


Notice posted: April 15, 2019

Time: 3:30 p.m.

  
Amie McNaylor, Assistant Secretary



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

**APRIL 16, 2019**

**4:30 pm**

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

**AGENDA**

- I. CALL TO ORDER: Mr. Mark Bellue**
- II. ROLL CALL: Ms. Amie McNaylor**
- III. APPROVAL OF MINUTES OF MARCH 19, 2019 MEETING: Mr. Mark Bellue**
- IV. PRESIDENT'S ANNOUNCEMENTS: Mr. Mark Bellue**
- V. SAFETY MOMENT: Ms. Renee Simpson**
- VI. ADMINISTRATIVE MATTERS**
  - 1. Executive and Financial Report: Mr. Bill Deville and Executive Staff**
- VII. COMMITTEE REPORTS AND ANY ACTION THEREON**
  - 1. Finance & Executive: Mr. Mark Bellue**
  - 2. Technical, Policies & Practices: Dr. Peter Breaux**
  - 3. Audit: Mr. Kahli Cohran (no meeting held)**
  - 4. Planning: Mr. Kevin O'Gorman**
  - 5. Community Relations: Ms. Linda Perkins (no meeting held)**

## **VIII. ACTION ITEMS**

- 1. Consideration of renewal and amendment of customer satisfaction surveys with ETC Institute**
- 2. Consideration of award of antifreeze services contract to Miguez Fuel**
- 3. Consideration of approval to waive fares on April 25, 2019 for National Transit Get On Board Day**
- 4. Consideration of authorization to approve CATS Information Technology Backup Policy**
- 5. Consideration of authorization to approve CATS Password Policy**
- 6. Consideration of authorization to approve CATS Passenger Code of Conduct and Banning Passenger Policy**
- 7. Consideration of approval to declare five Gillig buses and one Ford Cutaway van and parts as surplus**
- 8. Consideration of authorization to add Dwana Williams as signatory on behalf of CATS for all Whitney/Hancock Bank accounts and consideration of authorization for the CEO to execute all documents required by Whitney/Hancock Bank to effectuate these changes**
- 9. Adopt and levy the ad valorem tax millage rate of 10.6 mills for the City of Baton Rouge for the year 2019**
- 10. Adopt and levy the ad valorem tax millage rate of 10.6 mills for the City of Baker for the year 2019**
- 11. Consideration of authorization for the CEO to settle the claims of Arthur Davis, Sr., Arthur Davis, Jr., Artisha Davis, and Carla Davis under the terms of the settlement and judgment payment policy adopted by the Board on July 20, 2004 as amended. (This matter might possibly be discussed in executive session. As required by the Open Meeting Law, notice is hereby given that this claim is pending in the 19<sup>th</sup> Judicial District Court and is Suit Number 640,054, Sec. 22; and that Arthur Davis, Sr., Arthur Davis, Jr., Artisha Davis, and Carla Davis are the plaintiffs and Capital Area Transit System and Eric Marselis are the defendants.)**

## **IX. PUBLIC COMMENT**

## **X. ADJOURNMENT**

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

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



CAPITAL AREA TRANSIT SYSTEM

*Connecting you to what matters.*

**MEETING OF THE  
BOARD OF COMMISSIONERS OF  
CAPITAL AREA TRANSIT SYSTEM  
AND  
PUBLIC TRANSPORTATION COMMISSION  
MARCH 19, 2019  
4:30 p.m.**

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

**MINUTES**

**I. CALL TO ORDER: Mr. Jim Brandt**

Mr. Bellue called the meeting to order.

**II. ROLL CALL**

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

**III. APPROVAL OF MINUTES OF FEBRUARY 19, 2019 MEETING**

Mr. Brandt moved to approve the minutes of the February 19, 2019, meeting and Mr. Lambert seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

**IV. PRESIDENT’S ANNOUNCEMENTS**

Mr. Bellue welcomed the public and provided a review of the public comment process.

**V. SAFETY MOMENT**

Ms. Simpson shared a safety moment centered on effective practices on bus transit safety.

## **VI. ADMINISTRATIVE MATTERS**

### **1. Customer Satisfaction Survey Results: Mr. Aaron Heckeke, ETC Institute**

Mr. Heckeke shared that the second round of customer surveys were conducted in November 2018 and more than 2,000 usable surveys were collected.

It was noted that the majority of riders surveyed rely on CATS as their primary means of transportation. 74% of riders have an annual household income under \$50,000, and that majority of those are less than \$25,000. 58% of riders are between the ages of 19 and 39, and 29% have used CATS more than five years; 40% have utilized the system less than one year. It was noted that 85% of riders have a smartphone. 74% of riders are transit dependent.

Mr. Heckeke let the board know that the primary purpose for trips is work, and 65% of those riding use the system five or more days weekly.

It was noted that the mean satisfaction rating for fall 2018 is 67.

CATS customers are highly satisfied with operators; the mean rating for fall 2018 is 78, which is near the highest numbers for operator satisfaction in the industry.

Overall, customers feel safe and secure when on a CATS vehicle.

The top three service items of importance to CATS riders are buses arriving on time, route coverage, and fare price.

It was noted that customers will once again be surveyed in the spring and fall of 2019 to ensure the agency is addressing the issues that are important to the customers.

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

Ms. Dwana Williams shared that, in Operations, there are currently 131 active operators.

Ms. Williams noted that CATS had 221,163 passenger trips in February. There were 5.8 preventable accidents per 100,000 miles.

Ms. Williams shared that there were 200 trips cancelled in February of the approximately 33,000 trips for the month. The percentage of on-time trips was 67.26%. There were 31.7 complaints per 100,000 miles in February. There were 1,792 mean miles between road calls for the month.

Mr. Deville reported that CATS has rebid the construction project for the East (Cortana) Transit Center and there will be a recommendation later in the meeting.

After the BYD electric bus inspection at their facility, CATS staff informed the agency that all three buses are in the road test/punch list phase, and all are scheduled to arrive ahead of the planned revenue service startup for the CATS Plank Road BRT route. Once they have arrived and been outfitted, they will be placed into revenue service on a fixed route until the BRT route is active.

The CATS SIP implementation on February 24<sup>th</sup> was successful, with some minor issues as expected. The free rides were appreciated by the customers. Operations, Planning, and Scheduling are closely monitoring the startup. Some of the issues that have arisen are some operators saying certain route schedules do not allow time for comfort breaks and some customers still needed help adjusting to the new routes.

Mr. Deville shared that CATS has hired a new Human Resources Manager, Jim Fight, who starts March 20<sup>th</sup>. Mr. Fight comes to the agency with more than twenty years in human resources, and more than ten years in transit human resources.

An administrative reorganization took effect on March 1<sup>st</sup>, and some of the highlights include naming Dwana Williams the Chief Operating Officer and Garrick Rose the Director of Planning and Program Development.

Mr. Deville shared that the CATS planning staff participated in the Redevelopment Authority's "Walk the Plank" event. The community walk-and-ride tour was held to encourage residents and business owners who live along Plank Road to tell officials what the future should look like for the corridor.

In Facilities Planning, Mr. Deville let the board know that CATS is anticipating FTA's approval of the 2018 formula. Legal counsel is working with LSU officials to complete certain requirements prior to executing the purchase agreement.

The Cortana Transit Center construction project was rebid and three firms submitted bids. The lowest bidder is in compliance with the ITB and will be recommended for consideration of award.

Mr. Deville let the board know that a preliminary assessment of the BRT stations has been completed by SJB. The assessment focused on right-of-way limitations, ADA compliance, site evaluations, and development of conceptual designs. The assessment confirmed the suitability and acceptability of the station locations and allows the design phase to advance to the utility phase. The sites deemed unacceptable have been replaced with alternate sites.

CATS and HNTB met with City-Parish DPW and DOTD officials to explore the challenges associated with the Plank Road rights-of-way. Narrow rights-of-way and access management, as well as the transfer of Plank Road from DOTD to DPW were some of the issues discussed.

Mr. Deville let the board know that CATS has been working with the Baker Mayor and CRPC to plan a bus layover facility and a park-and-ride location in Baker. Project funding has been identified by CRPC with local match to be provided by both CATS and the City of Baker. The anticipated revenue start date is expected in 18 to 24 months, contingent upon funding.

Mr. Deville noted that he had engaged Postlethwaite & Netterville to conduct an audit of the finances at the agency in addition to their upcoming annual material audit. The firm has been critical in learning the deficiencies in the finance department and financials.

The firm has now begun the work of the material audit while continuing to work on the finances.

Mr. Deville shared the statement of budgeting versus actual for 2018 as prepared by P&N and noted that CATS had \$26,438,164 in total operating expenses. There was \$2,917,014 in CATS generated revenue, \$19,266,570 in non-federal subsidies, and \$5,304,758 in federal subsidies. The net operating balance was \$1,050,177.

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

### **1. Finance and Executive: Mr. Jim Brandt**

Mr. Bellue referred the members to the minutes of the committee's March 14<sup>th</sup> meeting in their packets. He shared the highlights and noted that the action items would be considered later in the meeting.

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

Ms. McNaylor noted the committee did not meet but plans to meet in April.

**3. Audit: Mr. Cohran**

Mr. Cohran noted the committee did not meet but would be meeting March 25<sup>th</sup>.

**4. Planning: Mr. Kevin O’Gorman**

Mr. O’Gorman referred the members to the minutes of the committee’s March 15<sup>th</sup> meeting in their packets. He shared the highlights and noted that there was discussion on the Plank Road BRT route, the Plank-Nicholson BRT Corridor, the City of Baker Park and Ride, and various FTA coordination topics.

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

Ms. Perkins noted the committee did not meet.

Mr. Bryan Basford of MV Transportation noted that there were 7,926 scheduled trips; of those, 582 were cancellations and 281 were no-shows for a total of 7,063 completed trips. There were four complaints for the month and the on-time percentage was 90.5%. There were 10 road calls for the month of February.

**VIII. ACTION ITEMS**

**1. Consideration of renewal of automated fuel dispensing services contract with Mansfield Oil (formerly FuelTrac)**

Mr. Darrell Brown noted that this is a contract initiated by the City-Parish and CATS is a participant. The contract originated in 2014 and this is the fourth renewal; the option is for up to seven renewals. The contract is for gasoline and diesel utilized by all CATS vehicles and is based on Oil Price Information Services (OPIS) pricing.

It was noted that CATS is only billed for fuel actually used, not fuel delivered to the agency.

Mr. Brandt moved that the CEO is authorized to renew the automated fuel dispensing services contract with Mansfield Oil (formerly FuelTrac) and Mr. Cohran seconded the motion. Mr. Bellue invited



public comment and there was none. The motion passed unanimously with no abstentions.

**2. Consideration of award of contract for construction services for Cortana Transit Center construction project**

Mr. Darrell Brown let the members know that the solicitation was rebid after the two original bids were deemed to be flawed.

Three bids were received from the rebid solicitation and all three were deemed to be responsive. Kelly Construction Group was the lowest responsive bidder at \$524,848.

Mr. Cohran moved that the CEO is authorized to award the construction of the Cortana Transit Center ITB to Kelly Construction Group, LLC and to enter into a contract with Kelly Construction Group, LLC in the amount of \$524,848 and Mr. Brandt seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

**IX. PUBLIC COMMENTS**

Ms. Linda DeSimone shared that she is a daily rider of the CATS system. There are not enough seating areas at the Cortana Transit Center and she inquired when there would be more. She feels that the new schedules are worse and CATS should bring back the 57 route.

**X. ADJOURNMENT**

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

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PHONE: 225.389.8920



## EXECUTIVE STAFF

**Bill Deville**  
Chief Executive Officer

**Darrell Brown**  
Chief Administrative Officer

**Dwana Williams**  
Chief Operations Officer

## EXECUTIVE REPORT

April 2019

Bill Deville and Executive Staff

### INTRODUCTION OF NEW HR MANAGER Jim Fight: *Bill Deville*

- Overview of vision for Human Resources

### OPERATIONS AND MAINTENANCE: *Dwana Williams*

- Operations now has 122 active Operators
- CATS currently has eight routes impacted by construction throughout the service area. See the attached system map and note the routes in red that are affected.
- See attached Performance Measures

### CEO NOTES: *Bill Deville*

- HNTB met with CATS board and staff to discuss the results of the Redefinition Study and next steps of the Plank-Nicholson BRT Corridor. Those steps include HNTB leading tasks to advance the project, including National Environmental Policy Act (NEPA) Environmental documentation, conceptual design and development of an application to the Federal Transit Administration's (FTA) BUILD Transportation grants (Better Utilizing Investments to Leverage Development instead of the FTA Small Starts Program. HNTB is working closely with City Parish, Redevelopment Authority, DOTD, and CATS regarding funding resources and what now appears to be a better and possibly lower cost option.
- CATS received word from Stephen Whitlow, of Merakey Gateway, noting that Kevin Roig, Deputy Chief of Staff of Communications at the office of Congressman Garret Graves, that the Congressman would like to continue the momentum on the paratransit/Uber on-demand model used in Boston and other areas, for CATS and Baton Rouge; a meeting is scheduled with MV on Wednesday afternoon for an update on their Dallas program as a possible template here as promised.
- Operations, Scheduling, and Planning continue to monitor the SIP and address opportunities and issues that arise.

### MICROTRANSIT PILOT PROJECT: *Bill Deville*

- CATS has partnered with TransLoc to determine best zone(s) in which to provide the pilot project.
- TransLoc met with CATS staff several times via conference call to determine potential zones and has presented a simulation of the City of Baker and the area surrounding Southern University and the Baton Rouge Airport.
- The study has presented options from two on-demand multi-passenger vehicles to six vehicles based on simulated trips.
- CATS has committed \$25,000 to TransLoc for the study.



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- The agency will have to undertake an RFP to solicit for a turnkey solution to lease the vehicles, maintain the vehicles, and operate the on-demand service.
- \$200,000 in grant funding has been identified for this project; these are grants that CATS must use and close.
- There is no plan at this point to operate the project beyond a six-month pilot period.

### **VANPOOL PROJECT: *Bill Deville***

- CRPC is conducting regional vanpool study as part of their three-year Travel Demand Management (TDM) project.
- This vanpool study is in its early stages and is a spearheaded of CRPC.
- CRPC approached CATS to gauge our interest to be the operator/manager of the vanpool program.
- Based on the recent discussions, the vanpool study working group recommends a subsidy of \$400/month/van amounting to an annual subsidy of \$4,800/van. The cost is scalable to number of vans included in the program.
- CRPC and CATS are working on identifying funding sources for implementing vanpool program. CRPC's Urban System (STP>200K), CATS 5307, and other DOTD funds are some of the potential sources that are being considered.

### **PLANNING AND GRANTS: *Garrick Rose***

- Planning is preparing CATS FY19 grants applications and refining CATS Program of Projects.
- Grants staff is continuing to prepare information requested by the FTA for the Triennial Review Process.
- Planning met with the Downtown Development District staff to review the downtown trolley service and consider adjustments to the trolley route. DDD will assist in facilitating discussions for a downtown transit center.
- Planning is preparing a Three Year Program of Projects for inclusion in the June 2019 SIP/STIP.

### **FACILITIES PLANNING: *James Baker or Bill Deville***

#### **North Baton Rouge Transit Center:**

- CATS is anticipating FTA's approval of the 2018 formula funding.
- Legal counsel for CATS is working with LSU officials to complete certain legislative requirements prior to executing the purchase agreement.

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

- The contractor, The Kelly Construction Group, has submitted all required documentation to the Department of Public Works and is awaiting the construction permit.
- Current service at Cortana will relocate its operation to the mall side of Cortana Place; this is scheduled to begin at the end of the month subject to the contractor's construction schedule.
- Construction is scheduled to end by July 31<sup>st</sup>.



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## EXECUTIVE STAFF



- The anticipated total cost of the construction project is \$560,000; \$31,000 has been spent to date. This will be paid with local funds.
- The anticipated total cost of the entire project, including amenities, is \$768,000.
- A RFQ solicitation for custom shelters, signage, and an information kiosk for the transit center is currently underway.
- The anticipated cost of the shelters, signage and kiosk is estimated at \$300,000. Grant funds of \$240,000 have been identified, with a local match of \$60,000.

