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

JULY 16, 2019

4:30 pm

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

## AGENDA

- I. CALL TO ORDER: Mr. Mark Bellue
- II. ROLL CALL: Ms. Amie McNaylor
- III. APPROVAL OF MINUTES OF JUNE 18, 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 (no meeting held)
  - 2. Technical, Policies & Practices: Dr. Peter Breaux (no meeting held)
  - 3. Audit: Mr. Kahli Cohran (no meeting held)
  - 4. Planning: Mr. Kevin O'Gorman (no meeting held)
  - 5. Community Relations: Ms. Linda Perkins

## **VIII. ACTION ITEMS**

- 1. Consideration of approval of CATS Capital Asset Policy**
- 2. Consideration of approval of Jeanette Eckert as Records Officer**
- 3. Consideration of approval to award bus washer systems contract**
- 4. Consideration of approval to amend audit services contract**
- 5. Consideration of approval to designate The Advocate as the official journal of CATS as set forth in the CATS Bylaws**

## **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.**



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MEETING OF THE  
BOARD OF COMMISSIONERS OF  
CAPITAL AREA TRANSIT SYSTEM  
AND  
PUBLIC TRANSPORTATION COMMISSION  
JUNE 18, 2019  
4:30 p.m.  
BREC Administration Building  
6201 Florida Boulevard  
Baton Rouge, LA 70806

## MINUTES

**I. CALL TO ORDER: Mr. Mark Bellue**

Mr. Bellue called the meeting to order.

**II. ROLL CALL**

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

**III. APPROVAL OF MINUTES OF MAY 21, 2019 MEETING**

Ms. Perkins moved to approve the minutes of the May 21, 2019, meeting and Mr. Lambert seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

**IV. PRESIDENT'S ANNOUNCEMENTS**

Mr. Bellue reviewed the public comment process.

**V. SAFETY MOMENT**

**Ms. Simpson noted that June is National Safety Month. She shared the names of 48 operators who had zero preventable accidents in the last twelve months.**

## **VI. ADMINISTRATIVE MATTERS**

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

**Mr. Jim Fight shared that the agency hosted its Behind the Wheel job fair on June 4<sup>th</sup> and that more than 250 job seekers attended the event. The agency has extended the following offers of full-time employment: Operator – 20; Mechanic – 2; Utility Technician – 2; Customer Care Representative – 4; and Custodian – 1. Mr. Fight noted that he hoped to have a new hire class starting June 25<sup>th</sup>.**

**Ms. Dwana Williams shared that, in Operations, there are currently 127 active operators.**

**Ms. Williams noted that CATS had 213,627 passenger trips in May. There was 1 preventable accident per 100,000 miles, and 498 trips cancelled of the approximately 33,000 trips for the month. The percentage of on-time trips was 63.91%, there were 34.6 complaints per 100,000 miles, and there were 7,237 mean miles between road calls for the month.**

**Mr. Deville reported that he was invited to attend a meeting with the new BREC Superintendent Corey Wilson to discuss how CATS and BREC can collaborate. Mr. Wilson explained that he would like to see access to and from all BREC facilities as this is key to its current and future success.**

**There was discussion with Chris Tyson, President and CEO of the newly rebranded Build Baton Rouge (formerly the East Baton Rouge Redevelopment Authority) regarding the potential for New Markets Tax Credits (NMTC) within our existing program and project sites.**

**Mr. Rose informed the board that CATS Five Year Program of Projects was adopted at the June 12<sup>th</sup> MPO Transportation Policy Committee meeting.**

**Planning and Grants staff attended an FTA-sponsored Triennial Review workshop in Baton Rouge on June 4<sup>th</sup> and 5<sup>th</sup>.**

**Planning submitted a Bus and Bus Facilities grant award application for four electric trolleys and six electric buses.**

Mr. Deville shared the balance sheet for May 2019 and noted that the agency's total current assets are \$30,629,829. The total current liabilities are \$6,270,918.

Mr. Deville provided the statement of operating budget versus actual for the period ending May 31, 2019. He noted the total operating expenses were \$2,528,792. The total operating revenues were \$256,179 and the total operating subsidies were \$4,629,245. The net operating balance for the month was \$2,356,632.

