant variances



# *Governance Responsibilities*

---

- Question management and the auditor on financial reporting issues
- Determine that adequate procedures are in place for the review of the organization's disclosures in the footnotes of annual financial statements
- Understand complex accounting and reporting areas and how management addresses them
- Understand significant judgments and estimates used by management and their impact on the financial statements
- Review new accounting and reporting requirements
- Oversee the adequacy of the organization's system of internal controls

# *Related Party Considerations*

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- Related parties include an elected official, administrative officer's immediate family. Immediate family is defined as children, the spouses of children, brother and their spouses, sister and their spouses, parents, spouse and the parents of your spouse.
- Are you aware of any transactions where you or any related party of yours had a material interest, direct or indirect to which CATS is or was a party of as it relates to the following:
  - Sale, purchase, lease or exchange of property?
  - Receiving or furnishing goods, services, or facilities?
  - Transfer or receipt of income or assets other than any compensation for services you may receive in role with the agency?

# *Fraud Discussions*

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- What are your views about the risks of fraud?
- Do you any have knowledge of any actual, suspected, or alleged fraud affecting the entity or its federal awards programs?
- Do you have any knowledge of any possible or actual noncompliance or abuses of the federal programs and controls occurring during the period being audited or the subsequent period?
- Do you feel you have an active role in oversight of management's processes for identifying and responding to fraud risks and of the controls established to mitigate those risks, and if so, how do you exercise such oversight activities?
- To your knowledge is CATS in compliance with laws, regulations, contracts, and grant agreements?

# *Effective Two-way Communication*

- Areas of concern or where the Audit Committee may like for additional procedures undertaken?
- Any matters relevant to the audit we need to consider?
- We will communicate to you any fraud involving senior management and other fraud that causes a material misstatement of the financial statement, illegal acts that come to our attention, and disagreements with management
- We will also communication other matters arising from the audit that are, in our professional judgment, significant and relevant to you in your oversight of the financial reporting process.

# Questions?

---

## Contact Information

Tiffani M. Dorsa, CPA, Audit Director

Direct #225-408-4443

Email: [tdorsa@pncpa.com](mailto:tdorsa@pncpa.com)

Steve Bearry, CPA, Associate Director

Direct #225-408-4744

Email: [sbearry@pncpa.com](mailto:sbearry@pncpa.com)



*A Professional Accounting Corporation*



**MEETING OF THE  
AUDIT COMMITTEE  
BOARD OF COMMISSIONERS  
CAPITAL AREA TRANSIT SYSTEM AND  
PUBLIC TRANSPORTATION COMMISSIONS  
February 3, 2021  
10:00 a.m.  
Virtually and  
350 North Donmoor Avenue  
Baton Rouge, Louisiana 70806**

**MINUTES**

**The Audit Committee met on Wednesday, February 3, 2021, at 10:00 a.m. Virtually present at the meeting was Kahli Cohran. Also present were Bill Deville, members of Postlethwaite & Netterville, and members of CATS staff.**

**I. Preliminary discussion of annual material audit**

**Steve Bearry of Postlethwaite & Netterville shared that P&N would be conducting the annual audit for the third year. He noted that P&N provides an opinion on audited statements. He stressed that the auditors do not provide an opinion on internal controls, but they do perform an internal risk assessment.**

**It was noted that the auditors remain independent.**

**Mr. Bearry noted that some processes may have changed in 2020 because it was such an unusual year.**

**It was noted that the auditors do not examine 100% of activity; a sampling is taken in enough detail to provide the necessary information.**

**CATS also has a pension fund that is audited by another audit firm, and that information has to be included in the CATS audit.**

**Annual audits do not always detect fraud but inquiries are conducted to attempt to ensure there is not any fraud taking place. Mr. Bearry indicated that audits are usually low on the scale of detecting fraudulent activity.**

**It was noted that the audit is scheduled to begin on February 22<sup>nd</sup> and preliminary work has begun with staff gathering requested information.**

**The deadline for the audit submission is April 30<sup>th</sup>, but the information must be completed ahead of that deadline so as to be included in the National Transit Database (NTD) annual submission.**

**Federal programs are audited each year.**

**There was a question of coordination with the pension auditors and it was suggested that CATS staff contact the pension audit firm to ensure timely submission of information.**

**It was noted that the Louisiana Compliance Questionnaire needs to be added to the February board meeting agenda so the board can accept the questionnaire.**

**Mr. Cohran suggested that the minutes and recording of this meeting be given to the Treasurer if someone else is elected at the February meeting.**

## **II. Discussion of triennial review responses**

**It was noted that the information provided for the triennial responses was voluminous and was only received the day before the meeting, which did not allow for ample time to review the information.**

**Mr. Cohran suggested that a meeting be held at a later date to sufficiently discuss the items.**

**It was suggested by Mr. Cohran that the full board be apprised of the responses as this has not happened to this point.**

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





**MEETING OF THE  
PLANNING COMMITTEE  
BOARD OF COMMISSIONERS  
CAPITAL AREA TRANSIT SYSTEM AND  
PUBLIC TRANSPORTATION COMMISSIONS  
JANUARY 27, 2021  
1:30 p.m.  
Virtually and  
350 North Donmoor Avenue  
Baton Rouge, Louisiana 70806**

**MINUTES**

The Planning Committee met on Wednesday, January 27, 2021, at 1:30p.m. Virtually present at the meeting were members Kevin O’Gorman, Mark Bellue, Kahli Cohran, and Laurence Lambert. Also present were Bill Deville, members of HNTB, and members of CATS staff.

- I. HNTB Transit Development Plan**
  - 1. Strategic Plan update**
  - 2. Capital Improvement Plan update**

Mr. Deville shared that several members of HNTB were present, both in-person and virtually to discuss the draft Strategic Plan and introduced Bryan Jones of HTNB to give an overview.

Mr. Jones noted that HNTB is working with CATS on a comprehensive Transit Development Plan that will be utilized until such time as the agency conducts a Comprehensive Operational Analysis.

Mr. Jones let the committee know that the executive staff has been engaged in the process and has taken ownership of the Plan.

Mr. Bobby Hosack and Mr. John Dobies of HNTB reviewed the Strategic Plan with the committee members.

Mr. Hosack shared that the first strategic priority is Mobility & Ridership. CATS is focused on improving mobility and increasing ridership within the region. CATS aims to deliver service excellence and this strategic priority focuses on service elements that impact CATS ability to deliver high quality

**transportation services that focus on customer satisfaction, safety, operational reliability, service planning, and delivery.**

**There is a goal to improve service reliability that aims to improve OTP, enhance vehicle maintenance, reduce bus accidents, and decrease and maintain the average fleet age. Mr. Hosack noted that CATS has done a good job reducing the fleet age and the main focus will be to maintain the age with a fleet replacement plan.**

**There is a target to increase the annual OTP to 90%. There was lengthy discussion surrounding this target and whether it is attainable. Mr. Dobies noted that 90% is industry standard target and staff is incrementally getting closer to 80% presently. CATS should strive for the best service possible. CATS will need all the staff to come together if the 90% is to be achieved.**

**It was noted that the OTP is calculated based on a zero to five minute time window.**

**There was concern from committee members that 90% will be difficult to attain and maintain given the challenges in meeting an 80% threshold. It was agreed that staff has been working to determine the root causes of OTP and operators are being identified and individually trained. At this point, the largest obstacle remains the schedules, and until those are addressed and corrected, the agency will be at a disadvantage in reaching the higher goal.**

**It was noted that staff is continuing to work with operators and is identifying ways to better address the schedule challenges.**

**It was suggested that the OTP goal be increased incrementally and not at once in an effort to better set the agency on a course for success.**

**There is a goal to optimize investments in service and continue to monitor existing and emerging markets that endeavors to increase ridership on the fixed route system, evaluate service performance and improve service productivity, increase mobility and accessibility for disadvantaged communities, develop a premium service brand for primary transit corridors, and evaluate non-traditional services to augment traditional service.**

**Mr. Hosack shared that this goal is heavily predicated on ridership information that is not known at this time due to the ongoing pandemic.**

**There is no baseline to establish for future comparison and there likely will not be a baseline until 2022, when 2021 numbers can be reviewed. It is unknown industry-wide what ridership levels will be post-pandemic with many businesses transitioning to a fully remote or hybrid remote work schedule.**

**Traffic patterns and ridership numbers are subject to change several times before a new normal baseline can be determined.**

**There is a goal to enhance customer satisfaction that intends to ensure all employees are aware of the importance of customer satisfaction and to improve customer satisfaction.**

**There is a target to improve overall customer satisfaction to 85% and to reduce customer complaints by 5% annually.**

**There is a goal to expand transit services across the region that aims to promote and educate on the benefits of public transit, market transit as a connection tool to link job centers, neighborhoods, residents, and campuses to destination hot spots, and to position CATS as a regional transit provider during times of emergency or disasters.**

**It was noted that each priority, and its accompanying goals, have targets, objectives, action items, and timelines that need to be monitored and reported.**