### **Downtown Transit Center:**

- Recent discussions with DOTD officials and DPW officials continue in an effort to identify suitable downtown sites to accommodate the transit center's operations.
- DDD will assist in facilitating discussions for smaller downtown transit center sites. The downtown transit center will likely not be a large hub but rather three small stop locations.

### **BUS RAPID TRANSIT:**

#### **Plank Road BRT, Phase One:**

- The design and engineering phase is being conducted by the SJB Group and began November 1, 2018.
- The cost to date is \$67,400 in local funds.
- The construction phase has not been bid.
- The anticipated cost of the construction phase is \$1,700,000. The grant funds allocation is \$1,360,000; the required local match is \$340,000.
- The design/engineering and construction phases are expected to be completed between end of the 4<sup>th</sup> quarter of 2019 and the first quarter of 2020, depending on NEPA progress (environmental work expected to be of the "categorical exclusion" type).
- The acquisition of custom shelters and enhanced amenities is grouped with the amenities process mentioned earlier in this report.
- The total project expected to cost around \$900,000. \$720,000 in grant funds has been identified with a local match requirement of \$180,000.

#### **Plank-Nicholson BRT:**

- A preliminary assessment of the BRT stations has been completed by SJB. The assessment focused on right-of-way limitations, ADA compliance, site evaluations and development of conceptual design plans. The assessment has confirmed the suitability and acceptability of the BRT station locations and allows the design phase to advance to the utility phase. The sites deemed unacceptable because of traffic issues, ADA compliance, space limitations, etc. have been replaced with alternative sites.
- CATS and the City-Parish are currently in discussions to review additional costs requests to cover the NEPA (National Environmental Protection Act) study for



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## EXECUTIVE STAFF

the Plank Phase One and Plank-Nicholson Phase Two projects. The NEPA process is necessary as part of the Small Start submittal process.

- Once additional funding has been approved, CATS and HNTB will prepare support documentation to secure environmental clearance for the Plank (Phase 1) and Plank-Nicholson (Phase 2) projects. A Categorical Exclusion is anticipated permitting both phases to proceed.
- HNTB has generated renderings illustrating the BRT station design proposed at Chippewa and LSU. Though preliminary, these renderings illustrate the context and setting for these planned transit improvements.
- The local funds allocated to the project to this point are \$440,000; CATS and the City-Parish have split the cost at \$220,000 each.
- The City-Parish is competing for Capital Improvement Grant (CIG), BUILD grant, and other competitive grants for the project.

### City of Baker:

#### Baker Transportation Center Project

- The Baker Transportation Center, a bus layover facility and a park-and-ride, is a collaborative project among CATS, the City of Baker, and CRPC. CRPC is spearheading this project.
- The first step this project is feasibility / Site planning and design concept study.
- CRPC solicited a planning service contract to begin a site planning and design concepts study. The study is expected to be completed before end of the calendar year 2019.
- The goal of the site design study will be to:
  - Identify a feasible location along Plank Road that has the synergy to support implementation of a Park and Ride, building a Transportation Center, and possible Transit Oriented Development (TOD).
  - Design a transit facility site plan (Phase One) with complimentary mixed-use/transit supportive development (Phase Two) for the identified location.
  - Develop detailed cost estimates for various project phases and alternate site designs (if any).
  - Obtain environmental clearance to allow for the purchase of the property.
- If the project is feasible, following are some of the anticipated next steps include:
  - Acquisition of property by City of Baker following the necessary federal process
  - Identify funds for implementation of Phase One
  - Complete detailed design and obtain environmental clearance for construction, Phase One
  - Construct Phase One


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- Identify and implement transit service improvements to complement the new transit center
- Implementation of Phase Two by City of Baker
- Project Funding

We are here



Project Phase	Funding Amount (\$)	Funding Source	CATS Responsibility
Feasibility Study	60,000	FTA 5303 (MPO Transit Planning Funds)	\$12K (20% Local Match)
Property Acquisition	TDB	City of Baker	None
Phase I Design, Environmental Clearance, Construction	TDB	MPO STP>200K, Property acquisition amount as local match	If the cost of the property is not enough to match the federal dollars, City of Baker and CATS could cost share the remainder of the needed match
Phase II Design, Environmental, Construction	TDB	City of Baker	None

- There is an MOU/CEA/agreement in place between CATS, CRPC and DOTD that codifies the roles and responsibilities of each entity regarding regional transit planning. Projects such as vanpool study, Baker Park and Ride, etc. fall under the purview of this agreement.



# Capital Area Transit System

DRAFT

## Statement of Operating Budget vs. Actual

For the One Month and Period Ended March 31, 2019

2019 Approved  
Total Annual Budget

Current Month

Year to Date

Budget Actual Var. Amount Budget Actual Var. Amount

### Operating Expenses

Labor and Fringe Benefits	\$1,447,314	\$1,382,323	\$64,991	\$4,341,941	\$3,944,321	\$397,620	\$17,367,763
Casualty and Liability	\$140,540	\$93,308	\$47,231	\$421,619	\$293,544	\$128,076	\$1,686,478
Services	\$149,226	\$178,312	(\$29,086)	\$447,677	\$477,029	(\$29,352)	\$1,790,709
Purchased Transportation	\$187,500	\$201,625	(\$14,125)	\$562,500	\$573,660	(\$11,160)	\$2,250,000
Materials & Supplies	\$227,770	\$275,319	(\$47,549)	\$683,309	\$760,214	(\$76,905)	\$2,733,238
Utilities	\$22,667	\$14,194	\$8,473	\$68,000	\$41,954	\$26,046	\$272,000
Miscellaneous Expenses	\$61,650	\$98,745	(\$37,095)	\$184,950	\$299,087	(\$114,137)	\$739,799
Leases and Rentals	\$13,333	\$7,344	\$5,990	\$40,000	\$18,522	\$21,478	\$160,000
Depreciation	\$0	\$0	\$0	\$0	\$190,065	(\$190,065)	\$0
<b>Total Operating Expenses</b>	<b>\$2,249,999</b>	<b>\$2,251,170</b>	<b>(\$1,171)</b>	<b>\$6,749,997</b>	<b>\$6,598,395</b>	<b>\$151,602</b>	<b>\$26,999,987</b>

### Operating Revenues

Passenger Paid Fares	\$141,803	\$135,973	(\$5,829)	\$425,408	\$405,281	(\$20,126)	\$1,701,630
Special Transit Fares (Contract)	\$25,943	\$14,885	(\$11,058)	\$77,830	\$63,599	(\$14,231)	\$311,319
ADA/Paratransit Revenue	\$7,667	\$0	(\$7,667)	\$23,000	\$0	(\$23,000)	\$92,000
Advertising Revenue	\$61,054	\$64,413	\$3,359	\$183,162	\$162,960	(\$20,202)	\$732,647
Interest Income	\$13,515	\$23,261	\$9,745	\$40,546	\$58,704	\$18,159	\$162,183
Other Agency Revenue	\$14,947	\$8,162	(\$6,785)	\$44,842	\$49,975	\$5,133	\$179,366
<b>Total Operating Revenues</b>	<b>\$264,929</b>	<b>\$246,694</b>	<b>(\$18,235)</b>	<b>\$794,786</b>	<b>\$740,520</b>	<b>(\$54,267)</b>	<b>\$3,179,145</b>

<b>Operating Shortfall/Subsidy Required</b>	<b>(\$1,985,070)</b>	<b>(\$2,004,475)</b>	<b>(\$17,064)</b>	<b>(\$5,955,210)</b>	<b>(\$5,857,875)</b>	<b>(\$205,869)</b>	<b>(\$23,820,842)</b>
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### Federal, State & Local Subsidies (One Twelveth)

#### Non Federal Revenue

Hotel/Motel Tax	\$104,235	\$0	(\$104,235)	\$312,706	\$0	(\$312,706)	\$1,250,823
Parish Transportation Fund	\$45,833	\$0	(\$45,833)	\$137,500	\$0	(\$137,500)	\$550,000
Property Tax Revenue	\$1,467,373	\$1,850,383	\$383,011	\$4,402,118	\$4,082,253	(\$319,864)	\$17,608,470
<b>Total Non Federal Subsidies</b>	<b>\$1,617,441</b>	<b>\$1,850,383</b>	<b>\$232,942</b>	<b>\$4,852,323</b>	<b>\$4,082,253</b>	<b>(\$770,070)</b>	<b>\$19,409,293</b>

#### Federal Operating Subsidies

FTA - Preventive Maintenance	\$348,879	\$0	(\$348,879)	\$1,046,637	\$0	(\$1,046,637)	\$4,186,549
FTA - BOA Bus Lease	\$0	\$256,703	\$256,703	\$0	\$0	\$0	\$0
FTA - CMAQ Electric Busses	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FTA - Planning	\$18,750	\$0	(\$18,750)	\$56,250	\$0	(\$56,250)	\$225,000
<b>Total Federal Subsidies</b>	<b>\$367,629</b>	<b>\$256,703</b>	<b>(\$110,926)</b>	<b>\$1,102,887</b>	<b>\$0</b>	<b>(\$1,102,887)</b>	<b>\$4,411,549</b>
<b>Total Operating Subsidies</b>	<b>\$1,985,070</b>	<b>\$2,107,086</b>	<b>\$122,016</b>	<b>\$5,955,210</b>	<b>\$4,082,253</b>	<b>(\$1,872,957)</b>	<b>\$23,820,842</b>

<b>Net Operations Balance +/-</b>	<b>\$0</b>	<b>\$102,611</b>	<b>\$104,952</b>	<b>\$0</b>	<b>(\$1,775,622)</b>	<b>(\$2,078,826)</b>	<b>\$0</b>
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Notes to Draft March Statement of Operating Budget vs Actual

- \* No depreciation expense has been recorded in the current month.
- Based on P&N review of the balance sheet, inventory purchases are being recorded but no reductions are being made for use of inventory this ultimately impacts expense currently being reported in the current period which would be understated.
- No revenue recorded for ADA/Paratransit revenue for the current month or year to date although amounts are budget.
- There is no revenue recorded this month or year to date for hotel/motel tax or money from the parish transportation fund. Based on balance sheet it appears perhaps some of this funding is being recorded to the receivable account incorrectly. You will note a credit balance in the account. Revenues are therefore understated.
- There is no revenue recorded for amounts requested from FTA for the current month or year to date. Revenues are therefore understated.

Expenditures averaging \$2.3 million monthly;

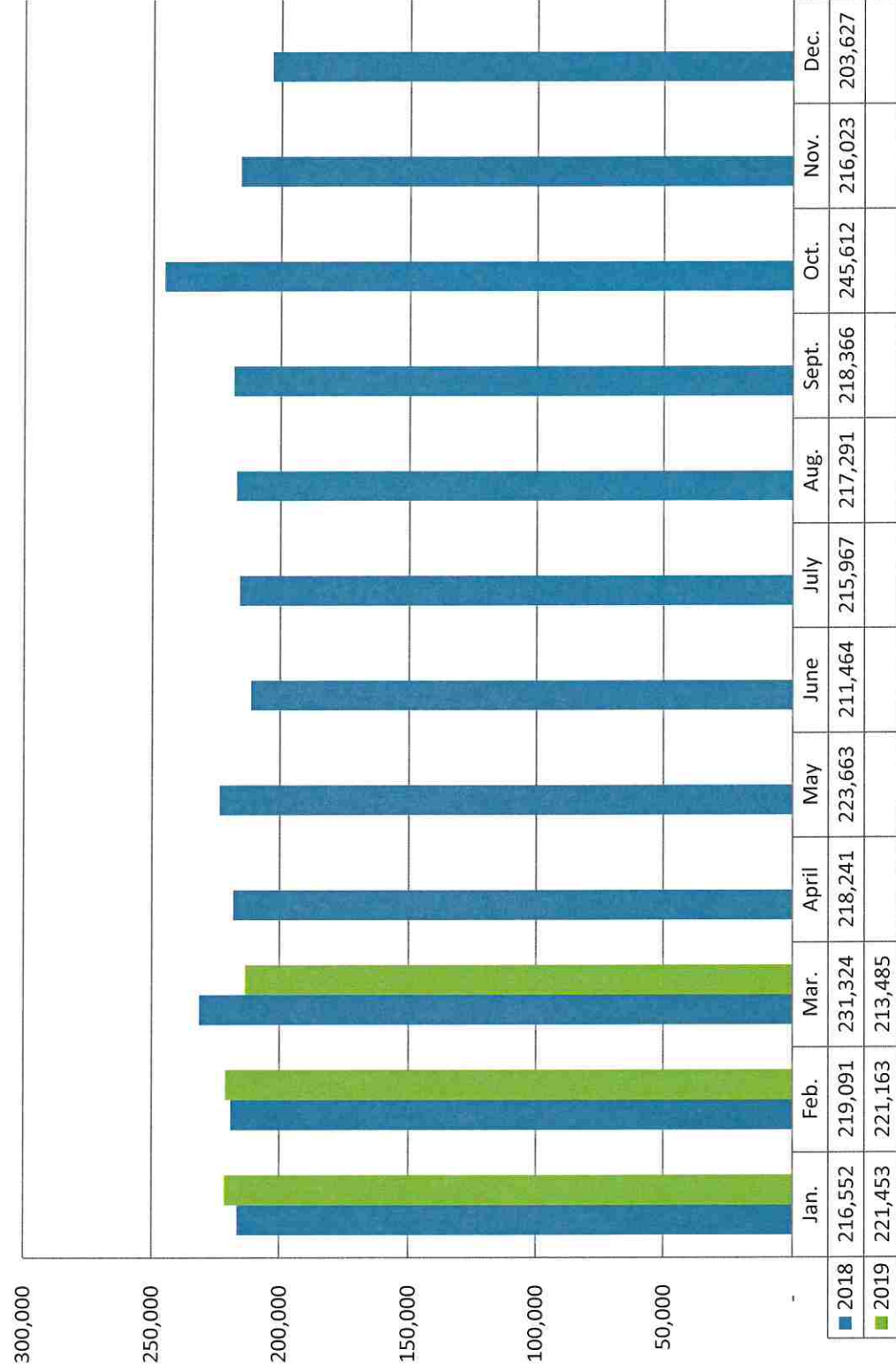
Operating revs - ridership	\$	3,179,145
Tax millage	\$	17,608,470
Parish Transportation fund	\$	550,000
Hotel/Motel	\$	1,250,823
FTA Maint/Oper Asst	\$	4,411,549

March - Needed 25%; revs	\$	6,749,996	25%
March Cash 4/11/19 balance	\$	10,711,414	40%