## VII. COMMITTEE REPORTS AND ANY ACTION THEREON

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

Mr. Bellue referred the members to the minutes of the committee's June 13<sup>th</sup> meeting in their packets. He shared the highlights and noted that the action items would be considered later in the meeting.

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

Dr. Breaux noted the committee did not meet.

### 3. Audit: Mr. Cohran

Mr. Cohran referred the members to the minutes of the committee's June 11<sup>th</sup> meeting in their packets. He invited Ms. Tiffani Dorsa of Postlethwaite & Netterville to give an overview of the annual audit.

Ms. Dorsa noted that the agency received an unmodified opinion, which is the highest opinion that can be given. She shared highlights of the audit with the board members.

### 4. Planning: Mr. Kevin O'Gorman

Mr. O'Gorman referred the members to the minutes of the committee's June 7<sup>th</sup> meeting in their packets and shared the highlights.

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

Ms. Perkins referred the members to the minutes of the committee's June 12<sup>th</sup> meeting in their packets and shared the highlights of the meeting.

**She noted that she attended the customer service training that was conducted by the Southwest Transit Association (SWTA) and was pleased to hear the information shared at the training session.**

**Mr. Bryan Basford of MV Transportation noted that there were 8,656 scheduled trips in May; of those, 615 were cancellations and 479 were no-shows for a total of 7,562 completed trips. There were 2 complaints for the month and the on-time percentage was 86.9%. There were 0 road calls for the month of May.**

**Mr. Basford shared that the conversion to Trapeze from One MV software was proving very beneficial and there was already a reduction in ride time violations from 90 in April to 11 in May.**

**Mr. Basford shared a year in review with the board members as MV completed its first year of providing paratransit service for CATS. He noted there were 95,676 scheduled trips; of those, 86,476 were completed. The completion percentage was 90.38%. There were 96,065 total riders, and 23,000 of those used mobility aids. There were 816,045 service miles and 54,551 service hours.**

**Mr. Basford thanked the board members and the CATS staff for the opportunity to develop this relationship and noted he looked forward to continued success for the CATS On Demand customers.**

**It was noted that there was a more than fifty per cent increase in customers than what was specified in the request for proposals. He noted that new applications are received daily, and that he and the CATS staff work together to ensure the best service possible is provided.**

## **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**

**It was noted there was a lengthy discussion at the F&E Committee meeting, where some of the topics included the scope, timeline, and cost. It was noted that the F&E Committee unanimously recommended the expenditures be approved.**

**Mr. Cohran moved that the CEO is authorized to spend \$229,000 for cost expenditures associated with NEPA completion and fifteen per cent (15%) design for the Plank-Nicholson BRT Corridor Project and**

**Ms. Perkins seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed with Mr. Lambert abstaining.**

**2. Consideration of approval to award 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.**

**It was noted 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 an excellent reputation.**

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

**Mr. Brandt moved that the CEO is authorized to enter into a contract with Reich Landscape Architects for the design of transit amenities for an amount not to exceed \$180,000 and Ms. Perkins seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed with Mr. Lambert abstaining.**

**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 19<sup>th</sup> Judicial District Court and is Suit Number 640,054, Sec. 22; and that Arthur Davis, Sr., Arthur Davis, Jr., Artisha Davis, and Carla Davis are the plaintiffs and Capital Area Transit System and Eric Marselis are the defendants.)**

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

**Following the executive session, Mr. Brandt moved that the CEO is authorized 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 in the amount of \$975,000 and Mr. O'Gorman seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.**

**X. PUBLIC COMMENTS**

**There were no public comments.**

**XI. ADJOURNMENT**

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

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

#### HUMAN RESOURCES: Jim Fight

- CATS hosted its Behind the Wheel Job Fair on Tuesday, June 4<sup>th</sup> 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 17<sup>th</sup> 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 12<sup>th</sup>.
- 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 12<sup>th</sup>; 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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## EXECUTIVE STAFF

- Planning and Grants staff attended an FTA-sponsored Triennial Review workshop in Baton Rouge on June 4<sup>th</sup> and 5<sup>th</sup>.
- 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 31<sup>st</sup>.