**Mr. Dobies shared that the second strategic priority is Management and Financial Sustainability. CATS seeks to be a responsible fiduciary of the funding entrusted to CATS by the community. The success of the transit system is dependent on the cost-effective management of all revenues and the stability and accountability of its workforce. CATS understands that success requires a strong and engaged workforce. CATS is dedicated to supporting staff development across all levels of the agency.**

**There is a goal to continue to improve planning and management of budgetary resources and expenditures by containing operating cost increases, formalizing the budget process, and formalizing the capital budget process.**

**It was noted that the revenue stream needs to be diversified and the tax needs to be maintained.**

**There is a goal to increase funding streams and revenue diversity, and ensure long-term financial stability by maintaining and increasing long-term stable funding sources, increasing state transit funding through advocacy efforts, and seeking and reforming creative business partnerships.**

**There is a goal to advance employee hiring and performance evaluation processes to support an effective and stable workforce by creating a robust hiring and recruitment program, refining the agency's performance management process, establishing recognition for high performing employees and staff, and providing a competitive compensation for operator and mechanic positions.**

**There is a goal to further advance staff development and engagement. This goal hopes to support staff development through training and continuing education opportunities, listen to employees and respond to staff concerns, provide meaningful opportunities for staff to engage in strategic priorities, and position CATS as an employer of choice and “best place to work” in Baton Rouge.**

**It was noted that turnover has been an issue with CATS and the agency must focus on that.**

**There was an inquiry from a committee member regarding the status of the Gallagher compensation study and whether it was being used as a measurement in the Strategic Plan. Mr. Dobies indicated that they were not looking at that report for this project.**

**Staff compensation has been identified as a problem area, especially with mechanics. The compensation factor is only one aspect of a stable workforce. CATS should aim to position itself as an employer of choice.**

**There was an inquiry as to whether there would be a report on the organizational assessment. Mr. Dobies confirmed that HNTB worked with Mr. Deville on this assessment.**

**Mr. Deville shared that he is trying to get it set up. He indicated that he is working with Mr. Cutrone on the compensation study, as well.**

**It was stressed that the board members have asked multiple times for the organizational assessment report and they would like to have it provided to them. Mr. Jones noted that HNTB did the assessment as a separate task from the TDP and its supplemental plans. He stated that the TDP is a precursor to any future COA that the agency may have conducted.**

**Mr. Hosack introduced the third strategic priority and shared that it was Capital Investment. Investment in transit infrastructure is critical to maintaining safe, reliable and cost-effective delivery of transit services now and into the future. Infrastructure includes rolling stock, operating facilities, and passenger amenities.**

**There is a goal to establish the five-year Capital Improvements and Investments Plan (CIIP) as a vehicle to achieve goals outlined in the Strategic Plan. This goal aims to ensure transparency on the progress of the CIIP, expand funding sources and allocations for capital projects, regularly monitor project performance, monitor community satisfaction with completed capital improvement projects, regularly evaluate and revise project prioritization and implementation, and monitor and update the Fleet Management Plan.**

**It was noted that this is the five-year capital plan and this is underway with HNTB and CATS staff.**

**Mr. Dobies shared the final priority, which is Community Stewardship. CATS is a vital part of Baton Rouge with a responsibility to positively impact the community. Success is dependent upon its commitment to environmental sustainability and its effective and beneficial relationships with the public, CATS customers, transit stakeholder and elected and appointed governmental officials.**

**Mr. Dobies noted that this priority is less tangible but important nonetheless.**

**There is a goal to enhance the community's perception of CATS by increasing interaction with community leaders and stakeholders, foster improved customer education and outreach, building partnerships with community and elected leaders, promoting agency transparency, and improving and enhancing online and virtual public relations and engagement.**

**It was noted that CATS can be an agent to help reduce blight in the community. The agency should actively remove old bus stop signs and stop and should strive to keep stops and transit centers clean and safe.**

**It was suggested that CATS look into its advertising policy and determine if it is worth it to the agency to have any and all advertisers on the buses, including personal injury lawyers. It was argued that some of the advertisers may not be positive for the agency's brand.**

**There is a goal to encourage environmental responsibility by helping reduce greenhouse gas emissions in the region, expanding the agency's environmentally sustainable practices, and developing agency processes to ensure environmental sustainability action and accountability.**

**It was noted that this is a fundamental transit idea and that the new administration is going to be very environmentally focused, so this is a way to get the agency a head start.**

**It was noted that the agency will soon have six electric buses in its fleet and three more will be ordered. As the technology improves and battery life is longer, CATS will be able to expand the fleet. It was stressed that CATS cannot go to a completely electric fleet because of the inclement weather inherent to this area and the agency's work as an emergency partner for the region.**

**There was discussion of the capital plan and it was noted that HNTB and staff are still working on it. The main components of the plan are fleet replacement; maintenance, operations, and administrative facility plan; routine capital needs; transit centers/hubs; passenger amenities; bus rapid transit; AVL/CAD system; and management software systems.**

**There was a question from a committee member regarding the expected expansion at Cortana Mall as well as the bike/pedestrian master plan. It was noted that the Cortana Transit Center is included for improvements and there are allocations for service expansion in the fleet replacement plan. There is not a dedicated effort to integrate the bike/pedestrian plan at this time.**

**It was stressed by committee members that CATS not work in silos but collaborate with local and state entities to make plans for transit at the beginning of projects and plans.**

**Ms. Soileau introduced the committee to Antonio Carriere, a planner who is working with CATS from Atlas. He will be acting as a liaison to the various local and state entities to ensure CATS is considered and included. There was discussion of possibly joining the Baton Rouge Growth Coalition.**

**It was noted that the next steps are to have the final revisions done for the Strategic Plan and send a final draft to the Planning Committee in February for recommendation of approval to the full board.**

**It was requested that the Plan be sent to the full board with requests for revisions to be submitted by February 10<sup>th</sup>.**

**II. Service Planning update**  
**1. February 2021 service change**  
**2. Service Standards Manual**

**Ms. Soileau shared that CATS is still working on the service change but that it may be delayed until March.**

**Staff is starting to look at September service changes that will be made.**

**Ms. Soileau gave an overview of the Service Standards Manual and noted that this would be used for planning service moving forward.**

**The manual distinguishes among the various types of service – local, express, circulator, etc. – and describes how to compare routes for a fair and equal judgment.**

**There will also be standard design specifications for bus stops, shelters, etc.**

**III. Bus Rapid Transit update**

**It was noted that there is not a signed agreement with the FTA but CATS is discussing numbers and service with HNTB.**

**IV. MovEBR project update**

## **1. CATS involvement**

**Ms. Soileau shared that CATS is awaiting an update and that Mr. Carriere will be following up with them.**

## **V. Program Management update**

### **1. HDR Performance Indicators**

### **2. The Goodman Corporation Microtransit report**

**HDR is working on the KPIs.**

**Staff has a report from the Goodman Corporation on Microtransit but there needs to be an internal staff discussion on the topic.**

## **VI. Ten Year Service Plan**

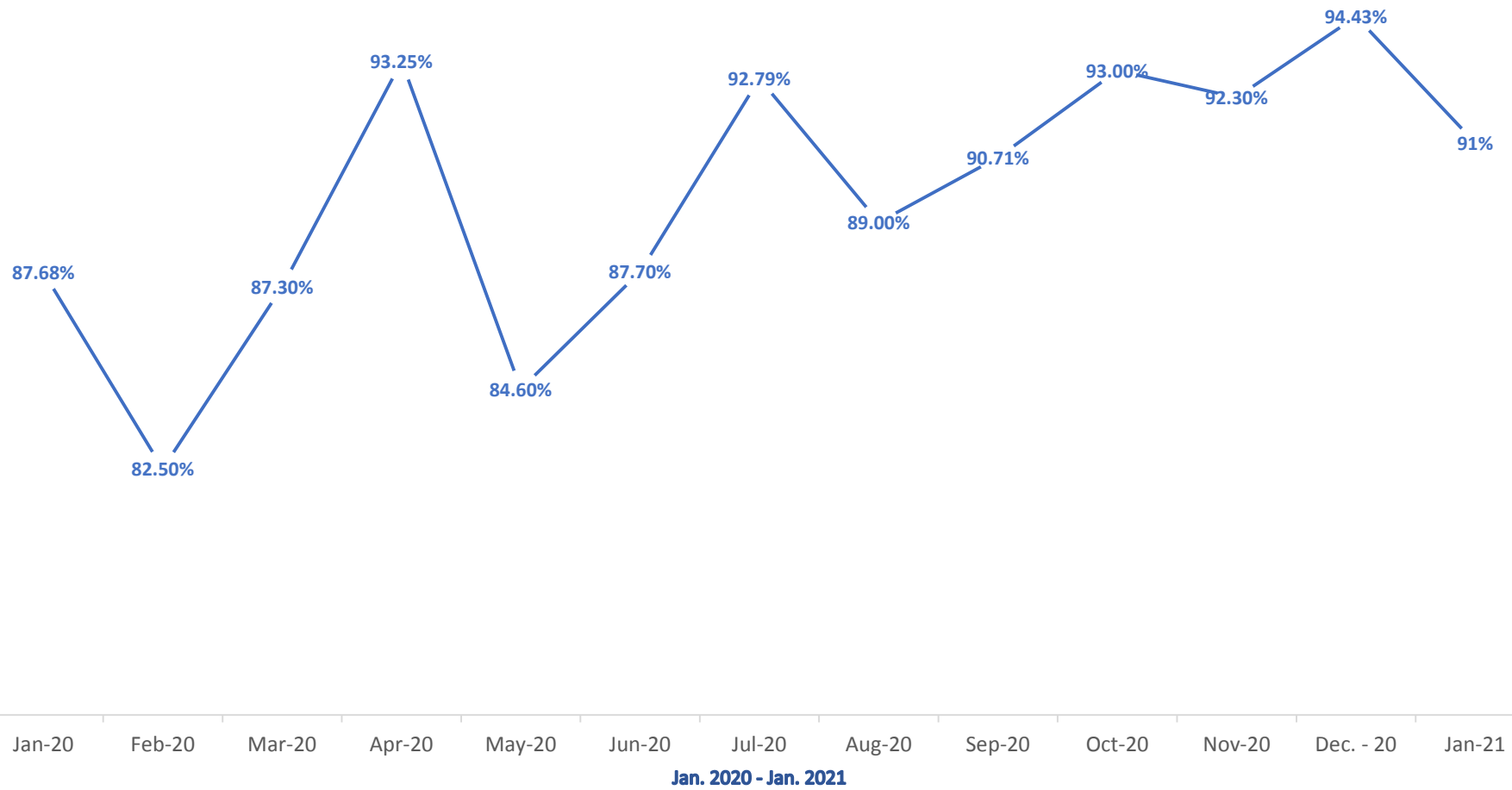
**It was noted that there is not a set plan in place but it will feed into the CIP and the Strategic Plan.**