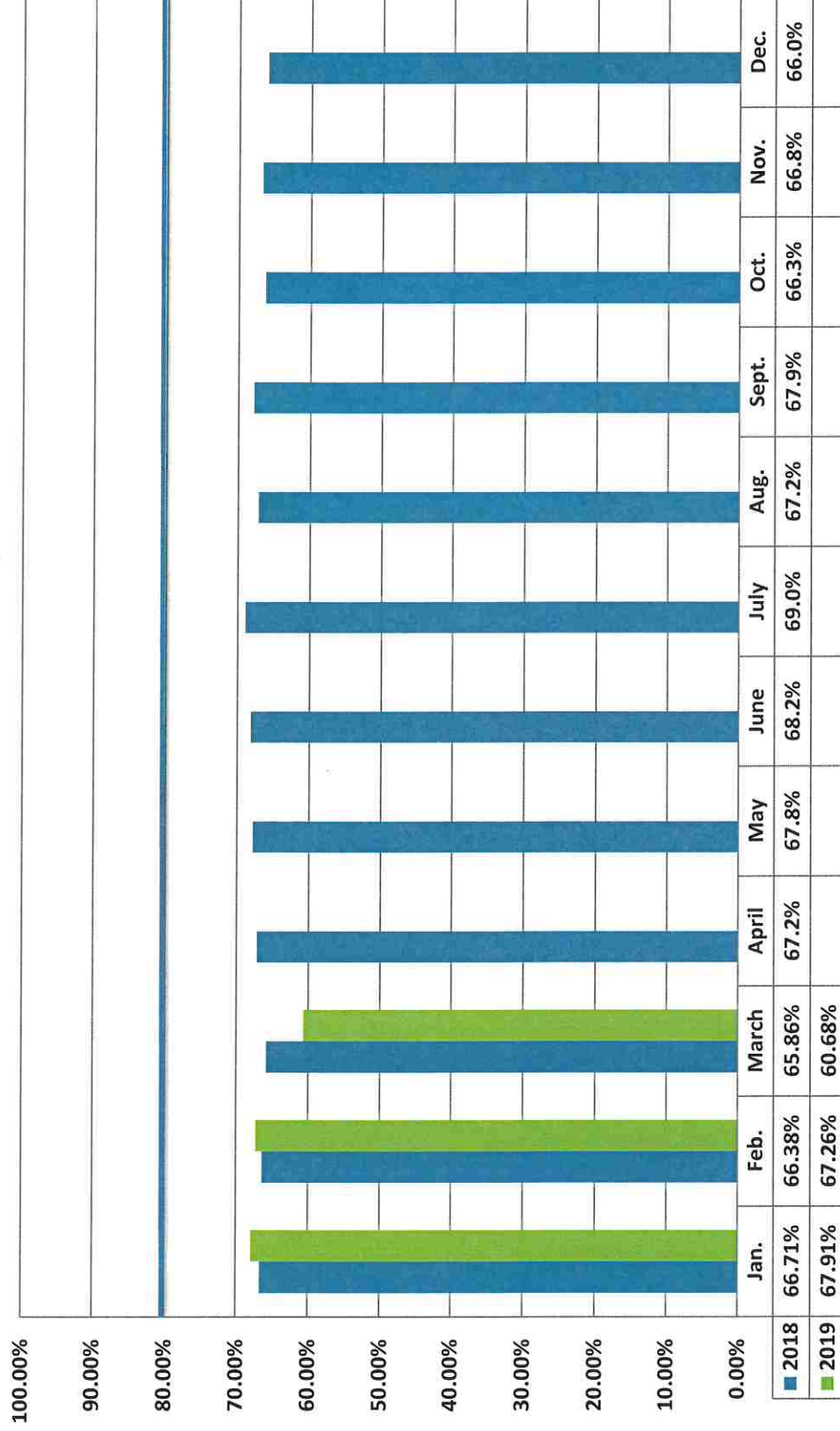




## Ridership

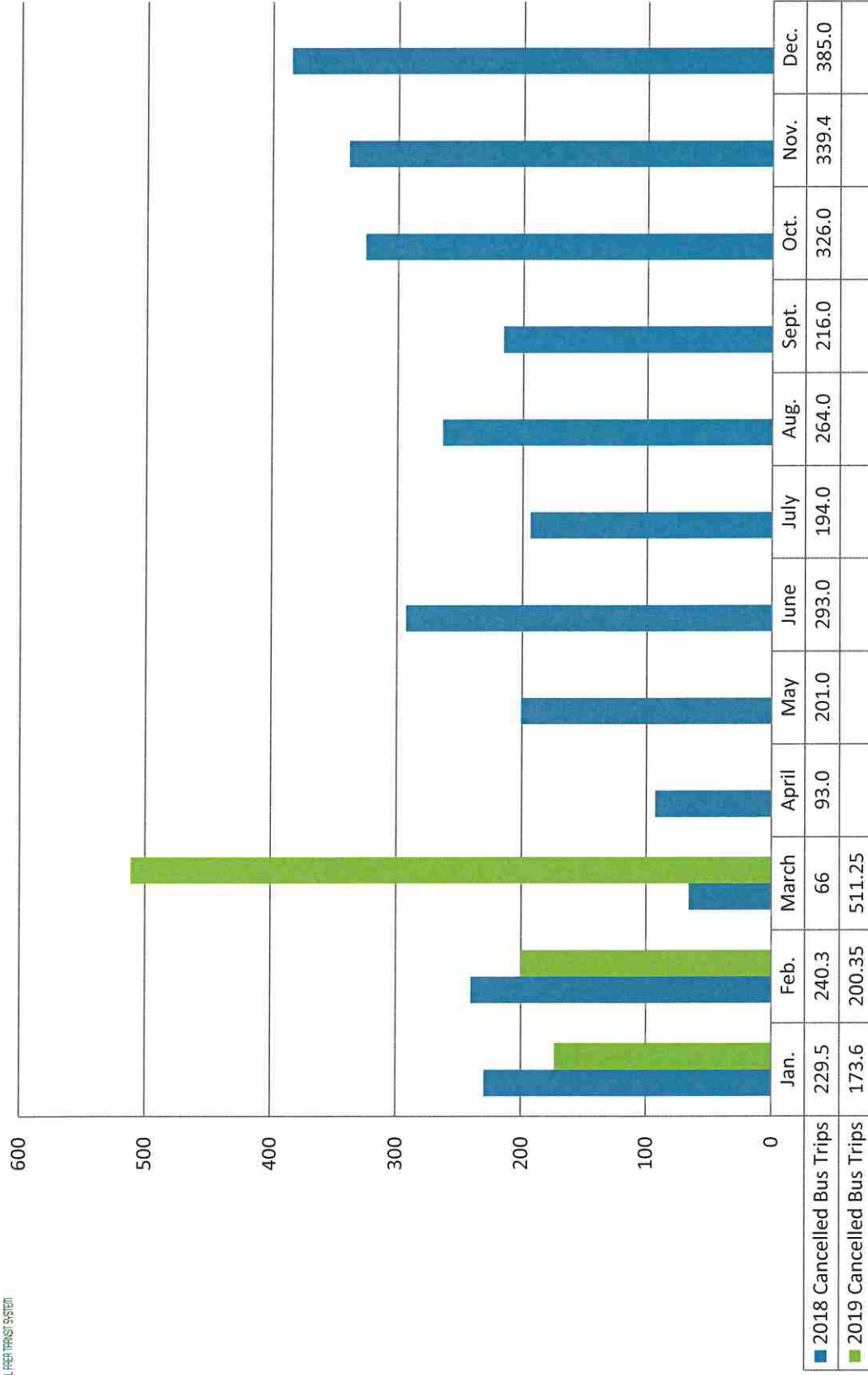


## On-Time Performance

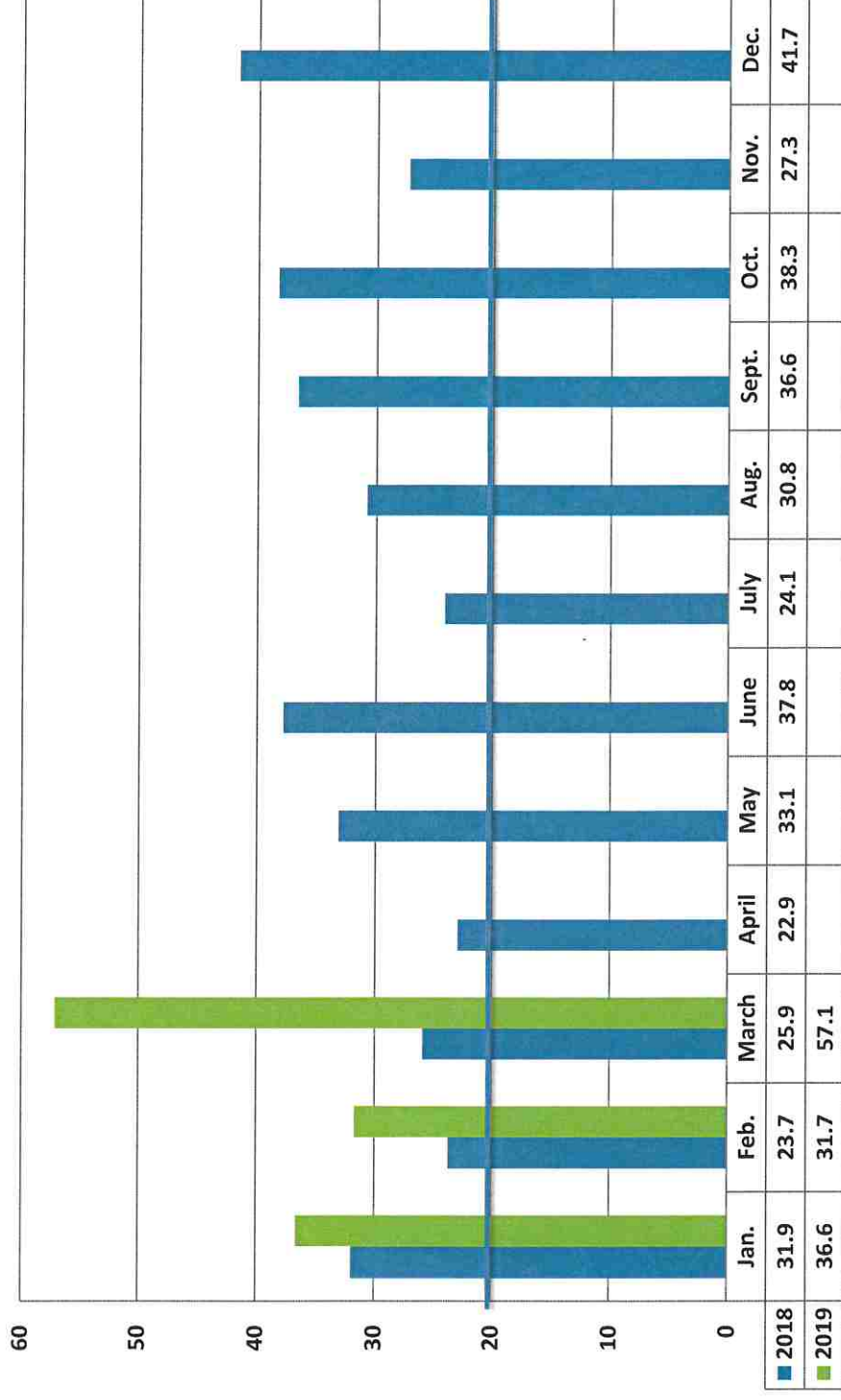


**\*Target 80% On-Time Performance**

*Note: On-Time performance is measured at scheduled timepoints which represent 12.37% of the total system bus stops*

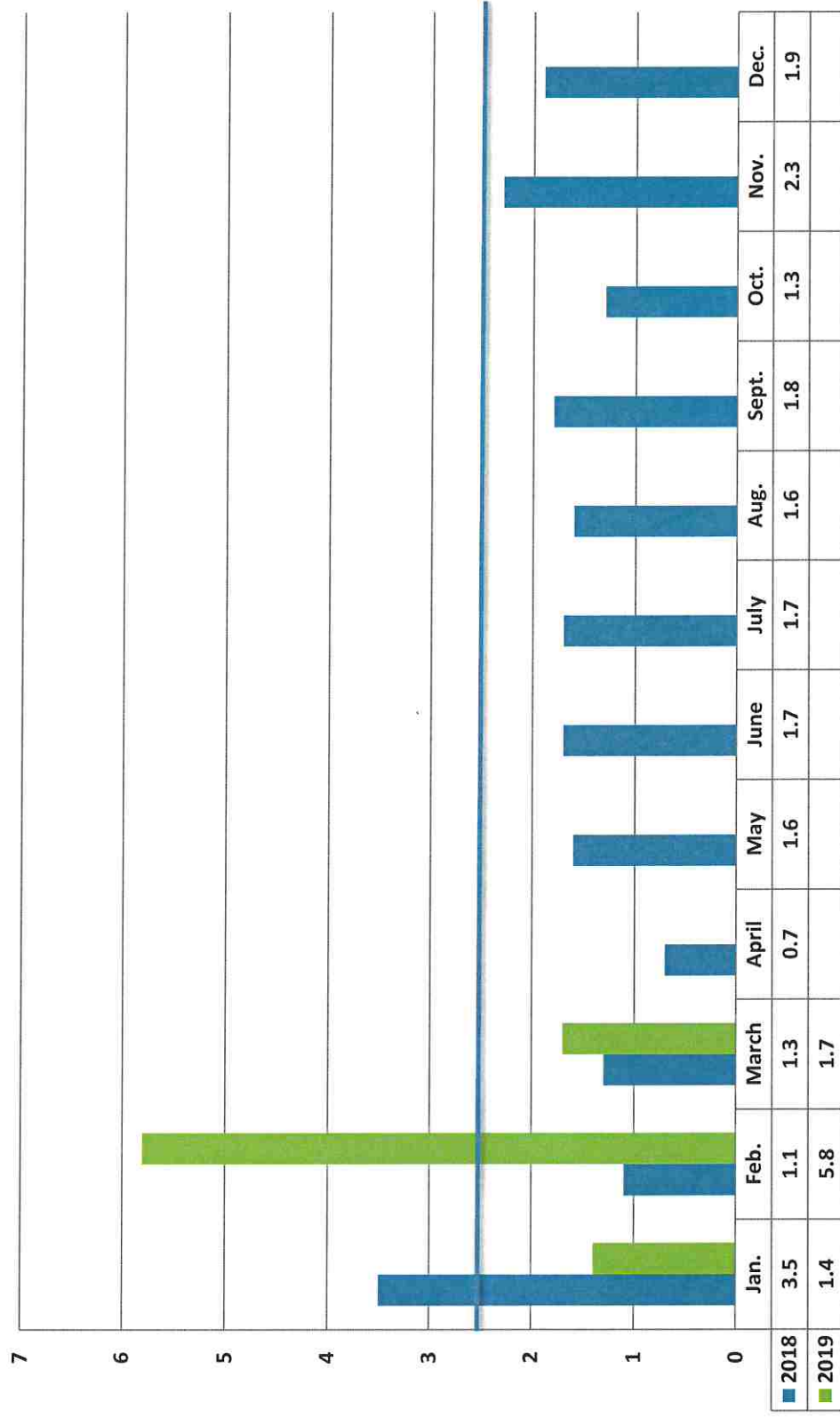


## Customer Complaints Per 100,000 Boardings



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

## Preventable Accidents per 100,000 Miles



\*Target 2.5 Preventable Accidents Per 100,000 Miles









CAPITAL AREA TRANSIT SYSTEM

*Connecting you to what matters.*

**MEETING OF THE  
FINANCE AND EXECUTIVE COMMITTEE  
BOARD OF COMMISSIONERS  
CAPITAL AREA TRANSIT SYSTEM AND  
PUBLIC TRANSPORTATION COMMISSIONS  
APRIL 11, 2019  
Ninth Floor Conference Room  
5700 Florida Boulevard**

**MINUTES**

The Finance and Executive Committee met on Thursday, April 11 2019, at 10:30 a.m. Present at the meeting were members Mark Bellue, Kahli Cohran, Erika Green, and Antoinette Pierre. Also present were Bill Deville, Darrell Brown, Dwana Williams, Creighton Abadie, and members of CATS staff.

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

Mr. Bellue welcomed those assembled.

**II. President's Announcements**

Mr. Bellue noted that the committee would be deferring Action Item #11 and noted that there was a request to potentially review the spending authority of the CEO. It was noted that this item would be discussed in May.

Mr. Bellue let the committee know that there would be no action taken on the item related the New Age Industries contract.

**III. Safety Moment**

Mr. Darrell Brown shared the safety moment for Ms. Simpson that centered on effective practices in bus transit safety.

**IV. Executive Report and Financials**

Mr. Deville introduced the new Human Resources Manager Jim Fight and shared that Mr. Fight began March 20<sup>th</sup>. Mr. Fight spoke to the committee members and let them know he was developing a strategy to grow the



agency's network to attract qualified candidates for vacant positions and that he would share the strategy with the board once it is complete.

Ms. Dwana Williams updated the committee on the performance measures. She let the members know that there are currently 122 active operators.

Ms. Williams shared that there are currently eight routes impacted by ongoing construction around the city. She let the members know there was a map in the packets highlighting how much of the system is affected by construction.

She noted that CATS had 213,485 passenger trips in March and the percentage of on-time trips was 60.68%.

Mr. Abadie made several inquiries on behalf of the board. He asked about the effect the SIP plan had on the on-time performance (OTP) and inquired about the SIP schedules. Ms. Williams noted that the agency is working to address any issues for the next run cut scheduled for June. She shared that there are six routes with schedule issues that need to be addressed. Mr. Abadie also inquired as to the training efforts that were undertaken prior to the SIP implementation.

There was discussion among the committee members and staff regarding the routes affected by construction versus the routes not affected and whether there was a marked improvement in OTP for those unaffected routes. There was discussion regarding the plan to improve the OTP. The members expressed interest in seeing the plan of action to improve OTP when it has been formulated. There was discussion of altering routes and/or schedules prior to the next run cut in June and the members asked to be kept abreast of coming changes and improvements.