### 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 15<sup>th</sup>. HNTB has discussed on several occasions the rational 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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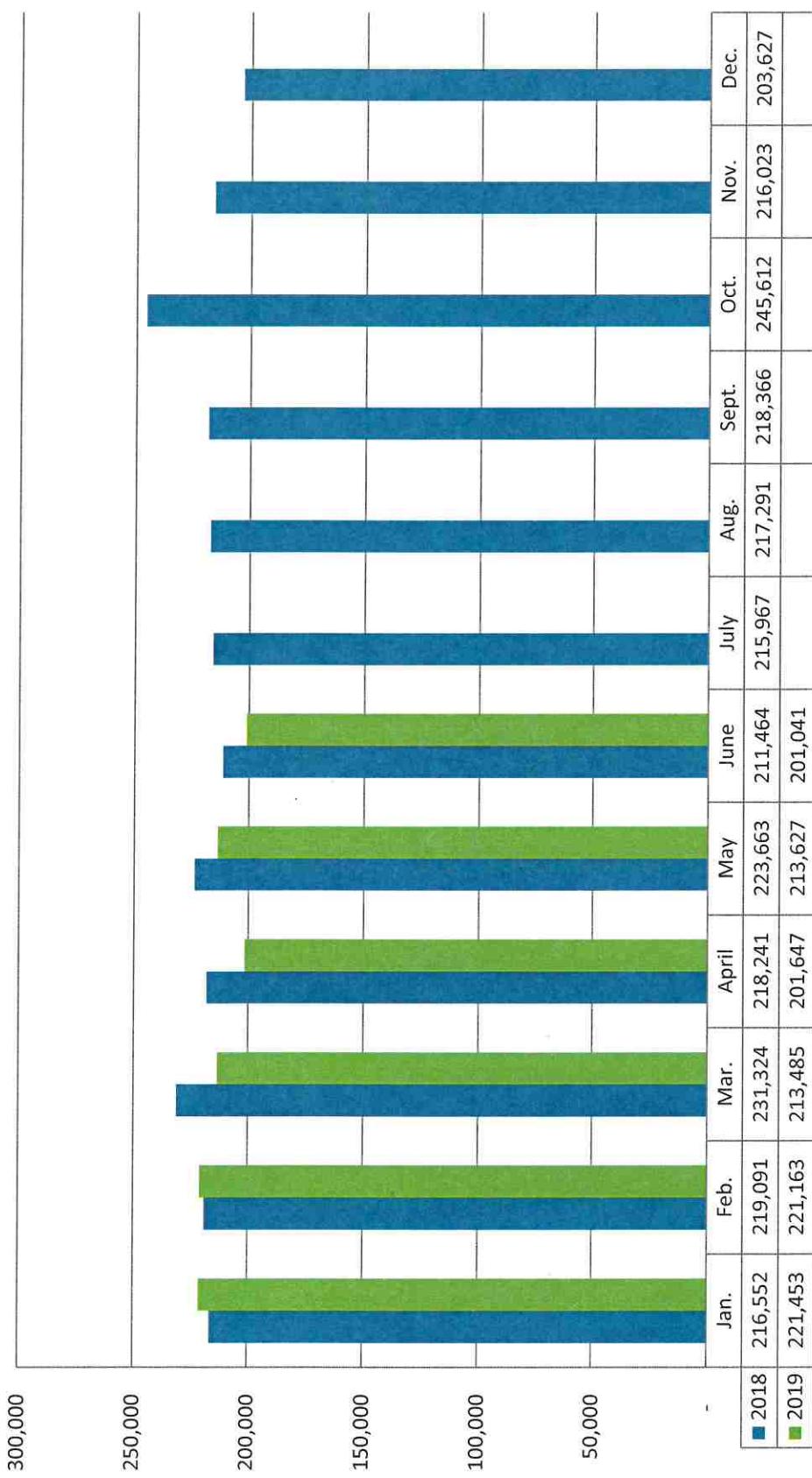
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EXECUTIVE STAFF

