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**REGULAR MEETING
OF THE
BOARD OF COMMISSIONERS
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
MAY 21, 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 APRIL 16, 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 (no meeting held)**
 - 5. Community Relations: Ms. Linda Perkins**

VIII. PENSION SYSTEM UPDATE: Mr. Jim Brandt

IX. ACTION ITEMS

1. Consideration of authorization to award professional services contract to Pierlott & Associates
2. 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 19th 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.)

X. PUBLIC COMMENT

XI. 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.



Connecting you to what matters.

**MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
APRIL 16, 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, Breaux, Cohran, Lambert, and O’Gorman and Mss. Green, Perkins and Pierre. 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 MARCH 19, 2019 MEETING

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

IV. PRESIDENT’S ANNOUNCEMENTS

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

V. SAFETY MOMENT

Ms. Simpson shared a safety moment centered on railroad crossing safety.

VI. ADMINISTRATIVE MATTERS

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

Mr. Deville introduced Jim Fight as the new Human Resources Director and noted that he is from the Kansas City area. He comes to the agency with decades of human resources experience and more than ten years of transit experience.

Mr. Fight let the board know that he is excited to be at CATS and he has been working on the human resources strategy to address the operator shortage that will be presented to the board.

Ms. Williams introduced Demetrius Gulley and James Payton from the Operations Department.

Ms. Dwana Williams shared that, in Operations, there are currently 122 active operators.

It was noted that there are currently eight routes impacted by road construction throughout the city.

Ms. Williams noted that CATS had 213,485 passenger trips in March. There were 1.7 preventable accidents per 100,000 miles, 511 trips cancelled of the approximately 33,000 trips for the month. The percentage of on-time trips was 60.68%, there were 57.1 complaints per 100,000 miles, and there were 4,415 mean miles between road calls for the month.

Mr. Deville reported that HNTB has met with members of the CATS board and staff to discuss the results of the BRT redefinition study. He noted that some of the next steps include HNTB leading tasks to advance the project, documentation, conceptual design, and development of an application to the BUILD grant (Better Utilizing Investments to Leverage Development) rather than the Small Starts Program. HNTB is working closely with the City Parish, the Redevelopment Authority, DOTD, and CATS regarding funding resources and what appears now to be a better and possibly lower cost option.

Mr. Deville let the board know that CATS received word that Congressman Graves is still interested in having CATS explore the paratransit/Uber on-demand model that is being successfully used in Boston. MV, the paratransit service provider for CATS, has experience with this model from their work with Dallas DART and is

going to meet with CATS to discuss the possibilities for Baton Rouge.

Mr. Garrick Rose shared that CATS has partnered with TransLoc to determine the best zones in which to provide a microtransit pilot project. He noted that this study is being funded by federal grants the agency needed to expend. CATS is looking to possibly provide microtransit service in two areas – North Baton Rouge surrounding Southern University and the Baton Rouge Airport, and in the City of Baker.

Mr. Rose let the board know that Planning is preparing the CATS FY2019 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 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. CATS has received a request to look at servicing OLOL's Children's Hospital and the Operations Department is looking into this.

Planning is preparing a three year program of projects for inclusion in the June 2019 Transportation Improvement Program/State Transportation Improvement Program (TIP/STIP).

Mr. Deville let the board know that, regarding the North Baton Rouge Transit Center, CATS is anticipating the FTA's approval of the 2018 formula funding. Legal counsel is working with LSU officials to complete certain legislative requirements prior to executing the purchase agreement.

At the Cortana-Walmart Transit Center, 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, and this is scheduled to begin at the end of April. Construction is slated for completion by the end of July.

Regarding bus rapid transit, Mr. Deville shared that the electric buses have been delivered and are being inspected by the Maintenance Department. He noted that the Communications Department will begin a campaign when the buses are ready for revenue service. Mr. Deville let the board members know that the buses would go into fixed route revenue service prior to their service for the BRT.

Mr. Deville updated the board on the Baker Park and Ride facility and noted that Baker Mayor Waites has a vision and wants to see a transit component. The first step of the project is a feasibility study to determine both the site and the feasibility for the project. CATS has committed \$12,000 to the local match of the project.

Mr. Deville shared the statement of budgeting versus actual for 2018 as prepared by P&N and noted that there were a number adjustments that need to be made by the auditors in their preparation. These were discussed and include revenues being understated.

CATS had \$2,251,170 in total operating expenses. There was \$246,694 in CATS generated revenue, \$1,850,383 in non-federal subsidies, and \$256,703 in federal subsidies. The net operating balance was \$102,611.

VII. COMMITTEE REPORTS AND ANY ACTION THEREON

1. Finance and Executive: Mr. Mark Bellue

Mr. Bellue referred the members to the minutes of the committee's April 11th meeting in their packets. He shared the highlights and noted that the action items would be considered later in the meeting. He let the members know that all items for consideration at the board meeting were recommended for approval by the F&E Committee.

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

Dr. Breaux referred the members to the minutes of the committee's April 4th meeting in their packets. He shared highlights of the meeting and noted that there was no quorum so no action was taken. The members present did agree that the items should be considered for approval and adoption.

3. Audit: Mr. Cohran

Mr. Cohran noted the committee met on March 25th as a kickoff to the audit. He shared that there was a transition of accounting software and the auditors are working to meet the deadline. He noted that the goal is to have a finalized audit before the next board meeting.

4. Planning: Mr. Kevin O'Gorman

Mr. O'Gorman referred the members to the minutes of the committee's April 12th meeting in their packets. He shared the highlights and noted that there was discussion on the hubs, bus

rapid transit, the two year capital budget, and the Baker park and ride.

5. Community Relations: Ms. Linda Perkins

Ms. Perkins noted the committee did not meet. She shared that, beginning in May, the committee will begin meeting monthly.

Ms. Perkins commended the staff for the operators' appreciation day event the agency held.

Ms. Crystal Wilson of MV Transportation noted that there were 7,675 scheduled trips; of those, 630 were cancellations and 308 were no-shows for a total of 6,737 completed trips. There were 12 complaints for the month and the on-time percentage was 86.9%. There were 2 road calls for the month of March.

VIII. ACTION ITEMS

1. Consideration of renewal and amendment of customer satisfaction surveys with ETC Institute

Ms. Sevier informed the board that CATS contracted with ETC Institute in 2018 and they performed two customer satisfaction surveys in 2018. The agency was able to take the results of the spring survey to assist in the creation of the SIP.

This is a one-year contract with a one year renewal option. CATS would like to exercise the renewal option to continue the semi-annual customer satisfaction surveys. The cost for these two surveys will remain the same – \$34,059.98 each, for a total of \$68,110.56.

In addition to the two customer surveys, the agency would like to amend the contract to include one additional survey. This will be aimed at non-riders and non-rider stakeholders. The survey will be in two tasks that speak specifically to the non-riders and to stakeholders to determine areas of improvements to the agency.

Mr. Bellue noted this item was recommended for approval by the F&E Committee.

Mr. Brandt moved that the CEO is authorized to renew the contract with ETC Institute for customer satisfaction surveys with an amendment to include one additional non-rider survey and Ms. Perkins seconded the motion. Mr. Bellue invited public comment and

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

2. Consideration of award of antifreeze services contract to Miguez Fuel

Mr. Darrell Brown informed the 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.

Mr. Bellue noted that the F&E Committee unanimously recommended this item for approval.

Mr. Cohran moved that the CEO is authorized to enter into a contract with Miguez Fuel for antifreeze and Ms. Green seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

3. Consideration of approval to waive fares on April 25, 2019 for National Get On Board Day

APTA has traditionally held a national day to encourage people to try transit and in the past it has been dubbed "Dump the Pump." The event has been rebranded and it is now called "Get On Board."

There is a handout in the board packet that lists many of the transit agencies across the country participating and they are all conducting their own events using the APTA branding.

CATS is requesting that the board waive fares on April 25th to encourage people to try transit. For the same date in 2018, CATS generated \$4,283.71 in farebox revenue.

If approved, the Communications Department will produce cards with transit facts and publish a page on the website with CATS transit information.

Staff and committee members had an in-depth discussion regarding the topic at the F&E meeting and examined the pros and cons of participating in this event. The committee members agreed that it was a worthy initiative and unanimously recommended that the board consider waiving the fares.

Ms. Perkins moved that the CEO is authorized to waive fares on April 25th for National Get On Board Day and Mr. Lambert seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

4. Consideration of authorization to approve CATS Information Technology Backup Policy

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

Dr. Breaux moved that the CATS Information Technology Backup Policy be approved and Mr. Brandt seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

5. Consideration of authorization to approve 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 that the CATS Password Policy be adopted and Ms. Pierre seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

6. Consideration of authorization to approve CATS Passenger Code of Conduct and Banning Passenger Policy

The purpose of the policy is to codify procedures the agency has 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. This policy does that.

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 re-entry.

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.

This policy was presented to the TPP Committee; there was no quorum so the committee could not formally recommend the policy, but the members present did agree the policy should be recommended for approval. The F&E Committee reviewed the policy and did recommend the board approve the policy.

There was discussion regarding the frequency of passengers being suspended or banned as well as the number of passengers that have been banned. There was also discussion concerning the length of the ban or suspension.

Dr. Breaux moved that the CATS Passenger Code of Conduct and Banning Passenger Policy be adopted and Ms. Perkins seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

7. Consideration of 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.

Mr. Brandt moved that the following resolution be approved and Ms. Perkins seconded the motion. Mr. Bellue 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

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

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 signatories 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.

Ms. Perkins moved that the CEO is authorized to add Dwana Williams as signatory on behalf of CATS for all Whitney/Hancock Bank

accounts and the CEO is authorized to execute all documents required by Whitney/Hancock Bank to effectuate these changes. Ms. Green seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

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

Whitney Bank, also dba Hancock Bank
Name: Capital Area Transit System, Address: 2250 Florida Boulevard
City, State and ZIP: Baton Rouge, LA 70802

A. We, the undersigned, certify that: we are the President and Secretary/Clerk of the above-named State or Local Government (hereinafter referred to as the "Governing Authority") duly created, organized, and operating under the Constitution and Laws of the State of Louisiana. Federal ID Number 720755868, and; that the following is a true, correct, and certified copy of a resolution adopted at a meeting of the Governing Authority, properly called and duly held on April 16, 2019, and; that this resolution has been properly entered into the minutes having not been modified or rescinded.

B. To be resolved that:

- (1) The Financial Institution named above is designated as a depository for the funds of this Governing Authority:
- (2) This resolution shall continue to have effect until written notice of its recession, modification, or cancellation has been received and recorded by this Financial Institution:
- (3) All transactions, if any, with respect to any deposits, withdrawals, rediscounts, and borrowings by or on behalf of the Governing Authority with this Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confined:
- (4) Any of the persons named below, so long as they are acting in a representative capacity as agents of the Governing Authority, are authorized to make any and all contracts, agreements, stipulations and orders which they deem advisable and necessary to open an Account(s) with the Financial Institution and for the effective exercise of powers over said account(s) for the transacting of all business concerning funds deposited in, moneys borrowed from, or other business transacted by and between this Governing Authority

and said Financial Institution and; to endorse checks and orders for the payment of moneys and withdrawal of funds on deposit with this Financial Institution, subject to any restriction(s) stated below. The Governing Authority agrees to, shall be bound by, and otherwise be liable for, the terms and conditions of all such contracts, agreements, stipulations and orders. It shall be the responsibility of the Governing Authority to provide written notice to this Financial Institution should the authority of any of the agents it has so authorized to transact business on its behalf has been terminated. This Financial Institution shall incur no liability for acting in good faith upon the representations of said agents until such notice is properly given:

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

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

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

Jeanette Eckert

William J Deville

Dwana Williams

Rhonda Williams

I further certify that the Governing Authority has, and at the time of adoption of this resolution did have, full power and lawful authority to adopt this foregoing resolution(s) and to confer the powers granted to the person(s) named herein:

IN WITNESS THEREOF, we have hereunto affixed our signatures as of (date).