There was a suggestion to have one person at CATS designated as a point person for construction contacts to be able to communicate with the City-Parish and stay informed on projects throughout the city.

Ms. Williams completed her report and noted that there were 1.7 preventable accidents per 100,000 miles. She shared that there were 511 trips cancelled in March of the approximately 35,000 trips for the month. The percentage of on-time trips was 60.68%. There were 57.1 complaints per 100,000 miles in March. Ms. Williams shared that there were 4,415 miles between road calls for the month.

There was discussion related to the customer complaints and it was suggested that the Community Relations Committee meet more than quarterly to take a more in-depth look at complaints and determine how to address, correct, and diminish the number of complaints each month.

Mr. Deville noted that CATS received word from Stephen Whitlow of Merakey Gateway noting that Kevin Roig, Deputy Chief of Staff of Communications for Congressman Garret Graves, that the Congressman would like to continue the momentum on the paratransit/Uber on-demand model used in Boston and other areas for Baton Rouge. CATS has scheduled a meeting with MV for an update on their Dallas program as a possible template here.

Mr. Bellue had to leave the meeting and CATS Board Vice President Erika Green presided over the remainder of the meeting.

Mr. Deville share that CATS has partnered with TransLoc to determine the best zone(s) in which to provide a microtransit pilot project. TransLoc met with CATS several times to determine potential zones and has presented a simulation of the City of Baker and the area surrounding Southern University and the Baton Rouge Airport. The study has presented options from two on-demand multi-passenger vehicles to six multi-passenger vehicles based on simulated trips.

Mr. Deville introduced Ravi Ponnappureddy of CRPC to discuss the vanpool project spearheaded by the MPO. Mr. Ponnappureddy shared that CRPC is conducting a regional vanpool study as part of its three year Travel Demand Management (TDM) project; the study is in its early stages. CRPC has approached CATS to gauge the agency's interest to be the operator/manager of the vanpool program. Based on recent discussions, the vanpool study working group recommends a subsidy of \$400/month/van amounting to an annual subsidy of \$4,800/van. The cost is scalable to the number of vans included in the program. CATS and CRPC are working to identify funding sources for implementing the program. CRPC's Urban System, CATS 5307, and other DOTD funds are some of the potential sources being considered.

There was discussion regarding the commitment made by CATS to this point and what obligations the agency is bound to complete. Mr. Deville and Mr. Ponnappureddy noted that CMAQ funds could be used for the project and that CATS has not promised to be the operator of the project. CRPC would like to see CATS in charge of the program and funding the program. There was discussion as to whether there is a sufficient demand in the area to have CATS undertake such a project.

Mr. Ponnappureddy updated the committee members on the Baker park-and-ride facility. He noted that CRPC is facilitating the relationship between the City of Baker Mayor Waites and CATS. He shared that the project began with the Baker Mayor's vision to build a transportation center along Plank Road to address traffic coming through Baker. CRPC is spearheading the

project and providing technical assistance to improve the regional mobility and support Mayor Waites' vision.

The first step of the project is to conduct a feasibility study to identify a location along Plank Road to support the implementation and to develop a transit facility site plan with mixed-use/transit supportive development.

To this point, CRPC has awarded a contract to WHLC to perform the site study. The cost of the study is \$60,000 to be paid with a CRPC grant and CATS providing the \$12,000 local match.

Phase One of the project, which is design, environmental clearance, and construction would be paid with CRPC funds and potential land acquisition as local match. If the land purchase is not used as local match, CATS and the City of Baker could share the cost of the required match.

Mr. Garrick Rose noted that Planning is preparing the CATS FY10 grants applications and refining CATS Program of Projects. The grants staff is continuing to prepare information requested by the FTA for the triennial review process. Planning met with the DDD to review the downtown trolley service and consider adjustments to the trolley route. He noted that DDD would assist in facilitating discussions for a downtown transit center. Planning is preparing a Three Year Program of Projects for inclusion in the June 2019 TIP/STIP.

In Facilities Planning, Mr. Deville let the board know that CATS is anticipating FTA's approval of the 2018 formula funding.

Legal counsel is working with LSU officials to complete the sale of the land for the North Baton Rouge property.

Mr. Deville shared that the Kelly Construction Group has submitted all required documentation to the Department of Public Works and is awaiting the construction permit. It is expected that the permit will be available on April 15<sup>th</sup>. The current service at Cortana Mall will relocate its operation to the mall side of the Cortana Place and this is scheduled to begin at the end of the month subject to the contractor's construction schedule.

Construction is scheduled to be complete by July 31<sup>st</sup>. The anticipated total cost of the construction project is \$560,000; \$31,000 has been spent to date. This will be paid with local funds. The anticipated cost of the total project, including amenities, is \$768,000.

An RFQ solicitation for custom shelters, signage, and an information kiosk for the transit center is currently underway and the bids are due by April 17<sup>th</sup>. The anticipated cost of the shelters, signage, and kiosk is estimated at

**\$300,000; grant funds of \$240,000 have been identified, with a local match of \$60,000.**

**When asked the status of the monthly financials, Mr. Deville indicated that Ms. Dorsa of Postlethwaite & Netterville was working to complete the financials. Mr. Deville hopes to have them to present to the board at the April board meeting.**

**Board Treasurer Kahli Cohran shared that he met with the auditors earlier in the week and that CATS contracted with a financial consultant to assist the department. Mr. Deville shared that the consultant, Victoria Harris, is a City-Parish retiree who will be contracted for up to 90 days.**

**V. Recommend renewal and amendment of customer satisfaction surveys with ETC Institute**

**Ms. Amie McNaylor let the committee members know that CATS is completing the first year of the contract and there is a one-year renewal option. The first year of the contract has been successful in reengaging the customers and determining what works with the system and where there are opportunities for improvement.**

**ETC conducted satisfaction surveys in the spring and fall of 2018 and CATS staff would like to continue reaching out to customers on a semiannual basis. Additionally, the agency would like to amend the contract to include a survey aimed at non-riders and stakeholders in the community. This survey would be conducted by ETC with assistance from CATS and would help the agency learn areas of improvement for non-riders.**

**The cost of adding a third survey to the contract would be \$32,215, which bring the total cost of the contract for year two to \$103,375.**

**Mr. Cohran moved to recommend the full board renew and amend the contract with ETC Institute for customer satisfaction surveys and Ms. Pierre seconded the motion. Ms. Green invited public comment and there was none. The motion passed unanimously with no abstentions.**

**VI. Recommend approval to waive fares on April 25, 2019 for National Transit Get On Board Day**

**Ms. McNaylor shared that APTA has sponsored a national day to encourage people across the country to try transit. In the past, this day has been known as "Dump the Pump," but this year it has been rebranded as "Get On Board".**

Ms. McNaylor noted that many transit properties around the country are participating and CATS would like to join the event and waive fares for the day across the system. On the same date in 2018, CATS generated \$4,283.71 in farebox revenue.

If approved, the Communications Department will produce handouts with transit facts and publish a page on the CATS website to promote the event.

Ms. Pierre moved to recommend the full board approve waiving fares on April 25<sup>th</sup> for National Transit Get On Board Day and Ms. Green seconded the motion. Ms. Green invited public comment and there was none. The motion passed unanimously with no abstentions.

**VII. Recommend approval of CATS Information Technology Backup Policy**

Ms. Jeanette Eckert shared that this policy defines the backup policy for CATS computers. In addition to computer files, backup services will include CATS servers. Ms. Eckert noted that the backups are tested at least twice annually.

Ms. McNaylor let the committee know that the policy, along with the others presented today, were discussed at the Technical, Policies, and Practices Committee meeting; no official recommendation was given as there was no quorum, but the members present were in agreement that the policies should be recommended.

Mr. Cohran moved to recommend the full board approve the CATS Information Technology Backup Policy and Ms. Pierre seconded the motion. Ms. Green invited public comment and there was none. The motion passed unanimously with no abstentions.

**VIII. Recommend approval of CATS Password Policy**

Ms. Eckert shared that this policy seeks to establish a standard for creation of strong passwords, the protection of passwords, and the frequency of change.

Ms. Green moved to recommend the full board approve the CATS Password Policy. Mr. Cohran seconded the motion. Ms. Green invited public comment and there was none. The motion passed unanimously with no abstentions.

**IX. Recommend approval of CATS Passenger Code of Conduct and Banning Passenger Policy**

Ms. McNaylor informed the committee that this policy mainly codified procedures that were already in place with the agency. The passenger code of conduct was implemented in 2015 in conjunction with the Community Relations Committee at that time. The rules to remember when riding have been shared with the passengers and are posted on interior ads in the CATS vehicles.

The process to suspend or ban passengers from CATS property and vehicles has been captured in this policy with input from the Operations, Customer Care, and Risk & Safety Departments.

There was an inquiry by a customer and a subsequent Freedom of Information Act request that led to the compilation of the policy.

The policy has been vetted by the internal Executive Policy Committee and has been reviewed by legal counsel.

Ms. Green moved to recommend the full board approve the CATS Passenger Code of Conduct and Banning Passenger Policy and Ms. Pierre seconded the motion. Ms. Green invited public comment and there was none. The motion passed unanimously with no abstentions.

- X. Recommend award of antifreeze services contract to Miguez Fuel  
Mr. Darrell Brown informed the committee members that this contract will be the second contract with Miguez Fuel, which is the reason to bring it before the board.

CATS advertised an Invitation to Bid (ITB) for motor oil and antifreeze and Miguez Fuel was the lowest responsive and responsible bidder. The cost for the antifreeze will be \$15,000.

Ms. Green moved to recommend the full board award the antifreeze services contract to Miguez Fuel. Mr. Cohran seconded the motion. Ms. Green invited public comment and there was none. The motion passed unanimously with no abstentions.

- XI. Recommend award of professional services contract to Pierlott & Associates

Ms. Green noted that this item was being deferred.

- XII. Recommend approval to declare five Gillig buses and one Ford Cutaway van and parts as surplus

Mr. James Godwin noted that these vehicles have been retired with the addition of the new Gillig buses that were put into service earlier this year.

As FTA assets, the board must approve the agency getting rid of them and their parts as surplus.

Ms. Pierre moved to recommend the full board approve the following resolution to declare five Gillig buses and one Ford Cutaway van and parts as surplus and Ms. Green seconded the motion. Ms. Green invited public comment and there was none. The motion passed unanimously with no abstentions.

**RESOLUTION OF BOARD OF COMMISSIONERS OF CAPITAL AREA TRANSIT  
SYSTEM DECLARING CERTAIN ITEMS AS SURPLUS PROPERTY**

BE IT RESOLVED that the following Gillig buses and Ford Cutaway van and parts are declared surplus property and that the CEO of Capital Area Transit System (CATS) is authorized to have the buses and parts disposed of as he deems fit:

- Two (2) 1997 Gillig Phantoms
- Once (1) 1998 Gillig Phantom
- Two (2) 2001 Gillig Phantoms
- One (1) 2013 Ford Glaval Cutaway

Vehicle No.	Year	Length	Description – CATS Vehicle	VIN	Date in Service
104	1997	35 foot	Gillig Phantom Coach	15GCB211XV1088205	4/28/1997
114	1997	35 foot	Gillig Phantom Coach	15GCB2117V1088324	5/5/1997
122	1998	35 foot	Gillig Phantom Coach	15GCB2116W1088516	4/18/1998
253	2001	35 foot	Gillig Phantom Coach	15GCB271811111319	11/8/2014
254	2001	35 foot	Gillig Phantom Coach	15GCB271611111321	11/8/2014
255	2001	35 foot	Gillig Phantom Coach	15GCB271811111322	11/8/2014
90	2013	24 foot	Ford Glaval Cutaway	1FDGF5GT9DEA24800	4/11/2013

- XIII. Recommend authorization to add Dwana Williams as signatory on behalf of CATS for all Whitney/Hancock Bank accounts and recommend

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

It was noted that CATS requires two signatures on all checks made by the agency and since the departure of Mr. Goldman, there have been only three approved signatories. It is helpful to have four approved in the event someone is not available when checks need to be signed. It was noted that the three current signatories are Mr. Deville, Ms. Rhonda Williams, and Ms. Eckert.

Mr. Cohran moved to recommend the full board authorize adding add Dwana Williams as signatory on behalf of CATS for all Whitney/Hancock Bank accounts and authorize the CEO to execute all documents required by Whitney/Hancock Bank to effectuate these changes and Ms. Green seconded the motion. Ms. Green invited public comment and there was none. The motion passed unanimously with no abstentions.

**XIV. Adopt and levy the ad valorem tax millage rate of 10.6 mills for the City of Baton Rouge for the year 2019**

Mr. Abadie read the following resolution into the record:

**RESOLUTION TO ADOPT AND LEVY TAX MILLAGE RATE OF  
10.6 MILLS FOR THE CITY OF BATON ROUGE FOR THE YEAR 2019**

**BE IT RESOLVED**, by the Board of Commissioners of Capital Area Transit System that the following millage(s) are hereby levied on the 2019 tax roll on all property subject to taxation in the City of Baton Rouge by Capital Area Transit System:

	<b>MILLAGE</b>
Capital Area Transit System tax in the City of Baton Rouge	<b>10.6 mills</b>

**BE IT FURTHER RESOLVED** that the proper administrative officials of the Parish of East Baton Rouge, State of Louisiana, be and they are hereby empowered, authorized, and directed to spread said taxes, as hereinabove set forth, upon the assessment roll of said Parish for the year 2019, and to make the collection of the taxes imposed for and on behalf of the taxing authority, according to law, and that the taxes herein levied shall become a permanent lien and privilege on all property subject to taxation as herein set forth, and collection thereof shall be enforceable in the manner provided by law.

Ms. Green moved to recommend the full board adopt and levy the ad valorem tax millage rate of 10.6 mills for the City of Baton Rouge for the year 2019 and Mr. Cohran seconded the motion. Ms. Green invited public



comment and there was none. The motion passed unanimously with no abstentions.

- XV. Adopt and levy the ad valorem tax millage rate of 10.6 mills for the City of Baker for the year 2019

Mr. Abadie read the following resolution into the record:

**RESOLUTION TO ADOPT AND LEVY TAX MILLAGE RATE OF  
10.6 MILLS FOR THE CITY OF BAKER FOR THE YEAR 2019**

**BE IT RESOLVED**, by the Board of Commissioners of Capital Area Transit System that the following millage(s) are hereby levied on the 2019 tax roll on all property subject to taxation in the City of Baker by Capital Area Transit System:

Capital Area Transit System tax in the City of Baker	<b>MILLAGE 10.6 mills</b>
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**BE IT FURTHER RESOLVED** that the proper administrative officials of the Parish of East Baton Rouge, State of Louisiana, be and they are hereby empowered, authorized, and directed to spread said taxes, as hereinabove set forth, upon the assessment roll of said Parish for the year 2019, and to make the collection of the taxes imposed for and on behalf of the taxing authority, according to law, and that the taxes herein levied shall become a permanent lien and privilege on all property subject to taxation as herein set forth, and collection thereof shall be enforceable in the manner provided by law.

Ms. Green moved to recommend the full board adopt and levy the ad valorem tax millage rate of 10.6 mills for the City of Baton Rouge for the year 2019 and Ms. Pierre seconded the motion. Ms. Green invited public comment and there was none. The motion passed unanimously with no abstentions.

There being no further business, the meeting adjourned.



*Connecting you to what matters.*

**MEETING OF THE  
TECHNICAL, POLICIES, AND  
PRACTICES COMMITTEE  
BOARD OF COMMISSIONERS  
CAPITAL AREA TRANSIT SYSTEM AND  
PUBLIC TRANSPORTATION COMMISSIONS  
APRIL 4, 2019  
Capital Area Transit System  
Ninth Floor Conference Room  
5700 Florida Boulevard, Baton Rouge, LA**

**MINUTES**

The Technical, Policies, and Practices Committee met on Thursday, April 4, 2019, at 10:30 a.m. Present at the meeting was Peter Breaux and Antoinette Pierre listened via phone. Also present were Bill Deville and members of CATS staff.

**I. Recommend approval of CATS Information Technology Backup Policy**

Dr. Breaux thanked those assembled for coming.

Ms. Jeanette Eckert shared that the purpose of the policy is to ensure that all CATS computers are backed up as necessary.