**The plan will look at regionalization but only after improving the fixed route base of the system.**

**The next meeting was set for February 26<sup>th</sup>.**

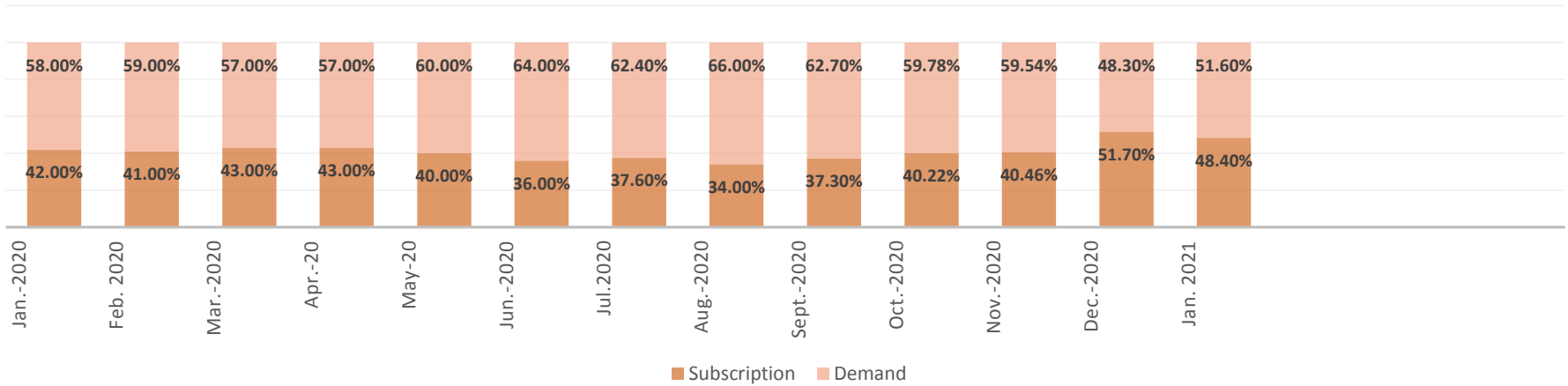
**There being no further business, the meeting adjourned.**

# ON-TIME PERFORMANCE

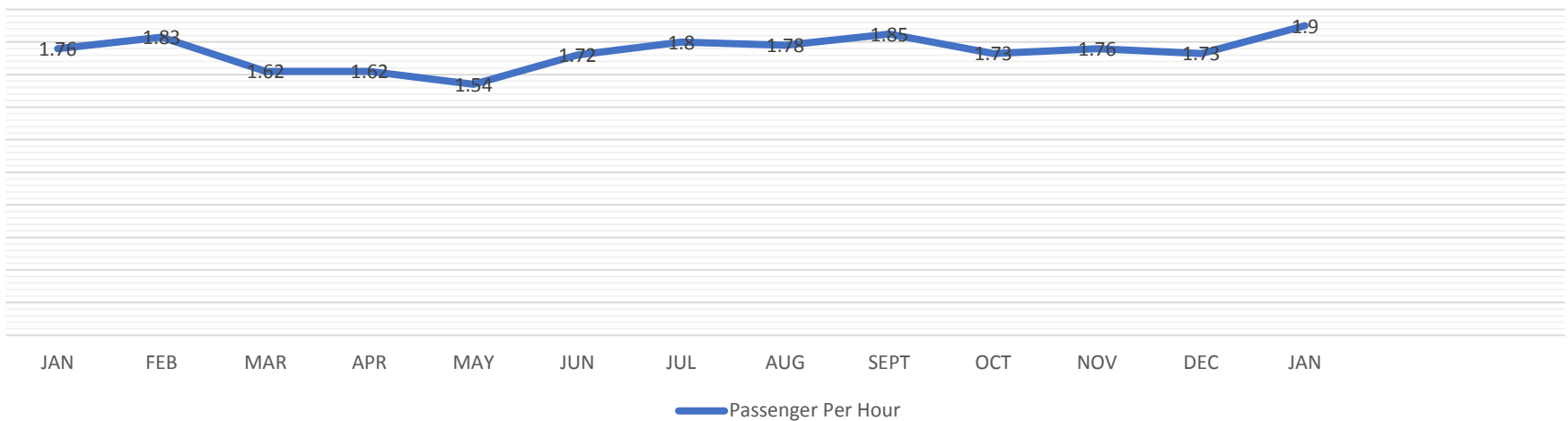




### SUB vs DEMAND Jan. 2020 - 2021



### PPH - GOAL 1.5 Jan. 2020 - Jan. 2021



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

Dear Chief Executive Officer:

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

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

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

Your cooperation in this matter will be greatly appreciated.

Sincerely,

Daryl G. Purpera, CPA, CFE  
Louisiana Legislative Auditor

Enclosure

**LOUISIANA COMPLIANCE QUESTIONNAIRE**  
**(For Audit Engagements of Government Agencies)**

1/27/2021 (Date Transmitted)

Postlewaite and Netterville (CPA Firm Name)

8550 United Plaza Blvd. Ste 1001 (CPA Firm Address)

Baton Rouge, LA 70809 (City, State Zip)

In connection with your audit of our financial statements as of December 31, 2020 and for January 1, 2020 – December 31, 2020 (period of audit) for the purpose of expressing an opinion as to the fair presentation of our financial statements in accordance with accounting principles generally accepted in the United States of America, to assess our internal control structure as a part of your audit, and to review our compliance with applicable laws and regulations, we confirm, to the best of our knowledge and belief, the following representations. These representations are based on the information available to us as of \_\_\_\_\_ (date completed/date of the representations).

**PART I. AGENCY PROFILE**

1. Name and address of the organization.

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

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

Baton Rouge 229,493 per United States Census April 2010

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

Mark Bellue, President  
Erika Green, Vice President  
Kahli Cohran, Treasurer  
Antoinette Pierre, Secretary  
Kevin O'Gorman  
Peter Breaux  
Linda Perkins  
Laurence Lambert  
Johnathan Hill

Chief Executive Officer  
William J. Deville, CEO

Fiscal Officer  
John Cutrone, Comptroller

Address and Phone Numbers for Board Members, CEO, and Fiscal Officer  
2250 Florida Boulevard, Baton Rouge, LA 70802  
225.389.8920

4. Period of time covered by this questionnaire.

January 1, 2020 through December 31, 2020

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

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

6. Briefly describe the public services provided.

Public transit system throughout East Baton Rouge Parish

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

Mark Bellue – December 31, 2021  
Peter Breaux – December 31, 2023  
Kahli Cohran – December 31, 2022  
Erika Green – December 31, 2023  
Johnathan Hill – December 31, 2021  
Laurence Lambert – December 31, 2022  
Kevin O'Gorman – December 31, 2022  
Linda Perkins – December 31, 2023  
Antoinette Pierre – December 31, 2023

## **LEGAL COMPLIANCE**

### **PART II. PUBLIC BID LAW**

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

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

B) All material and supply purchases exceeding \$30,000 have been publicly bid.

Yes [ x ] No [ ]

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

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

Yes [ x ] No [ ]

10. It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1,

1980, under circumstances that would constitute a violation of R.S. 42:1119.

