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**REGULAR MEETING
OF THE
BOARD OF COMMISSIONERS
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
JUNE 18, 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 MAY 21, 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 (no meeting held)**
 - 3. Audit: Mr. Kahli Cohran**
 - a. Presentation of 2018 audit: Postlethwaite & Netterville**
 - 4. Planning: Mr. Kevin O'Gorman**
 - 5. Community Relations: Ms. Linda Perkins**

VIII. ACTION ITEMS

- 1. Consideration of authorization for cost expenditures associated with NEPA completion and fifteen per cent (15%) design for Plank-Nicholson BRT Corridor Project**
- 2. Consideration of approval to award contract for design services for transit amenities**
- 3. 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.)**

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.



**MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
MAY 21, 2019
4:30 p.m.
BREC Administration Building
6201 Florida Boulevard
Baton Rouge, LA 70806**

MINUTES

I. CALL TO ORDER: Ms. Erika Green

Ms. Green called the meeting to order.

II. ROLL CALL

Present at the meeting were members Messrs. Brandt, Breaux, and Lambert 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 APRIL 16, 2019 MEETING

Mr. Brandt moved to approve the minutes of the April 16, 2019, meeting and Ms. Perkins seconded the motion. Ms. Green invited public comment and there was none. The motion passed unanimously with no abstentions.

IV. PRESIDENT'S ANNOUNCEMENTS

Ms. Green noted there were no announcements.

V. SAFETY MOMENT

Ms. Simpson shared a safety moment centered on computer eye strain prevention.

VI. ADMINISTRATIVE MATTERS

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

Mr. Jim Fight shared that the agency organized a roundtable with community workforce stakeholders that is part of the broader initiative to create a pipeline for 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.

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 12:00 until 6:00 p.m. The agency will have CATS staff on hand to conduct on-the-spot interviews with the hope of hiring operators and mechanics as quickly as possible. 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.

Ms. Dwana Williams shared that, in Operations, there are currently 134 active operators. There are 13 inactive operators due to workers' compensation, light duty, and FMLA.

Ms. Williams noted that CATS had 201,647 passenger trips in April. There were 1.4 preventable accidents per 100,000 miles, and 827 trips cancelled of the approximately 33,000 trips for the month. The percentage of on-time trips was 64.49%, there were 42.2 complaints per 100,000 miles, and there were 7,583 mean miles between road calls for the month.

Mr. Deville reported that CATS was invited to attend the May 8th Baton Rouge North Economic Development District "Transportation Drives Economic Development" luncheon panel discussion. The event was part of the BRNEDD's week of events highlighting the North Baton Rouge 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 of HNTB; and Kelvin Hill, East Baton Rouge Parish Assistant CAO as panelists for the discussion.

CATS was invited to participate in the stakeholder group meeting 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 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.

Mr. Rose let the board know that Planning has submitted its Five Year Program of Projects for inclusion in the June 2019 TIP/STIP.

The Planning and Grants staff met with Pierlott & Associates to review information requested by the FTA for the Triennial Review that is scheduled for August 7-8th in Baton Rouge.

The Planning staff 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.

Mr. Deville let the board know that, regarding the Cortana-Walmart Transit Center, Operations has successfully and safely 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.

CATS and the City-Parish are currently in discussion to review additional cost requests to cover the NEPA (National Environmental Protection Act) study for the Plank Phase One and Plank-Nicholson Phase Two projects. 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 the statement of budgeting versus actual and noted that year-to-date, CATS had \$8,599,860 in total operating expenses. For the current month, there was \$2,149,179 in total operating expenses. There was \$301,227 in CATS generated revenue, \$2,269,150 in non-federal subsidies, and \$2,996,138 in federal subsidies.

Mr. Brandt gave an update on the pension system. He noted that it is governed by a separate board that is comprised of four members: two are selected by the ATU – Mr. Al Weeden and Mr. George Decuir – and two are selected by the agency – Mr. Tom Hanlon and Mr. Brandt.

The pension board oversees the assets and investments and also sets policies and procedures for the administration of the benefits for the pension.

G.S. Curran, Limited is the private contractor to provide administrative staffing for the pension fund and as the actuarial consultant. Edward James is the investment advisor for the pension fund.

The pension board received its annual update last month and the pension is healthy, strong, and well positioned for the future. This system is 105% funded. There are no unfunded accrued liabilities for the system.

A 2% cost of living increase has been unanimously approved for the members of at least one year. This is the first since 2007 and it is fully funded by employee (7%) and employer (8%) contributions.

The ten year average rate of return is 7.8% even though there was a loss in 2018.

There are more than \$14 million in assets and more than 200 active members. Moving forward, the pension board unanimously voted to lower the returned rate of return to 5.75%. This keeps the pension from relying on excessive rates of return.

Mr. Brandt recognized and thanked both Mr. Weeden and Mr. Decuir for all their hard work and noted that he enjoys working with them.

IX. ACTION ITEMS

- 1. Consideration of authorization to award professional services contract to Pierlott & Associates**

Mr. Darrell Brown let the members 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 that the CEO is authorized to enter into a contract with Pierlott & Associates for an amount not to exceed \$144,349 for compliance oversight and Ms. Perkins seconded the motion. Ms. Green invited public comment and there was none. The motion passed unanimously with no abstentions.

Ms. Green moved to amend the agenda to include an action item to award a consultant contract to New Age Industries. She noted the item was discussed at the F&E Committee meeting. The motion was seconded by Ms. Pierre. Ms. Green invited public comment and there was none. Mr. Brandt noted that he did not have an objection to placing the item on the agenda but shared he would be asking to defer the item. The motion unanimously passed with no abstentions.

2. Consideration of award of consultant contract to New Age Industries

Ms. Green noted the item was discussed in the F&E Committee and shared that Mr. Deville has expressed desire to have the services of Mr. Toliver once again as Mr. Deville feels that he has been an invaluable resource to Mr. Deville and the agency. Mr. Toliver is assisting with the placement of a permanent Deputy CEO.

Mr. Brandt noted that there were three board members absent from this meeting – Messrs. Bellue, Cohran, and O’Gorman – and he felt they should be present for the discussion. He shared that he had questions that were raised at the F&E Committee meeting regarding the contract that have not been answered to this point. Those questions included a breakdown of the itemized budget including travel and lodging, the duration of the contract, and a detailed scope of work for what his assignments would be.

Mr. Deville shared that this contract is similar in nature to other contracts he has executed. Mr. Deville noted that Mr. Toliver came to CATS when Rod Goldman left the agency and that his initial charge was to find a replacement COO. Mr. Deville then chose to do a reorganization of the agency and thought it would be wise in his vision to create a Deputy CEO position. Mr. Deville then named Ms. Dwana Williams as the COO and wants her to report to the Deputy CEO. Mr. Toliver was nominated for APTA’s Hall of Fame, he has managed systems throughout the country, and the agency is lucky to have him.

Mr. Deville let the members know that in the past, CATS was able to utilize his services for four and a half months without exceeding \$50,000.

Mr. Brown noted that he was under the impression that the DCEO would mentor the COO to support the CEO's efforts to prepare for upcoming initiatives. Mr. Brown suggested bringing the item to the board in the interest of transparency. Mr. Brown shared that when the previous CFO left the agency and CATS contracted with a consultant for an interim period, there was an initial contract that was amended with the board's approval. This was the precedent for bringing this contract to the board.

Ms. Green inquired whether anything in the original contract would be changing in the new contract and it was noted that neither the contract for New Age Industries nor the scope of work was shared with CATS legal counsel.

There was discussion regarding the practice of contracts being executed and whether they were reviewed by legal counsel before execution.

There was discussion regarding the specifics of the contract and when Mr. Deville would be able to provide that information to the board members. Mr. Deville noted that he would absolutely provide that information, that it is under \$50,000, and as noted in the financials, the agency can afford it. Mr. Deville feels that it is detrimental to the agency to continue to delay the approval of the contract.

Mr. Brandt moved to defer the item.

Ms. Pierre inquired how long it would take to get the information requested by Mr. Brandt to the full board and whether Mr. Brandt would be willing to put his questions in writing so the CEO may answer them. Mr. Deville indicated he could provide the information within 24 hours. Mr. Brandt noted that the information was requested at the F&E Committee meeting and they were informed they would receive it in 24 hours, but, to this point, the information has still not been provided. Given that there was nothing to present, Mr. Brandt recommended the item be deferred. Mr. Brandt reiterated he was seeking the scope of work, detailed budget, length of time Mr. Toliver would be onsite, and the basics of the contract. Ms. Green suggested that the contract be provided to legal counsel so that he may review it and disseminate it to the board members.

There was no second to the motion to defer.

Ms. Perkins inquired why the board was only receiving the information today when it had been on previous agendas. She also inquired as to why it was added and removed from several agendas.

Ms. Perkins moved that the CEO is authorized to enter into a contract with New Age Industries for the services discussed and to serve as an interim Deputy CEO for an amount not to exceed \$50,000. Ms. Green seconded the motion. Ms. Green invited public comment and there was none. Four members voted yes, there were zero nays, and two members abstained. The motion passed.

3. 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.)

Mr. Brandt moved to enter executive session to discuss the pending litigation. Ms. Pierre seconded the motion. Ms. Green invited public comment and there was none. The motion passed unanimously with no abstentions.

Ms. Green noted that public comments would be taken upon the board's return from executive session.

At this point, the board entered into executive session.

Following the executive session, this item was deferred.

X. PUBLIC COMMENTS

There were no public comments.

XI. ADJOURNMENT

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

2250 Florida Boulevard
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PHONE: 225.389.8920



EXECUTIVE STAFF

EXECUTIVE REPORT June 2019 Bill Deville and Executive Staff

SAFETY MOMENT: Renee Simpson

June is National Safety Month, and the agency would like to recognize the following operators who have had zero accidents in the last twelve months:

- | | | |
|----------------------|--------------------|---------------------|
| • Frederica Albert | • Toye Hebert | • LaDonna Robertson |
| • Tabitha Armwood | • Kimla Hudson | • Diana Robinson |
| • Falesha Augustus | • Kimberly Johnson | • Juanita Sanford |
| • Janie Brown | • Natasha Johnson | • Sandra Sparrow |
| • Jerry Brown | • Charisa Jones | • Terrica Tanner |
| • Michael Butler | • Janice Kinchen | • Robert Tate |
| • Jacqueline Cain | • Reginald Lanieu | • Debra Taylor |
| • Regina Celestine | • Samuel Lee | • Ebony Thomas |
| • Shontel Chenevert | • Gretchen Major | • Evette Thomas |
| • Michelle Cockerham | • Walter Mattire | • Tiffany Variste |
| • Shekar Gibson | • Beverly McMorris | • Andrus Walker |
| • Marlon Gotch | • Alethea Olinde | • Jennifer Watts |
| • Demetrice Green | • Jamira Patterson | • Chaundra White |
| • Alfreda Harrison | • Zaldreka Reddix | • Terez Wicker |
| | | • Tammy Wilson |

HUMAN RESOURCES: *Jim Fight*

- CATS hosted its Behind the Wheel Job Fair on Tuesday, June 4th at the Automotive Campus of BRCC.
 - More than 250 job seekers came to the event and more than 196 were interviewed by CATS staff on hand for the event.
 - The agency looks to make up to 35 potential offers based on the interviews conducted.

OPERATIONS AND MAINTENANCE: *Dwana Williams*

- Operations now has 127 active.
- See attached Performance Measures.

Bill Deville
Chief Executive Officer

Darrell Brown
Chief Administrative Officer

Dwana Williams
Chief Operations Officer

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EXECUTIVE STAFF



CEO NOTES: *Bill Deville*

- ETC Institute will be in Baton Rouge beginning June 17th to conduct the next round of customer satisfaction surveys.
- Will Scott & Company, an executive search firm specializing in transit industry hires, developed profiles on 26 candidates for the newly created Deputy Chief Executive Officer (DECO) position.
 - After reviewing the top ten candidate profiles, four finalists were determined. Under the guidance of the Scott Company and our own HR Director Jim Fight, two interview panels were established, comprising a cross section of management staffers who conducted group session interviews with candidates.
 - Follow-up interviews were also held with ATU leadership as well as a close-out interview with the HR Director and CEO.
 - Two of the four candidates were interviewed; one declined to take a higher paying management position with a southern Florida transit agency, and the other removed themselves for personal health reasons.
 - A decision will be made within the next week to ten days. All candidates were actively working and requested confidentiality in case they didn't get the position so they could maintain their current jobs.
- The CEO was invited by the new BREC Superintendent, Corey Wilson, to meet and discuss how BREC and CATS could collaborate. Mr. Wilson explained he would like to see access to and from all of BREC facilities as this is key to its current and future success.
 - Mr. Wilson felt it was important to create a dialogue with CATS as BREC embarks on several multimillion dollar capital investment projects.
- There was discussion with Chris Tyson, President and CEO of the newly rebranded Build Baton Rouge (formerly the East Baton Rouge Redevelopment Authority) regarding any potential for New Markets Tax Credits (NMTC), within our existing program and project sites
 - Additionally, a meeting was had with BBR's new markets tax credit consultant group to review our capital and operation plans, looking for potential NMTCs within the confines of our capital program sites.
- The CEO was invited to attend an Urban League Urban Round Table Luncheon meeting on Wednesday, June 12th.
- The Metropolitan Planning Organization (MPO) Transportation Policy Committee (TPC), comprised of mayors and presidents of East Baton Rouge and surrounding parishes as well as CATS, met on June 12th; the CATS Preliminary Program of Projects was on agenda for approval.

PLANNING AND GRANTS: *Garrick Rose*

- CATS Five Year Program of Projects was adopted at the June 12, 2019 MPO Transportation Policy Committee.

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PHONE: 225.389.8920

EXECUTIVE STAFF

CATS

CAPITAL AREA TRANSIT SYSTEM

Connecting you to what matters.

- Planning and Grants staff attended an FTA-sponsored Triennial Review workshop in Baton Rouge on June 4th and 5th.
- Planning has a follow-up meeting scheduled with Our Lady of the Lake staff to continue the discussion regarding CATS service to the new hospital campus, slated to open in October 2019.
- Planning submitted a Bus and Bus Facilities grant award application for four electric trolleys and six electric buses.
- The National Transit Database (NTD) report was submitted on May 31st.

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:

- Construction is underway at the Cortana Transit Center and the passenger loading area is also proceeding.
 - Demolition, site preparations, and electrical and security camera lines are in place.
 - Concrete work is progressing regardless of the recent rain events.
 - DPW has approved the contractor's traffic plan along Oak Villa Drive, which allows the demolition of the bus staging area to proceed.