Ms. Eckert let the members know that the IT Department has plans in place to also backup the CATS servers.

The backup practice will be tested at least twice annually.

Although there was no quorum, the members agreed the plan should be recommended to the F&E Committee for approval.

**II. Recommend approval of CATS Password Policy**

Ms. Eckert shared that the purpose of the policy is to ensure the CATS employees have strong and secure passwords that are changed frequency for security.

Although there was no quorum, the members agreed the plan should be recommended to the F&E Committee for approval.

**III. Recommend approval of CATS Passenger Code of Conduct and Banning Passenger Policy**

The purpose of the policy is to codify procedures we have had in place for some time. The policy provides the guidelines for safe and appropriate behavior by passengers on CATS vehicles and property.

The passenger code of conduct was created in 2015 and was presented to the Community Relations Committee at that time. The passengers were made aware of the rules when they were created and implemented, and there are still interior ads in the vehicles detailing the rules to remember.

The agency has had procedures in place to either suspend or ban passengers when their behavior warrants such actions, but they have not been gathered in one document to this point.

The agency had a request from a customer and a subsequent Freedom of Information Act request that led to the creation of the policy to collect the procedures in one document.

The policy details the procedure that passengers can follow to appeal their suspension or expulsion from the system and the steps to take to request reentry.

The policy was written with coordination by the Operations, Customer Care, and Safety Departments. It was vetted by the internal executive policy committee and has been reviewed by Mr. Abadie.

Although there was no quorum, the members agreed the plan should be recommended to the F&E Committee for approval.

There being no further business, the meeting adjourned.



*Connecting you to what matters.*

**MEETING OF THE  
PLANNING COMMITTEE  
BOARD OF COMMISSIONERS  
CAPITAL AREA TRANSIT SYSTEM AND  
PUBLIC TRANSPORTATION COMMISSIONS  
APRIL 12, 2019  
10:30 a.m.  
5700 Florida Boulevard,  
Ninth Floor Conference Room  
Baton Rouge, Louisiana 70806**

**MINUTES**

The Planning Committee met on Friday, April 12, 2019, at 10:30 a.m. Present at the meeting were members Kevin O’Gorman, Mark Bellue, and Jim Brandt. Also present were Bill Deville, Garrick Rose, and members of CATS staff.

**I. Hub updates**

Regarding the North Baton Rouge Transit Center, Mr. Deville let the committee know that CATS is anticipating FTA’s approval of the 2018 formula funding. He shared that CATS legal counsel is working with LSU officials to complete certain requirements prior to executing the purchase agreement.

It was noted that for the East Baton Rouge Cortana Transit Center, the Kelly Construction Group has submitted all required documentation to the Department of Public Works and it is awaiting the construction permit. There is a meeting on April 15<sup>th</sup> and it is expected that the permit will be provided at that time. The current service at Cortana will relocate to the mall side of Cortana Place so that construction may begin. The construction is slated to be completed by July 31<sup>st</sup>.

The anticipated total cost of the construction project is \$560,000; \$31,000 has been spent to date. The anticipated cost of the total project, including amenities, is \$768,000.

An RFQ solicitation for custom shelters, signage, and an information kiosk for the transit center is currently underway. The projected cost of the shelters, signage, and kiosk is \$300,000. Grant funds of \$240,000 have been identified with a local match of \$60,000.

The downtown transit center is being considered as several mini sites rather than one larger center. It was noted that recent discussions with DOTD officials and DPW officials continue in an effort to identify suitable downtown sites to accommodate the operations. The DDD has indicated their willingness to assist in facilitating discussions for the smaller sites.

## **II. Plank Road BRT update**

The design and engineering phase is being conducted by the SJB Group and began November 1, 2018. The cost to date is \$67,400 in local funds.

The construction phase has not yet been bid. The anticipated cost of the construction phase is \$1,700,000. The grant funds allocation is \$1,360,000; the required local match is \$340,000.

The design/engineering and construction phases are expected to be completed between the end of 2019 and the beginning of 2020, depending on the NEPA progress.

The total project is expected to cost around \$900,000. \$720,000 in grant funds has been identified with a local match requirement of \$180,000.

## **III. Plank-Nicholson BRT update**

A preliminary assessment of the BRT stations has been completed by SJB and it focused on right-of-way limitations, ADA compliance, site evaluations, and the development of conceptual design plans. The assessment has confirmed the suitability and acceptability of the BRT station locations and allows the design phase to advance to the utility phase. The sites deemed unacceptable because of traffic issues, ADA compliance, space limitations, etc. have been replaced with alternative sites.

CATS and the City-Parish are currently in discussions to review additional cost requests to cover the NEPA study for the Plank Phase One and Plank-Nicholson Phase Two projects. The NEPA process is necessary as part of the grant process.

Once additional funding has been approved, CATS and HNTB will prepare support documentation to secure environmental clearance for the Plank and Plank-Nicholson projects. A Categorical Exclusion is anticipated permitting both projects to proceed. HNTB has generated renderings illustrating the BRT station design proposed at Chippewa and LSU. Though preliminary, these renderings illustrate the context and settling for these planned transit improvements.

The local funds allocated to the project to this point are \$440,000; CATS and the City-Parish have split the cost at \$220,000 each. The City-Parish is completing the Capital Improvement Grant (CIG), BUILD grant, and other competitive grants for the project.

HNTB met with some of the CATS board members and staff to discuss the results of the Redefinition Study and next steps of the Plank-Nicholson BRT Corridor. Those steps include HNTB leading tasks to advance the project, including the NEPA documentation, conceptual design and development of an application to the FTA's BUILD grant (Better Utilizing Investments to Leverage Development) instead of the Small Starts Program. HNTB is working closely with the City-Parish, Redevelopment Authority, DOTD, and CATS regarding the funding resources and what now appears to be a better and possibly lower cost option.

It has been determined that there is not enough projected ridership along Plank Road to compete for the Small Starts submission to be successful. The BUILD project would be more likely a \$15-20 million task as opposed to the \$50 million Small Starts undertaking. The proposed transit amenities are not being diminished with the transition to the BUILD grant application. It is still possible that local match can be found in the road transfer program and from MoveBR.

#### **IV. Two Year Capital Budget**

Mr. Rose let the members know that he is currently working to produce the Three Year Program of Projects (POP) required for the TIP/STIP. The TIP/STIP will be advertised by CRPC and adopted in June. Once they are adopted, the CATS board will have the opportunity to determine which projects to pursue.

The first two years of the POP will populate the Two Year Capital Budget. There was discussion regarding the concern of the committee members that they have been requesting the capital budget for more than four months and to this point have not seen one.

It was requested that the Board be presented with a list of projects, their estimated amounts, and the timelines for the projects.

#### **V. Baker Park and Ride update**

Mr. Deville shared that CRPC is spearheading the project and that no site has been determined to this point. The budget is not known at this point and the Mayor of Baker may have funds to contribute to the project.

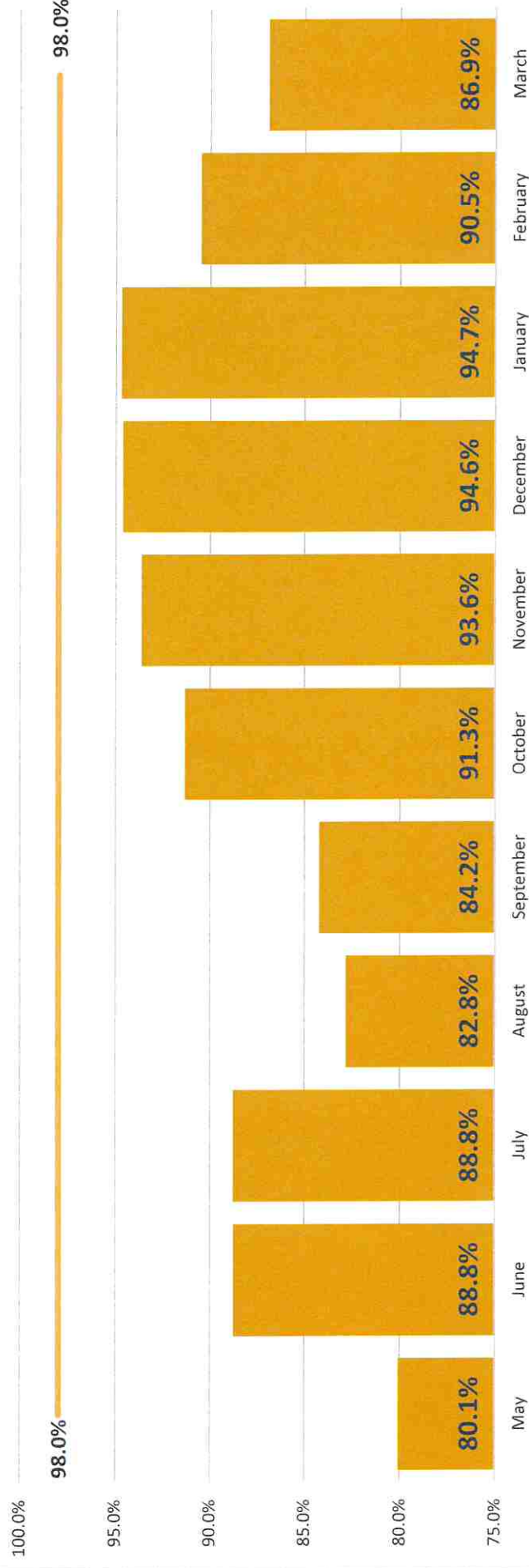
\$60,000 is being spent to fund a site feasibility study. CRPC is using a grant to pay for the study and CATS is paying the \$12,000 for the local match. The study is considering three sites that can best accommodate the facility and how CATS can be served.

There was a question of whether Zachary residents could benefit from the facility, and it is a facility that can potentially be used by residents of multiple areas.

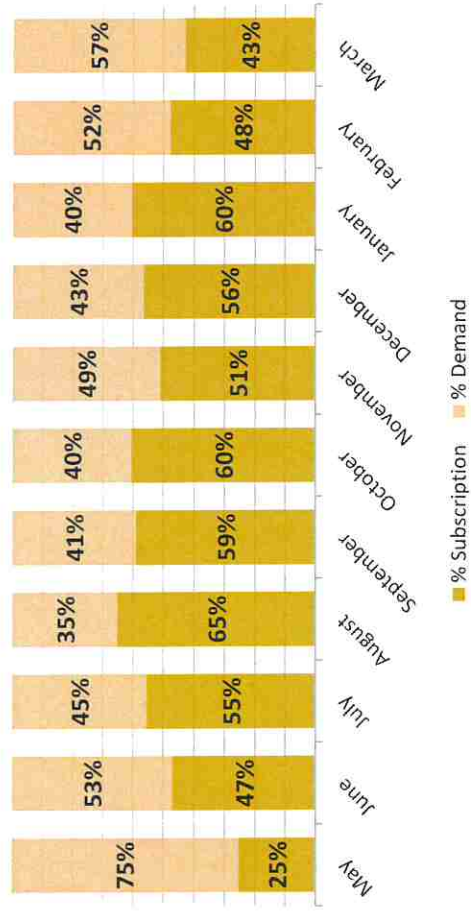
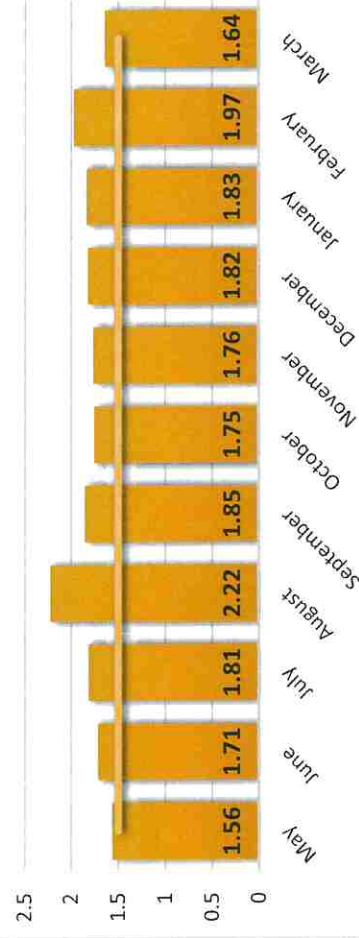
There being no further business, the meeting adjourned.



## On-Time Performance (OTP)



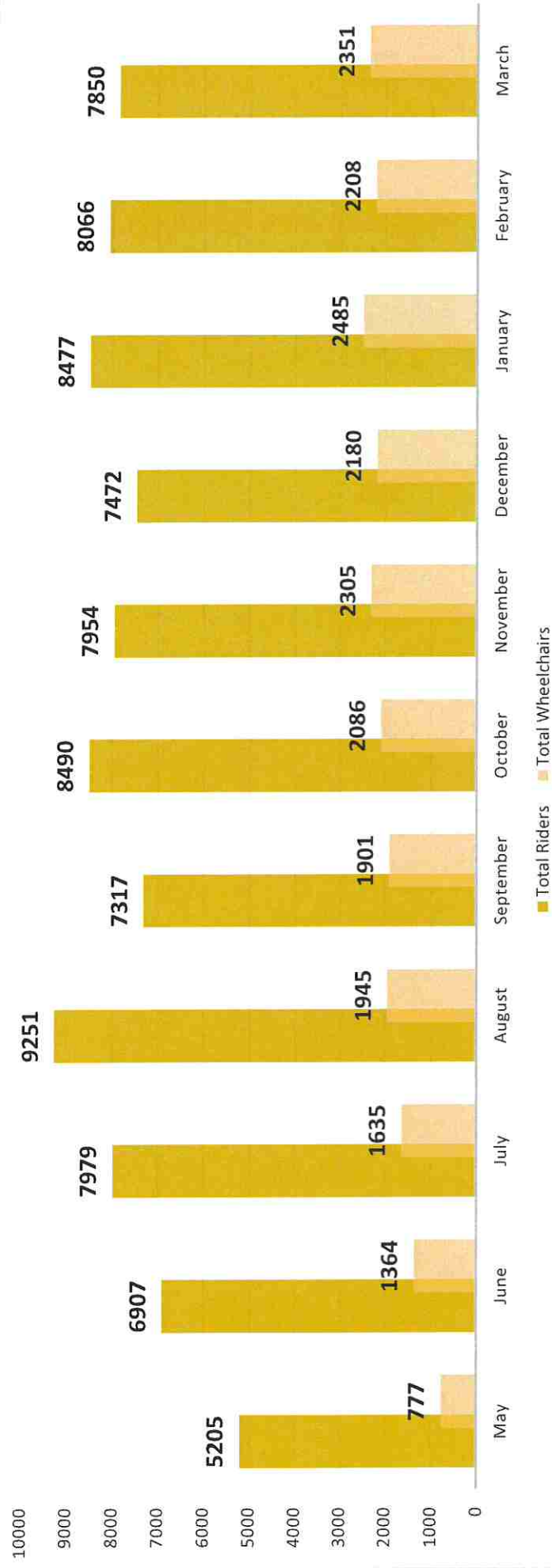
## Passengers Per Hour (PPH) Productivity



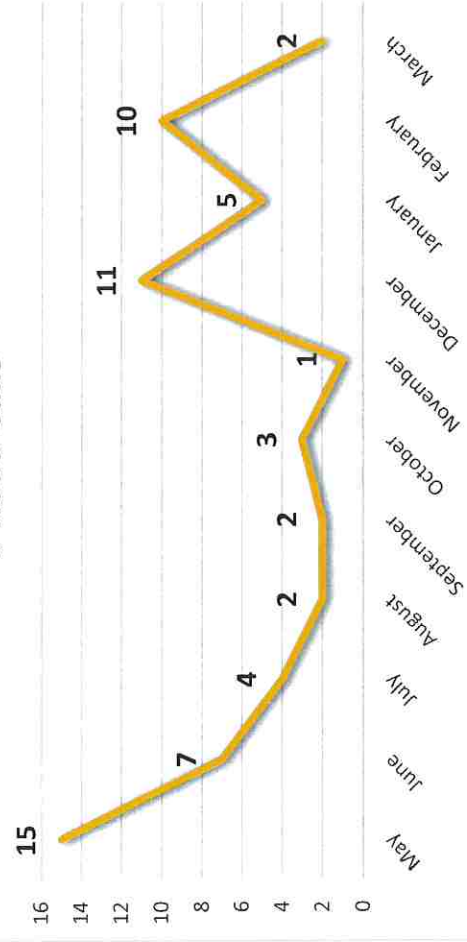
# Scheduled Trips vs. Completed/Canceled/No Show







### # Road Calls



### # Complaints



2250 Florida Boulevard  
Baton Rouge, LA 70802  
PHONE: 225.389.8920



April 1, 2019

## **MEMORANDUM**

**To:** CATS Board of Commissioners

**From:** William "Bill" Deville CATS CEO

**Subject:** **ETC Institute** (Customer Satisfaction Surveys)  
One (1) Year Renewal and Extension from May 1, 2019 through  
April 30, 2020 *(based on CATS Original RFP Solicitation #2018-  
CustSurvey-009)*

### **PURPOSE:**

The purpose of this summary is to briefly document the reasons supporting renewal of the referenced contract with **ETC Institute** for an additional twelve (12) months. It is also the intention of CATS to amend the contract to include two additional tasks and increase the funding for these tasks by **\$32,215** for a total contract amount of **\$103,375**.