Yes ☒ No ☐

#### **PART IV. LAWS AFFECTING BUDGETING**

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

##### A. Local Budget Act

1. We have adopted a budget for the general fund and all special revenue funds (R.S. 39:1305).
2. The chief executive officer, or equivalent, has prepared a proposed budget that included a budget message, a proposed budget for the general fund and each special revenue fund, and a budget adoption instrument that defined the authority of the chief executive and administrative officers to make budgetary amendments within various budget classifications without approval by the governing authority, as well as those powers reserved solely to the governing authority. Furthermore, the proposed expenditures did not exceed estimated funds to be available during the period (R.S. 39:1305).
3. The proposed budget was submitted to the governing authority and made available for public inspection at least 15 days prior to the beginning of the budget year (R.S. 39:1306).
4. To the extent that proposed expenditures were greater than \$500,000, we have made the budget available for public inspection and have advertised its availability in our official journal. The advertisement included the date, time, and place of the public hearing on the budget. Notice has also been published certifying that all actions required by the Local Government Budget Act have been completed (R.S. 39:1307).
5. If required, the proposed budget was made available for public inspection at the location required by R.S. 39:1308.
6. All action necessary to adopt and finalize the budget was completed prior to the date required by state law. The adopted budget contained the same information as that required for the proposed budget (R.S. 39:1309).
7. After adoption, a certified copy of the budget has been retained by the chief executive officer or equivalent officer (R.S. 39:1309).
8. To the extent that proposed expenditures were greater than \$500,000, the chief executive officer or equivalent notified the governing authority in writing during the year when actual receipts plus projected revenue collections for the year failed to meet budgeted revenues by five percent or more, or when actual expenditures plus projected expenditures to year end exceeded budgeted expenditures by five percent or more (R.S. 39:1311).
9. The governing authority has amended its budget when notified, as provided by R.S. 39:1311. (Note, general and special revenue fund budgets should be amended, regardless of the amount of expenditures in the fund, when actual receipts plus projected revenue collections for the year fail to meet budgeted revenues by five percent or more; or when actual expenditures plus projected expenditures to year end exceed budgeted expenditures by five percent or more. State law exempts from the amendment requirements special revenue funds with anticipated expenditures of \$500,000 or less, and exempts special revenue funds whose revenues are expenditure-driven - primarily federal funds-from the requirement to amend revenues.)

Yes ☒ No ☐

##### B. State Budget Requirements N/A

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

Yes ☐ No ☐

##### C. Licensing Boards N/A

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

Yes ☐ No ☐

#### **PART V. ACCOUNTING, AUDITING, AND FINANCIAL REPORTING LAWS**

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

Yes ☒ No ☐

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

Yes ☒ No ☐

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

Yes ☒ No ☐

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

Yes ☒ No ☐

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

Yes ☒ No ☐

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

Yes ☒ No ☐

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

Yes ☒ No ☐

#### **PART VI. MEETINGS**

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

Yes ☒ No ☐

#### **PART VII. ASSET MANAGEMENT LAWS**

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

Yes ☒ No ☐

#### **PART VIII. FISCAL AGENCY AND CASH MANAGEMENT LAWS**

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

Yes ☒ No ☐

#### **PART IX. DEBT RESTRICTION LAWS**

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

Yes ☒ No ☐

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

Yes ☒ No ☐

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

Yes ☒ No ☐

#### **PART X. REVENUE AND EXPENDITURE RESTRICTION LAWS**

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

Yes ☒ No ☐

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

Yes ☒ No ☐

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

Yes ☒ No ☐

#### **PART XI. ISSUERS OF MUNICIPAL SECURITIES N/A**

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

Yes ☐ No ☐

#### **PART XI. QUESTIONS FOR SPECIFIC GOVERNMENTAL UNITS**

##### **Parish Governments**

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

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

Yes ☒ No ☐

##### **School Boards N/A**

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

Yes ☐ No ☐

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

Yes ☐ No ☐

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

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

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

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

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

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

Yes ☐ No ☐

Tax Collectors N/A

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

Yes [ ] No [ ]

Sheriffs N/A

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

Yes [ ] No [ ]

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

Yes [ ] No [ ]

District Attorneys N/A

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

Yes [ ] No [ ]

Assessors N/A

37. We have complied with the regulatory requirements found in R.S. Title 47.

Yes [ ] No [ ]

38. We have complied with the regulations of the Louisiana Tax Commission relating to the reassessment of property.

Yes [ ] No [ ]

Clerks of Court N/A

39. We have complied with R.S. 13:751-917 and applicable sections of R.S. 11:1501-1562.

Yes [ ] No [ ]

Libraries N/A

40. We have complied with the regulations of the Louisiana State Library.

Yes [ ] No [ ]

Municipalities

41. Minutes are taken at all meetings of the governing authority (R.S. 42:20).

Yes [ x ] No [ ]

42. Minutes, ordinances, resolutions, budgets, and other official proceedings of the municipalities are published in the official journal (R.S. 43:141-146 and A.G. 86-528).

Yes [ x ] No [ ]

43. All official action taken by the municipality is conducted at public meetings (R.S. 42:11 to 42:28).

Yes [ x ] No [ ]

Airports N/A

44. We have submitted our applications for funding airport construction or development to the Department of Transportation and Development as required by R.S. 2:802.

Yes [ ] No [ ]

45. We have adopted a system of administration that provides for approval by the department for any expenditures of funds appropriated from the Transportation Trust Fund, and no funds have been expended without department approval (R.S. 2:810).

Yes [ ] No [ ]

46. All project funds have been expended on the project and for no other purpose (R.S. 2:810).

Yes [ ] No [ ]

47. We have certified to the auditor, on an annual basis, that we have expended project funds in accordance with the standards established by law (R.S. 2:811).

Yes [ ] No [ ]

Ports N/A

48. We have submitted our applications for funding port construction or development to the Department of Transportation and Development as required by R.S. 34:3452.



Yes [ ] No [ ]  
49. We have adopted a system of administration that provides for approval by the department for any expenditures of funds made out of state and local matching funds, and no funds have been expended without department approval (R.S. 34:3460).

Yes [ ] No [ ]  
50. All project funds have been expended on the project and for no other purpose (R.S. 34:3460).

Yes [ ] No [ ]  
51. We have established a system of administration that provides for the development of a capital improvement program on a selective basis, centralized purchasing of equipment and supplies, centralized accounting, and the selective maintenance and construction of port facilities based upon engineering plans and inspections (R.S. 34:3460).

Yes [ ] No [ ]  
52. We have certified to the auditor, on an annual basis, that we have expended project funds in accordance with the standards established by law (R.S. 34:3461).

Yes [ ] No [ ]  
Sewerage Districts N/A

53. We have complied with the statutory requirements of R.S. 33:3881-4159.10.  
Yes [ ] No [ ]

Waterworks Districts N/A

54. We have complied with the statutory requirements of R.S. 33:3811-3837.  
Yes [ ] No [ ]

Utility Districts N/A

55. We have complied with the statutory requirements of R.S. 33:4161-4546.21.  
Yes [ ] No [ ]

Drainage and Irrigation Districts N/A

56. We have complied with the statutory requirements of R.S. 38:1601-1707 (Drainage Districts); R.S. 38:1751-1921 (Gravity Drainage Districts); R.S. 38:1991-2048 (Levee and Drainage Districts); or R.S. 38:2101-2123 (Irrigation Districts), as appropriate.

Yes [ ] No [ ]  
Fire Protection Districts N/A

57. We have complied with the statutory requirements of R.S. 40:1491-1509.  
Yes [ ] No [ ]

Other Special Districts N/A

58. We have complied with those specific statutory requirements of state law applicable to our district.  
Yes [ ] No [ ]

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

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

\_\_\_\_\_  
Secretary \_\_\_\_\_ Date

\_\_\_\_\_  
Treasurer \_\_\_\_\_ Date

\_\_\_\_\_  
President \_\_\_\_\_ Date



# JANUARY 2021 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	2,086	451	182		Free service	Free service	Free service	2,719	\$0.00
10	Scenic Hwy / Southern University	2,003	432	189		Free service	Free service	Free service	2,624	\$0.00
11	Northside Circulator	3,281	759	170		Free service	Free service	Free service	4,210	\$0.00
12	Government St / Jefferson Hwy	2,719	464	342		Free service	Free service	Free service	3,525	\$0.00
14	Thomas Delpit Dr / Roosevelt St	2,741	549	288		Free service	Free service	Free service	3,578	\$0.00
15	Glen Oaks / Blount Rd / Crestworth	1,661	298	184		Free service	Free service	Free service	2,143	\$0.00
16	Capitol Park Shuttle	No service	No service	No service		No service	No service	No service	0	\$0.00
17	Perkins Rd	2,744	467	395		Free service	Free service	Free service	3,606	\$0.00
18	Cortana Transit Center / Tigerland	2,369	375	384		Free service	Free service	Free service	3,128	\$0.00
20	N. Acadian Thwy	5,050	776	716		Free service	Free service	Free service	6,542	\$0.00
21	Fairfields Ave	4,324	872	520		Free service	Free service	Free service	5,716	\$0.00
22	Winbourne Ave	4,225	532	420		Free service	Free service	Free service	5,177	\$0.00
23	Foster Dr	1,553	491	147		Free service	Free service	Free service	2,191	\$0.00
41	Plank Rd	6,028	1,213	192		Free service	Free service	Free service	7,433	\$0.00
44	Florida Blvd	8,894	1,663	1,396		Free service	Free service	Free service	11,953	\$0.00
46	Cortana Transit Center / L'auberge Casino & Hotel	3,125	580	109		Free service	Free service	Free service	3,814	\$0.00
47	Highland Rd / LSU	5,037	1,828	614		Free service	Free service	Free service	7,479	\$0.00
54	N. Airline Hwy / Southern University	3,285	882	471		Free service	Free service	Free service	4,638	\$0.00
57	Sherwood Forest Blvd / Greenwell Springs Rd / Siegen Ln	5,009	816	755		Free service	Free service	Free service	6,580	\$0.00
58	Coursey Blvd / O'Neal Ln / Ochsner	3,977	711	435		Free service	Free service	Free service	5,123	\$0.00
59	East Florida Blvd / O'Neal Ln / Ochsner	3,347	521	295		Free service	Free service	Free service	4,163	\$0.00
60	Medical Circulator	673	73	27		Free service	Free service	Free service	773	\$0.00
70	CATS Terminal / Southern University / Baker	2,572	388	196		Free service	Free service	Free service	3,156	\$0.00
72	Florida Blvd LIMITED	No service	No service	No service		No service	No service	No service	0	\$0.00
80	Southern University Shuttle	No service	No service	No service		Free service	No service	No service	0	\$0.00
										\$0.00
										\$0.00
	Total	76,703	15,141	8,427		\$0.00	\$0.00	\$0.00	100,271	\$0.00