BUS RAPID TRANSIT:

Plank Road BRT, Phase One:

- The SJB engineering team continues to collaborate with the HNTB design group as well as the City-Parish Department of Public Works to ensure seamless cooperation and coordination for all station engineering and amenities design decisions.
- It has been agreed that advancing the final engineering phase of Plank Road Phase One is subject to environmental clearance for the entire Plank-Nicholson BRT Project. Based on HNTB's assessment, the environmental approval is projected to be received in the fall.

Plank-Nicholson BRT:

- It has been agreed that the Plank-Nicholson BRT Project will pursue funding under the BUILD grant application, which is due July 15th. HNTB has discussed on several occasions the rationale to pursue the BUILD grant. CATS management has reviewed HNTB's proposed work program to prepare to advance conceptual design and NEPA materials as well as the BUILD application.
 - The project justification, work plan, schedule, and budget has been determined to be acceptable. Critical in this effort is the expedient production of material for the NEPA process and environmental approval.

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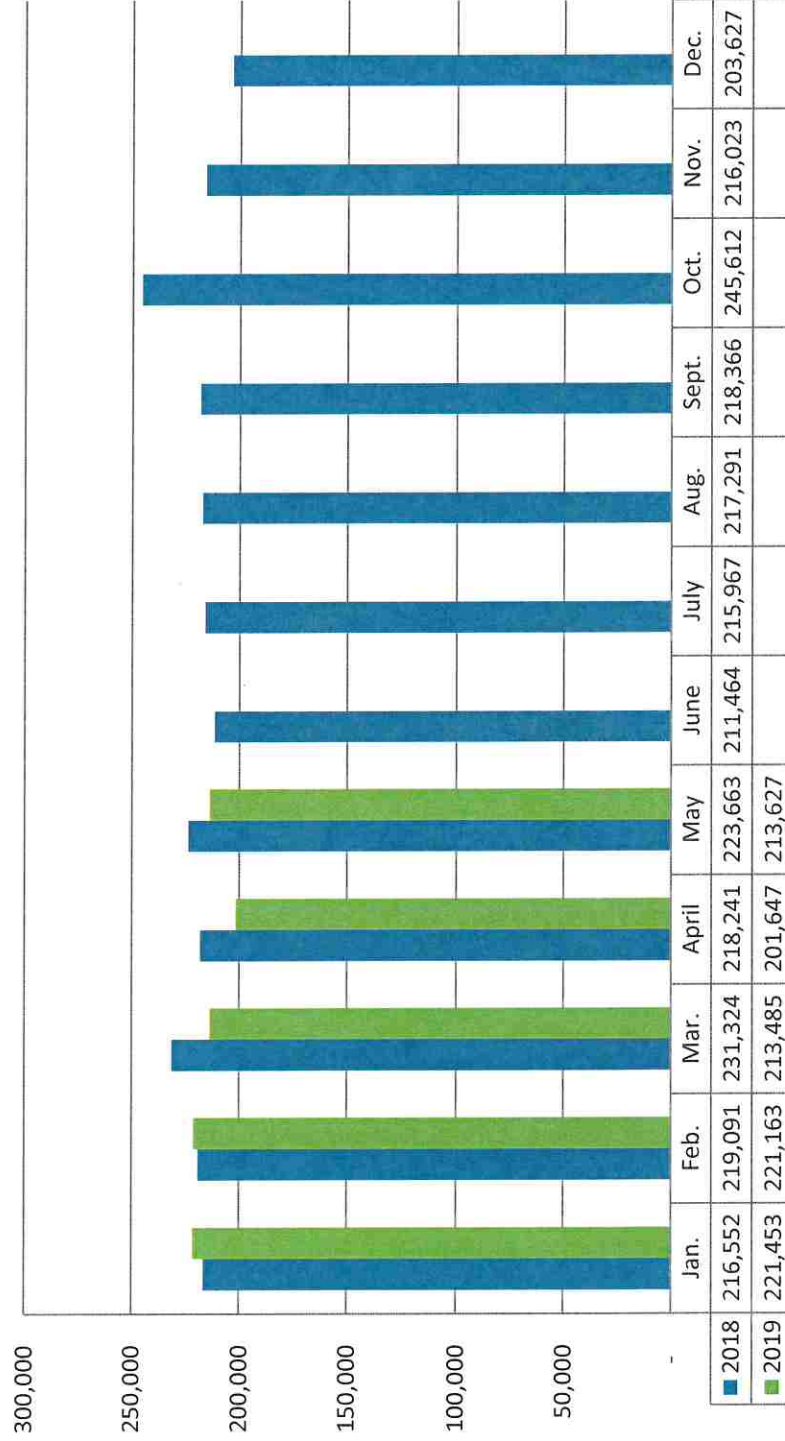


EXECUTIVE STAFF

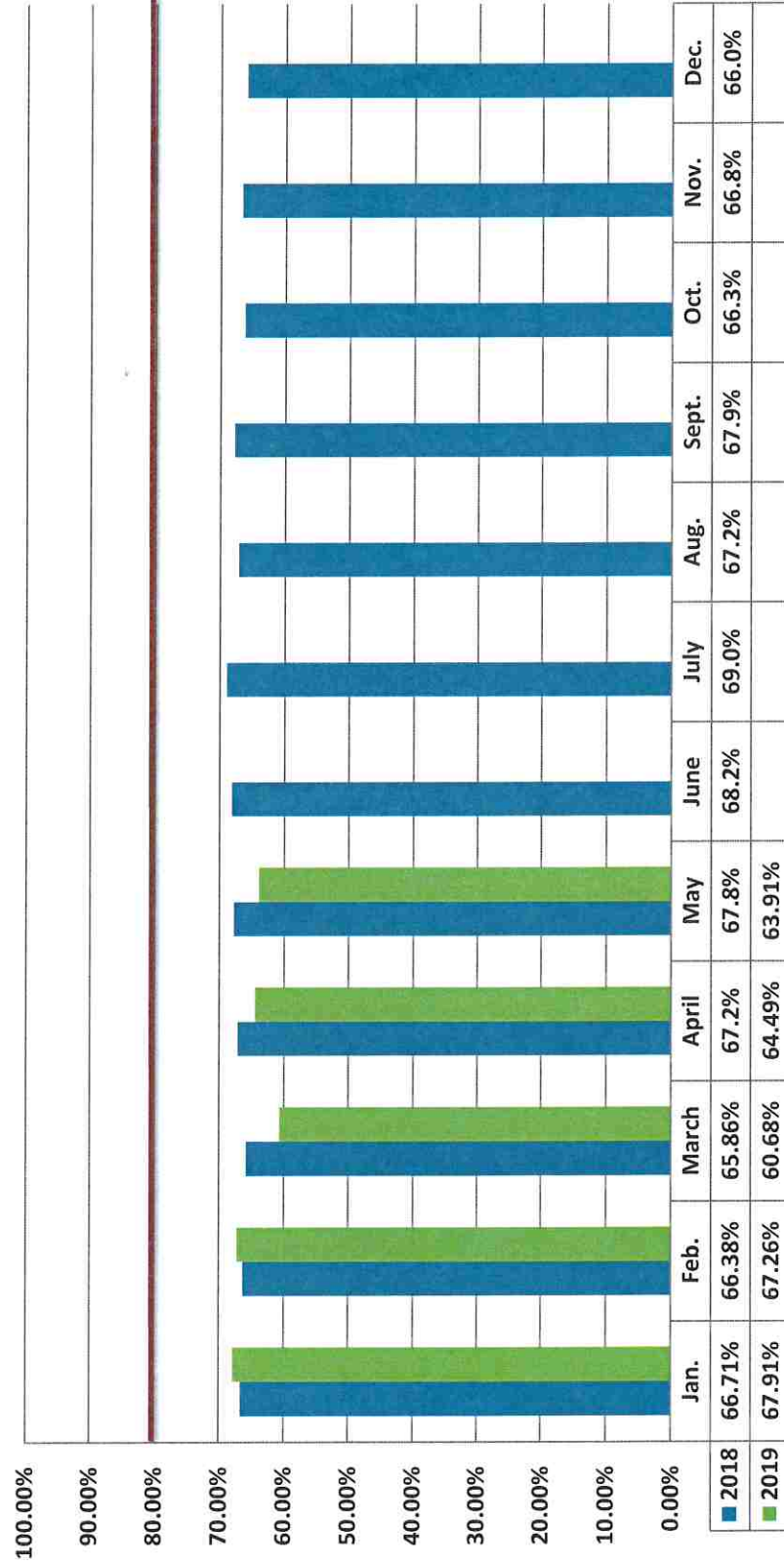
BRT Transit Amenities:

- After a successful RFQ evaluation process, a design firm has been deemed qualified and responsible and has been selected to provide the necessary design services for the fabrication, delivery, and installation of custom transit shelters, an information kiosk, BRT signage, and other related amenities for the BRT stations and high profile transit sites. A recommendation for an approval to award a contract is listed as an action item.