### **BACKGROUND:**

The Customer Satisfaction Survey contract was awarded to **ETC Institute** through an RFP competitive process. CATS received three (3) proposals, and through an evaluation process, **ETC Institute** was selected as the contractor that met the criteria outlined in the RFP, consistent with CATS price, needs and goals. The original contract was effective for an initial term of twelve (12) months with an additional twelve (12) month renewal option available for a total of two (2) years.

### **CONTRACT JUSTIFICATION:**

The current CATS assigned Project Manager has determined that it is in the best interest of CATS to renew and amend the current contract by adding two additional tasks (Non-Rider Survey and Transit Stakeholder Survey) to the Scope of Work along with remuneration of **\$32,215** for those additional tasks for the duration amended contract.

### **CONTRACT RENEWAL RECOMMENDATIONS:**

Over the past twelve (12) months, **ETC Institute** has demonstrated their ability, expertise and knowledge in providing customer satisfaction surveys. It has been determined to be in the best interest of CATS to recommend the renewal of this contract for a period of twelve (12) months from May 1, 2019 through April 30, 2020 as well as the inclusion of the additional tasks.

William "Bill" Deville  
CATS CEO  
[bdeville@brcats.com](mailto:bdeville@brcats.com)



2250 Florida Boulevard  
Baton Rouge, LA 70802  
PHONE: 225.389.8920



## MEMORANDUM

**To:** Bill Deville, CATS CEO  
**From:** Lisa Sanchez, Procurement Manager  
**Date:** April 5, 2019  
**Re:** Motor Oil and Antifreeze – Solicitation #2019-OilProducts-001  
Recommendation for Contract Awards

**Purpose:** The purpose of this report is to document CATS procurement procedures and to recommend a contract award to those vendors who submitted bids to CATS in response to the solicitation referenced above for Motor Oil and Antifreeze.

**Invitation to Bid (ITB) and Public Bid Opening:** CATS publicly advertised an Invitation to Bid (ITB) on **February 21 and 28, 2019 in the Baton Rouge Advocate (official journal)** and in the **Weekly Press on February 28, 2019**. The ITB was posted on CATS website and written announcements were sent via email to numerous oil supply vendors from CATS vendor data base. CATS allowed time for questions and approved equals through March 7, 2019.

The ITB requested vendors to submit bid prices at a firm fixed price for a period through December 31, 2019. The contract can be renewed for one (1) year if both parties mutually agree, at the same prices, terms and conditions.

A public bid opening was held on **March 20, 2019 at 10 am** at CATS main office (2250 Florida). CATS received bids from six vendors, (1) Retif Oil & Fuel, (2) Petro Choice, (3) Miguez Fuel, (4) Lard Oil, (5) Safety-Kleen and (6) Sun Coast Resources. The bid price for each product was read out loud and was recorded by CATS on the bid tab sheet.

**Procurement and Maintenance Review:** Procurement determined that the bids submitted contained the required documents. CATS Maintenance Director reviewed the products bid to ensure the quality of the products and specifications were met. The following determinations were made:

- **Antifreeze: Miguez Fuel** was the lowest responsive and responsible bidder.  
Total contract amount: \$15,000
- **Motor Oil: Petro Choice** was the lowest responsive and responsible bidder.  
Total contract amount: \$34,620

**Recommendation:** CATS Maintenance Director recommends award of contracts as per above and CATS Procurement Office concurs with this recommendation. See Tab Sheet attached.

cc:  
James Godwin, Maintenance Director  
Bill Deville, CEO  
Darrell Brown, CAO

Lisa Sanchez  
Procurement Manager  
lsanchez@brcats.com

## **GET ON BOARD DAY**

### **INCREASING SUPPORT FOR PUBLIC TRANSIT AND MOBILIZING ADVOCATES**

For the past year, APTA's Marketing & Communications Committee has explored opportunities to create a new National Awareness and Advocacy Day to generate awareness and increase support for public transportation among the general public (riders and non-riders), elected officials and stakeholders.

The day will feature activities by APTA members and stakeholders in their communities. We will also mobilize the Voices for Public Transit advocates across the country.

A task force comprised of a cross-section of committee members was formed to help guide the process, and reviewed previous days, such as Dump the Pump Day, Stand Up for Transportation and Try Transit Day. Additionally, the task force discussed it with APTA's Research, Communications and Advocacy (RCA) Council for input. The RCA Council recommended that the day coincide with a Congressional recess.

After several meetings, the task force honed in on key message points, target audiences and timing. A list of prospective names for the new day was also developed. From there, message testing was conducted on several possible names. More than 1,000 members of the general public from across the country participated in the message testing.

At the conclusion, one name – **Get on Board Day** – outperformed the others and resonated with participants. When we drilled down deeper, regardless of audience (riders/non-riders, young/old, male/female, region of country, suburban/urban/rural, ethnicity, household income, etc.), **Get on Board Day** remains the top choice.

We believe that **Get on Board** is very flexible and allows the industry and members to adapt messaging, for example: **Get on Board and Support Transit**, **Get on Board for Increased Funding for Transit**, etc. A toolkit will be developed with messages and materials that can be customized, and we will also partner with stakeholders and mobilize the Voices for Public Transit advocates.

**Get on Board Day 2019** will be held on Thursday, April 25, during the congressional spring break when elected officials are back in their districts.

The Marketing and Communications Committee is enlisting all members of APTA to participate and plan activities and make **Get on Board Day** successful so that our public transit message is heard loud and clear.

## Participating Agencies and Organizations

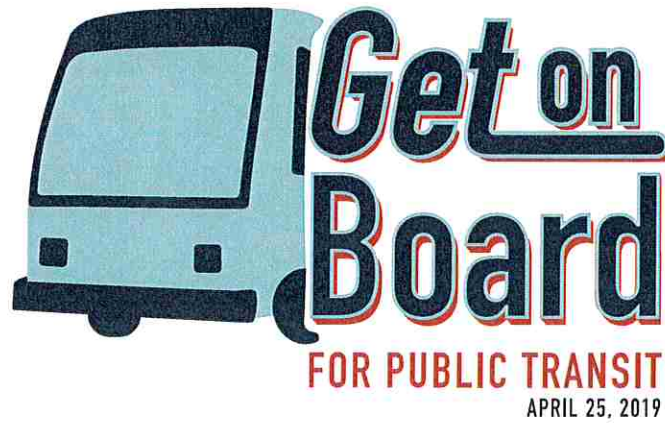
\*as of April 5, 2019

AASHTO	City of Jackson
ABQ Ride	City of Phoenix Public Transportation
Access Services	Department
AECOM	Clas-Tran
Al Engel Consulting	City of Phoenix Public Transit
Alameda-Contra Costa Transit	Connect Transit
AlphaVu	Corpus Christi Regional Transportation
ALSTOM	Authority
Amsted Rail	County of Lebanon Transit Authority
Antelope Valley Transit Authority	C-TRAN
Arizona Transit Association	Dallas Area Rapid Transit
Atomic City Transit	Delaware Transit Corp./DART First State
BAE Systems	Denton County Transportation
Birmingham-Jefferson County Transit	Authority
Authority	Des Moines Area Regional Transit
Bi-State Development Agency	Authority
Big Blue Bus	District Department of Transportation
Blacksburg Transit	Ecolane
Blue Water Area Transit	East Japan Railway Company
Broward County Transit	Eastern Contra Costa Transit Authority
CALSTART	EMBARK
Cape Cod Regional Transit Authority	Erie Metropolitan Transit Authority
Capital District Transportation Authority	Federal Transit Administration
Capital Metro	Flint Mass Transportation Authority
Center for Urban Transportation	Foothill Transit
Research	Fort Bend County Public Transportation
Central Midlands Regional Transit	Fort Wayne Public Transportation
Authority	Corporation/Citilink
Central Pennsylvania Transportation	Friends of Clayton Transit
Authority (dba rabbittransit)	Gold Coast Transit
Centre Area Transportation Authority	Golden Empire Transit District
CH2M	GoRaleigh
Champaign-Urbana Mass Transit District	GoTriangle
Charleston Area Transportation Study	Greater Cleveland Regional Transit
Charlotte Area Transit System	Authority
Chatham Area Transit Authority	Greater Dayton Regional Transit
Chicago Transit Authority	Authority
Citizens for Progressive Transit	Greater Lafayette Public Transportation
City of Albuquerque Transit Department	Corporation
City of Dubuque The Jule Transit +	Greater Peoria Mass Transit District
Parking	Greater Portland Transit District

Rock Region METRO  
Rockford Mass Transit District  
Sacramento Regional Transit District  
Salem Area Mass Transit District  
San Francisco Bay Area Rapid Transit  
District  
San Francisco Municipal Transportation  
Agency  
San Joaquin Regional Transit District  
Santa Clara Valley Transportation  
Authority  
Schuylkill County Transportation  
Authority  
Seattle Department of Transportation  
Smart Trips  
Sonoma-Marín Area Rail Transit  
South Florida Commuter Services  
South Florida Regional Transportation  
Authority  
Southeast Idaho Council of  
Governments  
Southeastern Pennsylvania  
Transportation Authority  
Southwest Ohio Regional Transit  
Authority  
SouthWest Transit  
Sportran  
Stantec  
Stark Area Regional Transit Authority  
StarMetro - City of Tallahassee  
StormCenter Communications

Suburban Mobility Authority for  
Regional Transportation  
SunLine Transit Agency  
Swiftly  
SYSTRA  
Tampa Bay Area Regional  
Transportation Authority  
The Rapid  
Torrance Transit System  
Transit Authority of Northern Kentucky  
Transit Authority of River City  
Transit Systems Engineering  
TransLink  
Tri-County Metropolitan Transportation  
District of Oregon  
Tri Delta Transit  
Trinity Metro  
Tri-River Transit  
Tri-State Transit Authority  
University of Arizona Parking &  
Transportation Services  
University of Iowa  
Utah Transit Authority  
Valley Metro  
Via Metropolitan Transit  
Virginia Railway Express  
Washington Metropolitan Area Transit  
Authority  
Washington State Department of  
Transportation  
Williamsburg Area Transit Authority





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Home values in areas located near high frequency public transit performed **42% BETTER THAN OTHER AREAS.**



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Every segment of American society – individuals, families, communities and businesses all benefit from public transportation.

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A household can save \$10,000 each year by taking public transit and living with one less car.



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**CATS**  
CAPITAL AREA TRANSIT SYSTEM

*Connecting you to what matters*  
brcats.com  @CATSBR  @BTRCATS

Every \$1 invested in public transit  
generates \$4 in economic returns.



**\$1 to \$4**



Every \$1 BILLION invested in  
public transit support and  
creates more than 50,000 JOBS.



**10x  
SAFER**

Traveling by public transit is  
10x safer per mile than  
traveling by automobile.

EACH WEEKDAY, PEOPLE BOARD  
PUBLIC TRANSPORTATION  
**34 MILLION TIMES**



April 4, 2019

To: Dwana Williams, Chief Operating Officer *DW*  
From: James Godwin, Director of Maintenance *J.G.*  
Subject: Removal of buses from active service

This is the list of buses that need to be removed from active service. The vehicles have reached their useful life, some parts are difficult to find for repairs and the safety for the riding public could be compromised. I would like present the list to the next Board of Commissioners' meeting for a motion to remove the vehicles from service and dispose them in the proper manner underlined in the CATS disposal policy. I would like to dispose of all the parts for those vehicles with the vehicle ,except the parts that can be returned for credit.

The breakdown of the fleets to be removed is as follows;

Two (2) 1997 Gillig Phantoms

One (1) 1998 Gillig Phantom

Two (2) 2001 Gillig Phantom

One (1) 2013 Ford Glaval Cutaway

Vehicle No.	Year	Length	Description - CATS Vehicle	VIN	Date in Service
104	1997	35 ft.	Gillig Phantom Coach	15GCB211XV1088205	4/28/1997
114	1997	35 ft.	Gillig Phantom Coach	15GCB2117V1088324	5/5/1997
122	1998	35 ft.	Gillig Phantom Coach	15GCB2116W1088516	4/18/1998
253	2001	35 ft.	Gillig Phantom Coach	15GCB271811111319	11/8/2014
255	2001	35 ft.	Gillig Phantom Coach	15GCB271811111322	11/8/2014
90	2013	24 ft.	Ford Glaval Cutaway	1FDGF5GT9DEA24800	4/11/2013

**RESOLUTION TO ADOPT AND LEVY TAX MILLAGE RATE OF 10.6 MILLS FOR  
THE CITY OF BATON ROUGE FOR THE YEAR 2019**

BE IT RESOLVED, by the Board of Commissioners of Capital Area Transit System that the following millage(s) are hereby levied on the 2019 tax roll on all property subject to taxation in the City of Baton Rouge by Capital Area Transit System:

Capital Area Transit System tax in the City of Baton Rouge

MILLAGE  
10.6 mills

BE IT FURTHER RESOLVED that the proper administrative officials of the Parish of East Baton Rouge, State of Louisiana, be and they are hereby empowered, authorized, and directed to spread said taxes, as hereinabove set forth, upon the assessment roll of said Parish for the year 2019, and to make the collection of the taxes imposed for and on behalf of the taxing authority, according to law, and that the taxes herein levied shall become a permanent lien and privilege on all property subject to taxation as herein set forth, and collection thereof shall be enforceable in the manner provided by law.

**RESOLUTION TO ADOPT AND LEVY TAX MILLAGE RATE OF 10.6 MILLS FOR  
THE CITY OF BAKER FOR THE YEAR 2019**

BE IT RESOLVED, by the Board of Commissioners of Capital Area Transit System that the following millage(s) are hereby levied on the 2019 tax roll on all property subject to taxation in the City of Baker by Capital Area Transit System:

Capital Area Transit System tax in the City of Baker

MILLAGE  
10.6 mills

BE IT FURTHER RESOLVED that the proper administrative officials of the Parish of East Baton Rouge, State of Louisiana, be and they are hereby empowered, authorized, and directed to spread said taxes, as hereinabove set forth, upon the assessment roll of said Parish for the year 2019, and to make the collection of the taxes imposed for and on behalf of the taxing authority, according to law, and that the taxes herein levied shall become a permanent lien and privilege on all property subject to taxation as herein set forth, and collection thereof shall be enforceable in the manner provided by law.