**RIDERSHIP PER ROUTE BY MONTH YEAR-TO-DATE FOR JANUARY 2021**

<b>ROUTE NUMBER</b>	<b>ROUTE NAME</b>	<b>January</b>	<b>Total</b>
8	Gus Young Ave / BRCC	2,719	2,719
10	Scenic Hwy / Southern University	2,624	2,624
11	Northside Circulator	4,210	4,210
12	Government St / Jefferson Hwy	3,525	3,525
14	Thomas Delpit Dr / Roosevelt St	3,578	3,578
15	Glen Oaks / Blount Rd / Crestworth	2,143	2,143
16	Capitol Park Shuttle	0	0
17	Perkins Rd	3,606	3,606
18	Cortana Transit Center / Tigerland	3,128	3,128
20	N. Acadian Thwy	6,542	6,542
21	Fairfields Ave	5,716	5,716
22	Winbourne Ave	5,177	5,177
23	Foster Dr	2,191	2,191
41	Plank Rd	7,433	7,433
44	Florida Blvd	11,953	11,953
46	Cortana Transit Center / L'auberge Casino & Hotel	3,814	3,814
47	Highland Rd / LSU	7,479	7,479
54	N. Airline Hwy / Southern University	4,638	4,638
57	Sherwood Forest Blvd / Greenwell Springs Rd / Siegen Ln	6,580	6,580
58	Coursey Blvd / O'Neal Ln / Ochsner	5,123	5,123
59	East Florida Blvd / O'Neal Ln / Ochsner	4,163	4,163
60	Medical Circulator	773	773
70	CATS Terminal / Southern University / Baker	3,156	3,156
72	Florida Blvd LIMITED	0	0
80	Southern University Shuttle	0	0

<b>TOTAL UNLINKED TRIPS</b>	<b>100,271</b>	<b>100,271</b>
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	<b>January</b>	<b>Total</b>
Number of Weekdays	19	19
Number of Saturdays	5	5
Number of Sundays	7	7
Emergency Days	0	0
Total days	31	31

**RIDERSHIP PER ROUTE BY MONTH YEAR-TO-DATE FOR JANUARY 2021**

<b>ROUTE NUMBER</b>	<b>ROUTE NAME</b>	<b>January</b>	<b>Total</b>
8	Gus Young Ave / BRCC	2,719	2,719
10	Scenic Hwy / Southern University	2,624	2,624
11	Northside Circulator	4,210	4,210
12	Government St / Jefferson Hwy	3,525	3,525
14	Thomas Delpit Dr / Roosevelt St	3,578	3,578
15	Glen Oaks / Blount Rd / Crestworth	2,143	2,143
16	Capitol Park Shuttle	0	0
17	Perkins Rd	3,606	3,606
18	Cortana Transit Center / Tigerland	3,128	3,128
20	N. Acadian Thwy	6,542	6,542
21	Fairfields Ave	5,716	5,716
22	Winbourne Ave	5,177	5,177
23	Foster Dr	2,191	2,191
41	Plank Rd	7,433	7,433
44	Florida Blvd	11,953	11,953
46	Cortana Transit Center / L'auberge Casino & Hotel	3,814	3,814
47	Highland Rd / LSU	7,479	7,479
54	N. Airline Hwy / Southern University	4,638	4,638
57	Sherwood Forest Blvd / Greenwell Springs Rd / Siegen Ln	6,580	6,580
58	Coursey Blvd / O'Neal Ln / Ochsner	5,123	5,123
59	East Florida Blvd / O'Neal Ln / Ochsner	4,163	4,163
60	Medical Circulator	773	773
70	CATS Terminal / Southern University / Baker	3,156	3,156
72	Florida Blvd LIMITED	0	0
80	Southern University Shuttle	0	0

<b>LSU</b>	<b>Tiger Trails (operated by First Transit)</b>	<b>20,031</b>	<b>20,031</b>
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<b>TOTAL UNLINKED TRIPS</b>	<b>120,302</b>	<b>120,302</b>
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	<b>January</b>	<b>Total</b>
Number of Weekdays	19	19
Number of Saturdays	5	5
Number of Sundays	7	7
Emergency Days	0	0
Total days	31	31

**JANUARY 2021 COMPARED TO JANUARY 2020**

#	ROUTE NAME	2021		2020	
		RIDERSHIP	REVENUE	RIDERSHIP	REVENUE
8	Gus Young Ave / BRCC	2,719	\$ -	2,795	\$ 1,286.91
10	Scenic Hwy / Southern University	2,624	\$ -	7,425	\$ 3,787.07
11	Northside Circulator	4,210	\$ -	3,640	\$ 2,445.02
12	Government St / Jefferson Hwy	3,525	\$ -	7,328	\$ 3,307.53
14	Thomas Delpit Dr / Roosevelt St	3,578	\$ -	5,404	\$ 2,777.50
15	Glen Oaks / Blount Rd / Crestworth	2,143	\$ -	2,874	\$ 1,945.57
16	Capitol Park Shuttle	0	Free service	85	Free service
17	Perkins Rd	3,606	\$ -	10,567	\$ 5,397.10
18	Cortana Transit Center / Tigerland	3,128	\$ -	8,013	\$ 4,973.50
20	N. Acadian Thwy	6,542	\$ -	9,843	\$ 5,774.18
21	Fairfields Ave	5,716	\$ -	7,667	\$ 4,162.70
22	Winbourne Ave	5,177	\$ -	7,597	\$ 4,547.87
23	Foster Dr	2,191	\$ -	4,980	\$ 3,153.79
41	Plank Rd	7,433	\$ -	20,580	\$ 11,596.48
44	Florida Blvd	11,953	\$ -	27,321	\$ 13,052.62
46	Cortana Transit Center / L'auberge Casino & Hotel	3814	\$ -	6,980	\$ 4,813.25
47	Highland Rd / LSU	7,479	\$ -	25,105	\$ 12,771.78
54	N. Airline Hwy / Southern University	4,638	\$ -	11,603	\$ 7,162.82
57	Sherwood Forest Blvd / Greenwell Springs Rd / Siegen Ln	6,580	\$ -	15,956	\$ 11,526.28
58	Coursey Blvd / O'Neal Ln / Ochsner	5,123	\$ -	5,384	\$ 3,311.21
59	East Florida Blvd / O'Neal Ln / Ochsner	4,163	\$ -	5,267	\$ 3,792.61
60	Medical Circulator	773	\$ -	1,304	\$ 693.60
70	CATS Terminal / Southern University / Baker	3,156	\$ -	4,647	\$ 3,010.79
72	Florida Blvd LIMITED	0	\$ -	5,612	\$ 2,195.69
80	Southern University Shuttle	0	Free service	833	Free service