Ridership



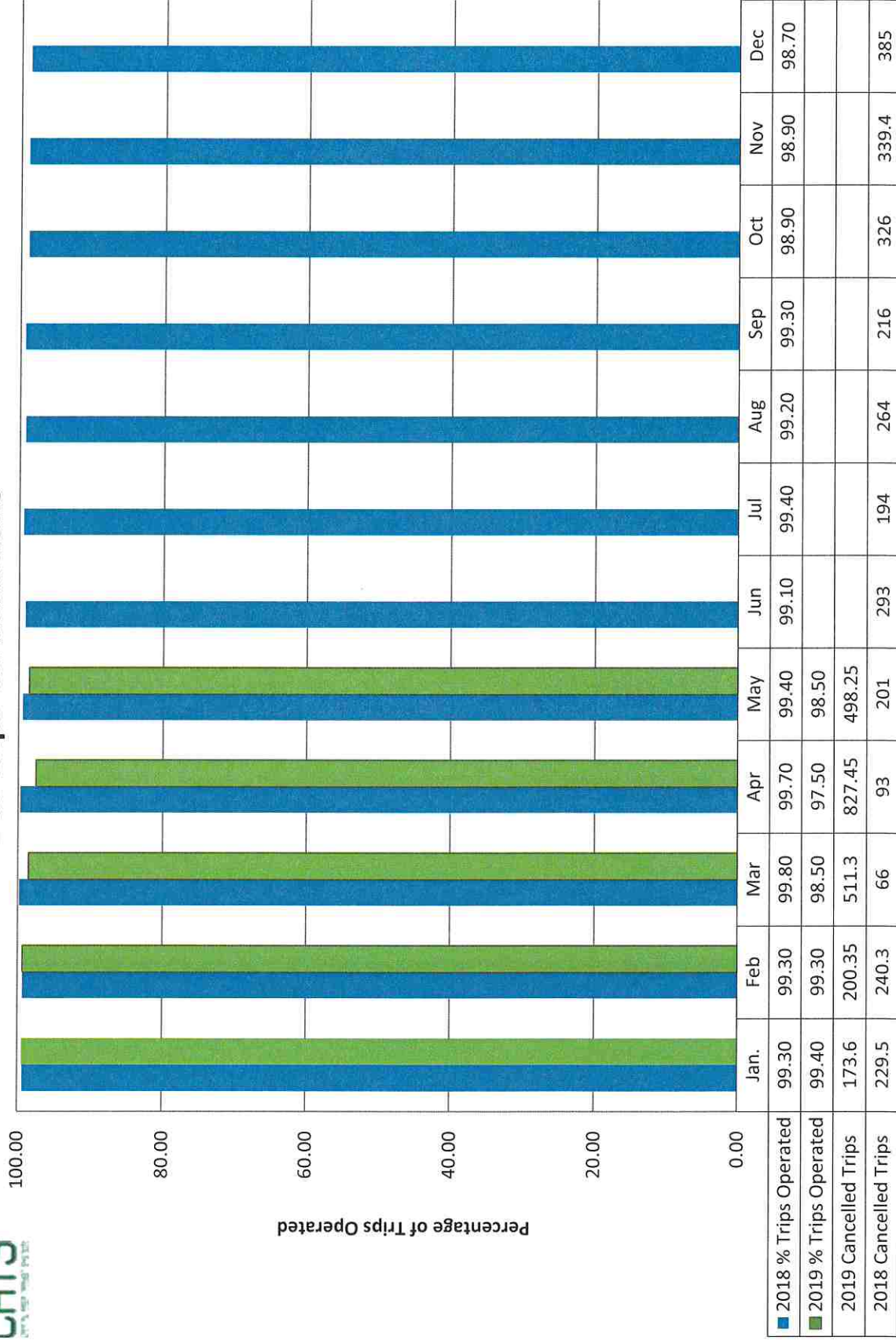
On-Time Performance



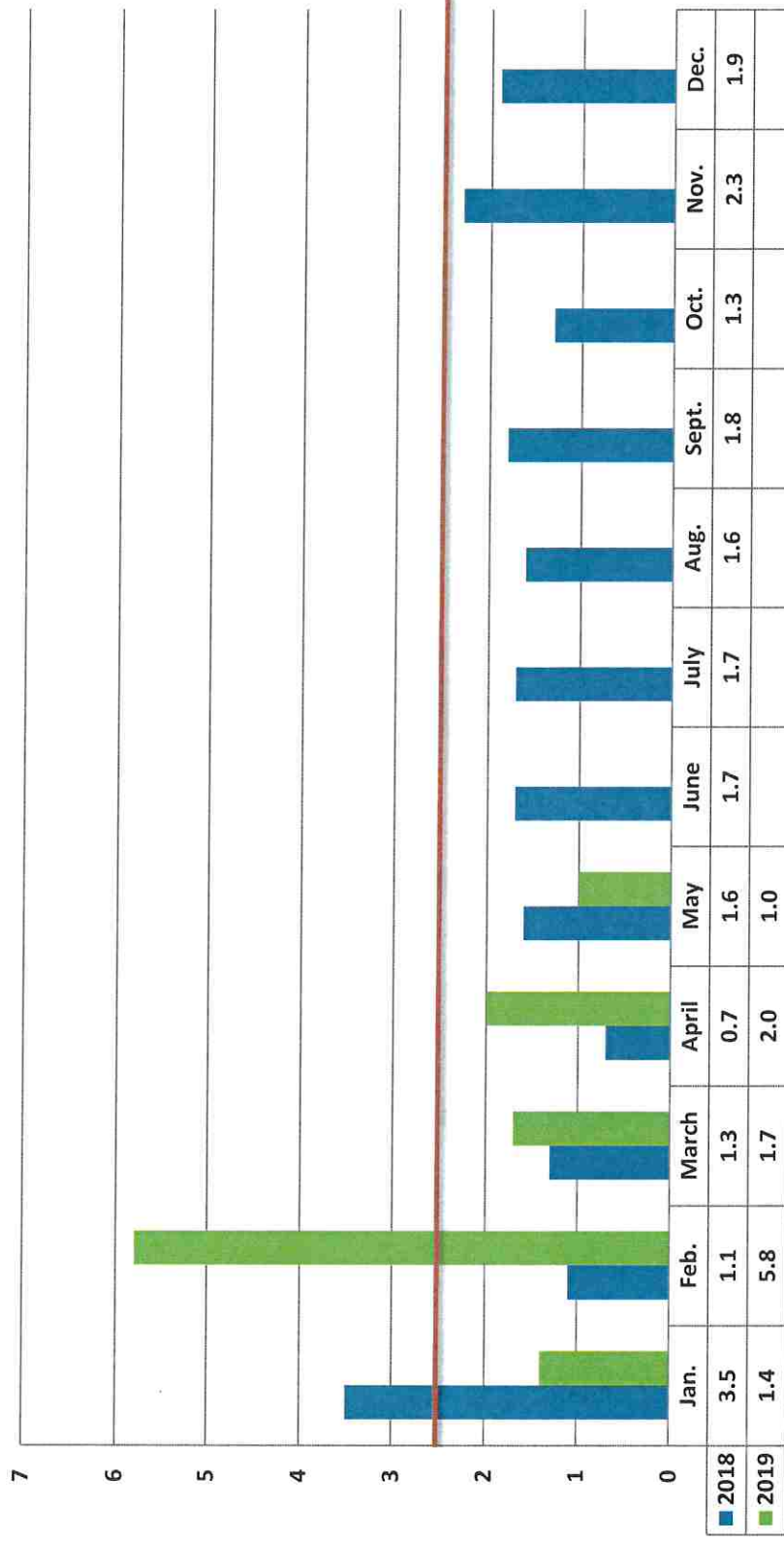
*Target 80% On-Time Performance

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

Bus Trips Cancellations

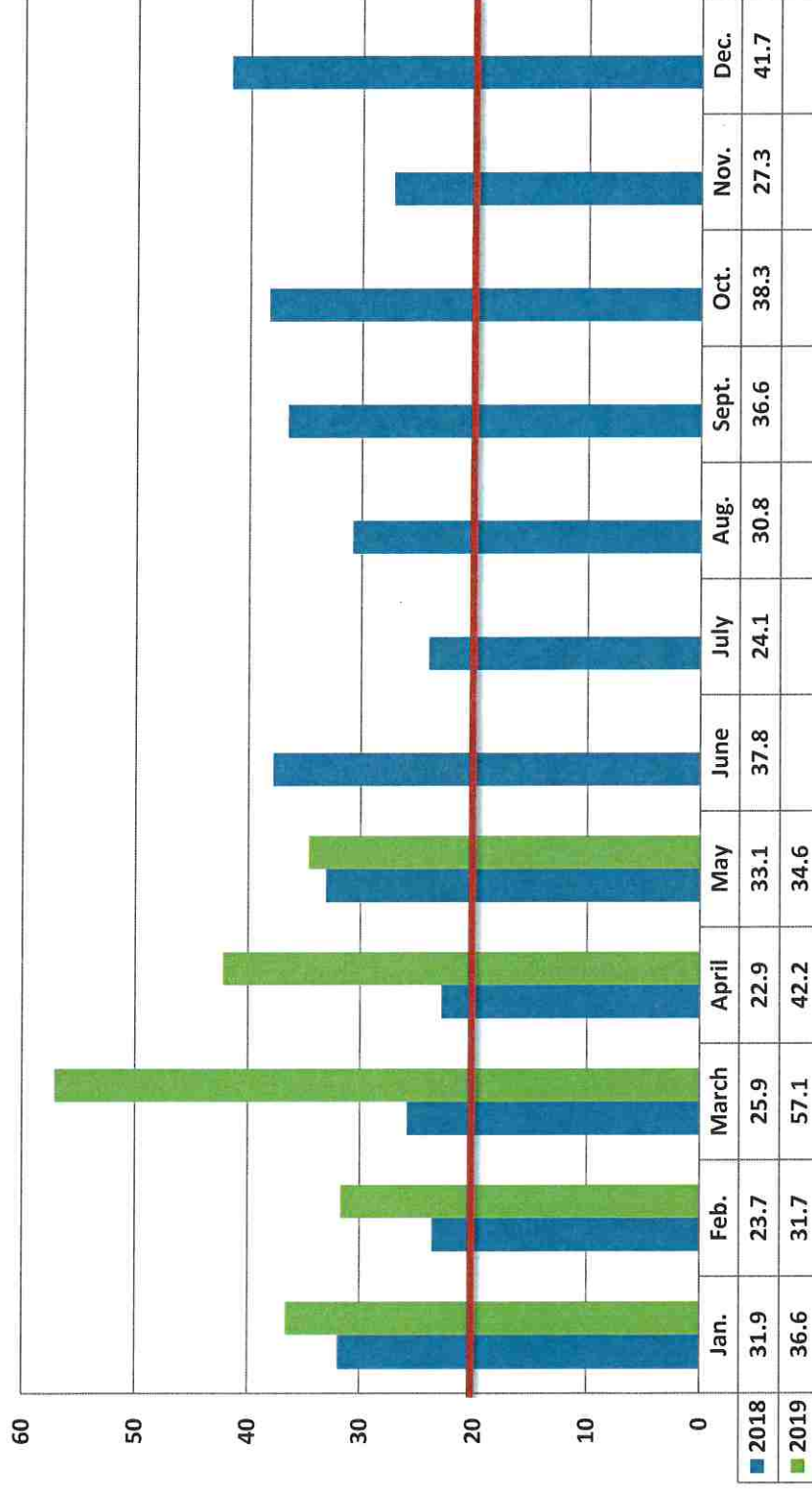


Preventable Accidents per 100,000 Miles



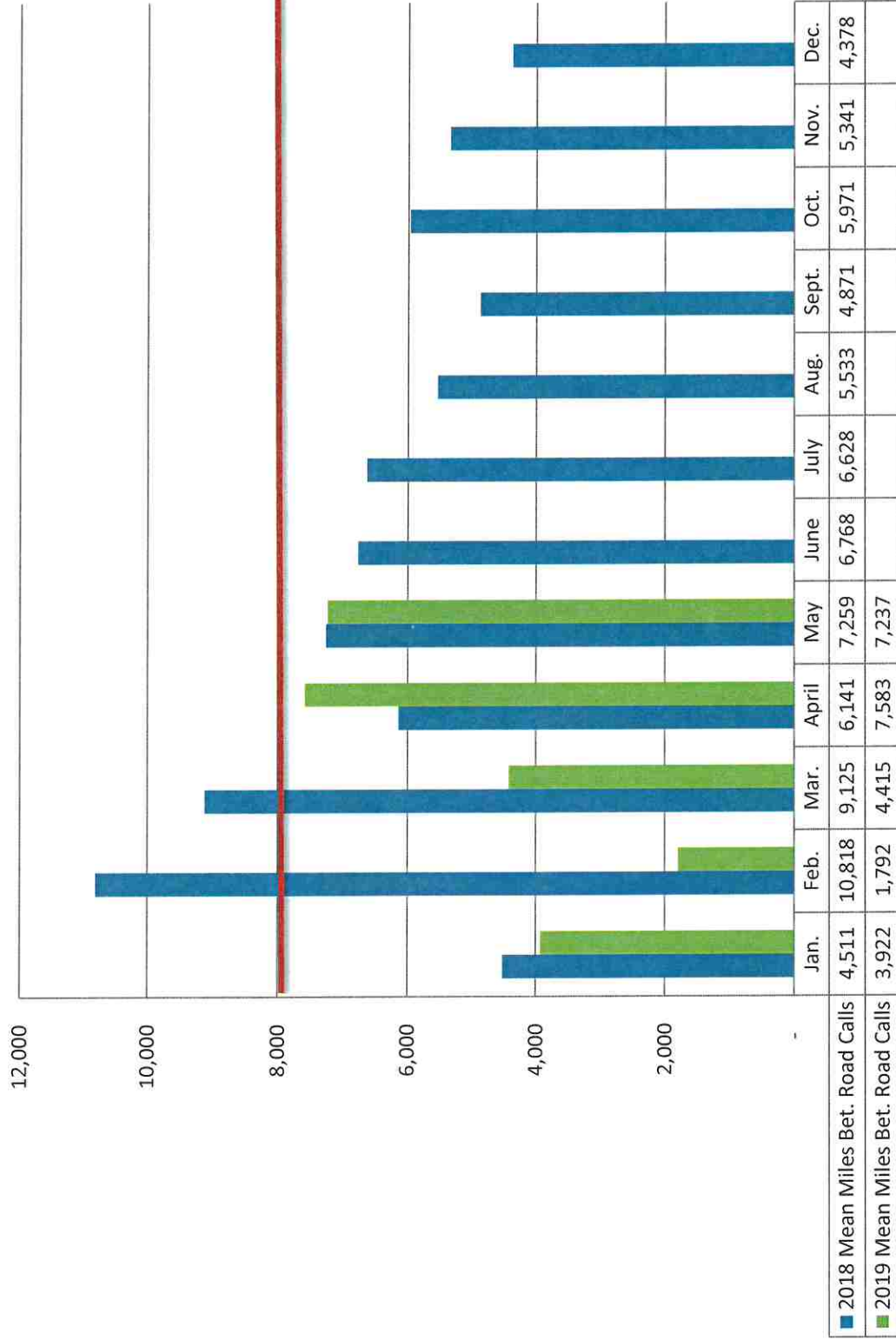
*Target 2.5 Preventable Accidents Per 100,000 Miles

Customer Complaints Per 100,000 Boardings



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

Mean Miles Between Road Calls



Capital Area Transit System

Page 1

Statement of Operating Budget vs. Actual

For the Period Ended May, 2019

	Current Month			Year to Date			2019 Approved Annual Budget
	Budget	Actual	Var. Amount	Budget	Actual	Var. Amount	
Operating Expenses							
Labor	\$907,132	\$911,098	(\$3,966)	\$4,535,660	\$3,896,926	\$638,734	\$10,885,584
Fringe Benefits	\$540,182	\$558,601	(\$18,419)	\$2,700,908	\$2,672,372	\$28,536	\$6,482,179
Total Labor and Fringe Benefits	\$1,447,314	\$1,469,699	(\$22,385)	\$7,236,568	\$6,569,297	\$667,270	\$17,367,763
Casualty and Liability	\$140,540	\$151,169	(\$10,629)	\$702,699	\$581,563	\$121,136	\$1,686,478
Services	\$149,226	\$303,021	(\$153,796)	\$746,129	\$1,024,636	(\$278,507)	\$1,790,709
Purchased Transportation	\$187,500	\$0	\$187,500	\$937,500	\$995,583	(\$58,083)	\$2,250,000
Materials & Supplies	\$227,770	\$504,837	(\$277,068)	\$1,138,849	\$1,710,186	(\$571,337)	\$2,733,238
Utilities	\$22,667	\$14,403	\$8,264	\$113,333	\$71,625	\$41,709	\$272,000
Miscellaneous Expenses	\$61,650	\$78,319	(\$16,669)	\$308,250	\$462,757	(\$154,507)	\$739,799
Leases and Rentals	\$13,333	\$7,344	\$5,990	\$66,667	\$33,209	\$33,458	\$160,000
Total Operating Expenses	\$2,249,999	\$2,528,792	(\$278,793)	\$11,249,995	\$11,448,856	(\$198,862)	\$26,999,987
Operating Revenues							
Passenger Paid Fares	\$141,803	\$141,393	(\$410)	\$709,013	\$714,617	\$5,604	\$1,701,630
Special Transit Fares (Contract)	\$25,943	\$11,760	(\$14,184)	\$129,716	\$101,456	(\$28,260)	\$311,319
ADA/Paratransit Revenue	\$7,667	\$19,725	\$12,058	\$38,333	\$28,820	(\$9,513)	\$92,000
Advertising Revenue	\$61,054	\$63,197	\$2,143	\$305,270	\$278,704	(\$26,566)	\$732,647
Interest Income	\$13,515	\$18,852	\$5,337	\$67,576	\$97,024	\$29,448	\$162,183
Other Agency Revenue	\$14,947	\$1,252	(\$13,695)	\$74,736	\$88,999	\$14,263	\$179,366
Total Operating Revenues	\$264,929	\$256,179	(\$8,750)	\$1,324,644	\$1,309,620	(\$15,024)	\$3,179,145
Operating Shortfall/Subsidy Required	(\$1,985,070)	(\$2,272,613)	\$270,043	(\$9,925,351)	(\$10,139,237)	\$183,838	(\$23,820,842)
Federal, State & Local Subsidies							
Non Federal Revenue							
Hotel/Motel Tax	\$104,235	\$253,922	\$149,687	\$521,176	\$918,200	\$397,024	\$1,250,823
Parish Transportation Fund	\$45,833	\$0	(\$45,833)	\$229,167	\$137,500	(\$91,667)	\$550,000
Property Tax Revenue	\$1,467,373	\$1,467,373	\$0	\$7,336,863	\$7,336,863	\$0	\$17,608,470
Total Non Federal Subsidies	\$1,617,441	\$1,721,295	\$103,854	\$8,087,205	\$8,392,563	\$305,358	\$19,409,293
Federal Operating Subsidies							
FTA - Preventive Maintenance	\$348,879	\$2,907,950.00	\$2,559,071	\$1,744,395	\$2,907,950	\$1,163,555	\$4,186,549
FTA - Planning	\$18,750	\$0	(\$18,750)	\$93,750	\$0	(\$93,750)	\$225,000
Total Federal Subsidies	\$367,629	\$2,907,950	\$2,540,321	\$1,838,145	\$2,907,950	\$1,069,805	\$4,411,549
Total Operating Subsidies	\$1,985,070	\$4,629,245	\$2,644,175	\$9,925,351	\$11,300,513	\$1,375,162	\$23,820,842
Net Operations Balance +/-	\$0	\$2,356,632		\$0	\$1,161,276		\$0