President

Secretary/Clerk

Printed Name

Printed Name

EXHIBIT A

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

**Listing of Accounts
("listed Accounts")**

Customer Name:

Capital Area Transit System

Account Subtitle

Account#

1. E Commerce	XXXXXXX
2. Health Insurance	XXXXXXX
3. FTA	XXXXXXX
4. Worker's Compensation	XXXXXXX
5. Payroll	XXXXXXX
6. General	XXXXXXX
7. Business Liability	XXXXXXX
8. Hotel Motel Tax Receipts	XXXXXXX
9. Passenger Receipts	XXXXXXX
10. Medicaid Reimbursements	XXXXXXX
11. Property Tax Fund	XXXXXXX

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

Customer Information:

Select One: ☐ New Account ☒ Update (Add/Delete) Signers ☐ Supersede
Exiting Signature Card
Governing Authority Name/Customer Name: Capital Area Transit System
Address: 2250 Florida Blvd City, State
Phone: 225-389-8920 Tax ID Number: 72-0755868

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

Authorized Signature	Officer Title	Date
Authorized Signature	Officer Title	Date
Authorized Signature	Officer Title	Date
Authorized Signature	Officer Title	Date
Authorized Signature	Officer Title	Date

9. 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:

MILLAGE
Capital Area Transit System tax in the City of Baton Rouge 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.

Mr. Cohran moved to adopt the resolution and Mr. O'Gorman seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed with Mark Bellue, James Brandt, Peter Breaux, Kahli Cohran, Erika Green, Laurence Lambert, Kevin O'Gorman, Linda Perkins and Antoinette Pierre voting in favor, no votes against and no abstentions.

10. **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:

MILLAGE
Capital Area Transit System tax in the City of Baker 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.

Ms. Perkins moved to adopt the resolution and Ms. Pierre seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed with Mark Bellue, James Brandt, Peter Breaux, Kahli Cohran, Erika Green, Laurence Lambert, Kevin O'Gorman, Linda Perkins and Antoinette Pierre voting in favor, no votes against and no abstentions.

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 19th 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.)

This item was deferred.

IX. PUBLIC COMMENTS

There were no public comments.

X. ADJOURNMENT

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

2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920



EXECUTIVE STAFF

Bill Deville
Chief Executive Officer

Darrell Brown
Chief Administrative Officer

Dwana Williams
Chief Operations Officer

EXECUTIVE REPORT

May 2019

Bill Deville and Executive Staff

HUMAN RESOURCES: *Jim Fight*

- Overview of vision for Human Resources
- See attached PowerPoint that was presented to workforce stakeholders.
- The agency organized a roundtable with community workforce stakeholders. This is part of the broader initiative to create a "pipeline" for good local talent. There were representatives from various workforce agencies, BRCC, and several youth outreach programs. Also in attendance were CATS board members Antoinette Pierre and Linda Perkins.
 - Several members of CATS staff were in attendance at the meeting to represent the agency.
- CATS is planning a job fair to recruit for maintenance and operations positions.
 - The fair, "Behind the Wheel", will be held at the Automotive Campus of BRCC on Tuesday, June 4th from 12:00pm until 6:00pm.
 - The agency will have CATS employees on hand to conduct on-the-spot interviews with the hope of hiring operators and mechanics on the spot.
 - Human Resources and Communications are working together to produce materials to distribute prior to the event, and there will be radio spots promoting the job fair as well.

OPERATIONS AND MAINTENANCE: *Dwana Williams*

- Operations now has 134 active Operators as a result of some operators returning to work. There are 13 currently inactive due to workers' compensation, light duty, and FMLA.
- See attached Performance Measures.

CEO NOTES: *Bill Deville*

- CATS was invited to attend the BRNEDD (Baton Rouge North Economic Development District) May 8th "Transportation Drives Economic Development" Luncheon panel discussion. The event was part of the BRNEDD's week of events highlighting the NBR area. CATS Board Vice-President Erika Green was the moderator for the panel discussion. CATS Board Treasurer Kahli Cohran and Bill Deville joined Dr. Shawn Wilson, Secretary of LaDOTD, Mike Edwards, Director of Aviation/BTR, Bryan Jones, HNTB, and Kelvin Hill, EBR Assistant CAO as panelists for the discussion.
- CATS was invited to attend and participate in the Stakeholder group meetings regarding the Baton Rouge Zoo and Greenwood Community Park Master Plans that involved various scenarios for transportation to and from both venues.

2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920



EXECUTIVE STAFF

- CATS was also invited to attend and present a CATS status report to the members of the Mid-City AARP Group that is represented by members from across Baton Rouge. The meeting was well attended, enthusiastic, and they had lots of questions.

PLANNING AND GRANTS: *Garrick Rose*

- Planning has submitted its 5 Year Program of Projects for inclusion in the June 2019 TIP/STIP.
- Planning and Grants staff met with Pierlott & Associates from May 7-9, 2019 to review the information requested by the FTA for the Triennial Review Process. There is a Triennial Review workshop in Baton Rouge, LA on June 4-5, 2019 and the Triennial Review itself is scheduled for August 7-8, 2019.
- Planning is scheduled to meet with Our Lady of the Lake staff to discuss CATS service to the new hospital campus.
- Planning continues to refine the FTA FY2019 grant award applications.

FACILITIES PLANNING: *James Baker or Garrick Rose*

North Baton Rouge Transit Center:

- 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:

- Operations has safely and successfully relocated its service stops and shelters from the Walmart side to the Mall side of Cortana Place. Kelly Construction continues to work with DPW to resolve traffic and safety issues.
 - Demolition of the site is underway. Safety fencing and debris controls are in place, along with construction equipment and a construction trailer.
 - Further demolition of the Oak Villa Street side is pending approval of the traffic and safety plan.

BUS RAPID TRANSIT:

Plank Road BRT, Phase One:

- The SJB engineering team is collaborating with the HNTB design group, along with the City-Parish DPW to ensure seamless cooperation and coordination for all station engineering and amenities design decisions.
 - The team is meeting to identify and resolve technical and budgetary issues necessary to advance the Plank Road Phase One and the Plank-Nicholson Phase Two.

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

2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920

EXECUTIVE STAFF



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 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 One) and Plank-Nicholson (Phase Two) 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.

CITY OF BAKER:

Baker Transportation Center Project

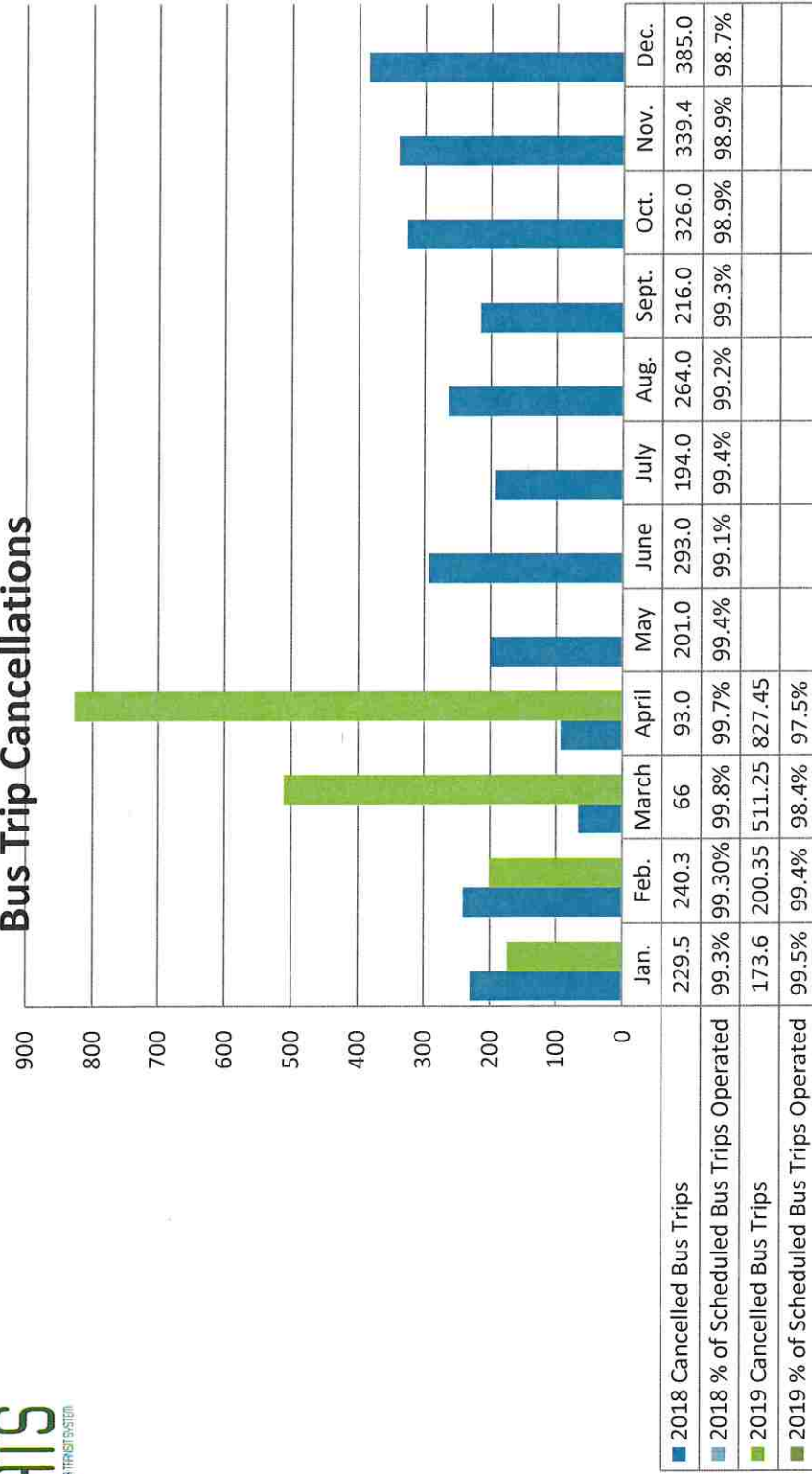
- The Baker Transportation Center, a bus layover facility and a park-and-ride, is a collaborative project among CATS, the City of Baker, and CRPC. CRPC is spearheading this project.
- The first step this project is feasibility / Site planning and design concept study.
- CRPC solicited a planning service contract to begin a site planning and design concepts study. The study is expected to be completed before end of the calendar year 2019.