## MARCH 2019

Route Number	Route Name	RIDERSHIP	REVENUE	MILEAGE
8	Gus Young Ave / BRCC	3,191	\$ 1,421.89	2,563
10	Scenic Hwy / Southern University	7,918	\$ 3,646.18	10,497
11	Northside Circulator / 72nd Ave / Scotlandville	4,029	\$ 2,440.21	9,964
12	Government St / Jefferson Hwy	8,811	\$ 3,270.10	13,776
14	Thomas Delpit Dr / Roosevelt St	5,473	\$ 2,495.67	5,613
15	Blount Rd / Crestworth	3,053	\$ 1,775.85	15,630
16	Capitol Park Trolley	83	Free service	1,833
17	Perkins Rd	11,172	\$ 5,252.12	12,354
18	Tigerland / Cortana Mall	7,263	\$ 4,325.42	12,769
20	North Acadian Thwy	10,171	\$ 5,084.97	11,600
21	Fairfields Ave	6,623	\$ 3,307.38	9,297
22	Winbourne Ave	6,906	\$ 3,805.27	17,175
23	Foster Dr	5,651	\$ 3,204.70	10,730
41	Plank Rd	20,396	\$ 10,552.16	12,863
44	Florida Blvd	30,994	\$ 13,723.59	15,832
46	Cortana / Gardere / L'auberge	6,905	\$ 4,132.70	16,384
47	Highland Rd / LSU	24,449	\$ 10,972.31	25,915
54	Airline Hwy North / Southern University / Metro Airport	10,907	\$ 6,407.24	16,387
57	Sherwood Forest Blvd / Greenwell Springs Rd	15,147	\$ 9,810.88	22,548
58	Coursey Blvd / O'Neal Ln / Ochsner	4,700	\$ 2,638.38	8,645
59	East Florida Blvd / O'Neal Ln / Ochsner	5,812	\$ 3,254.39	7,730
60	Medical Circulator	1,017	\$ 423.00	7,151
70	CATS Terminal / Southern University / Baker	4,239	\$ 2,815.13	17,522
72	Florida Blvd Limited Stops	4,958	\$ 1,756.96	4,365
80	Southern University Shuttle / Jag Train	3,617	Free service	1,972
	Total	213,485	\$ 106,516.50	291,115

## Route YTD for 2019

[illegible]



MARCH 2019

#	ROUTES	2019		2018	
		RIDERSHIP	REVENUE	RIDERSHIP	REVENUE
8	Gus Young Ave / BRCC	3,191	\$ 1,421.89	4,627	\$ 2,447.15
10	Scenic Hwy / Southern University	7,918	\$ 3,646.18	7,328	\$ 3,528.55
11	Northside Circulator / 72nd Ave / Scotlandville	4,029	\$ 2,440.21	4,553	\$ 3,084.36
12	Government St / Jefferson Hwy	8,811	\$ 3,270.10	11,349	\$ 4,802.71
14	Thomas Delpit Dr / Roosevelt St	5,473	\$ 2,495.67	3,509	\$ 2,005.20
15	Blount Rd / Crestworth (service began 02/24/2019)	3,053	\$ 1,775.85	0	\$ -
16	Capitol Park Trolley	83	Free service	0	\$ -
17	Perkins Rd	11,172	\$ 5,252.12	12,859	\$ 6,420.60
18	Tigerland / Cortana Mall	7,263	\$ 4,325.42	7,029	\$ 3,715.45
20	North Acadian Thwy	10,171	\$ 5,084.97	9,055	\$ 5,512.49
21	Fairfields Ave	6,623	\$ 3,307.38	4,604	\$ 2,870.36
22	Winbourne Ave	6,906	\$ 3,805.27	7,497	\$ 4,353.01
23	Foster Dr	5,651	\$ 3,204.70	4,383	\$ 2,742.31
41	Plank Rd	20,396	\$ 10,552.16	22,593	\$ 11,862.01
44	Florida Blvd	30,994	\$ 13,723.59	35,530	\$ 16,226.71
46	Gardere / OLOL / L'auberge (service ended 02/23/2019)	0	\$ -	6,394	\$ 4,473.56
46	Cortana / Gardere / L'auberge (service began 02/24/2019)	6,905	\$ 4,132.70	0	\$ -
47	Highland Rd / LSU	24,449	\$ 10,972.31	30,947	\$ 14,864.82
50	Glen Oaks Circulator (service ended 02/23/2019)	0	\$ -	1,281	\$ 751.97
52	Baker Circulator (service ended 02/23/2019)	0	\$ -	1,205	\$ 979.20
54	Airline Hwy North / Southern University / Metro Airport	10,907	\$ 6,407.24	9,672	\$ 5,669.40
55	East Florida Blvd / SF BREC (service ended 02/23/2019)	0	\$ -	2,792	\$ 1,890.16
56	Mall to Mall / Drusilla Ln / Tara Blvd (service ended 02/23/2019)	0	\$ -	4,349	\$ 2,383.00
57	Sherwood Forest Blvd / Greenwell Springs Rd	15,147	\$ 9,810.88	14,504	\$ 9,748.45
58	Coursey Blvd / O'Neal Ln / Ochsner	4,700	\$ 2,638.38	5,567	\$ 3,315.08
59	East Florida Blvd / O'Neal Ln / Ochsner	5,812	\$ 3,254.39	4,575	\$ 2,830.99
60	Medical Circulator	1,017	\$ 423.00	775	\$ 404.19
70	CATS Terminal / Southern University / Baker	4,239	\$ 2,815.13	5,004	\$ 2,809.72
72	Florida Blvd Limited Stops	4,958	\$ 1,756.96	6,084	\$ 1,870.16
80	Southern University Shuttle	3,617	Free service	3,128	\$ -
103	Airport / Downtown Express (service ended 02/23/2019)	0	\$ -	131	\$ 118.59

# CATS Procurement Listing for CATS Board

April 16, 2019		Yellow = Action Item / needs Board Approval now				Blue = Projects Pending Board Action within 1 to 3 months		
Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
<b>A</b> <b>Adjuster Claims</b> Bus Fleet Liability & Worker Comp <b>End date is 2/29/20</b>	Service RFP	Brown Claims Management Group Adjuster Claim Services Bus Liability & Workers Comp	Refer to updated Hourly Rates for renewal period 3/1/19 thru 2/29/20	<b>Renewal: 3/1/19</b>	<b>2/29/20</b> <b>Current end date is 2/28/19.</b>	Board to Approve Renewal through 2/29/20	Board Approved renewal period of 3/1/18 – 2/28/19 (original 5 year contract for Adjustor Claim Services, Investigations, Fleet Liability and Workers Comp claims). Seeking renewal thru 2/29/20	1/15/19 – <b>Board approved.</b> 3/1/18 – New Contract issued for one year. 2/20/18 – <b>Board approved.</b> 2/15/18 – F&E approved. 8/15/17 – Board Approved - 8/10/17 – F&E approved. 7/21/17 – Per Project Manager, this contract will be a 6 month renewal. 9/9/16 – <b>Contract renewal finalized.</b> 8/30/16 – CATS Board approved renewal of contract. 8/11/16
<b>A&amp;E Design Services</b> BRT Stations Plank Rd & Fla Blvd. PR #775	A&E Design Services	SJB Group, LLC	Approx Cost \$323,000	Estimated Date: TBD (18 mo)	Estimated Date: TBD (18 mo)	Board Approved 11/13/18	RFQ for Design Services for BRT Stations on Plank Rd & Fla Blvd. to include new transit facilities	11/13/18 - <b>Board approved</b> 11/8/18 – F&E Committee approved to move to full Board. 10/25/18 – CATS received final offer in the amount of \$322,544.55 from SJB. 10/10/18 – Evaluations still ongoing. 8/2/18 – New RFQ is advertised and notification sent to vendor list, posted on CATS website. Proposal Opening Date: 8/29/18.
<b>A&amp;E Design Services</b> Transit Amenities & Related Equip PR #934 RFQ 2019- AmenitiesDesign-005	A&E Design Services	TBD	Approx Cost TBD	TBD	TBD	TBD	RFQ for Design Services for Transit Amenities and Related Equipment	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. RFQ not solicited yet.
<b>A&amp;E Design Services</b> NBR Transit Ctr PR #1307	A&E Design Services	TBD	Approx Cost TBD	TBD	TBD	TBD	RFQ for Design Services for the North Baton Rouge Transit Center	4/1/19 – On hold at this time per CATS Management. Firm to undertake the development of a series of 4 major bus transfer centers, where NBR Transit Center is one. The planned facilities will feature bus parking bays, canopy structures, driver's lounge, enclosed passenger facilities, passenger seating, bike racks, trash receptacles, lighting, safety bollards, kiosks and ticket machines, etc.
<b>A&amp;E Services</b> On-Call Services PR # 2019-On- CallServices-009	A&E Services	TBD	Approx Cost TBD	TBD	TBD	TBD	RFQ for On-Call Services (Cancelled) CATS will reissue RFP for non-A&E on-call services	3/28/19 – RFP solicited for On-Call Services. Pre-proposal conference to be held on 4/17/19 at 2pm. Proposals due on 5/16/19. 3/14/19 – RFQ is cancelled (via email to vendors and on CATS website). CATS to reissue <b>RFP</b> for non A&E on-call services. 2/8/19 – RFQ to be distributed and posted on CATS website 2/13/19. Services to include A&E and other services for CATS, as necessary, such as Finance, General Admin Support, Marketing & Advertising, Operations, Procurement, IT, and Corporate Affairs
<b>Audit Services</b> CATS & Pension External Audit Services	RFP Services Contract	Postlethwaite & Netterville	Approx Cost \$148,000 for 3 years	Jan 2019	Dec 2021	Board Approved 11/13/18	RFP for External Audit Services to replace an existing contract ending 12/31/18	11/13/18 - <b>Board approved</b> 11/8/18 – F&E Committee approved to move to full Board. RFP opened on 10/30/18. For Calendar Years ending in 2018 through 2020, with 2 one-year renewal options.



# CATS Procurement Listing for CATS Board

CATS Procurement Listing for CATS Board								
April 16, 2019		Yellow = Action Item / needs Board Approval now			Blue = Projects Pending Board Action within 1 to 3 months			
Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
<b>C</b> <b>Construction</b> <b>Cortana Transit Center</b> PR #1304	ITB	Kelly Construction Group, LLC	Approx Cost \$525,000	Within 3 weeks of issuance of the Notice to Proceed		Board to Approve 3/19/2019	<u>REBID</u> : ITB for Construction of Cortana Transit Center – ITB #2019-CortanaTransitCtr-002	3/19/19 – <b>Board approved</b> . Notice to Proceed with PO sent out on 3/27/19. 3/14/19 – F&E Approved. 3/6/19 – Bids opened. CATS received 3 bids, and is recommending award to lowest bidder, Kelly Construction Group, LLC. 2/6/19 – CATS posted ITB to website and emailed to vendor list. Bid Due Date: 3:00pm, March 6, 2019.
<b>Construction</b> Bus Washers PR #1206	ITB	TBD	Est. \$400,000				Procurement is developing the solicitation for two (2) bus washers. Vendor to remove old units and replace with new ones.	4/2/19 – Final draft of ITB being reviewed for Procurement to finalize and send out. 2/8/19 – ITB is being drafted, almost complete, for 2 bus washers, using Federal funds. We are hoping to have the bids out within the next 30 days or sooner.
<b>Compliance Assistance</b> (FY2019 FTA Comprehensive Oversight Review)	Consult Service	Pierlott & Associates	\$95,657 w/Options \$47,857	current 12/24/18	12/31/19 8/31/19	Written Contr PO2019XXX Written Contr PO 2018261	Consultant to assist CATS with preparation of upcoming FTA Triennial. 2019 to include tasks: Corrective Action Support, Post-Review Assistance for FY2019 FTA Oversight Review	4/11/19 – Removed from F&E Agenda – F&E to approve both Pierlott contracts, together exceeding \$50,000. 2/6/19 – Contract finalized, executed. FTA Comprehensive Oversight Review (COR) Compliance Assistance
<b>DBE Program Evaluation Services Consultant</b>	Consult Service	Pierlott & Associates	\$48,692 Max Amt 2019 \$23,140 Max Amt	1/1/19 8/13/18	12/31/19 12/31/18	Written Contr PO 2019XXX Written Contr PO 2018145	Consultant will provide DBE Program Evaluation Services, where they will evaluate DBE Program Elements and Program Implementation	4/11/19 – Removed from F&E Agenda – F&E to approve both Pierlott contracts, together exceeding \$50,000. 8/10/18 – Notice to Proceed Letter sent to Pierlott for service to begin on 8/13/18 and end 9/20/18. Contract document is being worked on.
<b>Customer Satisfaction Surveys</b> End date is 4/30/19 with one renewal	Consult Service	ETC Institute	\$103,375 (Add \$32,215 to renewal for 2019) \$68,120	5/1/19	4/30/20 One year contract renewal	Board to approve renewal contract and add \$32,215	Board surveys twice a year at a renewed total cost of \$103,375. Refer to CEO recommendation to renew letter.	4/11/19 F&E to review and approve renewal with additional tasks for more funds. CATS Board approved 1 <sup>st</sup> contract on April 16, 2018. 4/13/18 Procurement prepared the recommendation for award letter to CATS CEO recommending ETC Instituted as selected by the PEC members.
<b>F</b> <b>Financing</b> <b>Bus Finance Lease /Purchase</b> (10 Gillig Buses)	RFP	Banc of America Public Capital Corp (Scottsdale, AZ)	Finance 10 Gillig Diesel Buses for 7 years.	Apr 2017	Oct 2024	Board approved 3/21/17.	Capital Bus Lease/Purchase Finance 10 Gillig Buses Pay over 7 year period. Total Cost: \$4,217,800 2 payments of \$328,137 per year = \$656,273 per yr	3/21/17 – <b>Board approved</b> financing of 10 Gillig buses. 3/16/17 - F&E approved item to move to full board for approval. Financing is for 10 Gillig Buses. 2/8/17 – RFP solicited to multiple financial institutions. Proposals due back 3/2/17. Inquiries due here by 2/20/17 with our responses out via Addendum on 2/23/17.
<b>Fuel Diesel and Gasoline</b> Joint C-P & CATS Contract Approved thru 3/31/2019	RFP by City Parish	Mansfield Oil (was assigned by FuelTrac) Via City Parish solicitation. Contract for Diesel and	Oil Price Info Serv OPIS + \$ 0.039 adm fee + tax = price per gal (ppg)	11/01/14 C-P Metro Council approved award to FuelTrac on 8/13/14	03/31/20 Current 2 year contr w/5 one year renewals available thru 2021	Board to Approve for one year renewal thru 3/31/20	City Parish included CATS in 2014 fuel solicitation as a separate entity to participate in the fuel dispensing system.	3/19/19 – <b>Board approved</b> . 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 – <b>Board Approved</b> for renewal



## CATS Procurement Listing for CATS Board

April 16, 2019		Yellow = Action Item / needs Board Approval now				Blue = Projects Pending Board Action within 1 to 3 months		
Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
		Gasoline						period of 4/1/18 thru 3/31/19. See CEO Letter Recommending Renewal Contract. 3/21/17 – <b>Board approved renewal of contract.</b> 3/21/17 – Contract needs Board Approval for renewal period of 4/1/17 thru 3/31/18. See CEO Letter Recommending Renewal Contract.
<b>G</b> <b>Graphic Design Services</b>	RFP	Rockit Science	\$125,000 Maximum per year	10/1/18	9/30/19	Board Approved 9/18/18	Assist CATS in creating and executing marketing programs, incl. marketing strategies and designs to increase CATS ridership base, build and maintain a positive brand in the community, and showcase the accomplishments of the Agency.	9/18/18 – <b>Board Approved.</b> 7/27/18 – An RFP solicitation was sent to 52 graphic design firms and advertised in The Advocate and The Weekly Press. CATS received 5 proposals which were evaluated by the Proposal Evaluation Committee (PEC). Highest scoring firm is Rockit Science, with contract award recommendation to be in the amount of <b>\$125,000</b> for 12 months, with the option for up to four (4) twelve-month renewals.
<b>I</b> <b>Interim Deputy CEO and Related Advisory Services</b> Contract would be thru 12/31/19	Consult	New Age Industries, LLC (Paul Toliver)	Approx. \$60,000		12/31/19		New consultant contract	4/1/19 – (on hold) Contract for Interim Deputy CEO and Related Advisory Services, to serve until a permanent Deputy CEO is hired by CATS. This is a new position for CATS. Contract amount total is contingent on length of time the vendor will serve in this position. Even if/when a long term Deputy CEO is hired to the extent it is affordable and Mr. Toliver is available, CATS would like to continue to benefit from his wealth of experience in the transit industry by using his expertise as a Consultant.
<b>L</b> <b>Legal Services</b> Contract is thru 5/18/20	Consult Legal Services	Abadie Law Firm, APLC	Monthly Retainer Fee + hourly rates apply.	(new) 5/19/19	(new) 5/18/22	Board Approved 2/19/2019	New 3-year contract to be in place to begin May 19, 2019 and end May 18, 2022. Three (3) year Legal Services Contract Approved by CATS board on 2/19/2019	2/19/19 – <b>Board approved</b> new 3-year contract. No changes from last year.
<b>M</b> <b>Materials &amp; Supplies</b> Transit Amenities for Cortana Ctr and Plank Rd BRT	ITB	TBD	Approx Cost \$550,000	TBD	TBD	TBD	Off-the-shelf amenities for Cortana and Plank Rd BRT	4/1/19 – On hold per CATS Management. 2/8/19 - ITB being drafted now to include "off-the-shelf" amenities, such as bike racks, planters, charging stations, trash receptacles, bollards, drinking fountains.