Capital Area Transit System
Balance Sheet
May, 2019

5/31/2019 5/31/2018

ASSETS

Current Assets:		
Cash and Cash Equivalents	9,447,934	7,676,143
Accounts Receivable	694,378	431,490
Property Tax Receivable	17,300,802	17,291,859
Due from Governments	2,944,175	599,861
Notes Receivable	0	0
Interest and Dividends Receivable	0	0
Inventory	205,970	546,555
Prepaid Expenses and Other Assets	36,570	359,146
Total Current Assets:	30,629,829	26,905,055
Restricted Assets:		
Cash and Cash Equivalents	695,900	694,618
Total Restricted Assets:	695,900	694,618
Investments	0	0
Net Pension Asset, Long-Term	1,466,268	490,522
Equipment, Net	24,901,972	20,414,218
Total Assets	57,693,969	48,504,413
LIABILITIES AND NET ASSETS		
Current Liabilities		
Accounts Payable and Accrued Expenses	4,124,519	1,168,463
Accrued Payroll and Tax Liabilities	301,446	(640,480)
Accrued Interest (Bus Lease)	(0)	(0)
Note Payable	0	0
Accrued Compensated Absences	424,440	142,274
Claims Payable and Related Liabilities	855,488	883,056
Capital Lease Payable	565,026	(328,137)
Deferred Revenue (Grants/Prop Tax)	(0)	7,904,558
Other Current Liabilities	0	0
Total Current Liabilities	6,270,918	9,129,734
Long-Term Liabilities		
Note Payable, Less Current Portion	0	0
Accrued Compensated Absences, Less Current Portion	0	266,320
Capital Lease Payable, Less Current Portion	2,788,983	3,938,590
Estimated Liabilities	3,249,053	1,192,231
Total Long-Term Liabilities	6,038,036	5,397,141
Total Liabilities	12,308,954	14,526,875
Net Assets:		
Investments in Capital Assets, Net of Related Debt	21,547,964	16,803,765
Restricted Cash and Cash Equivalents		
Unrestricted	23,837,051	17,173,772
Total Net Assets:	45,385,015	33,977,537
Total Liabilities And Net Assets	57,693,969	48,504,413



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**MEETING OF THE
FINANCE AND EXECUTIVE COMMITTEE
BOARD OF COMMISSIONERS
CAPITAL AREA TRANSIT SYSTEM AND
PUBLIC TRANSPORTATION COMMISSIONS
JUNE 13, 2019
Ninth Floor Conference Room
5700 Florida Boulevard**

MINUTES

The Finance and Executive Committee met on Thursday, June 13, 2019, at 10:30 a.m. Present at the meeting were members Mark Bellue, Jim Brandt, Kahli Cohran, 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 he had no announcements.

III. Safety Moment

Ms. Simpson shared a safety moment that centered on accident-free driving and CATS operators. She noted that June is National Safety Month and that she would be sharing the names of 43 CATS operators who had zero preventable accidents for the last twelve months at the June board meeting.

IV. Executive Report and Financials

Mr. Deville asked that Mr. Bryan Jones be allowed to provide an update on the BRT project and the next steps.

Mr. Jones noted that the redefinition study conducted by HNTB on behalf of CATS and the City-Parish is complete and the project is transitioning from

a Small Starts Grant to a BUILD Grant application. It has been determined that the BUILD grant offers the best opportunity at a successful grant award. The grant application is due July 15th, and CATS has contracted directly with HNTB to complete the application process.

Mr. Bellue moved to amend the agenda to take the BRT Corridor Project action item out of order and Mr. Cohran seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

V. Recommend authorization for cost expenditures associated with NEPA completion and fifteen per cent (15%) design for Plank-Nicholson BRT Corridor Project

It was noted by both Mr. Jones and CATS staff that the Plank Road Phase One BRT project is on hold until such time that the NEPA process is completed as well as 15% design. It is more efficient in both time and cost to have the NEPA process conducted on the entire Plank-Nicholson BRT corridor at one time rather than splitting the project in two.

Mr. Jones let the committee members know that the approximate remaining total to complete the NEPA and 15% design is \$429,000. There was considerable discussion regarding the cost share between the City-Parish and CATS; it was noted that the previous Cooperative Endeavor Agreement called for an even cost share for the redefinition study.

It was noted that the City-Parish has money for transit related activity, but it is not currently known if that amount is \$150,000 or \$200,000. These funds would be used for the NEPA process. Mr. Jones let the members know that up to 70% of funds could be reimbursable by the BUILD grant, should that application be successful.

Mr. Jones shared that the City-Parish will introduce a similar item being considered by the CATS Board of Commissioners at the Metropolitan Council meeting scheduled for June 26th; a public hearing and vote will occur at their July meeting.

There was discussion of the timing of the start of the Plank Road BRT Phase One project and CATS staff noted it would be spring or summer 2020. There was discussion of the electric buses and their potential usage prior to the start of BRT revenue service. Mr. Deville let the members know that the FTA prohibits the use of the buses for regular fixed-route service as they were purchased with a BRT-specific grant. However, he feels he can obtain an exception to be able to use them on fixed-route.

It was requested by the committee members present that CATS and the City-Parish enter into an agreement to codify the roles, responsibilities, and obligations for the remainder of the BRT Corridor project.

Mr. Cohran moved that the full board authorize the CEO to expend \$229,000 for cost expenditures associated with NEPA completion and fifteen per cent (15%) design for Plank-Nicholson BRT Corridor project and Mr. Brandt seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

VI. Continuation of Executive Report and Financials

Mr. Fight shared that the agency hosted its Behind the Wheel job fair on June 4th at the Automotive Campus of BRCC. More than 250 job seekers attended the event and more than 196 were interviewed by CATS staff on hand for the event. To this point, 29 offers have been extended and the following have been conditionally accepted (pending pre-employment screening): 19 in operations, five in maintenance, three in customer care, and one custodian.

Mr. Bellue noted that some of the board members had to leave early and therefore moved that the agenda be amended to take the remaining action item out of order. Mr. Brandt seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

VII. Recommend approval of contract for design services for transit amenities

Mr. Brown shared that the agency solicited qualifications for transit amenities design. The RFQ was sent to 98 architectural & engineering firms, including 27 small business and DBE firms. The agency received six proposals in response to the RFQ.

The Proposal Evaluation Committee was comprised of both CATS staff and external stakeholders, and they reviewed all the submissions.

Mr. James Baker shared that the selected firm will be responsible for the design of the custom shelters that will be located throughout the system at BRT stops and high-profile locations, information kiosks, BRT signage, and on-time displays.

The recommended firm is Reich Landscape Architects. They are a local firm that comes with a lofty reputation.

The work is not expected to exceed \$180,000.

Mr. Brandt moved that the full board recommend authorization for the CEO to enter into a contract with Reich Landscape Architects for design services for transit amenities in an amount not to exceed \$180,000 and Mr. Bellue seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

VIII. Continuation of Executive Report and Financials

Ms. Dwana Williams updated the committee on the performance measures. She let the members know that there are currently 127 active operators.

She noted that CATS had 213,627 passenger trips in May and the percentage of on-time trips was 63.91%. Ms. Williams shared that there were 498 cancelled trips in May and there were 34.6 complaints per 100,000 boardings. There was 1 preventable accident in May and there were 7,237 mean miles between road calls.

Mr. Deville let the board know that ETC Institute will be onsite beginning June 17th for customer satisfaction surveys.

Mr. Deville shared that Will Scott & Company developed profiles on 26 candidates for the Deputy CEO position. Four candidates were offered an interview and two accepted the invitation and were interviewed. Of the remaining two, one accepted an offer at another property and one removed himself from consideration due to illness. Mr. Deville noted a decision as to the next steps would be made in the next week to ten days.

The CEO was invited by the BREC Superintendent to meet and discuss how CATS and BREC can collaborate. The MPO Transportation Policy Committee met on June 12th and the CATS Five Year Program of Projects (POP) was on the agenda for approval.

Mr. Rose noted that members of CATS staff attended an FTA workshop for the triennial review. Planning has submitted a Bus and Bus Facilities grant award application for four electric trolleys and six electric buses.

Mr. Deville shared that construction continues at the Cortana-Walmart Transit Center and the passenger loading area is also proceeding.

Mr. Deville shared the financials with the committee and noted that the total current liabilities were \$6,270,918. The total long-term liabilities were \$6,038,036 and the total liabilities and net assets were \$57,693,969.

The total operating expenses for May were \$2,528,792 and the total operating revenues were \$256,179. The total operating subsidies were \$4,629,245 and there was a net operations balance of \$2,356,632.

There being no further business, the meeting adjourned.



MEETING OF THE
AUDIT COMMITTEE
BOARD OF COMMISSIONERS
CAPITAL AREA TRANSIT SYSTEM AND
PUBLIC TRANSPORTATION COMMISSIONS
June 12, 2019
Ninth Floor Conference Room
5700 Florida Boulevard, Baton Rouge, LA

MINUTES

The Audit Committee met on Tuesday, June 12, 2019, at 10:30 a.m. Present at the meeting were members Kahli Cohran, Jim Brandt, and Kevin O’Gorman. Also present were Bill Deville, Rhonda Williams, CATS staff, and Tiffani Dorsa and Steve Bearry of Postlethwaite & Netterville.

I. Discuss audit report from Postlethwaite & Netterville

Mr. Cohran welcomed those assembled and asked Ms. Dorsa to begin the audit review.

Ms. Dorsa thanked the CATS staff for their hard work on the annual audit and let the members know that Postlethwaite & Netterville (P&N) issued an unmodified opinion.

Ms. Dorsa shared that the system’s net position was \$31,976,567, as of December 31, 2018, representing a decrease of \$2,526,219, or 7.3% from that of December 31, 2017. The net position at December 31, 2017 was \$34,502,786.

It was noted that the total assets for 2018 were \$45,392,785. The current liabilities were \$6,371,100 in accounts payable and accrued expenses and the total current liabilities were \$8,232,461. The claims payable and related liabilities, less current portion were \$2,824,535, primarily due to the agency being self-insured and Workers’ Compensation claims.

The total operating revenue for 2018 was \$2,808,645 and the total direct operating expenses were \$31,886,791. The federal operating subsidy was \$3,175,696, a decrease from 2017 that is primarily related to the government shutdown in 2018. The capital contributions were \$3,101,429 and the income loss after capital contributions was \$2,526,219.

The pension system has its own budget that is audited by P&N as well as performing the CATS audit. The total assets for the pension system were \$12,538,364. The employer contributions were \$720,360 and the employee contributions were \$604,736. The change in net position for 2018 was \$479,305.

There was an adjustment to the prior year audit. The amount previously reported was \$25,413,004 in total non-operating revenues (expenses); the adjustment was \$891,407. The amount as restated is \$26,304,411. The total net position, December 31, 2017 as previously stated was \$33,611,379; the adjustment was \$891,407. The total net position amount as restated is \$34,502,786.

Ms. Dorsa shared the financial statements findings with the committee members. She noted there nine for the 2018 audit and one remaining from the 2017 audit that was still unresolved.

The first finding was the condition of books and records. P&N assisted management in drafting the year-end financial statements, related note disclosures, and the schedule of expenditures of federal awards required for the year-end financial reporting and the recording of the transactions to reconcile certain asset and liability accounts at year-end as a result of a lack of supporting schedules and reconciliations.

The cause was an accounting system conversion in January 2018 and turnover in several key positions that resulted in the above stated condition. The effect was the system did not reconcile cash, inventory, prepaid expenses, accounts receivable, accounts payable, compensated absences, and salaries/benefits payable to supporting documents throughout the year. The lack of reconciliation caused the balance sheet to be materially misstated. Adjustments had to be provided to the system after year end in order to properly state the account balances. Management and the Board of Commissioners cannot properly oversee the financial condition of the system without proper financial reporting.

The next finding was general ledger accounts were not reconciled to bank account statements for a significant portion of the fiscal year.

The cause was an accounting system conversion in January 2018 and turnover in several key positions that resulted in the general ledger cash accounts not being reconciled on a timely basis. The effect was that without this task being performed regularly, accounting records may be inaccurate and improper activity may not be detected.

The next finding was inventory reconciliations. The general ledger accounts were not reconciled to inventory subsidiary records during the fiscal year.

The cause was an accounting system conversion in January 2018 and turnover in several key positions that resulted in the general ledger inventory accounts not being reconciled on a timely basis. The effect was that without this task being performed regularly, accounting records may be inaccurate and improper activity may not be detected.

The next finding was pension plan census data. P&N noted 22 employees who were not enrolled in a timely basis in the defined benefit pension plan. Additionally, methods for tracking changes in census data demographics and a process of reporting the plan administrator was not adequately established.

The cause was turnover in key personnel in the human resources department, the lack of established written procedures, and the lack of proper training of personnel that resulted in inaccurate census data. The effect was that employees were required to take up past contributions to the defined benefit pension plan which resulted in additional

recordkeeping error and a significant amount of time was required to review and verify the census data by the plan administrator.

The next finding was recordkeeping associated with employee leave. P&N noted 25 employees who were allowed to take more than their accrued leave time available resulting in 159 hours of time taken but not yet earned or approximately \$2,800. Additionally, accurate and complete reporting in not maintained to document the accrued leave.

The cause was turnover in key personnel in the human resources department and lack of proper training of personnel that resulted in accurate documentation not being maintained of any employee's leave liability. The effect was that without this task being performed, employees are allowed to take more than their allotted leave time available and the liability associated with this benefit in not being accurately reflected in the financial reports of the system.

The next finding was billing of self-generate revenues. The system did not timely bill customers for services provided during the year.

The cause was the turnover in the finance department and the accounting software conversion in January 2018 that resulted in customer billing not occurring until December of 2018. The effect was that without this task being performed, there is not timely collection of revenue earned or accurate financial reporting maintained.

The next finding was documentation of approved pay rates in payroll file. This is a repeat finding from the prior year. During testing of internal controls over payroll, P&N noted for 15 out of 40 individuals selected for testing, pay rates did not agree to the supporting documentation in their file of the current rate of pay although it appeared the increased pay rates were just an annual cost of living adjustment. In addition, P&N noted for 16 out of 40 individuals tested no documentation existed for the approval of the current rate of pay.

The cause was turnover in key personnel in the human resources and finance departments and the lack of written policies and procedures that resulted in the lack of documentation in payroll files. The effect was that the system does not have the documentation to support wages being paid to all employees to determine they were appropriately approved and in accordance with all union contracted terms.

The next finding was related to findings and questions costs for federal awards, specifically the New Freedom Grant and the Federal Transit Formula Grant. The costs charged to the New Freedom Grant and reimbursed by the Federal Government were also included in the population of costs used to determine amounts to be drawn down for preventative maintenance costs under the Federal Transit Formula Grant. Since the system incurred significantly more eligible costs over the grant period than what was reimbursed by the Federal Government under both grant awards, there are no questions costs.