On-Time Performance

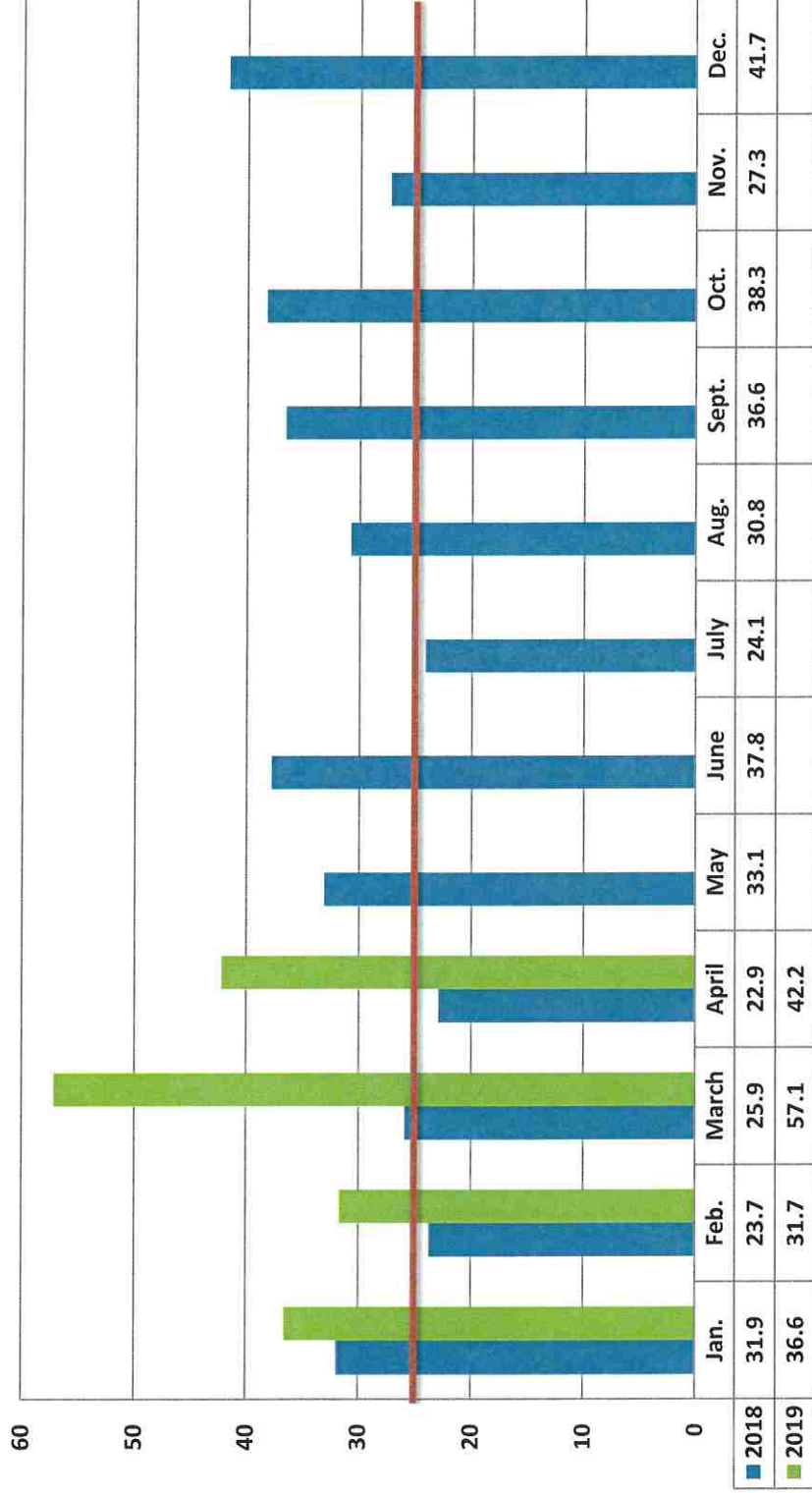


*Target 80% On-Time Performance

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

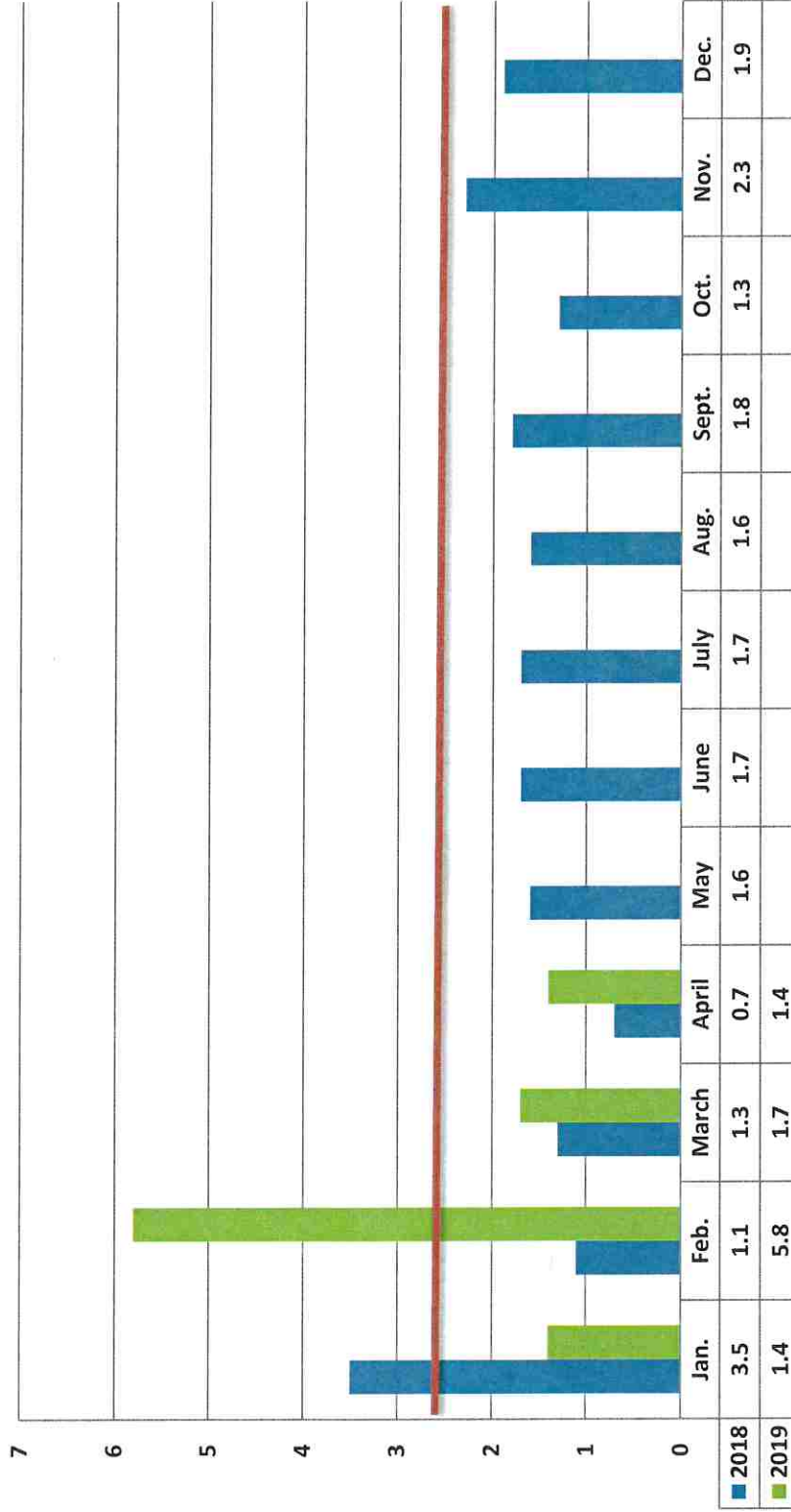


Customer Complaints Per 100,000 Boardings



*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

CATS **BEHIND** THE WHEEL

TUESDAY, JUNE 4, 2019
BRCC ARDENDALE SITE
12:00 - 6:00 PM

OPEN TO THE PUBLIC
2:00 - 6:00 PM

CATS is looking to fill up to **70 positions** before the end of 2019. Training classes starting at the end of June 2019.

**ON THE SPOT INTERVIEWS FOR
UNION POSITIONS, INCLUDING
BUT NOT LIMITED TO:**

- **MAINTENANCE**
- **OPERATIONS**
- **FACILITIES**
- **FINANCE**
- **CUSTOMER CARE
REPRESENTATIVES**

Please bring a copy of your resume and be ready for an on the spot interview. Pre-register online and get more information:

www.brcats.com/behind-the-wheel

CATS
CAPITAL AREA TRANSIT SYSTEM

Connecting you to what matters.

On-Time Performance

100.00%

90.00%

80.00%

70.00%

60.00%

50.00%

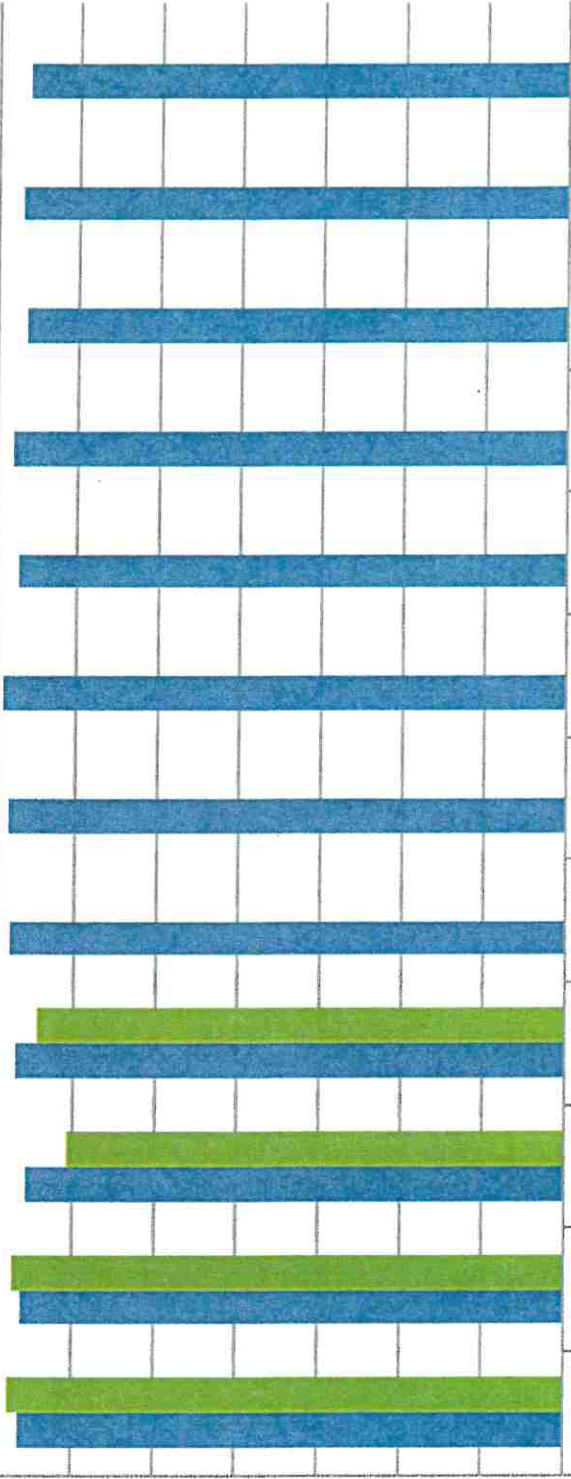
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	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
2018	66.71%	66.38%	65.86%	67.2%	67.8%	68.2%	69.0%	67.2%	67.9%	66.3%	66.8%	66.0%
2019	67.91%	67.26%	60.58%	64.49%								