# CATS Procurement Listing for CATS Board

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Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments	
<b>O</b> Oil (Motor) and Antifreeze	ITB	Miguez Fuel (Antifreeze)  Petro Choice (Motor Oil)	Approx. Total Cost for Miguez Fuel through 12/31/19 \$51,670 Approx Cost for Petro Choice: \$34,620	1/1/19	12/31/19	Board to approve in April 2019	CATS currently has no contract in place for Motor Oil or Antifreeze, so an ITB was solicited for these items through 12/31/19 with one renewal option.	4/2/19 – ITB for antifreeze and motor oil to be awarded, where the antifreeze will be awarded to Miguez Fuel (for a total of \$15,000), who currently contracts with CATS for hydraulic turbine oil, diesel exhaust fluid (at a total of \$36,670). Contract for remainder of CY2019 will be \$51,670. Motor Oil will be awarded to Petro Choice for a total of \$34,620, within the CEO's threshold of \$50,000. 3/1/19 – An ITB is out now, with bid opening date of 3/20/19 for Motor Oil and Antifreeze. Suncoast Oil requested price increase on motor oil, and we have not had a contract in place for antifreeze.	
<b>P</b> Paratransit Services ADA	RFP Services	MV Transp.	3 year contract amount \$6,975,000	5/6/18 3 yr contract w/ 2 one year renewals	4/30/21 (potential 5 year contract thru 2023)	Board approved 2/20/18 to MV Transportation. 1/16/18	Contracted Para-Transit Service Provider	2/20/18 – Board approved award to MV. 1/16/18 – Board deferred until Feb Board meeting. 1/12/18– F&E meeting Based on the Proposal Evaluation Committee results; CATS recommends an award of contract to MV Transportation as CATS paratransit services contractor.	
<b>S</b> Security Guard Services	RFP Services	Weiser Security Services, Inc.	Approx. \$237,000 annual cost	1/1/19 1 <sup>st</sup> of 2 one-year renewals	12/31/19	Board Approved 11/13/18	24 /7 - Security Guard Services at CATS 2250 Florida Blvd. location.	11/13/18 – Board approved 11/8/18 – F&E Committee approved to move to full Board. Board Approved original award on 1/15/16 – Security contract awarded to Weiser Security Services, Inc. 3-year contract with 2 options to renew for 12-months each.	
<b>Software</b> ERP Sys Specification Development	RFP Services	Intueor Consulting, Inc.	\$94,474	9/1/18	4/30/19	Board Approved 8/21/18	Board Approved 8/21/18  F&E approved 8/16/18	Board Approved on 8/21/18. The Consultant will develop a detailed Scope of Work (SOW) and Technical Specs for a software technical solution for an RFP. They will also assist CATS IT and Procurement Departments in the technical review of the proposals received to ensure CATS SOW and technical specification needs and requirements are met. This assistance will help CATS proposal evaluation committee (PEC) greatly in determining if the proposals submitted meet the technical requirements of the RFP.	
<b>Software</b> ERP Sys	System Wide Software	TBD	TBD	TBD	TBD		CATS is currently working to draft and issue an RFP for system-wide software – ERP Software	4/2/19 – RFP is still in the draft stage with a revised Scope of Work sent to CATS on 4/1/19. 2/8/19 – CATS Procurement is working with Intueor on drafting the RFP, after months of Intueor working with all CATS Departments to gather information. We are hoping to have the RFP out within 30-60 days and awarding mid-2019.	



# CATS Procurement Listing for CATS Board

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<b>Software</b> <b>RouteMatch</b> <b>Services</b>	Service for Tech Support, Warranty & Maint	RouteMatch Software Warranty	one year of tech support, warranties, & maintenance coverage <b>\$165,052</b>	8/1/18	7/31/19	Board Approved 7/17/18	F&E approved 7/12/18 Tech Support, Maintenance & Warranty Coverage for AVL, APC & AVA Sys	<b>Board Approved on 7/17/18.</b> 7/12/18 - Item pending board approval 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</b> <b>for Buses</b> <b>(Maintenance)</b> Contract for 3 years thru 8/31/20 w/ 2 one year renewals thru 8/31/22 Start renewal process June 2020	Material Supply ITB	Bridgestone Americas Tire Operations, LLC	<b>\$600,000</b> (est cost for 3 years) ----- 2016 Average cost is \$200,000 per year	<b>9/1/17</b> Current Contract with Goodyear is thru 8/17/17	<b>8/31/20</b> Initial Contract for 3 years w/ 2 one year renewals through <b>8/31/22</b>	Board Approved 7/18/17	Board Approved 7/18/17  F&E approved 7/13/17  ----- Goodyear agreed to extend contract thru 8/31/17 at same prices.	<b>Board Approved on 7/18/17.</b> 7/13/17-CATS Maint. and Procurement Depts recommend an award of contract to Bridgestone. 6/30/17- It was determined that Bridgestone was the lowest responsive and responsible vendor. 6/22/17 Bid opening. CATS Received 3 bids from (1) Bridgestone, (2) Goodyear & (3) Michelin.	
<b>V</b> <b>Vehicles</b> <b>ADA</b> <b>Para-Transit</b> <b>Vans</b>	Rolling Stock 1 ADA Vans Gasoline 12 Pass 2 W/C spaces	Creative Bus Sales  (Gasoline) LA State Contract #4400010611	\$63,252.22 Each <b>\$63,252.22</b> Total	estimated 8/25/18	Estimated 2/01/19 150 day ARO (after receipt of order)	Board Approved 8/21/18	Board Approved 8/21/18  F&E approved 8/16/18  Intend to Purchase from the LA State Contract	<b>Board Approved on 8/21/18.</b> This gasoline powered vehicle will be purchased from the approved vendor Creative Bus Sales off of the Louisiana State Contract #4400010611. CATS Procurement is currently working with this vendor to ensure the appropriate FTA documents are obtained for this purchase, i.e., Buy America, % List of Components in the vehicle, Lobbying Certificate, and SAM search, etc.	
<b>Vehicles</b> <b>ADA</b> <b>Para-Transit</b> <b>Vans</b>	Rolling Stock 3 ADA Vans Gasoline 12 Pass 2 W/C spaces	Creative Bus Sales  (Gasoline) LA State Contract #4400010611	\$63,252.22 Each x 3 = <b>\$189,756.66</b> Total	estimated 8/25/18	estimated 1/30/19 150 day ARO (after receipt of order)	Board Approved 7/17/18	F&E approved 7/12/18  Intend to Purchase from LA State Contract	<b>Board Approved on 7/18/18.</b> These gasoline powered vehicles will be purchased from the approved vendor Creative Bus Sales off of the Louisiana State Contract #4400010611. CATS Procurement is currently working with this vendor to ensure the appropriate FTA documents are obtained for this purchase, i.e., Buy America, % List of Components in the vehicle, Lobbying Certificate, and SAM search, etc.	



# CATS Procurement Listing for CATS Board

April 16, 2019		Yellow = Action Item / needs Board Approval now				Blue = Projects Pending Board Action within 1 to 3 months		
Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
<b>Vehicles Electric Buses (3) (35ft)</b> w/Extended Battery Range and install 3 electric charging stations	Rolling Stock	Buses 3 Electric Buses and install 3 electric charging stations	Total Bid Price for 3 buses and 3 charging stations \$2,381,245 Approx unit cost for one bus and one charging station \$791,748	01/16/18	01/16/23  Contract can be used for the next 5 years from the date of award	Board Approved 1/16/18 PO Issued on 3/7/18.  Delivery to be by Feb 22, 2019	Purchase 3 electric buses, 35 foot w/extended battery range and install 3 in-house charging stations.	3/7/18 – P.O. submitted to BYD for the order of 3 Elec Buses with delivery date by 2/22/19. 1/16/18 – <b>Board approved award to BYD for 3 buses. 1/12/18 - F&amp;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&amp;E voted to move the item to full board for approval. 11/14/17 – All 3 bids received are still under review. The lowest responsive and responsible bid has not been determined. No recommendation for award has been made to-date. 10/19/17 – CATS Received 3 bids from BYD, New Flyer and Proterra.</b>
<b>Vehicles Diesel Buses (8) 35ft</b> Delivery Schedule Nov/Dec 2018 16 to 18 month Delivery period	Rolling Stock ITB	Gillig, LLC 35 ft diesel Per bus price + amenities added \$417,227.20 total order \$5,006,726.40	3 <sup>rd</sup> order. Purchase of 8 buses 56 Buses will be ordered over 5 years thru 2020 36 less 8 = 28 Assignments left on the bid	P.O. has been issued	8 buses delivery in Nov/Dec 2018	Board Approved To purchase 12 buses on 12/20/16 week of 7/17/17	Bus unit price: \$421,780 ea Total P.O.: \$5,061,362.40	1/3/19 – Procurement was notified that all 8 buses have been received by CATS Maintenance. 7/21/17 P.O. sent to Gillig – 7/17/17 – Pending P.O. / will be issued this week to Gillig for 8 buses. Waiting on Buy Am info from them before sending P.O. The delivery date is 16 months. 4/11/17 – Awaiting approved PR from CEO to issue PO for 8 buses (on hold). 3/21/17 – Update: P.O. pending since board approval in Dec. 2016. Per management, the P.O. will be changed to reflect the purchase of 8 buses instead of 12 and will be sent later this week.
<b>Website Re-Design</b> Start renewal process Oct 2019	Website Services RFP	Covalent Logic	Estimate ReDesign \$87,000 plus Hosting Fees est \$4,000/yr	01/01/17	12/31/19 3 years w/2 one year renewals available	Board Approved 12/20/16	Website Re-Design - includes Hosting and Software Services	July 2017 – launched new website. 12/15/16 – Award approved by F&E to Covalent Logic, who scored highest among 3 proposals received. 11/10/16 – RFP has been solicited to multiple potential proposers. Proposals will be due by November 30 <sup>th</sup> . Contract Award Recommendation is scheduled to be on 12/20/16 Board meeting agenda.
2019 Contracts Authorized by CATS CEO (includes CEO approved procurements between \$20,000 to \$50,000) Listed Alphabetically by Description – yellow highlights indicates latest approved project by CEO								
Description	Vendor Name	Amount	Start Date	End Date	CEO Approved	Services Provided	Comments	
A&E Cortana Walmart Conceptual Drawings	Monroe & Corie, Inc. (PR 383)	\$34,180 Max Amt	4/16/18	5/15/19	Written Contr PO 2018051	Consultant will provide the Interim Transit Hub Improvements at Cortana / Walmart Site. PR-383).	1/19/19 – Contract Amended: Add \$2,790 and extend through 5/15/19. 7/26/18- Contract Amended: Add \$18,765 to current amount of \$12,625; and extend through 12/31/18. 4/12/18 – Contract Finalized.	
Salary Comp Study	Gallagher Benefit Services	\$45,000	1/1/19	Until terminated	Written Contr	Consultant to meet with CATS leadership and compare to similar markets for salary compensation study. Final report will be sent to Board and CATS leadership.	11/20/18 – Gallagher submitted proposal for CATS. Timeline should be approximately 8 months to complete.	



# CATS Procurement Listing for CATS Board

CATS Procurement Listing for CATS Board						
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Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved
Drug & Alcohol 3 <sup>rd</sup> Party Adm D & A Services for Safety Sensitive		IHSN	\$15,000 12 months of service	5/1/19	4/30/20	Written Contr PO
Executive Search Services for CATS COO Position		Will Scott & Company, LLC	\$25,000 Max Amt. Not to Exceed	11/20/18	11/19/19	Written Contr PO 2018231
Government Relations Consulting		Southern Strategy Group of LA	\$50,000 Max Amt.	1/1/19	12/31/19	Written Contr PO 2019071 3/2/2018
HR Consultant Contract		Irma McMillon HR Consulting	\$45,000 (\$40 hr)	4/24/17	4/23/19 Two yr contract	Written Contr PO 2017068 4/20/17
HR Consultant Contract HR Special Assistance to the CEO		Dee Everett HR Consulting	\$50,000 (\$50 hr) One year contract	6/1/18	5/31/19	Written Contr PO 2018102 6/8/18
IT Back Up Server Appliance		Venture Technologies CEO Letter recommended	\$28,328	7/1/18	6/30/23	PO 2018082 6/12/18 RFP #2018-Server-008
Microtransit Pilot Program		TransLoc, Inc.	\$25,000	12/20/18	6/19/19 w/option to renew an additional 3 months	1/15/19
Oil and Related Products (Maintenance) Start renewal inquiry process by Sept. 2019 for Jan 2020		Material Supplies ITB	Petro Choice: \$34,620 (Motor oil) Sun Coast: \$17,065 (Gear oil, synthetic trans. fluid and wheel grease)	1/1/19	12/31/19	Board approved 1/17/17 thru 12/31/18. Contract has 4 one year renewals available thru 1/16/22 CATS CEO is able to approve, as threshold is below Board amount of \$50,000 for each contract
<p>3/8/19 – CATS is extending the 12-month renewal contract with IHSN with only a \$0.50 increase on drug tests. Orig Contr began 2012. One year Renewal.</p> <p>Nov 19, 2018 – Notice to Proceed was sent to vendor on November 19<sup>th</sup> to begin work on Nov 20<sup>th</sup> through Nov 19<sup>th</sup>, 2019.</p> <p>Mar 2019 – Extend contract through 2019. No other changes. Mar 2018. Max contract amount: \$50,000. inclusive of direct expenses of \$8,000/year.</p> <p>Apr 2017 Assistance needed by new HR Director with daily operations until vacant positions can be filled</p> <p>Jun 2018 Consulting HR assistance and other specialized HR functions.</p> <p>Apr 2018 - Advertised and received 3 proposals. PEC recommended Venture. Sent CEO letter recommending award of contract.</p> <p>1/15/19 – This was discussed at the Board meeting and the Board accepted this. After Pilot program, CATS may choose to enter into a longer contract, which would be presented at the proper Board meeting.</p> <p>4/2/19 – ITB solicited for Motor Oil and Antifreeze. Petro Choice would be awarded the Motor Oil for \$34,620. Miguez Fuel would be awarded the Antifreeze for \$15,000, and they currently contract with CATS for other items for \$36,670. Board to approve total contract to Miguez for \$51,670 in April. 12/15/17 – It has been determined that the usage for the Oil Related Products for CYE 2017 are much less than the original anticipated usage, thereby lowering the projected annual cost to \$17,065 for products from Sun Coast and \$36,670 for products from Miguez Fuel. These contracts will be renewed for one year for the period of 1/1/19 thru 12/31/19 and are within the CEO threshold authority. 1/17/17 – Board approved</p>						

## CATS Procurement Listing for CATS Board

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Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved
			turbine oil, diesel exhaust fluid)			
Procurement Consultant		Kathy Hernandez Procurement Consulting	\$50,000 Max Amt	9/10/18	9/9/19	Written Contr PO 2018102 9/10/18
Senior Operations Advisor to CATS Senior Management		New Age Industries, LLC (Paul Toliver)	\$50,000 Max Amt	10/22/18	2/28/19	Written Contr PO 2018206 10/22/18
				Notes / Comments		
				new bid award to 2 separate suppliers for the purchase and delivery of Oil Related Products. – Sun Coast Oil was the lowest bid for - Gear Oil, Motor Oil, Transmission Fluid & Wheel Grease. Miguez Fuel was lowest bid for Hydraulic Turbine Oil and Diesel Exhaust Fluid.		
				Consultant provides Procurement services, specifically working with "on-call" services, and other Procurement tasks as assigned by the Procurement Manager and CAO, on an as needed basis.		
				Consultant provides professional services for oversight of CATS operations by its Interim COO and assists with filling COO vacancy.		
				Sept 2018 – Consulting Procurement assistance and other specialized Procurement functions.		
				3/7/19 – CATS is working on a new contract with this vendor. October 2018 – Assist the Interim COO and other duties		