## 2020 Contracts Authorized by CATS CEO

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

February 2021

Description	Vendor Name	Amount	Start Date	End Date	CEO Approved	Services Provided	Comments
<b>Advisor to Senior Management for Strategic Guidance</b>	<b>S W Leader, Inc.</b>	<b>\$50,000</b>	<b>6/01/20</b>	<b>6/01/21</b>	<b>06/20</b>	Advisor to CATS Senior Management relating to Strategic Guidance & Planning PO 2020212	CEO will direct consultant to work in coordination with CATS Transit Planner/Scheduler and Micro transit Project Manager, and COO staff, to review for immediate implementation during remainder of the COVID-19 (Coronavirus) pandemic and post pandemic period
<b>Advisor to Senior Management for Strategic Guidance</b>	<b>Aries 2.0 Management Group, LLC</b>	<b>\$50,000</b>	<b>4/10/20</b>	<b>4/10/21</b>	<b>04/20</b>	Advisor to Senior Management for Strategic Guidance PO 2020173	Develop internal framework with management staff to include courses of action, timelines, progress milestones and monitoring processes to address CATS' mission critical objectives. Interface with CATS' Senior Management Team by providing on call services on as needed bases to achieve mission objectives
<b>Consultant to CATS CEO</b>	<b>New Age Industries</b>	<b>\$50,000</b>	<b>3/1/20</b>	<b>12/31/20</b>	<b>03/20</b>	Professional Services - Paul Tolliver (Consultant to CATS/CEO) PO 2020117	Senior Advisor to CATS Senior Management in the areas of: Technology, Operations, BRT Programing, Capital Improvement Program and other duties assigned by the CEO
<b>Federal Grants Guidance</b>	<b>Stephanie Pulley</b>	<b>\$50,000</b>	<b>4/7/20</b>	<b>4/7/21</b>	<b>04/20</b>	Federal Grants Strategic Guidance PO 2020151	Services will include grant strategic guidance, as well as procurement and accounting strategies
<b>Federal Grants Strategic Guidance</b>	<b>Sullivan Bosworth LLC</b>	<b>\$50,000</b>	<b>2/10/20</b>	<b>2/10/21</b>	<b>02/20</b>	Federal Grants Strategic Guidance PO2020073	Strategic Guidance for grant identification and grant management processes
<b>Government Relations Consulting</b>	<b>Southern Strategy Group of LA</b>	<b>\$50,000</b>	<b>1/1/20</b>	<b>12/31/20</b>	<b>01/20</b>	Services relating to Governmental Affairs, Relations and Educational Services (lobbying) PO 2020010	Support and strategy guidance for Governmental Relations and Educational Services

## 2020 Contracts Authorized by CATS CEO

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

February 2021

Description	Vendor Name	Amount	Start Date	End Date	CEO Approved	Services Provided	Comments
<b>Legal Services To Amend and Create Policies and Procedures</b>	<b>Broussard Dispute Resolutions</b>	<b>\$50,000</b>	<b>5/1/20</b>	<b>4/30/21</b>	<b>05/20</b>	Legal Services to amend & create Policies & Procedures Agreements. PO#2020176	Provider of legal services to representation in the following areas: Employment: render legal services to CATS on amending and creating policies and procedures for CATS Human Resources and Operations as it relates to the current COVID-19 pandemic to assure compliance with Local, State and Federal Employment Laws and CATS responsibility to and engaging with employees; Public Transit Employment Regulatory Requirement, which includes assisting CATS to secure the maximum benefit from and adherence to federal and state subsidy programs with respect to Laws, Acts, Bills and/or any Legislative actions in response to the COVID-19 (Coronavirus) Pandemic, and adherence to federal, state, and local legal employment regulatory requirements. Additional services at the request of the CEO
<b>Consultant to CATS CEO. Support for Maintenance, Operations including Bus Inspection</b>	<b>ESA Management &amp; Engineering Consultant</b>	<b>\$50,000</b>	<b>12/24/19</b>	<b>12/24/21</b>	<b>12/19</b>	<i>Support for Maintenance, Operations including Bus Inspection</i>	Support required to ensure rolling stock needs are assessed and requirements in the procurement process are followed and properly documented
<b>Executive Search Services for CATS Human Resources Director</b>	<b>Gallagher Benefits Services, Inc.</b>	<b>\$26,250</b>	<b>09/01/20</b>	<b>11/30/20</b>	<b>09/20</b>	<i>6 step search process to bring qualified candidates to CATS for the hire of a Human Resources Director</i>	Search has been extended into 2021. Due to the level of this position, this effort has been outsourced.



## 2020 Contracts Authorized by CATS CEO

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

February 2021

Description	Vendor Name	Amount	Start Date	End Date	CEO Approved	Services Provided	Comments
<b>Human Resources Consultant</b>	<b>Amy Tullos Cannon</b>	<b>\$41,800</b>	<b>09/21/20</b>	<b>03/20/21</b>	<b>09/20</b>	<i>Support and guidance relating to Human Resources</i>	Need generated by the departure of the CATS Human Resources Director. Relation can be terminated if warranted with short notice
<b>Compliance Training, NTD Support and Procurement periodic on demand support</b>	<b>The Goodman Corporation</b>	<b>\$49,500</b>	<b>08/01/20</b>	<b>03/31/21</b>	<b>10/06/20</b>	<i>Compliance, Procurement and NTD Support</i>	Temporary Support as workload has increased to ensure CATS addresses matters before we move forward with increased work efforts
<b>Legal Services as required by CATS</b>	<b>Law Office of Derrick Moore</b>	<b>\$50,000</b>	<b>01/04/21</b>	<b>01/04/22</b>	<b>01/18/21</b>	<i>Legal services including but not limited to: fleet liability, procurement law, public transit regulations, settlement, judgements and general services</i>	
<b>Planning-Key Performance Indicator</b>	<b>HDR Engineering</b>	<b>\$49,973</b>	<b>10/28/20</b>	<b>03/12/21</b>	<b>10/28/20</b>	<i>Service Planning Metrics &amp; Industry Performance Measures</i>	Deliverables are: Service Planning Technical Memorandum, Service Standard Document and Project Management Meeting as well as support with documents relating to meetings

## CATS Procurement Listing for CATS Board

**February 23  
2021**

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Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
<b>A</b>								
<b>A&amp;E Design Services BRT Stations Plank Rd &amp; Fla Blvd. PR #775</b>	A&E Design Services	SJB Group, LLC	Approx Cost \$323,000	Estimated Date: TBD (18 mo)	Estimated Date: TBD (18 mo)	11/13/18	RFQ for Design Services for BRT Stations on Plank Rd & Fla Blvd. to include new transit facilities	Future BRT work will not be completed via this contract. Stop work issued 03/20/20. 11/8/18 – F&E Committee approved to move to full Board. 10/25/18 – CATS received final offer in the amount of \$322,544.55 from SJB. 10/10/18 – Evaluations still ongoing. 8/2/18 – New RFQ is advertised and notification sent to vendor list, posted on CATS website. Proposal Opening Date: 8/29/18.
<b>A&amp;E Design Services Transit Amenities &amp; Related Equip PR #934 RFQ 2019- AmenitiesDesign-005</b>	A&E Design Services	Reich Landscape Architecture	Approx Cost \$180,000	6/20/19	6/19/2024	06/15/19	RFQ for Design Services for Transit Amenities and Related Equipment	Future BRT work will not be completed via this contract. 8/9/19- Executed Contract 4/17/19 – Proposals were received by Procurement, and PEC evaluated proposals and recommend an award at the June 2019 Board meeting for \$180,000. 3/28/19 – RFQ was solicited. Proposals due at 10:00am on 4/17/19. Will include Shelters, Kiosks, Landscapes, etc. Design consultant will also assist CATS with the construction bids in determining the lowest responsive bidder in meeting the technical specifications.
<b>A&amp;E Design Services NBR Transit Ctr PR #1307</b>	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 – <i>On hold</i> 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.

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<b>Audit Services CATS &amp; Pension</b> External Audit Services	Service Contract	Postlethwaite & Netterville	\$279,500	Jan 2019	Dec 2021	06/23/20	External Audit Services	Contract executed 06/20. 06/23/20 Board Approved. Additional \$63,000 for CATS CYE 2019 to initial \$32,000 for <u>new total of \$95,000</u> 7/16/19–Board approved additional \$119,500 for CATS CYE 2018 to initial \$31,500 for <u>new total of \$151,000</u> . 11/13/18 - Board approved 11/8/18 – F&E Committee approved to move to full Board. RFP opened on 10/30/18. For Calendar Years ending in 2018 through 2020, with 2 one-year renewal options.
<b>C</b>								
<b>Claims Adjuster Bus Fleet Liability &amp; Worker Comp</b>	Service Contract New RFP	Brown Claims Management Group Adjuster Claim Services Bus Liab&W C	Refer to updated Hourly Rates for renewal period 1/1/21 thru 12/31/21	Extension from 01/01/21  03/01/2020  Renewal: 3/1/19	Extension until 12/31/21  12/31/2020  2/29/20	Extension Approved 12/15/20   06/23/20	<i>Adjustor Claim Services, Investigations, Fleet Liability and Workers Comp</i>  (original 5 year contract	12/15/20 Board approved extension until 12/31/21. New RFP to be developed. 06/23/20 Board Approved to extend. Period Extension thru 12/31/20 allowing time to formulate <u>new RFP</u> . 3/11/2020- Contract signed and mailed to vendor for extension. 9/9/16 – Contract renewal finalized. 8/30/16 – CATS Board approved renewal of contract. 8/11/16.
<b>Compliance Assistance FY2019 FTA Comprehensive Oversight Review</b>	Consulting Services	Pierlott & Associates	\$144,349 current value after Amendment of \$96,492	12-24-18	Extended to 03/31/21	05/21/19	Consultant to assist with preparing FTA Triennial 2019 to include tasks: Corrective Action Support, Post-Review Assistance for Oversight Review	08/18/20 – Contract Extension for Period ending 03/31/21. No increase in contract value. 11/18/19- Contract Extended for Period of Performance only until 04/30/20. 05/21/19 Board approved funds of \$96,492. Original value of \$47,857 was executed on 2/05/19 by CEO.
<b>D</b>								
<b>Drug &amp; Alcohol 3<sup>rd</sup> Third Party Adm</b> D & A Services for Safety Sensitive	Services New RFP	IHSN  6 <sup>th</sup> extension	\$25,000 Estimated for 3 years	5/1/20  Extension from 05/01/2020	Extension until 12/31/21 Extension until 12/31/20	12/15/20  6/23/20	Extension allowing rebid 2021. FTA mandated Third Party Administrator services for Drug & Alcohol /substance abuse services for safety sensitive employees. PO 2019052	Extension Approved. Targeting making award by 04/21. 06/23/20 Board Approved. Period Extension thru 12/31/20 allowing time to formulate new RFP. Estimated cost to be \$25,000 for a 3 year contract. 3/18/19 CATS extended 12-month renewal with IHSN with only a \$0.50 increase on drug tests. Contract originated in 2012.