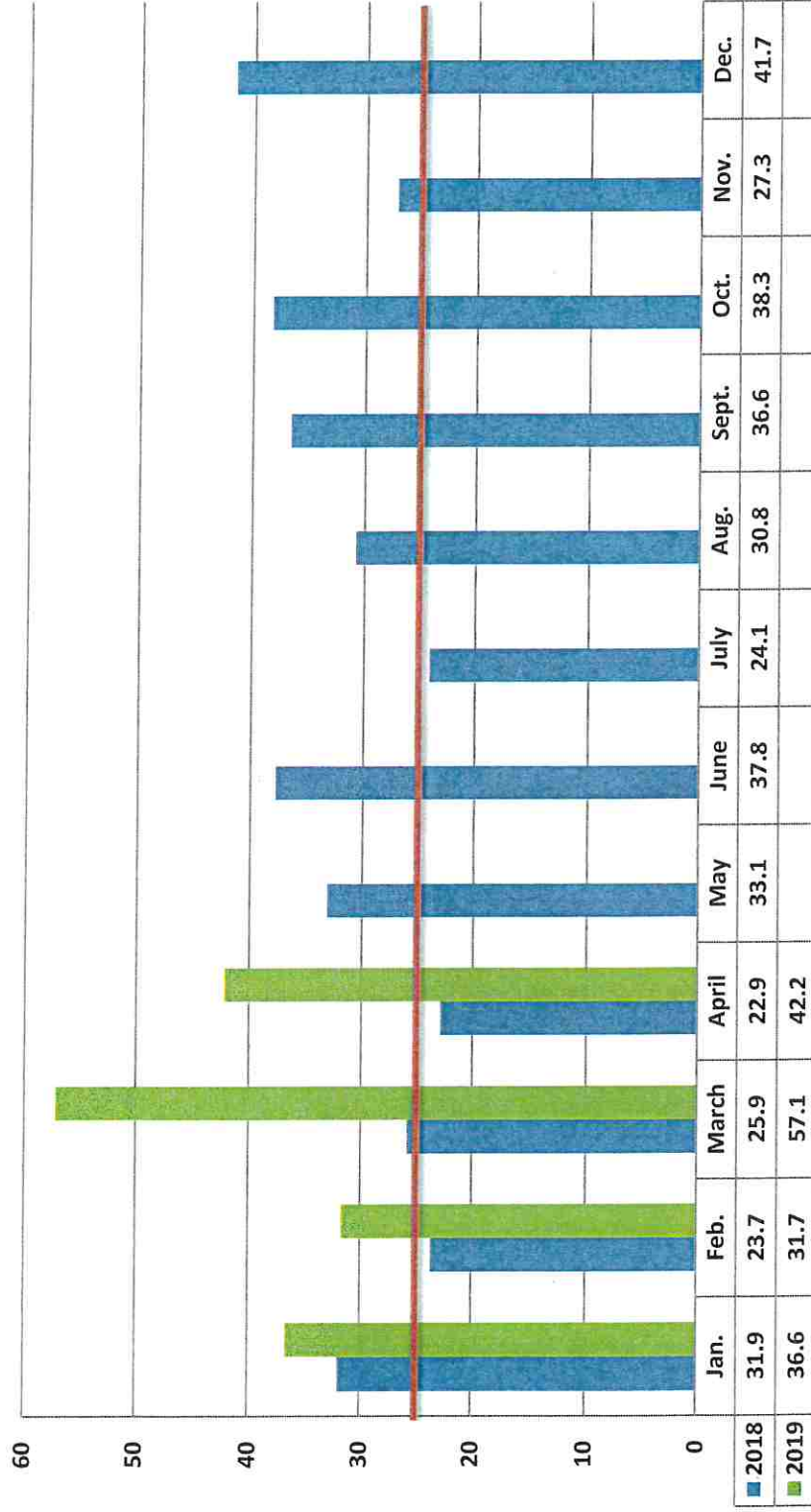
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Note: On-Time performance is measured at scheduled timepoints which represent 12.37% of the total system bus stops

Bus Trip Cancellations

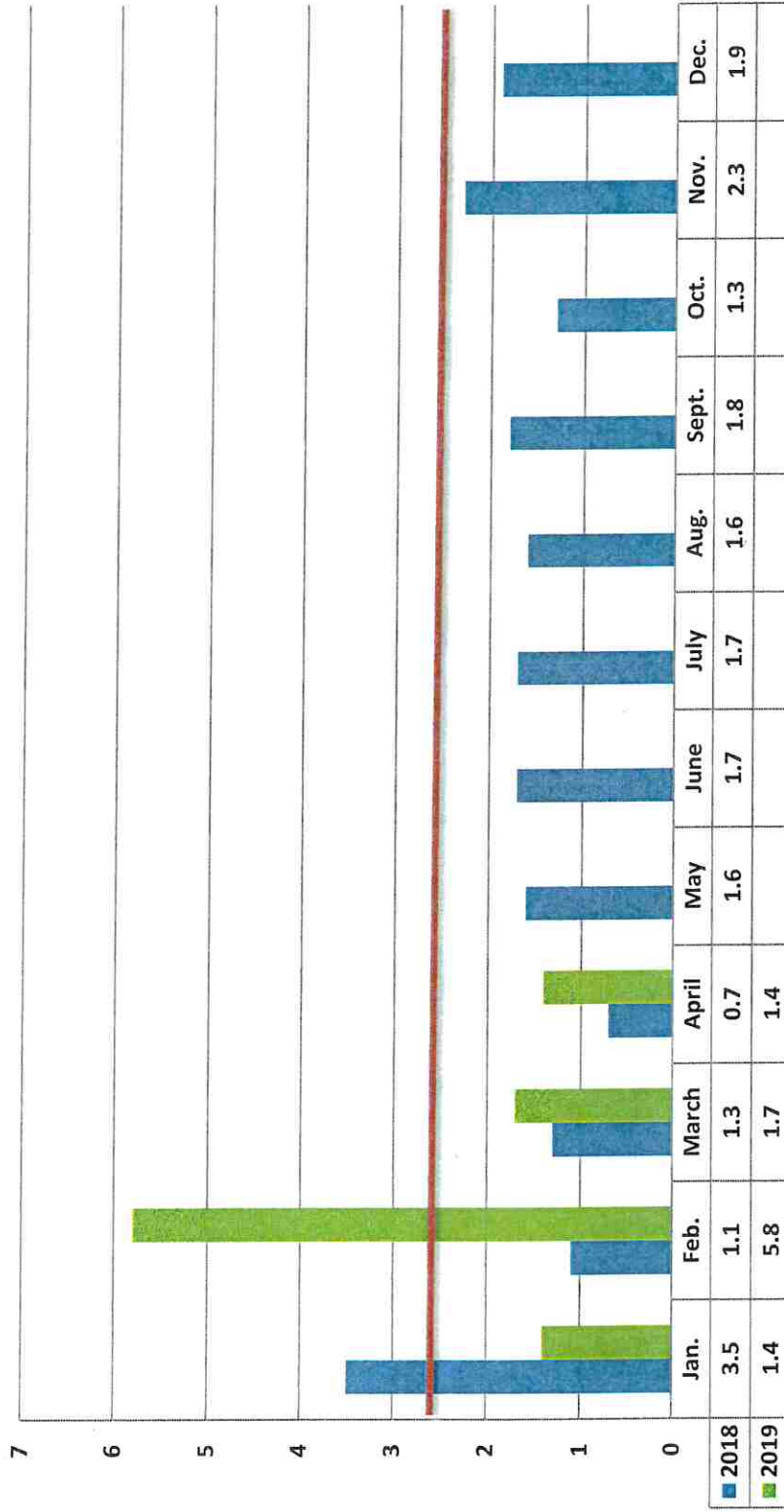
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Customer Complaints Per 100,000 Boardings



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Please bring a copy of your resume and be ready for an on the spot interview. Pre-register online and get more information:

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CATS
CAPITAL AREA TRANSIT SYSTEM

Connecting you to what matters.



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**MEETING OF THE
FINANCE AND EXECUTIVE COMMITTEE
BOARD OF COMMISSIONERS
CAPITAL AREA TRANSIT SYSTEM AND
PUBLIC TRANSPORTATION COMMISSIONS
MAY 16, 2019
Ninth Floor Conference Room
5700 Florida Boulevard**

MINUTES

The Finance and Executive Committee met on Thursday, May 16, 2019, at 10:30 a.m. Present at the meeting were members Mark Bellue, Jim Brandt, and Kahli Cohran. 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 he would be requesting to amend the agenda to add two action items to recommend authorization to award contracts to Pierlott & Associates and to New Age Industries.

III. Safety Moment

Ms. Simpson shared a safety moment that centered on safe lifting techniques at home and at work.

IV. Executive Report and Financials

Mr. Fight shared that the agency hosted a workforce stakeholders meeting to discuss recruitment of operations and maintenance. He noted that there were approximately 22 representatives from a variety of agencies in the community. This is part of the broader initiative to create a pipeline for talented local candidates. The meeting allowed CATS the opportunity to announce a job fair organized by CATS called "Behind the Wheel" that will

be held Tuesday, June 4th from 12:00pm until 6:00pm at the BRCC Automotive Ardendale site. The job fair will have CATS representatives on site to interview prospective candidates on the spot.

Mr. Fight shared updated recruitment materials for the Human Resources department with the committee members.

Mr. Rose shared the planning and grants update with the committee and noted that the agency has submitted its Five Year Program of Projects for inclusion in the 2019 TIP/STIP.

CATS met with Pierlott & Associates May 7-9 to review information requested by the FTA for the triennial review that is scheduled for August 7-8, 2019.

Mr. Rose noted that CATS has a meeting with Our Lady of the Lake to discuss service to the new hospital campus.

Chris Handzel and Bryan Jones of HNTB spoke to the committee members and noted that the redefinition study is nearly complete for the Plank-Nicholson BRT Corridor project. The environmental clearance is the next step, and they are working with the SJB Group for the Plank Road BRT Phase One.

Mr. Jones shared that the project has transitioned from an FTA Small Starts Grant application to a BUILD (Better Utilizing Investments to Leverage Developments) grant application. The BUILD application is due in mid-July.

It was noted that both CATS and the City-Parish will be asked to authorize additional funds for the project in June to advance the initiative and complete the grant application. There was lengthy discussion concerning the grant application, additional requirements, and timelines for the project advancement.

There was discussion concerning the dates of the CATS Board and the Metro Council's consideration of approval to add additional funding to the Plank-Nicholson BRT Corridor project.

Ms. Dwana Williams updated the committee on the performance measures. She let the members know that there are currently 134 active operators.

She noted that CATS had 201,647 passenger trips in April and the percentage of on-time trips was 64.49%. There was considerable discussion concerning the trips and the on-time performance.

Ms. Williams shared that there were 827 cancelled trips in April and there were 42.2 complaints per 100,000 boardings. There were 1.4 preventable accidents in April and there were 7,583 mean miles between road calls.

There was lengthy discussion regarding the performance measures including questions by committee members relative to performance measures and methods taken to make improvements. There was a request to have the number of active operators added to the performance measures in chart form as well as an in-depth look at research, trends, and resolutions.

There was discussion regarding the maintenance measures and efforts taken to research and monitor the agency's employee retention.

Mr. Deville let the board know that CATS was invited to attend the Baton Rouge North Economic Development District's panel titled "Transportation Drives Economic Development" luncheon. The event was part of the BRNEDD's week of events highlighting the NBR area. CATS Board Vice-President Erika Green was the moderator for the panel discussion and Board Treasurer Kahli Cohran was part of the group. They were joined by Dr. Shawn Wilson, LaDOTD Secretary; Mike Edwards, Director of Aviation at the Baton Rouge Metropolitan Airport; Bryan Jones of HNTB; and Kelvin Hill, Easton Baton Rouge Parish Assistant CAO.

CATS was invited to participate in the stakeholder group meetings regarding the Baton Rouge Zoo and Greenwood Community Park Master Plans that involved various scenarios for transportation to and from both venues.

The agency was invited to attend and present a CATS status report to the members of the Mid-City AARP Group that is represented by members from across Baton Rouge.

Mr. Deville let the committee know that the SJB engineering team is collaborating with the HNTB design group, along with the City-Parish DPW to ensure seamless cooperation and coordination for all station engineering and amenities design decisions. The team is meeting to identify and resolve technical and budgetary issues necessary to advance the Plank Road Phase One and the Plank-Nicholson Phase Two projects.

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 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 due to traffics 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 application 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 phases to proceed.

Mr. Deville shared that he is finalizing the process to hire a Deputy CEO. There was discussion concerning the process, the hiring committee, qualifications, and other aspects of the position. Mr. Deville noted that, while he was putting a panel together to interview the candidates, he would have the final decision in the person hired for the position.

Mr. Rose informed the committee that CATS will be receiving in the near future \$2.9 million or so from ECHO draws reimbursing CATS for preventive maintenance. Mr. Deville stated that these funds could be used to replenish the board reserves.

When asked the status of the monthly financials, Mr. Deville indicated that there are no financials to present to the group. The audit firm is still working to produce financials. Board Treasurer Mr. Cohran shared that he has discussed the audit with the audit firm and is waiting to schedule a committee meeting to review the final audit. There was considerable discussion related to the status of the agency's financials and projects that have not been budgeted.