The cause was the current system of internal control established over grant draw-downs is not properly designed to ensure all grants are considered and appropriately removed from the total costs used in analyzing the eligible costs as part of the reimbursements/draw down of federal assistance on the Federal Transit Formula Grant. The effect was that the system may be reimbursed or drawn down funding for which they may not be entitled.

The next finding was related to findings and questioned costs for federal awards, specifically suspension and debarment. While testing compliance with the Federal program criteria regarding suspension and debarment, out of a population of 21 vendors, three were sampled and haphazardly selected for testing, P&N was unable to obtain documentation to support that the system verified that one of these vendors were not suspended, debarred, or otherwise excluded from doing business on federally funded contracts. However, based on a search on sam.gov this vendor was not identified as being debarred from federal programs.

The cause was that the system was not aware that payments made to this vendor were being funded through reimbursement of federal awards. The effect was that without verification and documentation of the procedures over these requirements, inadvertent payments to vendors who are not allowed to contract with the federal government may occur.

Ms. Dorsa reviewed the management letter and noted that while there were not significant findings, there were a number of matters submitted for consideration.

During the performance of the audit, P&N noted that written procedures and policies over federal procurement regulations contained references to specific dollar amounts used in determining which methods of procurement are allowed. Those thresholds have increased and the policy is no longer accurate. In addition, certain policies did not contain the required level of detail or elements expected for best practices as recommended by the Louisiana Legislative Auditor or were never adopted by the Board of Commissioners and remained in draft form.

The recommendation is that the system reviews its policies and procedures to ensure they are updated to reference applicable regulations rather than referring to specific dollar amounts, contain the necessary detail for employees to understand how to address key transactions to the organization and are adopted timely.

During the performance of the audit, P&N noted the system maintains 13 cash accounts. While the number of accounts to be maintained can vary depending on the needs of the organization and for compliance with laws and regulations, maintaining too many accounts can result in inefficiencies and the opportunity for improprieties to occur and not be detected timely.

The recommendation is that the system reviews its cash accounts to ensure that only the accounts necessary for the efficient operation of the system and to comply with laws and regulations.

During the performance of the audit, P&N noted the system maintains bus shelters on its depreciation listing that contain general descriptions and appear to encompass more than one asset. The majority of these assets are fully depreciated. Maintenance of capital asset records in an appropriate level of detail is required to properly identify individual assets and their location.

The recommendation is that the system reviews its capital asset records to remove any bus shelters which are no longer property of the system and see to identify the location of each of the assets in order to determine if they remain in service.

During the performance of the audit, P&N noted the system did not comply with the reporting requirements under the terms of the conditions of a capital lease agreement with a financial institution. This could result in modifications to the debt terms or requiring the debt to be paid in full on demand of the financial institution.

The recommendation is that the system reviews the terms of its agreement with the financial institution and immediately comply with any reporting guidelines and establish appropriate internal controls to ensure future reporting is done on a timely basis.

During the performance of the audit, P&N noted that due to turnover during the fiscal year, duties are not assigned to team members in the finance department in the most efficient and effective manner.

The recommendation is that the system reviews its division of duties within the finance department and assigns job functions in order that the department may function in the most efficient manner.

During the performance of the audit, P&N noted that user access for one terminated employee was not removed in a timely manner. In addition, it was noted that no formal process is in place for there to be user access reviews performed on a regular basis.

The recommendation is that procedures be implemented to ensure that user access rights are removed for all employees on a timely basis. Additionally, it is recommended that a formal process be implemented for user access reviews to be performed on a timely basis.

During the performance of the audit, P&N noted that the purchase of ADA compliant vans was procured under the state contract, a method allowed under state law. While the system must use its own documented procurement procedures which reflect applicable state laws and regulations, they must ensure the method of procurement conforms to applicable federal law and the procurement standards under Uniform Guidance.

The recommendation is that the system review the procedures used by the Louisiana Office of State Procurement and document whether they believe those procedures are appropriate to comply with federal regulations.

During the performance of the audit, P&N noted that fifteen employees are provided with car allowance benefits of approximately \$300 per month each. While this benefit may be appropriate for certain employees given the personal use of their vehicles for business purposes, the allowances should be reviewed to ensure that all personnel receiving this benefit are traveling in miles in excess of the cost-benefit of a per mileage reimbursement.

The recommendation is that the policies and procedures related to car allowance benefits be reviewed to ensure that the benefit is provided only to those employees for whom it is cost-effective and is needed for a business purpose.

During the performance of the audit, P&N noted that the system entered into several short-term debt agreements for the financing of insurance premiums which did not have the appropriate language to exempt them financing from approval by the Louisiana State Bond Commission.

The recommendation is that the policies and procedures be implemented to ensure that all financing agreements are approved by the finance department prior to their execution and that appropriate language is included in the financing agreement or proper approval must be obtained from the Louisiana State Bond Commission prior to the execution of the agreements.

There was discussion regarding the cost of the audit. It was noted that CATS engaged P&N to reconcile bank statements for an additional cost of \$20,000 and that the audit was approximately \$94,000 or double the original cost.

There was discussion of the board reserve account that originally contained \$3 million. It was noted that there is \$400,000 remaining in the account.

There being no further business, the meeting adjourned.



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**MEETING OF THE
PLANNING COMMITTEE
BOARD OF COMMISSIONERS
CAPITAL AREA TRANSIT SYSTEM AND
PUBLIC TRANSPORTATION COMMISSIONS**

June 7, 2019

10:45 a.m.

**5700 Florida Boulevard,
Ninth Floor Conference Room
Baton Rouge, Louisiana 70806**

MINUTES

The Planning Committee met on Friday, June 7, 2019, at 10:30 a.m. Present at the meeting were members Kevin O’Gorman, Mark Bellue, Kahli Cohran, and Laurence Lambert. Also present were Bill Deville, Darrell Brown, members of CATS staff, Bryan Jones of HNTB, and members of the public.

I. BRT update and next steps

Mr. Bryan Jones noted that the redefinition study has been completed by HNTB and has been submitted to both CATS and the City-Parish.

Mr. Jones shared that there has been a shift from the Small Starts Grant to a BUILD (Better Utilizing Investments to Leverage Development) grant application. The grant application is due July 15th and is being done by HNTB, who has been contracted by CATS to complete the grant process.

It was noted that the NEPA (National Environmental Policy Act) process is the next step in the BRT project. This must be completed and environmental clearance must be obtained before either the Plank Road Phase One or Plank-Nicholson Phase Two projects can continue.

There was discussion that the Plank Road Phase One project can move forward once NEPA is complete, regardless of the status of the BUILD grant. It is believed that the NEPA process can be concluded in the next 60 to 90 days.

It was noted that the conceptual level design is finished for Plank Road Phase One. The project is on hold until the conclusion of the NEPA process.

There was discussion of the cost of the next phase of the BRT process. It was noted that the cost share for CATS and the City-Parish is \$474,779. Of the total,

approximately \$48,000 has been paid by CATS to HNTB to complete the BUILD application, leaving a remainder of approximately \$420,000 to be shared by CATS and the City-Parish. Mr. Deville noted that CATS has grant funding secured to pay for the CATS portion.

There was discussion that the two parties have previously split a cost of \$440,000 equally to have the redefinition study performed by HNTB.

There was discussion that the City-Parish and CATS need to update their agreement to reflect the new cost share as well as the funding breakdown for the future of the project. This discussion also included questions regarding the responsible party for various tasks associated with the project.

It was agreed that Mr. Deville would contact DPW Transportation and Drainage Director Fred Raiford to schedule a meeting to finalize some of the remaining details regarding cost share allocation and responsibility delineation.

II. On-call services solicitation update

Mr. Darrell Brown let the committee know that CATS staff has received eleven proposals in response to the solicitation for on-call services. He noted that the Project Manager will be identifying both internal and external individuals to comprise the Proposal Evaluation Committee (PEC).

Staff has determined that it is in the agency's best interest to award a "bench" of prospective firms. These firms will be utilized if and when CATS needs to secure their services for tasks identified in the solicitation.

Mr. Brown shared that there will only be contract items brought to the Board when services are required, and they will be brought individually as needed.

There was discussion surrounding the process and it was noted that there has not been a final determination made as to the number of firms that will be selected for the bench. Additionally, the PEC will vary based on the agency's need. There was discussion concerning the criteria, scoring, and evaluation of the firms for the various projects.

There being no further business, the meeting adjourned.



Connecting you to what matters.

**MEETING OF THE
504/COMMUNITY RELATIONS COMMITTEE
BOARD OF COMMISSIONERS
CAPITAL AREA TRANSIT SYSTEM AND
PUBLIC TRANSPORTATION COMMISSIONS
JUNE 12, 2019
Ninth Floor Conference Room
5700 Florida Boulevard, Baton Rouge, LA**

MINUTES

The 504/Community Relations Committee met on Wednesday, June 12, 2019, at 10:30 a.m. Present at the meeting were Linda Perkins, Antoinette Pierre, Bill Deville, Dwana Williams, Karen Denman, Mr. Terrance Durousseau, members of CATS staff, and Bryan Basford of MV Transportation.

I. Introduction

Ms. Perkins welcomed those assembled and thanked them for coming.

II. MV Transportation Report –

Mr. Basford of MV Transportation noted that CATS On Demand had 8,656 scheduled trips in May. Of the scheduled trips, 7,562 were completed; 615 were cancellations and 479 were no-shows. It was noted that the implementation of the Trapeze software meant that there was a more accurate reflection of cancelled trips and no-shows.

Mr. Basford noted that 52% of the trips were subscription and 48% were demand trips.

Mr. Basford shared that there were 2 complaints for the month that were service related.

Mr. Basford noted that the on-time performance for the month was 86.9%.

It was noted that there were zero road calls for the month, but this is a result of vehicles being down long-term due to warranty issues. The lifts are not working on several of the vans and they are at the dealership so as not to affect the warranty of the vehicles.

Ms. Perkins commended Mr. Basford and his staff for their diligence in turning the trends over the last twelve months. She noted their hard work is apparent in the performance measures.

Mr. Basford let the committee know that MV had 96,000 total riders in the last twelve months and 23,000 of those had wheelchairs or other mobility devices.

III. Certifications – Karen Denman

Ms. Denman shared the certification numbers for May for CATS On Demand. She noted that there were 31 customers certified in May. There were five temporary certifications and two were deemed ineligible during the month.

Ms. Denman noted there were eight recertifications in May.

IV. Customer service – Angella Wynn and Dwana Williams

Ms. Wynn noted there were 74 total complaints received in May. There were 27 that required corrective action and there were also six commendations for the month.

Ms. Wynn shared there were eight complaints for being passed up, one for courtesy, and 18 for performance.

Ms. Wynn let the committee know that, in May, the Customer Care Department fielded an average of 1,227 calls daily and customers were on hold an average of 26 seconds.

V. Discussion of operator training – Dwana Williams

Ms. Williams shared that the Operations Department gets on complaints as soon as they are received.

It was noted there would be a mandatory meeting the following day to discuss customer service with the Customer Care representatives.

It was noted that the Operations Department will have SWTA onsite June 18th and 19th for customer service training.

There is still ongoing training for operators who have infractions.

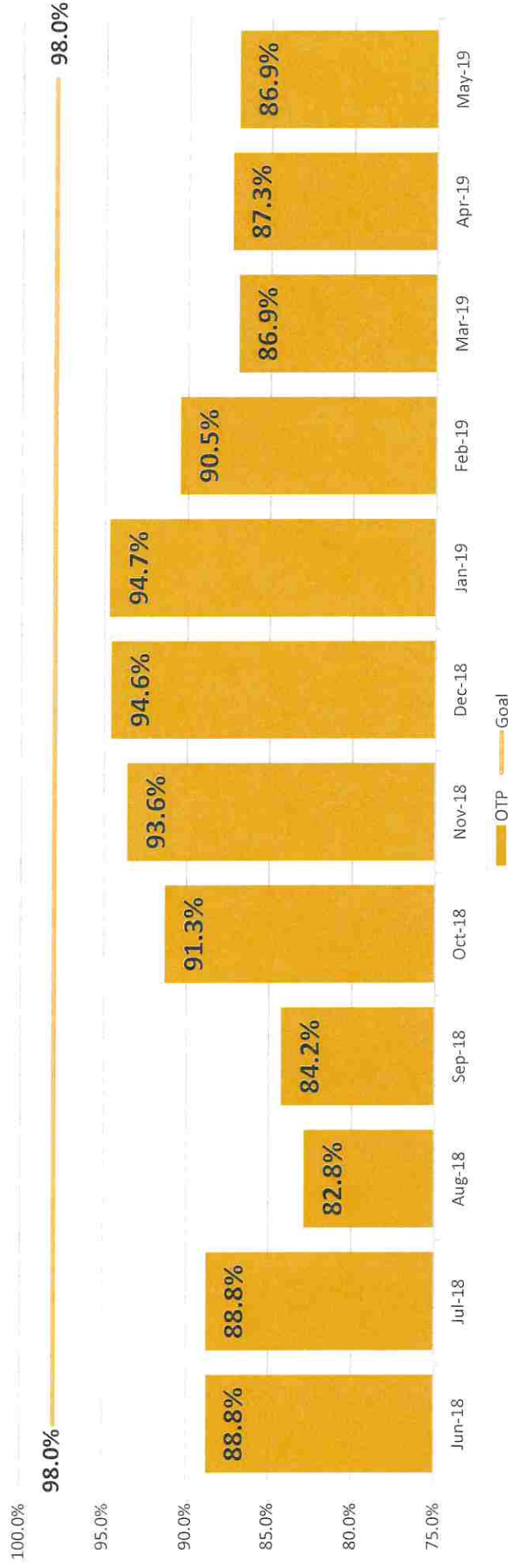
Mr. Jim Fight gave an overview of the Behind the Wheel job fair that was held June 4th. He noted that more than 250 job seekers attended the fair and more than 196 individuals were interviewed by CATS staff. As of this meeting, 23 offers of employment had been extended: 18 for operations, five for maintenance, four for maintenance, six for customer care, and two for facilities.

Once offers have been accepted and they complete the pre-employment screening, the goal is to have a training class for operations begin on June 24th.