## CATS Procurement Listing for CATS Board

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<b>F</b>								
<b>Financing Bus Finance Lease /Purchase</b> (10 Gillig Buses)	Bus financing for 7 years through 2024	Banc of America Public Capital Corp (Scottsdale, AZ)	Finance 10 Gillig Diesel Buses for 7 years.	04/17	10/24	3/21/17	Capital Bus Lease/Purchase Finance 10 Gillig Buses Pay over 7 year period. Total Cost: \$4,217,800 2 payments of \$328,137 per year = \$656,273 per yr	3/21/17 – Board approved financing of 10 Gillig buses. 3/16/17 - F&E approved item to move to full board for approval. Financing is for 10 Gillig Buses. 2/8/17 – RFP solicited to multiple financial institutions. Proposals due back 3/2/17. Inquiries due here by 2/20/17 with our responses out via Addendum on 2/23/17.
<b>Fuel Diesel and Gasoline</b> <i>Joint C-P &amp; CATS Contract</i> Approved thru 3/31/2021 <b>5<sup>th</sup> renewal</b>	Materials City Parish	Mansfield Oil  (was assigned by FuelTrac) Via City Parish solicitation. Contract for Diesel and Gasoline	Approx. annual cost \$1.9m  Oil Price Info Serv OPIS + \$ 0.039 adm fee + tax = price per gal (ppg)	3/31/20  Initial start date of contract 11/01/14 C-P Metro Council approved award to FuelTrac on 8/13/14	03/31/21 5 <sup>th</sup> renewal  PO2020079 Current 2 year contr w/5 one year renewals available thru 2021		City Parish included CATS in 2014 fuel solicitation as a separate entity to participate in the fuel dispensing system.	CATS is waiting on the Approved City Parish assigned allow this to be renewed. Renewal - 2/7/20 - See Board Request Listing for this 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.
<b>G</b>								
<b>Graphic Design Services</b>	Service	Rockit Science	\$160,000 Maximum 2 <sup>st</sup> Renewal \$160,000 Maximum 1 <sup>st</sup> Renewal  \$125,000 Maximum per year	10/1/20  10/1/19  10/1/18	9/30/21  9/30/20  9/30/19	9/22/20  9/17/19  09/18/18	Assist CATS in creating and executing marketing programs, incl. marketing strategies and designs to increase CATS ridership base, build and maintain a positive brand in the community, and showcase the accomplishments of the Agency.	Board Approved 09/22/20. 9/17/19 – Board approved 1 <sup>st</sup> 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. 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.

## CATS Procurement Listing for CATS Board

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<b>Generators-Procurement</b>	Materials State Contract	ARRCO Power Systems	\$92,117	Delivery expected 08/17/20	Generators 08/31/20 350 Donmoor Switch Pending delivery	6/23/20	150 KW Generator & 350 KW Generator at 2250 Florida Blvd. Power Office and Fueling Station. Switch for 350 Donmoor.	Delivered and installed 2 generators 08/20. Grant funded. Allows continued operations in the event of a power outage. Generators and Installation est. \$170,000. Final cost anticipated to be \$135,917.
<b>Generators – Installation</b>	Public Works Bid	TBD for installation	\$43,800	08/17/20	2 Generators 08/31/20 Switch Pending delivery	6/23/20	150 KW & 350 KW Generator at 2250 Florida Blvd. Power Office and Fueling Station. Switch only install at Donmoor.	Generator Installation completed 08/20. Switch at Donmoor install pending. Award made 7/31//20. Grant available to fund. Allows continued operations in the event of a power outage. Generators and Installation was estimated at \$170,000.Final anticipated to be less than \$155,000.
<b>I</b>								
<b>Insurance Auto Physical Damage Policy</b>	Services	Stone Agency	\$74,900	9/20	09/21	09/22/20	Auto damage including terrorism coverage	Board Approved so Accounting has addressed this matter.
<b>L</b>								
<b>Legal Services</b> <i>Contract is thru 5/18/20</i>	Services	Abadie Law Firm, APLC	Monthly Retainer Fee + hourly rates apply.	5/19/19	5/18/22	02/19/19	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.
<b>Legal Services Employment Law</b>	Services	Breazeale, Saches & Wilson, LLP	\$125,000	04/08/20	04/08/21	11/17/20	Contract Increase by \$75,000  Legal Services relating to Employment and Labor Matters. PO2020177	11/17/20 Board Approved Contract increase by \$75,000. Services to include: Employment Law including legal services with ongoing dealings with the Amalgamate Transit Union (ATU) in negotiating and administering of the collective bargaining agreements with its employee's union (Amalgamate Transit Union Local 1546) grievance and interest arbitrations, civil rights, ADA, wage and hour, and other employment claim. Other services will be supplies per direction of the CEO

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<b>O</b>								
<b>Oil Products</b>	Materials ITB	Lard Oil (\$70,045.00)	\$70,045	1/1/2021	12/31/21	12/15/20	Antifreeze, Synthetic Transmission fluid and Diesel Exhaust Fluid	Board Approved. Prior year vendor is being replaced.
		Central Oil (\$36,204.00)	\$36,204	1/01/21	12/31/21		Gear Oil, Motor Oil and Wheel Grease	12/01/20 – Bid Opening. Provided here for the Boards information since this went out in one Invitation to Bid but awarded to 2 different vendors based on the lowest bid for specific products.
<b>On-Call Services RFP</b> PR # 2019-On-CallServices-	Consulting	The Goodman Corporation	\$160,000	08/01/20	07/31/21	07/21/20	TO 001 Sub-Area Planning approach for transit options	Task order 001 issued for \$160,000..Board Approved up to \$160,000. This task includes technical analysis, public outreach, alternatives, and implementation plan for micro-transit service.
<b>On-Call Services RFP</b> PR # 2019-On-CallServices-	Consulting	Atlas Technical Consultants	\$354,770	08/03/20	12/31/21	07/21/20	TO 001 for Program Management. General Administrative Support, Project Development, Delivery and Planning Services for 5 year Capital Improvement and Investments Plan	Period of Performance Extended to 12/31/21. Task order 001 issued for \$354,770.Board Approved up to \$354,770.This task will provide administrative support for project development & planning for capital improvement plan.
<b>On-Call Services RFP</b> PR # 2019-On-CallServices-0	Consulting	HNTB	\$313,445	08/20/20	07/31/21	07/21/20	TO 001 for Development of Transit Operations Plan	Task order 001 issued for \$313,445..Board Approved up to \$350,000. This task order will provide for the development of a transit operations (bus service) plan.
<b>On-Call Services RFP</b> PR # 2019-On-CallServices	Consulting	HNTB	\$78,104	10/20/20	0721/21	10/20/20	TO 002 Rider, Non-Rider Transit Stakeholder Surveys	10/20/20 Approved by Board. Task Order 002 issued 10/28/20.
<b>P</b>								

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<b>Paratransit Services ADA</b>	Service	MV Transp.	3 year contract amount \$6,975,000	5/6/18 3 yr contract w/ 2 one year renewals	5/6/21 (potential 5 year contract thru 2023)	2/20/18	Contracted Para-Transit Service Provider	1 <sup>st</sup> of 2 one year renewals agreed to (start of first renewal will be 05/6/21). Hourly Rate Adjustment undetermined. 11/17/20 Board did not make a motion to provide a temporary Rate Adjustment. 2/20/18 – Board approved award to MV. 1/16/18 – Board deferred until Feb Board meeting. 1/12/18– F&E meeting Based on the Proposal Evaluation Committee results; CATS recommends an award of contract to MV Transportation as CATS paratransit services contractor.
<b>Planning and Scheduling</b>	Consulting	Arthur Gaudet	\$125,000	02/01/20	02/01/21	6/23/20	Planning & Scheduling Assistance	Contract Amended. Current value \$125,000, 6/20.
<b>S</b>								
<b>Security Guard Services</b>	Service	Weiser Security Services, Inc.	Approx. \$237,000 annual cost	Extension approved & rebid 1 <sup>st</sup> quarter 2021  2 <sup>nd</sup> of 2 renewals 1/1/19 1 <sup>st</sup> of 2 one-year renewals	12/31/21  12/31/20	12/15/20  1/21/2020	24/7 - Security Guard Services at CATS 2250 Florida Blvd. location.	12/15/20 Board Approved to extend for 1 year starting 01/01/21. Rebid 1 <sup>st</sup> Qtr 2021. 3/1/2020 – Contract renewed. 11/13/18 - Board approved 11/8/18 – F&E Committee approved to move to full Board. Board Approved original award on 1/15/16 – Security contract awarded to Weiser Security Services, Inc. 3-year contract with 2 options to renew for 12-months each.
<b>Software ERP System</b> Software	Services	Tyler Technologies Solutions	New price \$822,803.00 first 5 years (Options for 3 years)	08/01/20	7/31/25 (potential 8 year contract thru 2028)	12/17/19	ERP Software	Contract executed by CATS. Board Approved on 12/17/19. Awarded to Tyler Technologies Solution. 12/13/19- Received negotiation prices from Tyler, new price is \$822,803.00 for 5 year term w/option to extend for 3 years. 12/6/19 – Emailed letter for Intent to Recommend Award to Tyler Technologies.
<b>Software ERP Implementation Services</b>	Service	Intueor Consulting	\$147,500	08/01/20	12/31/21	6/23/20	ERP Software Implementation Services –	Contract has been executed by CATS. 5/5/20-3 Bids were opened and evaluated. 4/7/20- RFP Effort Started.