Mr. Bellue moved to amend the agenda to include recommendations to award a professional services contract to Pierlott & Associates and to award a professional services contract to New Age Industries. Mr. Brandt seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

V. Recommend authorization of award of contract to Pierlott & Associates for professional services

Mr. Darrell Brown let the committee know that Pierlott & Associates has done work under two separate contracts with CATS for DBE Program assessment and improvements and for FTA compliance review.

CATS is requesting that the board authorize the CEO to enter into a contract with Pierlott & Associates for an estimated amount of \$144,349.

Mr. Brandt moved to recommend the full board authorize the CEO to enter into a contract with Pierlott & Associates for an amount not to exceed \$147,349 and Mr. Cohran seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

VI. Recommend authorization to award contract to New Age Industries for professional services

Mr. Deville shared that Paul Toliver with New Age Industries has worked with CATS as an advisor while the agency looked to fill the COO position. He has proven to be an invaluable asset for Mr. Deville, and Mr. Deville would like to have Mr. Toliver back with the agency in the position of Interim Deputy CEO. He is assisting the agency with the placement of the permanent Deputy position.

There was discussion of the amount of money being requested for the contract as well as the length of the contract's duration.

Following the discussion, the matter was deferred so that more information could be provided to the committee.

There being no further business, the meeting adjourned.



**MEETING OF THE
504/COMMUNITY RELATIONS COMMITTEE
BOARD OF COMMISSIONERS
CAPITAL AREA TRANSIT SYSTEM AND
PUBLIC TRANSPORTATION COMMISSIONS
MAY 15, 2019
Ninth Floor Conference Room
5700 Florida Boulevard, Baton Rouge, LA**

MINUTES

The 504/Community Relations Committee met on Wednesday, May 15, 2019, at 10:00 a.m. Present at the meeting were Linda Perkins, Bill Deville, Dwana Williams, Karen Denman, Mr. Terrance Duroseau, members of CATS staff, and Bryan Basford of MV Transportation.

I. Introduction

Ms. Perkins welcomed those assembled and thanked them for coming. She noted that the committee would begin meeting on a monthly basis moving forward in order to more closely track the customer complaints.

II. MV Transportation Report –

Mr. Basford of MV Transportation noted that MV recently switched technology platforms to Trapeze. This is an industry technology pioneer and will better assist MV with scheduling trips, dispatching, and other aspects of the service.

CATS On Demand had 7,785 scheduled trips in April. Of the scheduled trips, 6,847 were completed; 572 were cancellations and 366 were no-shows.

Mr. Basford noted that 41% of the trips were subscription and 59% were demand trips.

Mr. Basford shared that there were 12 complaints for the month.

Mr. Basford noted that the on-time performance for the month was 87.3%.

It was noted that the “no-shows” are trending higher and there was discussion concerning this topic. Ms. Denman shared that her department is still working to update the CATS On Demand Policy that will reflect stricter penalties for no-

shows. She noted that the ADA group will work with Communications to produce a mailer to alert customers of the new policy and rules. Customers who have no-shows will be faced with service suspensions.

Mr. Basford shared that Trapeze will assist with tracking customers who have no-shows.

There was discussion concerning the number of operators for the CATS On Demand and Mr. Basford let the committee know that he is fully staffed with the exception of the extra board.

III. Certifications – Karen Denman

Ms. Denman let the committee know that CATS has been working with MV for one year and things have worked well since the initial transition last May. She noted that the customers are pleased with the service and have been patient through the transition from one provider to another.

Ms. Denman informed the members that the recertification process began in March and is progressing slowly to certify those given temporary eligibility as well as the regularly required recertifications.

Ms. Denman shared the certification numbers for March and April for CATS On Demand. She noted that there were 14 customers certified in March and 32 in April. There were no temporary certifications and one was deemed ineligible in March and one was deemed ineligible in April.

Ms. Denman noted that of the 14 certifications in March, five were recertifications, and 11 of the 32 in April were recertifications.

IV. Customer service – Angella Wynn and Dwana Williams

Ms. Wynn noted there were 85 total complaints received in April. There were 38 that required corrective action and there were also two commendations for the month.

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

Ms. Wynn let the committee know that, in April, the Customer Care Department fielded an average of 1,220 calls daily and customers were on hold an average of 22 seconds.

There was considerable discussion related to the customer complaints and what is being done by Operations and Customer Care to combat the complaints. Ms. Wynn shared that she would like to institute a campaign in her department telling the representatives to let their smiles be heard and she wants to have a campaign to roll out the red carpet for the customers.

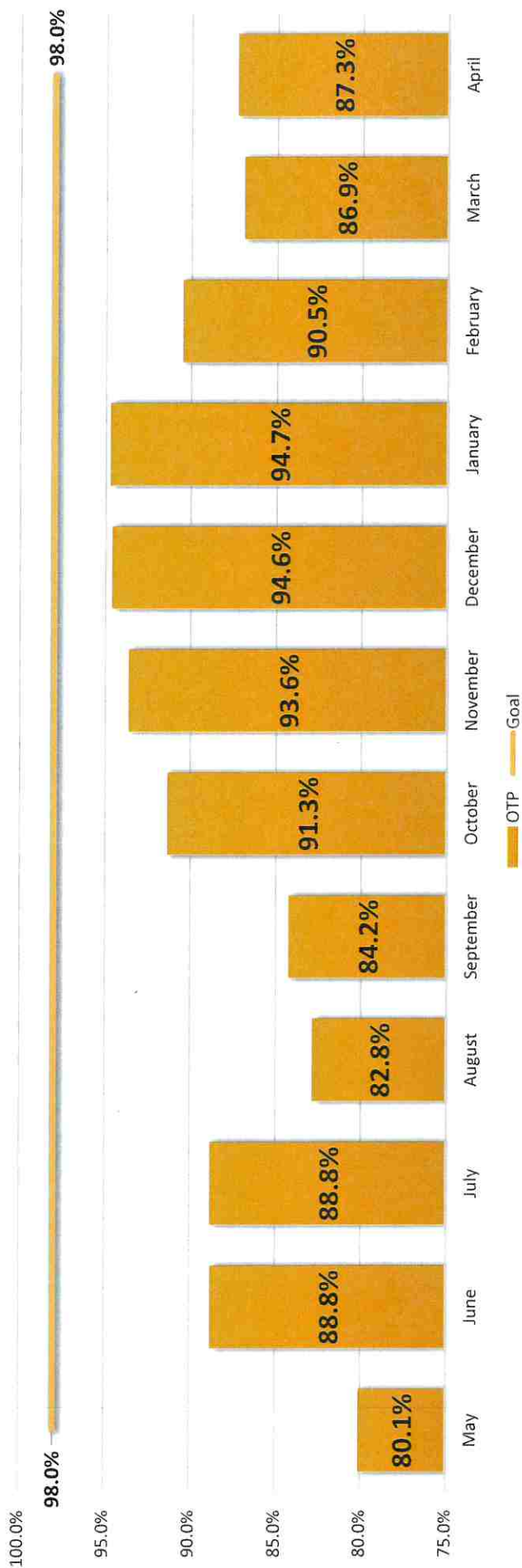
V. Discussion of operator training – Dwana Williams

It was noted that the Operations Department is still conducting ongoing operator training when infractions occur. Ms. Williams shared that there is currently training being done for Smith Systems refreshers, ADA training, and electric bus training.

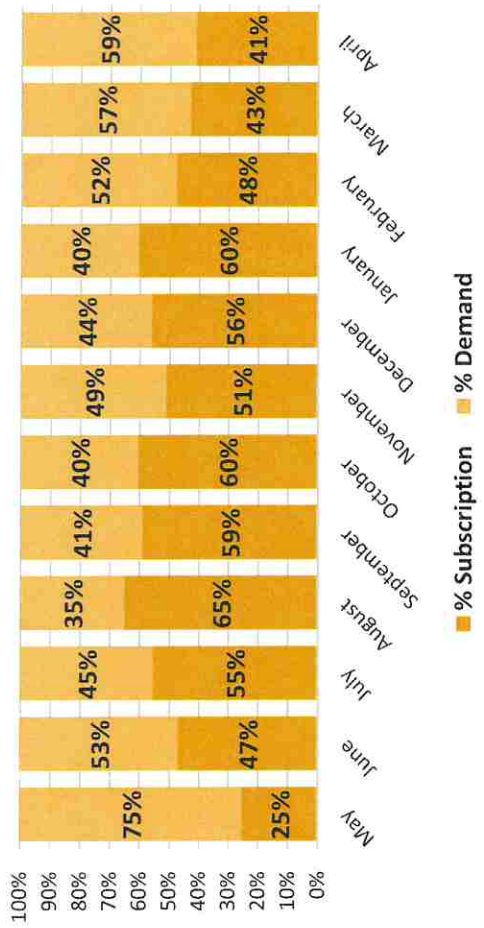
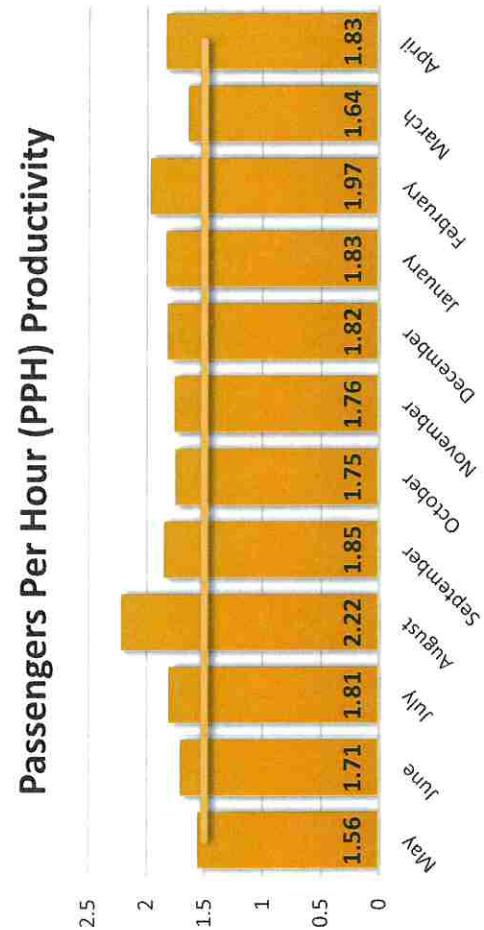
There was discussion regarding the electric buses and questions of when they would go into service. It was noted that the hope is for the buses to be in service on June 30th when the new run cut takes effect; however, the inspections for the buses have not been completed at this time.

There being no further business, the meeting adjourned.