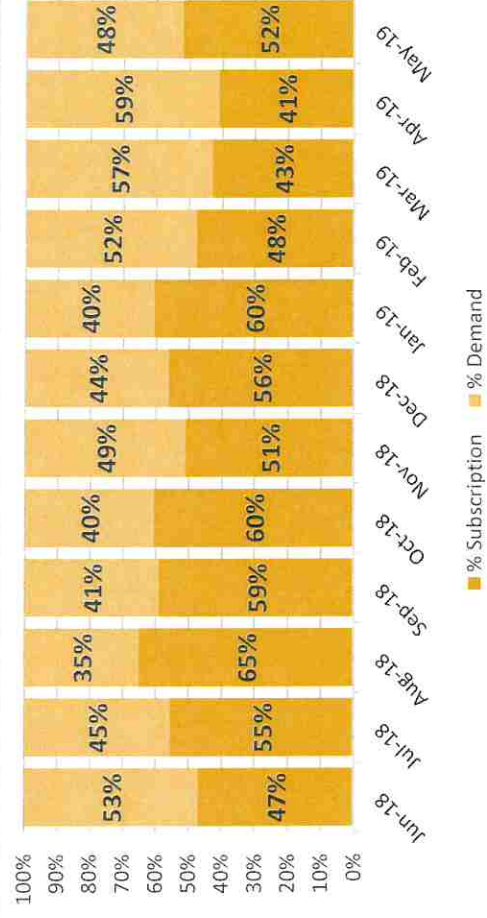
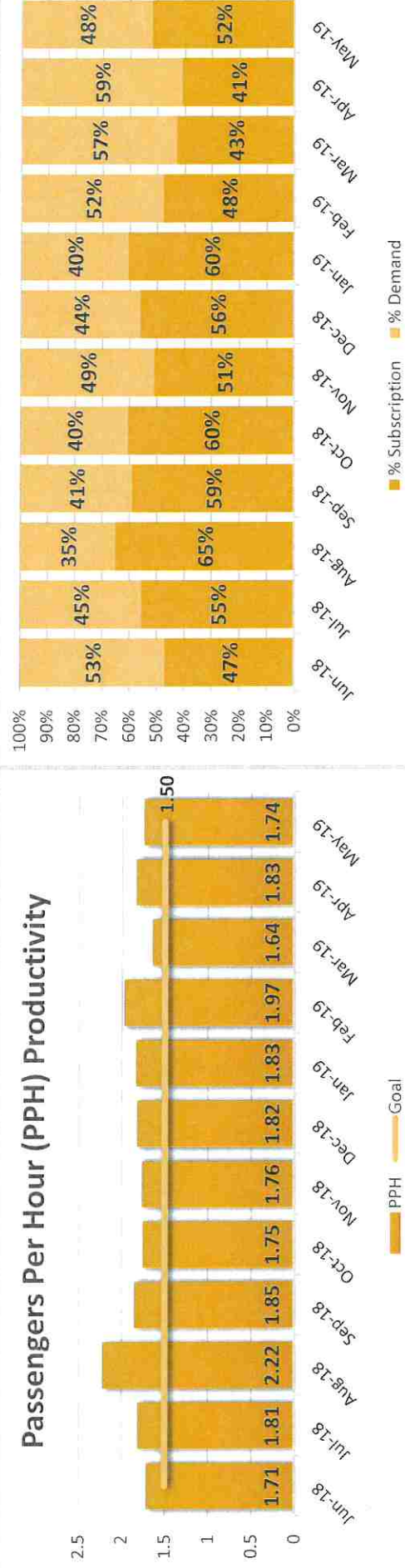
Mr. Theo Richards shared an overview of the paratransit on-demand/ride share options for CATS On Demand customers. There is an opportunity for CATS and MV to pilot a program that mirrors one happening in Dallas at the DART system. Several members of CATS staff will take a trip to Dallas in the near future to see how the system works, what is working well, etc.

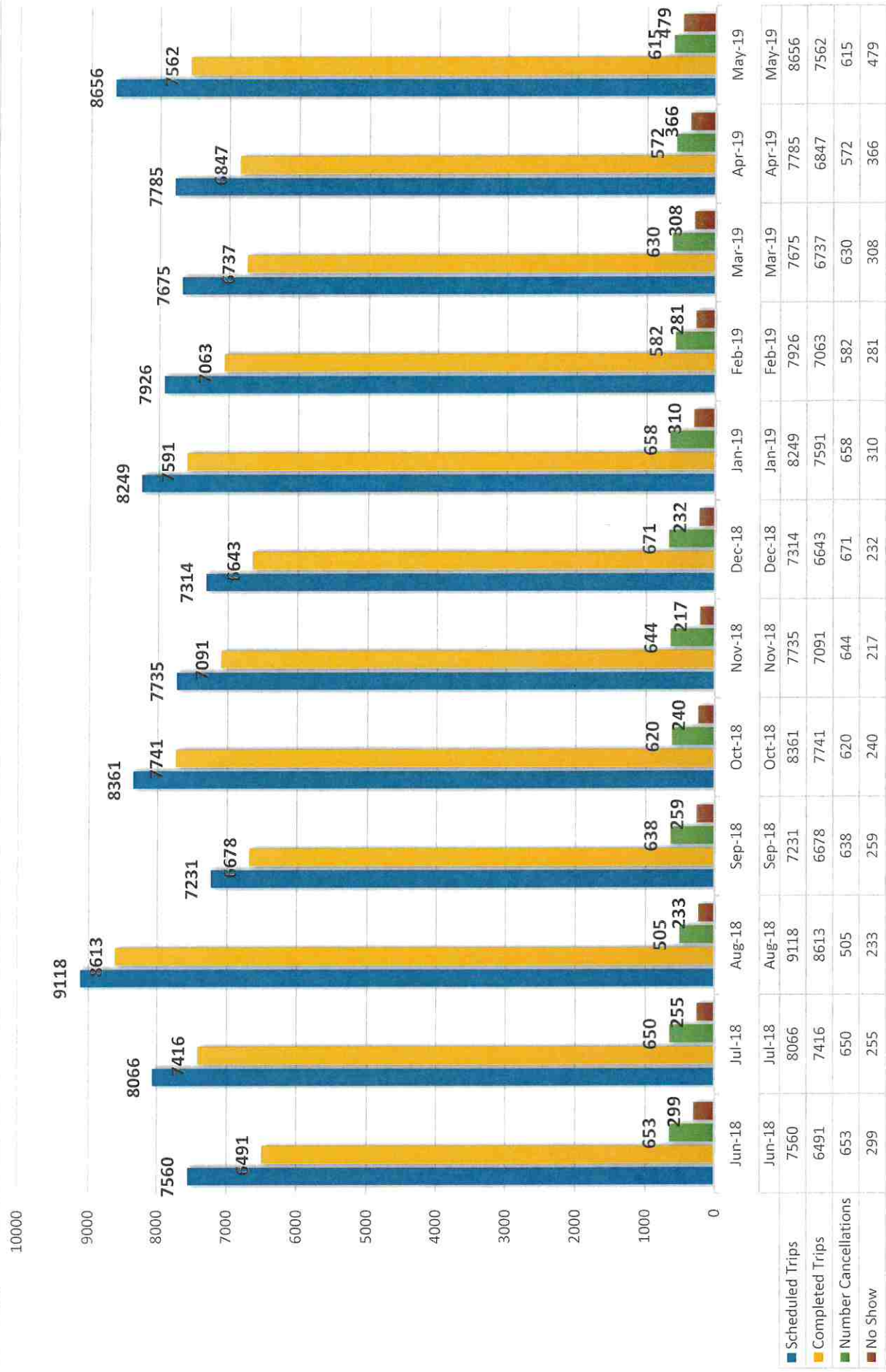
There being no further business, the meeting adjourned.

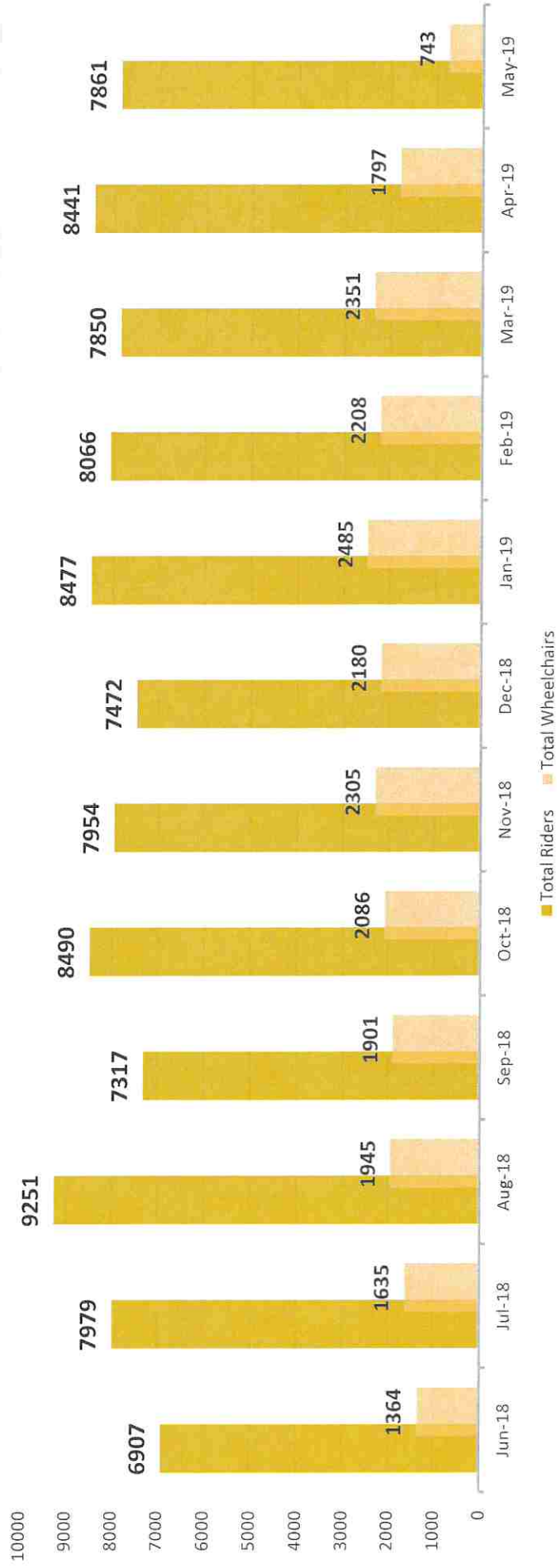
On Time Percentage (OTP)



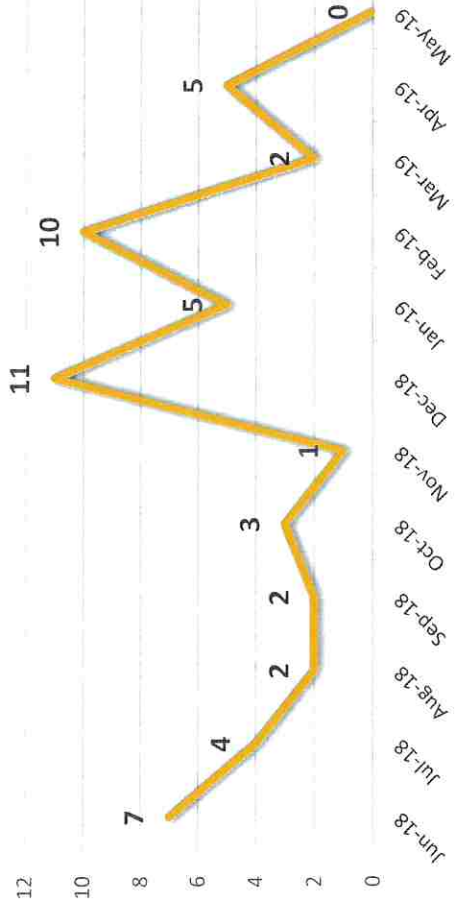
Passengers Per Hour (PPH) Productivity



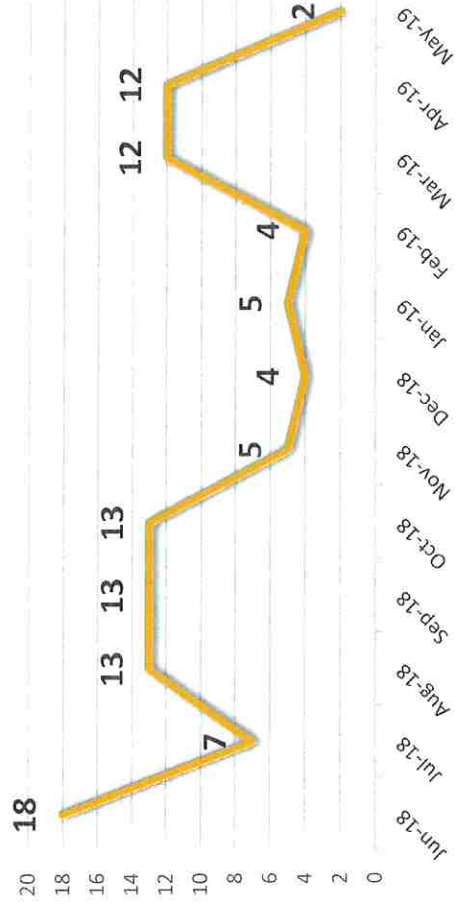




Road Calls



Complaints





MV Transportation, Inc

Service Review June 2018-May 2019



Scheduled Trips	95,676
Completed Trips	86,473
Completion Percentage	90.38%
Total No-Shows	3,479
No-Show Percentage	3.64%
Average No-Show	290
Total Riders	96,065
Total Mobility/Wheelchair	23,000
Mobility Percentage	23.94%
Service Miles	816,045
Service Hours	54,551
On-Time Percentage	89.2%
Average Complaints	9
Average Road Calls	4

2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920



June 6, 2019

MEMORANDUM

To: William "Bill" Deville, CEO

From: Lisa M. Sanchez, CATS Procurement Manager
James Baker, Project Manager

Subject: CATS Procurement Process and Proposal Evaluation
Summary Report
Recommendation Contract Award
Solicitation #2019-AmenitiesDesign-005

Purpose:

This document summarizes the procurement process and documents reasons to recommend an award of a Contract for CATS to secure the referenced Design Services for Transit Amenities.

Background:

The purpose of the RFQ is to secure a contract for a firm to handle Architectural & Engineering ("A&E") Design Services for Transit Amenities in connection with CATS infrastructure improvements utilizing the "Brooks" Method and complying with applicable law. The proposed A&E Services are intended to complement and support CATS planned BRT services along Plank Road, Florida Blvd., Nicholson Drive and other locations. The amenities will include, but are not limited to, transit shelters (distinctive, iconic design), information kiosks and display monitors, information signage and other items as deemed appropriate in order to ensure greater efficiency, comfort, convenience and overall safety.