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<b>Software RouteMatch Services</b>	Service	RouteMatch	One year of tech support, warranties, & maintenance coverage \$117,500	8/1/20	7/31/21	6/23/20	Tech Support, Maintenance & Warranty Coverage for AVL, APC & AVA Sys	Period Ending 07/31/21 has been paid 07/31/20. Negotiated down to \$117,500/yr. 1 Option year, at same price to 7/31/22 9/17/19 - Board approved 12-month renewal for \$165,052. Renew warranty services contract through 7/31/20. Board Approved on 7/17/18 to renew tech support and warranty coverage for AVL, APC & AVA Systems from 8/1/18 thru 7/31/19.
<b>T</b>								
<b>Tire Lease for Buses (Maintenance)</b> Contract for 3 years thru 8/31/20 w/ 2 one year renewals thru 8/31/22	Material Supply ITB	Bridgestone Americas Tire Operations, LLC	1 <sup>st</sup> option year estimated cost is \$204,800 per year  \$600,000 (est cost for 3 years) -----	9/01/20  09/1/17	1 <sup>st</sup> of 2 on 1 yr options 8/31/21  8/31/20	08/18/20  1/21/20	Tire lease for buses	08/18/20 Board Approved to exercise 1 <sup>st</sup> of 2 one year options. Extended thru 8/31/21. Estimated \$204,800 for 1 year. 1/24/2020- Order has been placed. 1/21/2020- Board approved. 1/10/20- Submit Board approval request.
<b>Technical Innovation Services</b>	Service	Hitachi	Not To Exceed \$300,000	09/01/20	8/31/23  (2 1 yr options)	09/22/20	Multi-channel messaging with passengers. Mobile ticketing options. System to provide data collection. All to improve the rider's experience.	Board has approved. 80% Funding provided via AIM Grant.
<b>V</b>								
<b>Vehicles (21) ADA Paratransit Vans Driver Protection Systems</b>	Materials	Creative Bus Sales State Contract	\$25,560	06/11/20	09/30/20	6/23/20	21 Protective Van Protective Systems to protect drivers	All received in September 2020. Order placed 6/26/20. 6/23/20 Board Approved. Cares Act Funded.



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<b>Vehicles Electric Buses (3) (35ft) w/Extended Battery Range and install 3 electric charging stations</b>	Rolling Stock	BYD America 3 Electric Buses and install 3 electric charging stations	Final Order 3 buses no Chargers \$2,296,240 Bid Price for 3 buses and 3 charging stations \$2,381,245 Approx unit cost for one bus and one charging station \$791,748	12/20/2020 3 <sup>rd</sup> Order 12/20/2019 – 2 <sup>nd</sup> order  01/16/18	12/31/23 3 <sup>rd</sup> Order 12/20/20 – 2 <sup>nd</sup> order  01/16/23 Contract can be used for the next 5 years from the date of award	11/17/20  12/17/2019  Board Approved 1/16/18 PO Issued on 3/7/18. Delivery to be by Feb 22, 2019	Allows for up to 9 buses, 35 foot w/extended battery range and install in-house charging stations. 3 separate orders of 3.	PO Issued 11/18/20 for 3 <sup>rd</sup> and final order. 11/17/20 Board Approved request for 3 <sup>rd</sup> order for 3 buses. 3 <sup>rd</sup> Order Deliver anticipated in 2023. 12/20/19 – 2 <sup>nd</sup> order for 3 buses-Board Approved and buses ordered expected to arrive by 12/20. 1/16/18 – Board approved award to BYD for 1 <sup>st</sup> order of 03 buses. 1/12/18 - F&E meeting – CATS recommended an award of contract for the purchase of 3 electric 35 foot buses to the lowest priced and responsive bid submitted by BYD. F&E voted to move the item to full board for approval. CATS Received bids from BYD, New Flyer and Proterra.
<b>Vehicles Electric Bus Charges</b>	Rolling Stock PO Change Order	BYD America 2 Electric charging stations	\$56,667	06/11/20	09/01/20	6/23/20	2 Chargers for BYD Electric Buses	Delivery accepted. Order placed 6/24/20. .
<b>Vehicles Diesel Buses (7) 35ft Delivery 2023 &amp; 2024</b>  <i>8 buses Delivered Nov/Dec 2018</i>  <i>*orders as needed – on going until contract expires</i>	Rolling Stock ITB	<b>Gillig, LLC 35 ft diesel</b>	\$3,489,166 final order. 2021 for 7 buses for delivery in 2023 & 2024  3 <sup>rd</sup> order. Purchase of 8 buses  56 Buses will be ordered over 5 years thru 2020 36 less 8 = 28 Assignments left on the bid	2021	2024  8 buses delivery in Nov/Dec 2018	1/22/21    <b>Board Approved To purchase 12 buses on 12/20/16 week of 7/17/17</b>	Final 7 Buses- Delivery 2023 and 2024	POs issued 1/22/21. 1/21/21 Board Approved purchase of 7 buses to be received in 2023 and 2024. No future orders due to contract expiring 02/21. <b>1/3/19</b> – Procurement was notified that all 8 buses have been received by CATS Maintenance. <b>7/21/17</b> P.O. sent to Gillig – <b>7/17/17</b> – Pending P.O. / will be issued this week to Gillig for 8 buses. Waiting on Buy Am info from them before sending P.O. The delivery date is 16 months. <b>4/11/17</b> – Awaiting approved PR from CEO to issue PO for 8 buses (on hold). <b>3/21/17 – Update:</b> P.O. pending since board approval in Dec. 2016. Per management, the P.O. will be changed to reflect the purchase of 8 buses instead of 12 and will be sent later this week.
<b>Vehicles Bus Driver Protective Systems</b>	Materials	Gillig, LLC 28 Driver Protection Systems	\$137,400	06/11/20	08/31/20	6/23/20	28 Driver Protective Systems for Diesel Buses	Delivered 11/30/20. 6/23/20 Board Approved. Cares Act Funded.

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Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
<b>Vehicles ADA Paratransit Vans 12- passenger Elkhart</b>	Rolling Stock	Creative Bus Sales – State Contract	\$265,130	1/31/2020	07/31/20	1/21/2020	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.	All received in September 2020. Change Order of \$5,005 approved by Board 6/23/20. Order placed for this CO 06/26/20. 1/24/2020- Order has been placed. 1/21/2020- Board approved. Note: Barriers added via Care Act for these 4 units. CO for \$5,005 reflected in amount to the left.
<b>Vehicles Support SUVs 5- Chevrolet Traverse support vehicles</b>	Rolling Stock	Gerry Lane Chevrolet	\$124,832	9/23/2020	12/31/20	09/22/20	To purchase (5) Chevrolet Traverse SUVs to replace (5) 2019 Dodge Ntro support vehicles.	Vehicles now is service. Order placed 09/23/20 with a 90 day delivery promised. Grant available for these replacement units
<b>Vehicles 3-Electric Buses - Lease for 2 years</b>	Rolling Stock	BYD America	\$375,000	Estimated 03/01/21	Estimated 02/28/23	12/15/20	24 mo lease for BYD 30 ft buses.	Lease contract under review for finalization and award. 12/15/2020 Board Approved the lease 30 ft buses to resume services downtown. These buses can be charged with CATS' existing charging stations and are similar in most aspects to our existing Electric Fleet. Grant funds are available to assist in paying these leases.
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<b>Website Re-Design</b>	Website Services	<b>Covalent Logic</b>	\$16,000 Change Order value  Estimate ReDesign \$87,000 plus Hosting Fees \$4,000/yr	08/01/20  01/01/17	07/31/21  07/31/20 3 years w/2 one year renewals available	07/21/20  12/20/16	Extension of contract for added functionality and annual hosting fee.  Original Website Re-Design - includes Hosting and Software Services	August 2020 – Exercise optional year 1 hosting fee plus support to increase functionality of the website.  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 <sup>th</sup> . Contract Award Recommendation is scheduled to be on 12/20/16 Board meeting agenda.