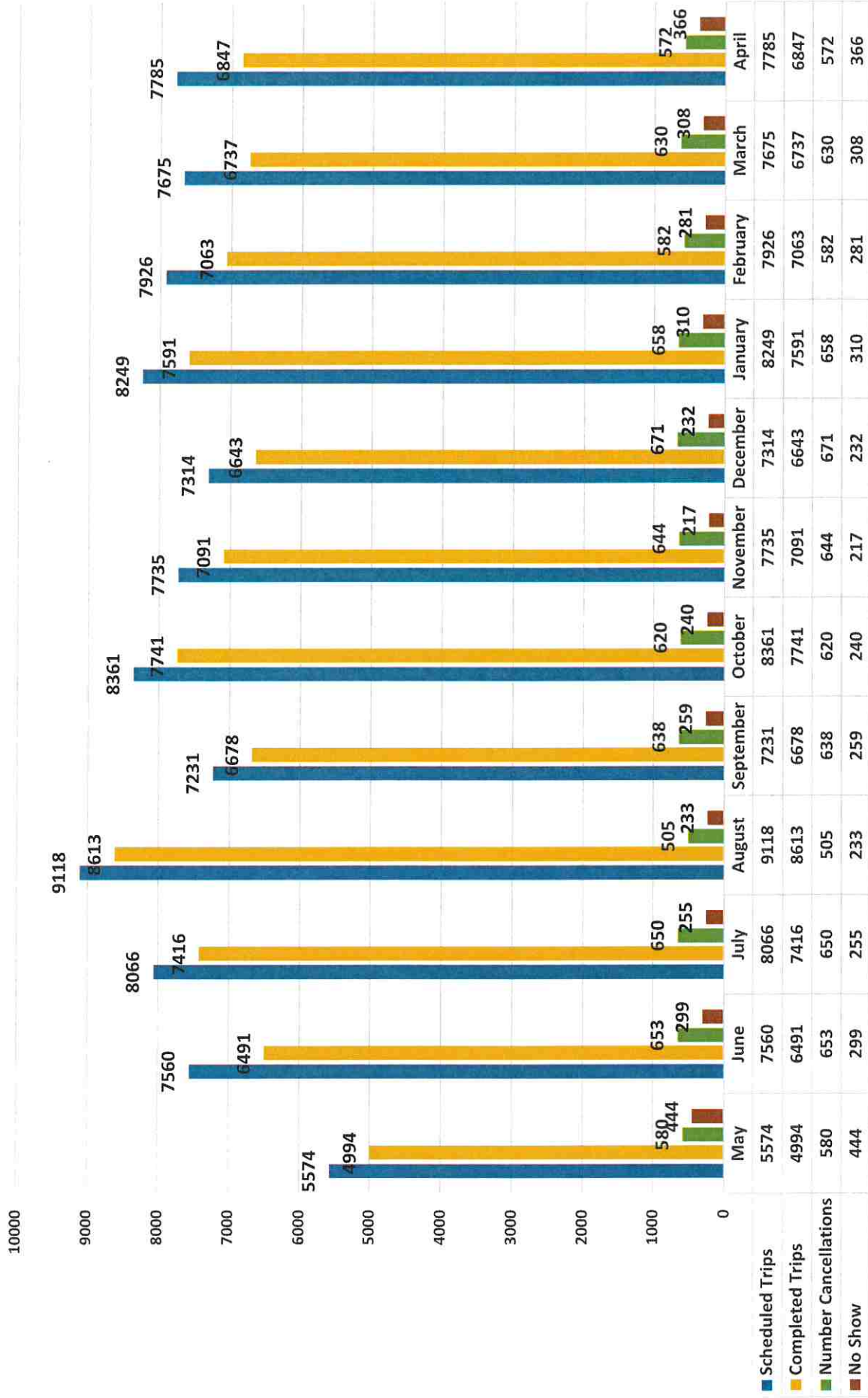
On-Time Performance (OTP)

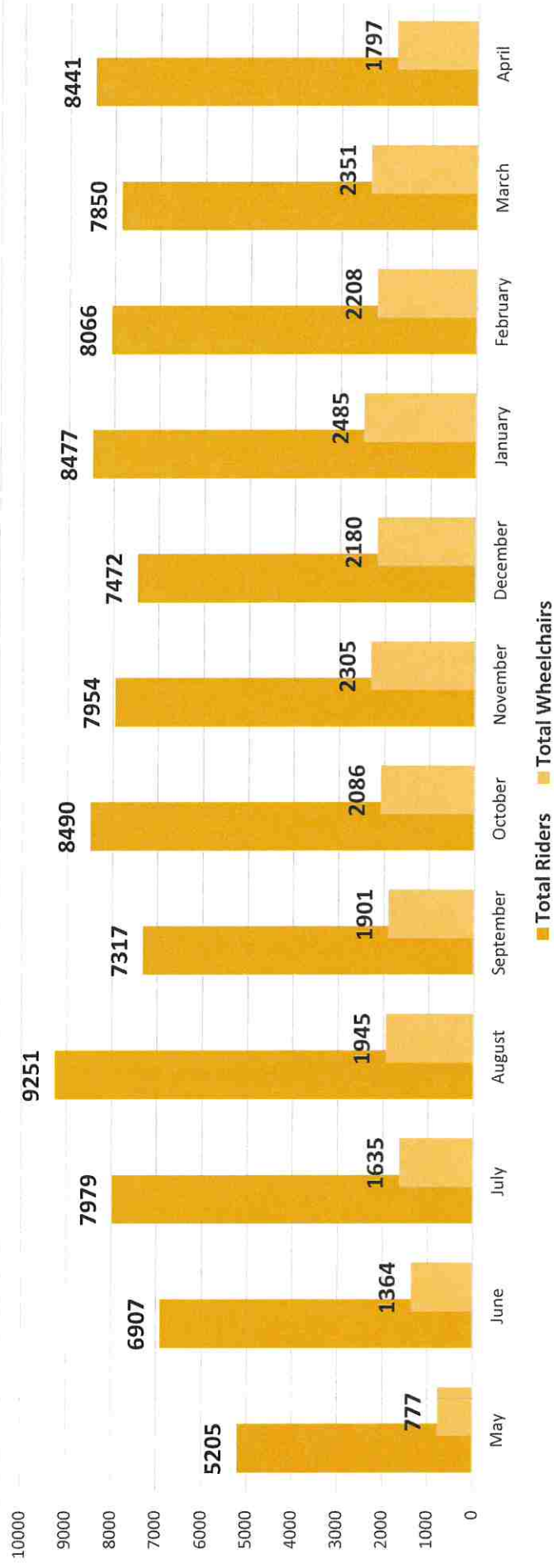


Passengers Per Hour (PPH) Productivity

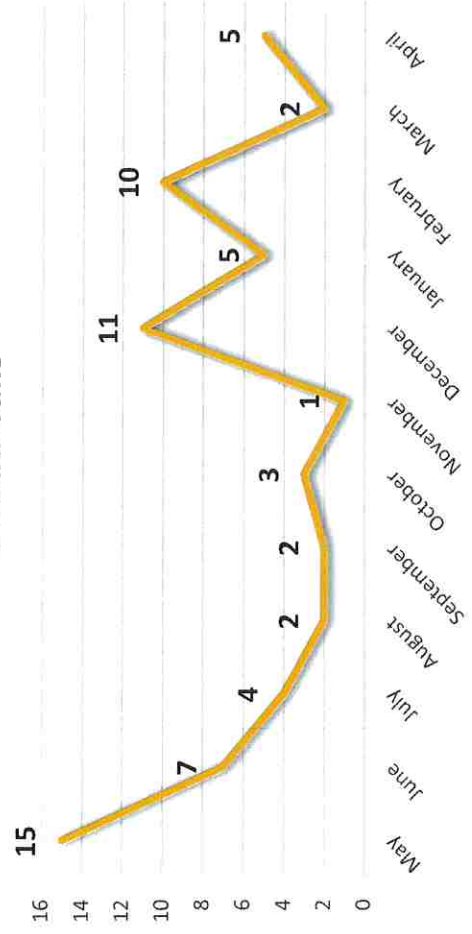


Scheduled Trips vs. Completed/Canceled/No-Show

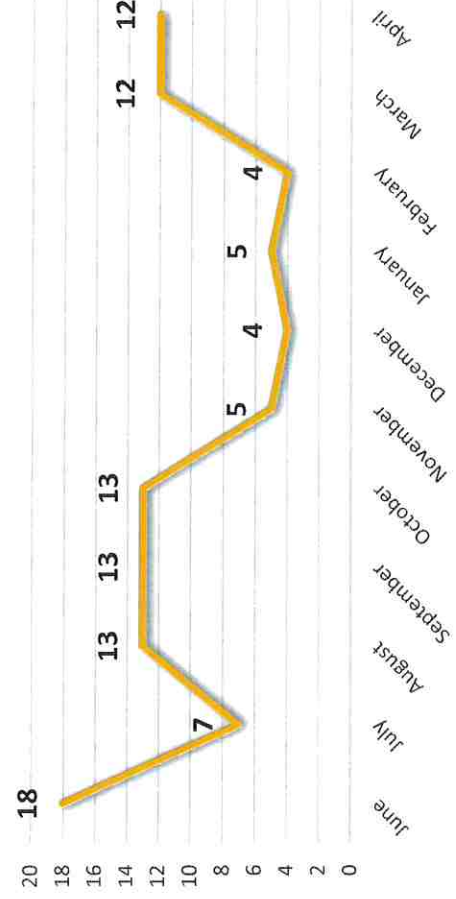




Road Calls



Complaints



2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920



April 5, 2019

MEMORANDUM

To: William "Bill" Deville, CEO

From: Lisa M Sanchez, Procurement Manager
Darrell Brown, CAO and Project Manager

Subject: Recommendation for an Award of Consultant Contracts
Pierlott & Associates, LLC - FY2019 Compliance Assistance
(for FY2019 FTA Comprehensive Oversight Review) and
DBE Program Improvements

In 2018, CATS Planning Committee had questions about its DBE Program. In response, CATS engaged **Pierlott & Associates, LLC** (hereinafter called "Pierlott") to assess and comment regarding proposed and needed improvements to CATS **DBE Program**. (Because Pierlott has conducted numerous FTA Triennial Reviews and contracted with other FTA grantees providing Compliance Assistance, Pierlott was deemed qualified and selected to assist CATS in a number of respects). A contract was approved by the CEO, and in August 2018, Pierlott's efforts included a report presented at F&E Committee meeting.

The initial contract with Pierlott in the amount of \$23,140 expired in December, 2018. At that time, CATS recognized that it also required the assistance of Pierlott with the upcoming FTA Triennial review. Pierlott proposed to address CATS Triennial needs through a **Comprehensive Oversight Review Compliance** contract. CATS contracted with Pierlott in February, 2019 for the Compliance Assistance.

Now the Procurement Office would like to either amend the expired contract with Pierlott or enter into a new contract to include follow-up services related to the proposed **DBE Program Improvements**.

Current CEO Contract Authority

In view of the recent opinion of legal counsel to CATS Board relative to the CEO's authority to award contracts, and in an effort to avoid the appearance of artificial subdivision of contracts with Pierlott, this matter is being brought to F&E Committee for consideration.

The Board's current resolve relative to the CEO's contracting authority is set forth below:

BE IT RESOLVED by the Board of Commissioners of Capital Area Transit System that the CEO or his designee is authorized to execute contracts on

Lisa M Sanchez, CPPB
Procurement Manager
lsanchez@brcats.com

2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920



behalf of CATS or to obligate CATS to agreements, without approval from the Board of Commissioners, for (a) matters involving \$50,000 or less annually, or (b) vehicle parts, provided that non-vehicle matters involving \$20,000 to \$50,000 shall be reported to the Board.

While the policy, as written, does not state a dollar limit applicable to individual vendors, the conservative interpretation would be to limit the aggregate dollar amount of all contracts awarded to a given vendor in any given year to \$50,000. Irrespective of the Board's intent, the Procurement Office wants to err on the side of full disclosure and complete transparency.

Proposed Contract Awards

CATS CEO has already signed a Contract with Pierlott for **Comprehensive Oversight Review Compliance**. That contract is for \$47,857. It contains *options* for additional tasks in the amounts of \$17,800 (Corrective Action Support) and \$30,000 (Post-Review Assistance for the FY2019 FTA Oversight Review), for a maximum estimated amount of \$95,657.

Pierlott's proposal to provide **DBE Program Improvements**, if accepted, would result in a contract for an estimated amount of \$48,692 for services contemplated through December 31, 2019.

Both contracts, with options (if exercised), could total an estimated **\$144,349**.

Contract Award Recommendation:

CATS Procurement Office and the Project Manager request the Board's approval of the two (2) aforementioned contracts to **Pierlott**, for an estimated amount of \$144,349 for the term of January 1, 2019 through December 31, 2019.