Procurement Processes:

The RFQ was advertised in The Advocate (official journal) and in the Weekly Press (DBE Publication) on March 28 and April 4, 2019. The RFQ was also emailed directly to 98 Architectural & Engineering firms, including 27 small businesses and DBE firms. CATS received 1 question during the open inquiry period which was answered via an Addendum to the RFQ on April 10, 2019. On **April 17, 2019**, CATS received proposals in response to the RFQ from the following firms: **(1) Reich Landscape Architects, (2) WHLC Architects, (3) RHH Architects, (4) Stuart Consulting, (5) Modus Architects and (6) GOTECH.**

Proposal Evaluation Committee Member Selection:

The Proposal Evaluation Committee (PEC) was comprised of five (5) members. The members were selected by the CATS Project Manager as qualified to serve on the evaluation committee based on their background and/or expertise.

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CATS Procurement Department concurred with the selection of the PEC members.

Proposal Evaluation Committee (PEC) Review:

The CATS PEC members were advised to base their comments and scores only on the criteria set forth in the RFQ.

See a summary of the PEC meeting and selection process below:

Dates	Summary of PEC Meetings and Selection Process
4/18/19 Delivery of RFQ and Proposals to PEC Members 5/2/19 Delivery of PEC Packets to PEC	<p>CATS Procurement Department staff conducted a compliance review of the six (6) proposals received and found them to meet the requirements of the RFQ. All six were deemed to be responsive proposals. On 4/18/19 the PEC members received copies of the proposals. The members were instructed to thoroughly review the best practices RFQ Evaluators Guide, the RFQ and the submitted proposals prior to meeting as a group. In addition, they were instructed to reflect their written comments along with their "<u>preliminary draft</u>" scores using the criteria/categories reflected in the RFQ.</p> <p>On 5/2/19 The CATS Evaluation Instruction Packets outlining the procurement evaluation process were distributed to the PEC. The packet included 1) CATS (best practices) RFQ Evaluators Guide; 2) RFQ & addenda; 3) Confidentiality/No Conflict of Interest Certification; and 4) <u>Evaluation Criteria/Scoring & Comment form</u> (one for each proposal).</p>
5/6/19 1st PEC Meeting Discussions and Scoring	<p>CATS Procurement staff served as facilitators during the PEC meeting held on 5/16/19. The PEC members met as a group to discuss their review comments for each of the proposals. General discussion ensued about the pros and cons of each proposal received and how well each met the requirements of the RFQ. After much deliberation, the PEC members scored the proposals in each area of the Evaluation Criteria (per the requirements outlined on Page 19 of the RFQ) and submitted their scores to Procurement.</p>
5/9/19 Discussions and Final Scoring	<p><u>PEC Final Scoring:</u> The Procurement Department shared the reference information received on the 2 highest proposers and typed the scoring "Consensus" for each proposer, then emailed those to the PEC. Prior to making their final decisions, all PEC members were advised to consider all factors (i.e., the proposals and their draft preliminary scores and rankings). The scores were summarized by CATS Procurement.</p>

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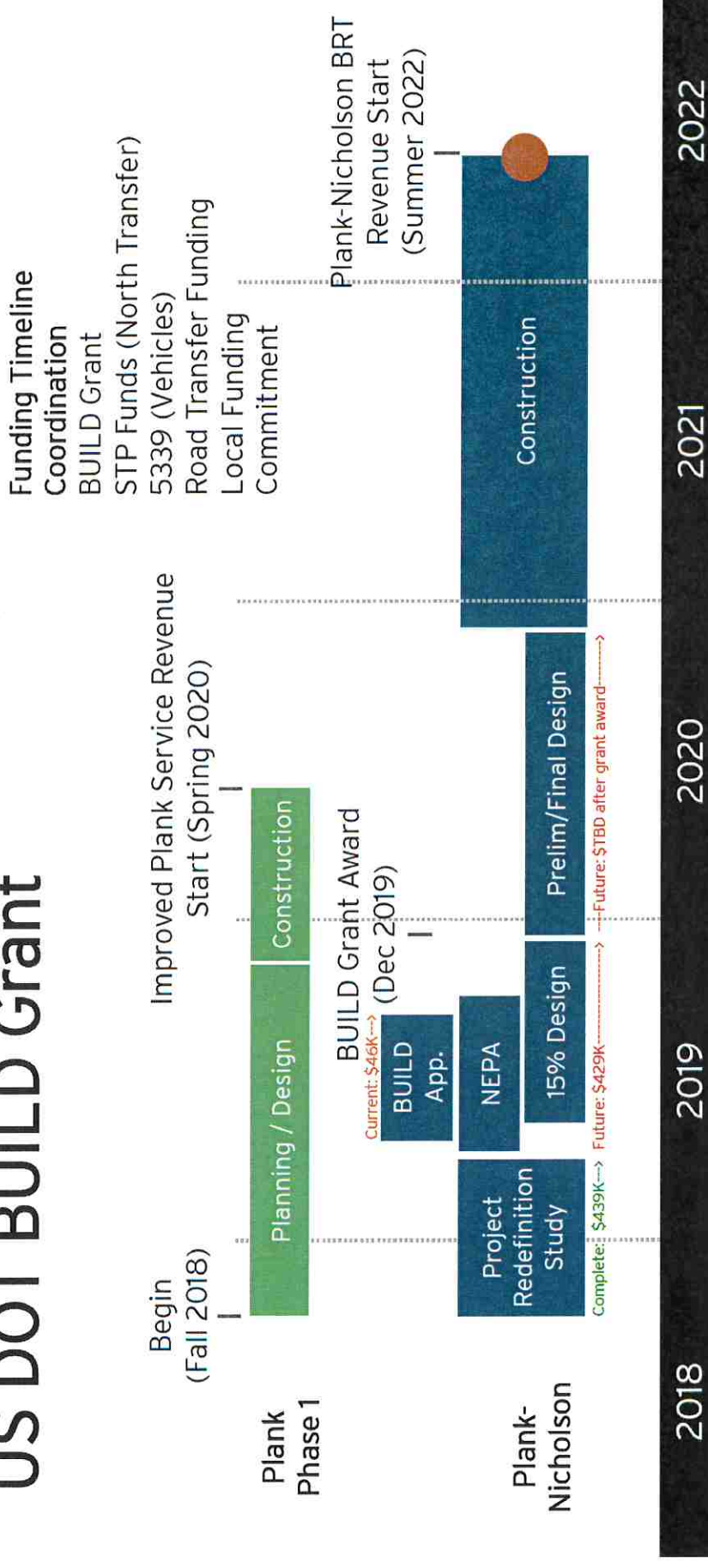
5/9/19 Discussions and Final Scoring (cont'd)	<p>The PEC Scores are reflected in the Table below.</p> <table><tr><th>Ranking Order</th><th>Proposing Firms</th><th>PEC Scores</th></tr><tr><td>1st</td><td>Reich Landscape Architecture</td><td>94</td></tr><tr><td>2nd</td><td>WHLC Architecture</td><td>92.6</td></tr><tr><td>3rd (tie)</td><td>GOTECH</td><td>70.8</td></tr><tr><td>3rd (tie)</td><td>RHH Architects</td><td>70.8</td></tr><tr><td>5th</td><td>Stuart Consulting</td><td>67.4</td></tr><tr><td>6th</td><td>Modus</td><td>61.8</td></tr></table> <p>The PEC agreed to recommend negotiations with Reich Landscape Architecture as the highest rated proposer. CATS Procurement concurred with the PEC recommendation.</p>	Ranking Order	Proposing Firms	PEC Scores	1 st	Reich Landscape Architecture	94	2 nd	WHLC Architecture	92.6	3 rd (tie)	GOTECH	70.8	3 rd (tie)	RHH Architects	70.8	5 th	Stuart Consulting	67.4	6 th	Modus	61.8
Ranking Order	Proposing Firms	PEC Scores																				
1 st	Reich Landscape Architecture	94																				
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3 rd (tie)	RHH Architects	70.8																				
5 th	Stuart Consulting	67.4																				
6 th	Modus	61.8																				
5/22/19 Intent to Recommend Award	<p>On 5/22/19, a letter of Intent to Recommend Award was sent from Procurement to Reich Landscape Architecture, requesting they submit to CATS by May 30, 2019 their Final Cost Proposal, together with a Complete list of tasks, sub-tasks & hourly rates, Overhead rates for the past 3 years, Project Schedule and any additional or supporting information.</p>																					
5/30/19	<p>On 5/30/19 the CATS Project Manager and Procurement Department received the above requested documents and the Best and Final Offer of <u>\$180,000</u> from Reich Landscape Architects. This amount was determined to be fair and reasonable by the Project Manager. This award recommendation will be presented to the F&E Committee in June and then the Board at the June 18th meeting.</p>																					

Proposal Evaluation Committee (PEC) Recommendation:

The entire procurement process was conducted in compliance with the Brooks Act. CATS began negotiations with the highest rated and responsible proposer, **Reich Landscape Architecture**. Their Best and Final Offer was considered acceptable. The contract amount is not to exceed **\$180,000** (which is within CATS current budget) for the term of the contract. Given the above, and considering the RFQ, the Proposal and other related factors, awarding the contract to **Reich Landscape Architecture** is in CATS best interest. CATS Procurement Department concurs with this award recommendation and presents this recommendation to the CATS Board of Commissioners for approval.

Baton Rouge BRT – Project Development Conceptual Schedule

US DOT BUILD Grant



CATS Procurement Listing for CATS Board

June 18, 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 <small>end date is 2/29/20</small>	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 <small>Current end date is 2/28/19.</small>	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	Reich Landscape Architecture	Approx Cost \$180,000	TBD	TBD	Board to Approve Contract Award	RFQ for Design Services for Transit Amenities and Related Equipment	4/17/19 – Proposals were received by Procurement, and PEC evaluated proposals and recommend an award at the June 2019 Board meeting for \$180,000. 3/28/19 – RFQ was solicited. Proposals due at 10:00am on 4/17/19. Will include Shelters, Kiosks, Landscapes, etc. Design consultant will also assist CATS with the construction bids in determining the lowest responsive bidder in meeting the technical specifications.
A&E Design Services NBR Transit Ctr PR #1307	A&E Design Services	TBD	Approx Cost TBD	TBD	TBD	TBD	RFQ for Design Services for the North Baton Rouge Transit Center	4/1/19 – On hold at this time per CATS Management. Firm to undertake the development of a series of 4 major bus transfer centers, where NBR Transit Center is one. 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

June 18, 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
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	REBID: ITB for Construction of Cortana Transit Center – ITB #2019-CortanaTransitCtr-002	3/19/19 – Board approved . Notice to Proceed with PO sent out on 3/27/19. 3/14/19 – F&E Approved. 3/6/19 – Bids opened. CATS received 3 bids, and is recommending award to lowest bidder, Kelly Construction Group, LLC. 2/6/19 – CATS posted ITB to website and emailed to vendor list. Bid Due Date: 3:00pm, March 6, 2019.
Construction Bus Washers PR #1206	ITB	TBD	Est. \$400,000			Board to Approve 7/16/2019	Procurement has solicited bids for two (2) bus washers. Vendor to remove old units and replace with new ones.	5/28/19 – CATS issued Addendum to extend a 2 nd inquiry period (more questions rec'd) and Bid Opening Date to 3:00 pm 6/19/19. 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	Board approved 5/21/19 Written Contract PO 2018261	Consultant to assist CATS with preparation of upcoming FTA Triennial 2019 to include tasks: Corrective Action Support, Post-Review Assistance for Oversight Review	5/21/19 – Board approved additional funds of \$96,492 for a total contract amount of \$144,349. 8/10/18. Original contract was executed on 2/5/19 for \$47,857, which was within the threshold for CEO approval.
Customer Satisfaction Surveys End date is 4/30/19 with one renewal	Consult Service	ETC Institute	\$103,375 (Add \$32,215 to renewal for 2019) \$68,120	5/1/19	4/30/20 One year contract renewal	Board 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.	4/16/19 – Board approved renewal w/additional amount for added tasks. 4/11/19 F&E to review and approve renewal with additional tasks for more funds. CATS Board approved 1 st contract on April 16, 2018. 4/13/18 Procurement prepared the recommendation for award letter to CATS CEO recommending ETC Instituted as selected by the PEC members.
D Acting Deputy CEO & Senior Operations Advisor to CATS Senior Management	Consult Service	New Age Industries, LLC (NAI)		6/1/19	12/31/19	Board approved 5/21/19 Written Contract PO 2019152	Consultant to assist CATS with development of new COO job description; assist in oversight and management of day-to-day operating and maintenance duties; assist with filling CATS Deputy CEO vacancy with a qualified candidate; and work with CEO and executive staff to implement recommendations, goals and objectives as defined in CATS Strategic and Capital Improvement Investment Plans.	5/21/19 – Board approved this new contract with New Age Industries.

CATS Procurement Listing for CATS Board

June 18, 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
F Financing Bus Finance Lease /Purchase (10 Gillig Buses)	RFP Bus financing for 7 years through 2024	Banc of America Public Capital Corp (Scottsdale, AZ)	Finance 10 Gillig Diesel Buses for 7 years.	Apr 2017	Oct 2024	Board approved 3/21/17.	Capital Bus Lease/Purchase Finance 10 Gillig Buses Pay over 7 year period. Total Cost: \$4,217,800 2 payments of \$328,137 per year = \$656,273 per yr City Parish included CATS in 2014 fuel solicitation as a separate entity to participate in the fuel dispensing system.	3/21/17 – Board approved financing of 10 Gillig buses. 3/16/17 – F&E approved item to move to full board for approval. Financing is for 10 Gillig Buses. 2/8/17 – RFP solicited to multiple financial institutions. Proposals due back 3/2/17 . Inquiries due here by 2/20/17 with our responses out via Addendum on 2/23/17 .
Fuel Diesel and Gasoline <i>Joint C-P & CATS Contract</i> Approved thru 3/31/2019	RFP by City Parish	Mansfield Oil (was assigned by FuelTrac) Via City Parish solicitation. Contract for Diesel and Gasoline	Oil Price Info Serv OPIS + \$ 0.039 adm fee + tax = price per gal (ppg)	11/01/14 C-P Metro Council approved award to FuelTrac on 8/13/14	03/31/20 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.
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 <i>Contract is thru 5/18/20</i>	Consult Legal Services	Abadie Law Firm, APLC	Monthly Retainer Fee + hourly rates apply.	(new) 5/19/19	(new) 5/18/22	Board Approved 2/19/2019	Three (3) year Legal Services Contract Approved by CATS board on 2/19/2019	2/19/19 – Board approved new 3-year contract. No changes from last year.
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.