Route Number	Route Name	RIDERSHIP			REVENUE			TOTAL	
		Weekday	Saturday	Sunday	Weekday	Saturday	Sunday	Ridership	REVENUE
8	Gus Young Ave / BRCC	2,111	287	257	\$946.65	\$127.23	\$100.40	2,655	\$1,174.28
10	Scenic Hwy / Southern University / Scotlandville	6,456	750	257	\$3,121.92	\$388.98	\$120.30	7,463	\$3,631.20
11	Northside Circulator / 72nd Ave / Scotlandville	2,725	416	243	\$1,691.48	\$211.95	\$161.25	3,384	\$2,064.68
12	Government St / Jefferson Hwy	6,941	754	491	\$2,986.58	\$244.19	\$221.38	8,186	\$3,452.15
14	Thomas Deloit Dr / Roosevelt St	4,364	492	275	\$2,276.03	\$247.21	\$152.76	5,131	\$2,676.00
15	Glen Oaks / Blount Rd / Crestworth	2,382	366	277	\$1,543.51	\$194.30	\$171.95	3,025	\$1,909.76
16	Capitol Park Shuttle	6	No service	No service	Free service	No service	No service	6	\$0.00
17	Perkins Rd	8,947	903	582	\$4,228.67	\$429.34	\$330.10	10,432	\$4,988.11
18	Tigerland / Cortana Mall	5,548	908	421	\$3,489.07	\$426.14	\$250.27	6,877	\$4,165.48
20	North Acadian Thwy	7,685	803	482	\$4,290.70	\$446.16	\$193.96	8,970	\$4,930.82
21	Fairfields Ave	5,297	716	505	\$2,846.90	\$420.25	\$293.57	6,518	\$3,560.72
22	Winbourne Ave	5,104	689	381	\$3,247.77	\$356.60	\$215.78	6,174	\$3,820.15
23	Foster Dr	5,017	421	331	\$2,876.17	\$262.66	\$188.97	5,769	\$3,327.80
41	Plank Rd	15,055	2,234	1,446	\$8,502.65	\$1,068.82	\$664.54	18,735	\$10,236.01
44	Florida Blvd	23,530	3,862	2,798	\$11,337.54	\$1,626.82	\$1,229.75	30,190	\$14,194.11
46	Cortana / Gardere / L'auberge	5,865	734	514	\$3,969.87	\$402.76	\$313.03	7,113	\$4,685.66
47	Highland Rd / LSU	17,771	2,503	1,705	\$9,006.54	\$1,003.88	\$700.86	21,979	\$10,711.28
54	Airline Hwy North / Metro Airport / Southern University	8,581	1,005	613	\$5,082.58	\$572.77	\$392.00	10,199	\$6,047.35
57	Sherwood Forest Blvd / Greenwell Springs Rd / Siegen Ln	12,625	1,536	1,133	\$8,766.35	\$887.93	\$639.26	15,294	\$10,293.54
58	Coursey Blvd / O'Neal Ln / Ochsner	3,799	501	No service	\$2,185.56	\$244.47	No service	4,300	\$2,430.03
59	East Florida Blvd / O'Neal Ln / Ochsner	4,152	569	365	\$2,671.87	\$284.16	\$202.26	5,086	\$3,158.29
60	Medical Circulator	838	51	13	\$407.39	\$24.84	\$0.00	902	\$432.23
70	CATS Terminal / Southern University / Baker	3,737	540	230	\$2,632.14	\$304.56	\$124.52	4,507	\$3,061.22
72	Florida Blvd Limited Stops	5,209	No service	No service	\$1,909.79	No service	No service	5,209	\$1,909.79
80	Southern University Shuttle / Jag Train	3,543	No service	No service	Free service	No service	No service	3,543	\$0.00
									\$106,860.66
	Total	167,288	21,040	13,319	\$90,017.73	\$10,176.02	\$6,666.91	201,647	\$106,860.66

Route YTD for 2019

[illegible]

APRIL 2019

		2019		2018	
#	ROUTES	RIDERSHIP	REVENUE	RIDERSHIP	REVENUE
8	Gus Young Ave / BRCC	2,655	\$ 1,174.28	4,333	\$ 2,067.24
10	Scenic Hwy / Southern University	7,463	\$ 3,631.20	7,318	\$ 3,021.30
11	Northside Circulator / 72nd Ave / Scotlandville	3,384	\$ 2,064.68	4,410	\$ 3,072.36
12	Government St / Jefferson Hwy	8,186	\$ 3,452.15	10,589	\$ 3,821.05
14	Thomas Delpit Dr / Roosevelt St	5,131	\$ 2,676.00	3,395	\$ 1,879.69
15	Blount Rd / Crestworth (began service 02/24/2019)	3,025	\$ 1,909.76	0	\$ -
16	Capitol Park Trolley	6	Free service	6	\$ -
17	Perkins Rd	10,432	\$ 4,988.11	12,433	\$ 5,955.36
18	Tigerland / Cortana Mall	6,877	\$ 4,165.48	6,683	\$ 3,438.29
20	North Acadian Thwy	8,970	\$ 4,930.82	9,048	\$ 5,027.63
21	Fairfields Ave	6,518	\$ 3,560.72	4,239	\$ 2,857.53
22	Winbourne Ave	6,174	\$ 3,820.15	6,559	\$ 3,767.33
23	Foster Dr	5,769	\$ 3,327.80	3,491	\$ 2,142.59
41	Plank Rd	18,735	\$ 10,236.01	21,246	\$ 11,121.09
44	Florida Blvd	30,190	\$ 14,194.11	32,933	\$ 14,603.34
46	Gardere / OLOL / L'auberge (ended service 02/23/2019)	0	\$ -	5,371	\$ 3,627.34
46	Cortana / Gardere / L'auberge (began service 02/24/2019)	7,113	\$ 4,685.66	0	\$ -
47	Highland Rd / LSU	21,979	\$ 10,711.28	29,432	\$ 13,574.38
50	Glen Oaks Circulator (ended service 02/23/2019)	0	\$ -	1,324	\$ 821.76
52	Baker Circulator (ended service 02/23/2019)	0	\$ -	1,116	\$ 902.13
54	Airline Hwy North / Southern University / Metro Airport	10,199	\$ 6,047.35	9,288	\$ 5,607.10
55	East Florida Blvd / SF BREC (ended service 02/23/2019)	0	\$ -	2,921	\$ 1,895.91
56	Mall to Mall / Drusilla Ln / Tara Blvd (ended service 02/23/2019)	0	\$ -	4,047	\$ 1,990.48
57	Sherwood Forest Blvd / Greenwell Springs Rd	15,294	\$ 10,293.54	14,083	\$ 9,732.03
58	Coursey Blvd / O'Neal Ln / Ochsner	4,300	\$ 2,430.03	5,209	\$ 3,091.96
59	East Florida Blvd / O'Neal Ln / Ochsner	5,086	\$ 3,158.29	4,153	\$ 2,550.27
60	Medical Circulator	902	\$ 432.23	841	\$ 419.81
70	CATS Terminal / Southern University / Baker	4,507	\$ 3,061.22	4,308	\$ 2,198.77
72	Florida Blvd Limited Stops	5,209	\$ 1,909.79	5,575	\$ 1,618.32
80	Southern University Shuttle	3,543	Free service	3,758	\$ -
103	Airport / Downtown Express (ended service 02/23/2019)	0	\$ -	132	\$ 114.77

CATS Procurement Listing for CATS Board

May 21, 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
A Adjuster Claims Bus Fleet Liability & Worker Comp end date is 2/29/20	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	Renewal: 3/1/19	2/29/20 Current end date is 2/28/19.	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 – Board approved . 3/1/18 – New Contract issued for one year. 2/20/18 – Board approved . 2/15/18 – F&E approved. 8/15/17 – Board Approved - 8/10/17 – F&E approved. 7/21/17 – Per Project Manager, this contract will be a 6 month renewal. 9/9/16 – Contract renewal finalized . 8/30/16 – CATS Board approved renewal of contract. 8/11/16
A&E Design Services BRT Stations Plank Rd & Fla Blvd. PR #775	A&E Design Services	SJB Group, LLC	Approx Cost \$323,000	Estimated Date: TBD (18 mo)	Estimated Date: TBD (18 mo)	Board Approved 11/13/18	RFQ for Design Services for BRT Stations on Plank Rd & Fla Blvd. to include new transit facilities	11/13/18 - Board approved 11/8/18 – F&E Committee approved to move to full Board. 10/25/18 – CATS received final offer in the amount of \$322,544.55 from SJB. 10/10/18 – Evaluations still ongoing. 8/2/18 – New RFQ is advertised and notification sent to vendor list, posted on CATS website. Proposal Opening Date: 8/29/18.
A&E Design Services Transit Amenities & Related Equip PR #934 RFQ 2019- AmenitiesDesign-005	A&E Design Services	TBD	Approx Cost TBD	TBD	TBD	TBD	RFQ for Design Services for Transit Amenities and Related Equipment	4/17/19 – Proposals were received by Procurement, and PEC is evaluating them at this time, and plan to award at the June 2019 Board meeting. 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.
A&E Design Services NBR Transit Ctr PR #1307	A&E Design Services	TBD	Approx Cost TBD	TBD	TBD	TBD	RFQ for Design Services for the North Baton Rouge Transit Center	4/1/19 – On hold at this time per CATS Management. Firm to undertake the development of a series of 4 major bus transfer centers, where NBR Transit Center is one. 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.
A&E Services 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 RFP 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
Audit Services 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 - Board approved 11/8/18 – F&E Committee approved to move to full Board. RFP opened on 10/30/18. For Calendar Years ending in 2018 through 2020, with 2 one-year renewal options.

CATS Procurement Listing for CATS Board

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Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	
C Construction Cortana Transit Center PR #1304	ITB	Kelly Construction Group, LLC	Approx Cost \$525,000	Within 3 weeks of issuance of the Notice to Proceed		Board to Approve 3/19/2019	3/19/19 – Board approved . Notice to Proceed with PO sent out on 3/27/19. 3/14/19 – F&E Approved. 3/6/19 – Bids opened. CATS received 3 bids, and is recommending award to lowest bidder, Kelly Construction Group, LLC. 2/6/19 – CATS posted ITB to website and emailed to vendor list. Bid Due Date: 3:00pm, March 6, 2019.
Construction Bus Washers PR #1206	ITB	TBD	Est. \$400,000				5/2/19 – ITB solicited. Bid Opening Date: 5/29/19 at 3pm. 4/2/19 – Final draft of ITB being reviewed for Procurement to finalize and send out. 2/8/19 – ITB is being drafted, almost complete, for 2 bus washers, using Federal funds. We are hoping to have the bids out within the next 30 days or sooner.
Compliance Assistance (FY2019 FTA Comprehensive Oversight Review)	Consult Service	Pierlott & Associates	\$144,349 (Add \$96,492 to current contract)	12/24/18	8/31/19	Written Contract PO 2018261	5/21/19 – Board to approve additional funds of \$96,492 for a total contract amount of \$144,349. 8/10/18. Original contract was executed on 2/5/19 for \$47,857, which was within the threshold for CEO approval.
Customer Satisfaction Surveys End date is 4/30/19 with one renewal	Consult Service	ETC Institute	\$47,857 \$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	4/16/19 – Board approved renewal w/additional amount for added tasks. 4/11/19 F&E to review and approve renewal with additional tasks for more funds. CATS Board approved 1 st contract on April 16, 2018. 4/13/18 Procurement prepared the recommendation for award letter to CATS CEO recommending ETC Instituted as selected by the PEC members.
F Financing Bus Finance Lease /Purchase (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.	3/21/17 – Board approved financing of 10 Gillig buses. 3/16/17 - F&E approved item to move to full board for approval. Financing is for 10 Gillig Buses. 2/8/17 – RFP solicited to multiple financial institutions. Proposals due back 3/2/17. Inquiries due here by 2/20/17 with our responses out via Addendum on 2/23/17.
Fuel Diesel and Gasoline Joint C-P & CATS Contract Approved thru 3/31/2019	RFP by City Parish	Mansfield Oil (was assigned by FuelTrac) Via City Parish solicitation. Contract for Diesel and Gasoline	Oil Price Info Serv OPIS + \$ 0.039 adm fee + tax = price per gal (ppg)	11/01/14 C-P Metro Council approved award to FuelTrac on 8/13/14	03/31/20 Current 2 year contr w/5 one year renewals available thru 2021	Board to Approve for one year renewal thru 3/31/20	3/19/19 – Board approved . Renewal contract sent out. 3/14/19 – F&E Approved. 2/8/19 – City Parish has renewed for one year and notified CATS. This will go to March Board. 10/3/18 – Received notification that Mansfield Oil was assigned contract by FuelTrac, approved by City Parish. 3/26/18 – Contract was finalized and signed with FuelTrac and the C-P Purchase was copied on all correspondence. 3/20/17 – Board Approved for renewal period of 4/1/18 thru 3/31/19. See CEO Letter Recommending Renewal Contract. 3/21/17 – Board approved renewal of contract . 3/21/17 – Contract needs Board Approval for renewal period of 4/1/17 thru 3/31/18. See CEO Letter Recommending Renewal Contract.