CATS Procurement Listing for CATS Board

June 18, 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
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.
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	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	5/31/19 – Final draft complete, awaiting approval of RFP document from CAO to move forward with solicitation. 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

June 18, 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
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	Board Approved 7/18/17 F&E approved 7/13/17 ----- Goodyear agreed to extend contract thru 8/31/17 at same prices.	Board Approved on 7/18/17. 7/13/17-CATS Maint. and Procurement Depts recommend an award of contract to Bridgestone. 6/30/17- It was determined that Bridgestone was the lowest responsive and responsible vendor. 6/22/17 Bid opening. CATS Received 3 bids from (1) Bridgestone, (2) Goodyear & (3) Michelin.
V Vehicles 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.
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	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 Electric Buses (3) (35ft) w/Extended Battery Range and install 3 electric charging	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

CATS Procurement Listing for CATS Board

June 18, 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
stations								recommendation for award has been made to-date. 10/19/17 – CATS Received 3 bids from BYD, New Flyer and Proterra.
Vehicles Diesel Buses (8) 35ft Delivery Schedule Nov/Dec 2018 16 to 18 month Delivery period	Rolling Stock ITB	Gillig, LLC 35 ft diesel Per bus price + amenities added \$417,227.20 total order \$5,006,726.40	3 rd order. Purchase of 8 buses 56 Buses will be ordered over 5 years thru 2020 36 less 8 = 28 Assignments left on the bid	P.O. has been issued	8 buses delivery in Nov/Dec 2018	Board Approved To purchase 12 buses on 12/20/16 week of 7/17/17	Bus unit price: \$421,780 ea Total P.O.: \$5,061,362.40	1/3/19 – Procurement was notified that all 8 buses have been received by CATS Maintenance. 7/21/17 P.O. sent to Gillig – 7/17/17 – Pending P.O. / will be issued this week to Gillig for 8 buses. Waiting on Buy Am info from them before sending P.O. The delivery date is 16 months. 4/11/17 – Awaiting approved PR from CEO to issue PO for 8 buses (on hold). 3/21/17 – Update: P.O. pending since board approval in Dec. 2016. Per management, the P.O. will be changed to reflect the purchase of 8 buses instead of 12 and will be sent later this week.
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 indicate latest approved project by CEO								
Description	Vendor Name	Amount	Start Date	End Date	CEO Approved	Services Provided	Comments	
US DOT BUILD Grant Application Assistance	HNTB Corporation	\$45,611 Max Amt	5/24/19	12/31/19	Written Contr PO 2019148	Consultant to assist CATS with certain aspects of the BRT Project and Grant Application	5/30/19 – Contract executed and sent to vendor.	
Assessment of CATS 2250 Florida Blvd Facilities	GOTECH, Inc.	\$48,500	3/29/19	45 days after start	Written Contr PO 2019090	Consultant to complete a Building Component Assessment and a Civil Site Inspection & Survey	6/6/19 – Contract executed and sent to vendor.	
Materials Testing & Resident Inspection Services at Cortana Transit Ctr & Plank Rd BRT	The Beta Group	\$50,000	4/2/19	3/30/20	Written Contr PO 2019092	Contractor to provide Materials Testing and Resident Inspection Services at Cortana Transit Center and Plank Road BRT	5/28/19 – Contract executed and sent to vendor.	

CATS Procurement Listing for CATS Board

June 18, 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&E Cortana Walmart Conceptual Drawings		Monroe & Corie, Inc. (PR 383)	\$46,820 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).	5/22/19 – Contract Amended: Add \$12,640 and extend through 9/1/2019. 1/19/19 – Contract Amended: Add \$2,790 and extend through 5/15/19. 7/26/18- Contract Amended: Add \$18,765 to current amount of \$12,625; and extend through 12/31/18. 4/12/18 – Contract Finalized.
Salary Comp Study		Gallagher Benefit Services	\$45,000	1/1/19	Until terminated	Written Contr	Consultant to meet with CATS leadership and compare to similar markets for salary compensation study. Final report will be sent to Board and CATS leadership.	11/20/18 – Gallagher submitted proposal for CATS. Timeline should be approximately 8 months to complete.
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	Witten 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 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 misc. tasks assigned by the CEO as needed.	Jun 2018 Consulting HR assistance and other specialized HR functions.
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)		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	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	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

CATS Procurement Listing for CATS Board

CATS Procurement Listing for CATS Board						
June 18, 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	Notes / Comments
Start renewal inquiry process by Sept, 2019 for Jan 2020						
			Sun Coast: \$17,065 (Gear oil, synthetic trans. fluid and wheel grease)			through 1/16/22. Price adjustment based on the PPI at time of the renewal. Vendor needs to provide PPI calculations for increase.
			Miguez Fuel: \$36,670 (Hydraulic turbine oil, diesel exhaust fluid)			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.
Procurement Consultant		Kathy Hernandez Procurement Consulting	\$50,000 Max Amt	9/10/18	9/9/19	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 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.
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 2018102 9/10/18 Written Contr PO 2018206 10/22/18 CATS is working on a new contract with this vendor. October 2018 – Assist the Interim COO and other duties

MAY 2019

Route Number	Route Name	RIDERSHIP			REVENUE			TOTAL	
		Weekday	Saturday	Sunday	Weekday	Saturday	Sunday	Ridership	REVENUE
8	Gus Young Ave / BRCC	2,461	216	332	\$1,111.49	\$96.25	\$108.29	3,009	\$1,316.03
10	Scenic Hwy / Southern University / Scotlandville	6,523	582	375	\$3,620.81	\$324.95	\$182.66	7,480	\$4,128.42
11	Northside Circulator / 72nd Ave / Scotlandville	3,121	330	287	\$1,894.20	\$175.47	\$190.25	3,738	\$2,259.92
12	Government St / Jefferson Hwy	6,909	833	464	\$2,978.87	\$311.55	\$202.65	8,206	\$3,493.07
14	Thomas Delpit Dr / Roosevelt St	4,652	576	326	\$2,414.09	\$259.75	\$138.21	5,554	\$2,812.05
15	Glen Oaks / Blount Rd / Crestworth	2,976	386	174	\$2,006.65	\$180.72	\$98.55	3,536	\$2,285.92
16	Capitol Park Shuttle	23	No service	No service	Free service	No service	No service	23	\$0.00
17	Perkins Rd	10,418	1,011	703	\$5,136.52	\$480.22	\$405.17	12,132	\$6,021.91
18	Tigerland / Cortana Mall	6,521	658	456	\$4,030.51	\$318.38	\$235.25	7,635	\$4,584.14
20	North Acadian Thwy	8,290	746	472	\$5,000.58	\$468.98	\$217.29	9,508	\$5,686.85
21	Fairfields Ave	6,843	520	527	\$3,786.05	\$286.75	\$270.53	7,890	\$4,343.33
22	Winbourne Ave	6,144	821	541	\$3,701.31	\$409.90	\$295.10	7,506	\$4,406.31
23	Foster Dr	4,744	330	350	\$2,875.67	\$165.59	\$202.52	5,424	\$3,243.78
41	Plank Rd	16,844	2,153	1,518	\$9,546.13	\$1,037.12	\$663.32	20,515	\$11,246.57
44	Florida Blvd	25,875	3,273	2,761	\$12,491.33	\$1,432.66	\$1,220.17	31,909	\$15,144.16
46	Cortana / Gardere / L'auberge	5,999	687	562	\$4,233.83	\$415.91	\$322.83	7,248	\$4,972.57
47	Highland Rd / LSU	18,467	2,327	1,802	\$9,688.98	\$877.98	\$747.49	22,596	\$11,314.45
54	Airline Hwy North / Metro Airport / Southern University	9,037	944	612	\$5,665.53	\$469.30	\$379.69	10,593	\$6,514.52
57	Sherwood Forest Blvd / Greenwell Springs Rd / Siegen Ln	13,437	1,362	1,413	\$9,370.69	\$845.03	\$822.70	16,212	\$11,038.42
58	Coursey Blvd / O'Neal Ln / Ochsner	4,850	456	No service	\$2,802.84	\$247.48	No service	5,306	\$3,050.32
59	East Florida Blvd / O'Neal Ln / Ochsner	4,477	499	394	\$2,971.20	\$280.39	\$207.05	5,370	\$3,458.64
60	Medical Circulator	1,190	66	27	\$485.19	\$40.00	\$8.35	1,283	\$533.54
70	CATS Terminal / Southern University / Baker	3,541	483	283	\$2,253.67	\$269.48	\$152.79	4,307	\$2,675.94
72	Florida Blvd Limited Stops	6,145	No service	No service	\$2,394.54	No service	No service	6,145	\$2,394.54
80	Southern University Shuttle / Jag Train	502	No service	No service	Free service	No service	No service	502	\$0.00
									\$116,925.40
	Total	179,989	19,259	14,379	\$100,460.68	\$9,393.86	\$7,070.86	213,627	\$116,925.40

MAY 2019

		2019		2018	
#	ROUTES	RIDERSHIP	REVENUE	RIDERSHIP	REVENUE
8	Gus Young Ave / BRCC	3,009	\$ 1,316.03	3,655	\$ 1,741.10
10	Scenic Hwy / Southern University	7,480	\$ 4,128.42	6,830	\$ 3,661.67
11	Northside Circulator / 72nd Ave / Scotlandville	3,738	\$ 2,259.92	4,476	\$ 3,012.76
12	Government St / Jefferson Hwy	8,206	\$ 3,493.07	9,394	\$ 3,370.66
14	Thomas Delpit Dr / Roosevelt St	5,554	\$ 2,812.05	3,851	\$ 2,137.16
15	Blount Rd / Crestworth (began service 02/24/2019)	3,536	\$ 2,285.92	0	\$ -
16	Capitol Park Trolley	23	Free service	1	Free service
17	Perkins Rd	12,132	\$ 6,021.91	12,543	\$ 6,117.11
18	Tigerland / Cortana Mall	7,635	\$ 4,584.14	7,481	\$ 3,976.05
20	North Acadian Thwy	9,508	\$ 5,686.85	9,292	\$ 5,261.41
21	Fairfields Ave	7,890	\$ 4,343.33	5,528	\$ 3,252.07
22	Winbourne Ave	7,506	\$ 4,406.31	6,697	\$ 3,874.14
23	Foster Dr	5,424	\$ 3,243.78	3,775	\$ 2,429.74
41	Plank Rd	20,515	\$ 11,246.57	21,868	\$ 11,339.48
44	Florida Blvd	31,909	\$ 15,144.16	36,085	\$ 15,455.35
46	Gardere / OLOL / L'auberge (ended service 02/23/2019)	0	0	6,232	\$ 4,298.33
46	Cortana / Gardere / L'auberge (began service 02/24/2019)	7,248	\$ 4,972.57	0	\$ -
47	Highland Rd / LSU	22,596	\$ 11,314.45	29,469	\$ 13,984.08
50	Glen Oaks Circulator (ended service 02/23/2019)	0	0	1,704	\$ 1,170.77
52	Baker Circulator (ended service 02/23/2019)	0	0	1,226	\$ 836.53
54	Airline Hwy North / Southern University / Metro Airport	10,593	\$ 6,514.52	9,592	\$ 5,813.46
55	East Florida Blvd / SF BREC (ended service 02/23/2019)	0	0	3,109	\$ 2,196.70
56	Mall to Mall / Drusilla Ln / Tara Blvd (ended service 02/23/2019)	0	0	4,049	\$ 2,205.81
57	Sherwood Forest Blvd / Greenwell Springs Rd	16,212	\$ 11,038.42	15,535	\$ 10,453.35
58	Coursey Blvd / O'Neal Ln / Ochsner	5,306	\$ 3,050.32	5,015	\$ 3,023.83
59	East Florida Blvd / O'Neal Ln / Ochsner	5,370	\$ 3,458.64	4,640	\$ 2,725.11
60	Medical Circulator	1,283	\$ 533.54	873	\$ 428.58
70	CATS Terminal / Southern University / Baker	4,307	\$ 2,675.94	3,991	\$ 2,282.07
72	Florida Blvd Limited Stops	6,145	\$ 2,394.54	6,138	\$ 1,796.41
80	Southern University Shuttle	502	Free service	437	Free service
103	Airport / Downtown Express (ended service 02/23/2019)	0	\$ -	177	\$ 201.50

MAY 2019

Route Number	Route Name			MILEAGE		
		RIDERSHIP	REVENUE	WEEKDAY	SATURDAY	SUNDAY
8	Gus Young Ave / BRCC	3,009	\$ 1,316.03			
10	Scenic Hwy / Southern University	7,480	\$ 4,128.42			
11	Northside Circulator / 72nd Ave / Scotlandville	3,738	\$ 2,259.92			
12	Government St / Jefferson Hwy	8,206	\$ 3,493.07			
14	Thomas Delpit Dr / Roosevelt St	5,554	\$ 2,812.05			
15	Blount Rd / Crestworth	3,536	\$ 2,285.92			
16	Capitol Park Trolley	23	Free service			
17	Perkins Rd	12,132	\$ 6,021.91			
18	Tigerland / Cortana Mall	7,635	\$ 4,584.14			
20	North Acadian Thwy	9,508	\$ 5,686.85			
21	Fairfields Ave	7,890	\$ 4,343.33			
22	Winbourne Ave	7,506	\$ 4,406.31			
23	Foster Dr	5,424	\$ 3,243.78			
41	Plank Rd	20,515	\$ 11,246.57			
44	Florida Blvd	31,909	\$ 15,144.16			
46	Cortana / Gardere / L'auberge	7,248	\$ 4,972.57			
47	Highland Rd / LSU	22,596	\$ 11,314.45			
54	Airline Hwy North / Southern University / Metro Airport	10,593	\$ 6,514.52			
57	Sherwood Forest Blvd / Greenwell Springs Rd	16,212	\$ 11,038.42			
58	Coursey Blvd / O'Neal Ln / Ochsner	5,306	\$ 3,050.32			
59	East Florida Blvd / O'Neal Ln / Ochsner	5,370	\$ 3,458.64			
60	Medical Circulator	1,283	\$ 533.54			
70	CATS Terminal / Southern University / Baker	4,307	\$ 2,675.94			
72	Florida Blvd Limited Stops	6,145	\$ 2,394.54			
80	Southern University Shuttle / Jag Train	502	Free service			
		RIDERSHIP	REVENUE			
	Total	213,627	\$ 116,925.40			