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
G Graphic Design Services	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 – Board Approved. 7/27/18 - An RFP solicitation was sent to 52 graphic design firms and advertised in The Advocate and The Weekly Press. CATS received 5 proposals which were evaluated by the Proposal Evaluation Committee (PEC). Highest scoring firm is Rockit Science, with contract award recommendation to be in the amount of \$125,000 for 12 months, with the option for up to four (4) twelve-month renewals.
L Legal Services 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 – Board approved new 3-year contract. No changes from last year.
M Materials & Supplies 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.
O 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.	4/16/19 – Board approved. 4/2/19 – ITB for antifreeze and motor oil to be awarded, where the antifreeze will be awarded to Miguez Fuel (for a total of \$15,000), who currently contracts with CATS for hydraulic turbine oil, diesel exhaust fluid (at a total of \$36,670). Contract for remainder of CY2019 will be \$51,670. Motor Oil will be awarded to Petro Choice for a total of \$34,620, within the CEO's threshold of \$50,000.
P Paratransit Services ADA	RFP Services	MV Transp.	3 year contract amount \$6,975,000	5/6/18 3 yr contract w/ 2 one year renewals	4/30/21 (potential 5 year contract thru 2023)	Board approved 2/20/18 to MV Transportation. 1/16/18	Contracted Para-Transit Service Provider	2/20/18 – Board approved award to MV. 1/16/18 – Board deferred until Feb Board meeting. 1/12/18– F&E meeting Based on the Proposal Evaluation Committee results; CATS recommends an award of contract to MV Transportation as CATS paratransit services contractor.

CATS Procurement Listing for CATS Board

CATS Procurement Listing for CATS Board						
May 21, 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
S						
Security Guard Services	RFP Services	Weiser Security Services, Inc.	Approx. \$237,000 annual cost	1/1/19 1 st of 2 one-year renewals	12/31/19	Board Approved 11/13/18
						24 /7 - Security Guard Services at CATS 2250 Florida Blvd. location.
						11/13/18 - Board approved 11/8/18 - F&E Committee approved to move to full Board. Board Approved original award on 1/15/16 - Security contract awarded to Weiser Security Services, Inc. 3-year contract with 2 options to renew for 12-months each.
Software ERP Sys Specification Development	RFP Services	Intueor Consulting, Inc.	\$94,474	9/1/18	4/30/19	Board Approved 8/21/18
						F&E approved 8/16/18
						Board Approved on 8/21/18. The Consultant will develop a detailed Scope of Work (SOW) and Technical Specs for a software technical solution for an RFP. They will also assist CATS IT and Procurement Departments in the technical review of the proposals received to ensure CATS SOW and technical specification needs and requirements are met. This assistance will help CATS proposal evaluation committee (PEC) greatly in determining if the proposals submitted meet the technical requirements of the RFP.
Software ERP 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.
Software RouteMatch Services	Service for Tech Support, Warranty & Maint	RouteMatch Software Warranty	one year of tech support, warranties, & maintenance coverage \$165,052	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
						Board Approved on 7/17/18. 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.
T						
Tire Lease for Buses (Maintenance) Contract for 3 years thru 8/31/20 w/ 2 one year renewals thru 8/31/22 Start renewal process June 2020	Material Supply ITB	Bridgestone Americas Tire Operations, LLC	\$600,000 (est cost for 3 years) ----- 2016 Average cost is \$200,000 per year	9/1/17 Current Contract with Goodyear is thru 8/17/17	8/31/20 Initial Contract for 3 years w/ 2 one year renewals through 8/31/22	Board Approved 7/18/17
						F&E approved 7/13/17 ----- Goodyear agreed to extend contract thru 8/31/17 at same prices.
						Board Approved on 7/18/17. 7/13/17-CATS Maint. and Procurement Depts recommend an award of contract to Bridgestone. 6/30/17- It was determined that Bridgestone was the lowest responsive and responsible vendor. 6/22/17 Bid opening. CATS Received 3 bids from (1) Bridgestone, (2) Goodyear & (3) Michelin.

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
Vehicles ADA Para-Transit Vans	Rolling Stock 1 ADA Vans Gasoline 12 Pass 2 W/C spaces	Creative Bus Sales (Gasoline) LA State Contract #4400010611	\$63,252.22 Each \$63,252.22 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	Board Approved on 8/21/18. 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. Board Approved on 7/18/18. 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.
Vehicles ADA Para-Transit Vans	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 = \$189,756.66 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	
Vehicles Electric Buses (3) 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.	5/1/19 – All 3 buses have been received. Waiting on post-award documents per FTA requirements before payment can be made. 3/7/18 – P.O. submitted to BYD for the order of 3 Elec Buses with delivery date by 2/22/19. 1/16/18 – Board approved award to BYD for 3 buses. 1/12/18 – F&E meeting – CATS recommended an award of contract for the purchase of 3 electric 35 foot buses to the lowest priced and responsive bid submitted by BYD. F&E voted to move the item to full board for approval. 11/14/17 – All 3 bids received are still under review. 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. 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.
Vehicles Diesel Buses (8) 35ft Delivery Schedule Nov/Dec 2018 16 to 18 month Delivery period	Rolling Stock ITB	Gillig, LLC 35 ft diesel Per bus price + added amenities \$417,227.20 total order \$5,006,726.40	3 rd order. Purchase of 8 buses 56 Buses will be ordered over 5 years thru 2020 36 less 8 = 28 Assignments left on the bid	P.O. has been issued	8 buses delivery in Nov/Dec 2018	Board Approved To purchase 12 buses on 12/20/16 week of 7/17/17	Bus unit price: \$421,780 ea Total P.O.: \$5,061,362.40	
W								

CATS Procurement Listing for CATS Board

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Website Re-Design Start renewal process Oct 2019	Website Services RFP	Covalent Logic	Estimate ReDesign \$87,000 plus Hosting Fees est \$4,000/yr	01/01/17	12/31/19 3 years w/2 one year renewals available	Board Approved 12/20/16	Website Re-Design - includes Hosting and Software Services	July 2017 – launched new website. 12/15/16 – Award approved by F&E to Covalent Logic, who scored highest among 3 proposals received. 11/10/16 – RFP has been solicited to multiple potential proposers. Proposals will be due by November 30 th . Contract Award Recommendation is scheduled to be on 12/20/16 Board meeting agenda.
2019 Contracts Authorized by CATS CEO (includes CEO approved procurements between \$20,000 to \$50,000) Listed Alphabetically by Description – yellow highlights 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).	11/19/19 – 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.
Compliance Assistance (FY2019 FTA Comprehensive Oversight Review)		Pierlott & Associates	\$47,857	12/24/18	8/31/19	Written Contr PO #2018261	Consultant to assist CATS with preparation of upcoming FTA Triennial in 2019. To include tasks: Corrective Action Support, Post-Review Assistance for FY2019 FTA Oversight Review	2/6/19 – Contract finalized, executed. FTA Comprehensive Oversight Review (COR) Compliance Assistance.
Drug & Alcohol 3 rd Third Party Adm D & A Services for Safety Sensitive		IHSN	\$15,000 12 months of service	5/1/19	4/30/20	Written Contr PO 2019052	FTA mandated Third Party Administrator services for Drug & Alcohol /substance abuse services for safety sensitive employees.	3/8/19 – CATS is extending the 12-month renewal contract with IHSN with only a \$0.50 increase on drug tests. Orig Contr began 2012. One year Renewal.
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	Consultant to provide professional support to assist CATS and its senior management team in the search for the CATS Chief Operating Officer position.	Nov 19, 2018 – Notice to Proceed was sent to vendor on November 19 th to begin work on Nov 20 th through Nov 19 th , 2019.
Financial Consultant Contract		Vicki Harris	\$30,000	4/5/19	7/5/19	Written Contr PO 2019111	Consultant to provide Finance Department with assistance in reconciling accounts, verification of grants receivables, bank reconciliations, etc.	May 2019 – Assistance needed by Director of Finance in services listed for \$50/hr and max of \$30,000
Government Relations Consulting		Southern Strategy Group of LA	\$50,000 Max Amt.	1/1/19	12/31/19	Written Contr PO 2019071 3/2/2018	Consultant provides Governmental Affairs, Relations and Educational services (lobbying)	Mar 2019 – Extend contract through 2019. No other changes. Mar 2018. Max contract amount: \$50,000.
HR Consultant Contract		Irma McMillon HR Consulting	\$45,000 (\$40 hr)	4/24/17	4/23/19 Two yr contract	Written Contr PO 2017068 4/20/17	Provides HR services w/compliance reviews, audits, emp training, Policies & PPM revisions on as needed basis.	Apr 2017 Assistance needed by new HR Director with daily operations until vacant positions can be filled
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	Consultant provides confidential investigative HR resources/services by way of advice, consultation, analysis, guidance and other	Jun 2018 Consulting HR assistance and other specialized HR functions.

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Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
							misc. tasks assigned by the CEO as needed.	
IT Back Up Server Appliance		Venture Technologies CEO Letter recommended	\$28,328	7/1/18	6/30/23	PO 2018082 6/12/18 RFP #2018- Server-008	5 year back-up IT system for CATS existing backup server. Includes and all in one server backup server solution. 5 yr updates, instant replacement, cloud storage & AWS replication	Apr 2018 - Advertised and received 3 proposals.PEC recommended Venture. Sent CEO letter recommending award of contract.
Microtransit Pilot Program		TransLoc, Inc.	\$25,000	12/20/18	6/19/19 w/option to renew an additional 3 months	1/15/19	Microtransit pilot program to serve CATS routes either outside of the current areas that CATS serves and other areas as found necessary.	1/15/19 – 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.
Oil and Related Products (Maintenance) Start renewal inquiry process by Sept, 2019 for Jan 2020		Material Supplies ITB	Petro Choice: \$34,620 (Motor oil)	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	2019 ITB has one (1) renewal option for Motor Oil and Antifreeze. Contract through 12/31/19. 2017 Contract Renewal options available up to four (4) successive one (1) year periods or through 1/16/22. Price adjustment based on the PPI at time of the renewal. Vendor needs to provide PPI calculations for increase.	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 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.
			Sun Coast: \$17,065 (Gear oil, synthetic trans. fluid and wheel grease)			CATS CEO is able to approve, as threshold is below Board amount of \$50,000 for each contract	Items not renewed, due to higher price increases, will be bid. A new ITB will be solicited within the next 30 days. These will go to Board for approval, as price is estimated at approximately \$70,000 for the year 2019. These 2 items are motor oil and antifreeze.	
Procurement Consultant		Kathy Hernandez Procurement Consulting	\$50,000 Max Amt	9/10/18	9/9/19	Written Contr PO 2018102 9/10/18	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.	Sept 2018 – Consulting Procurement assistance and other specialized Procurement functions.
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	Consultant provides professional services for oversight of CATS operations by its Interim COO and assists with filling COO vacancy.	3/7/19 – CATS is working on a new contract with this vendor. October 2018 – Assist the Interim COO and other duties