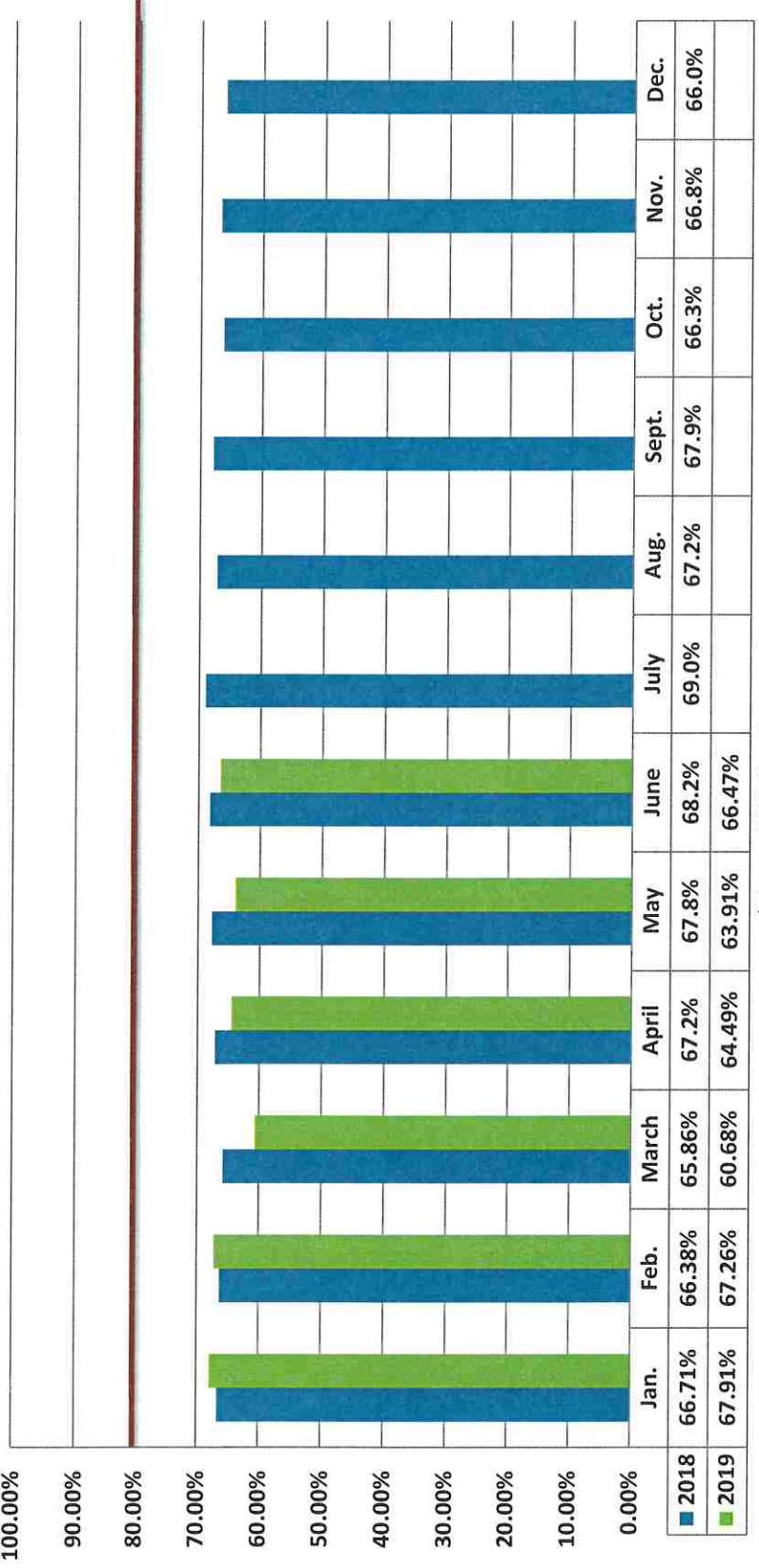
**BRT Transit Amenities:**

- 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



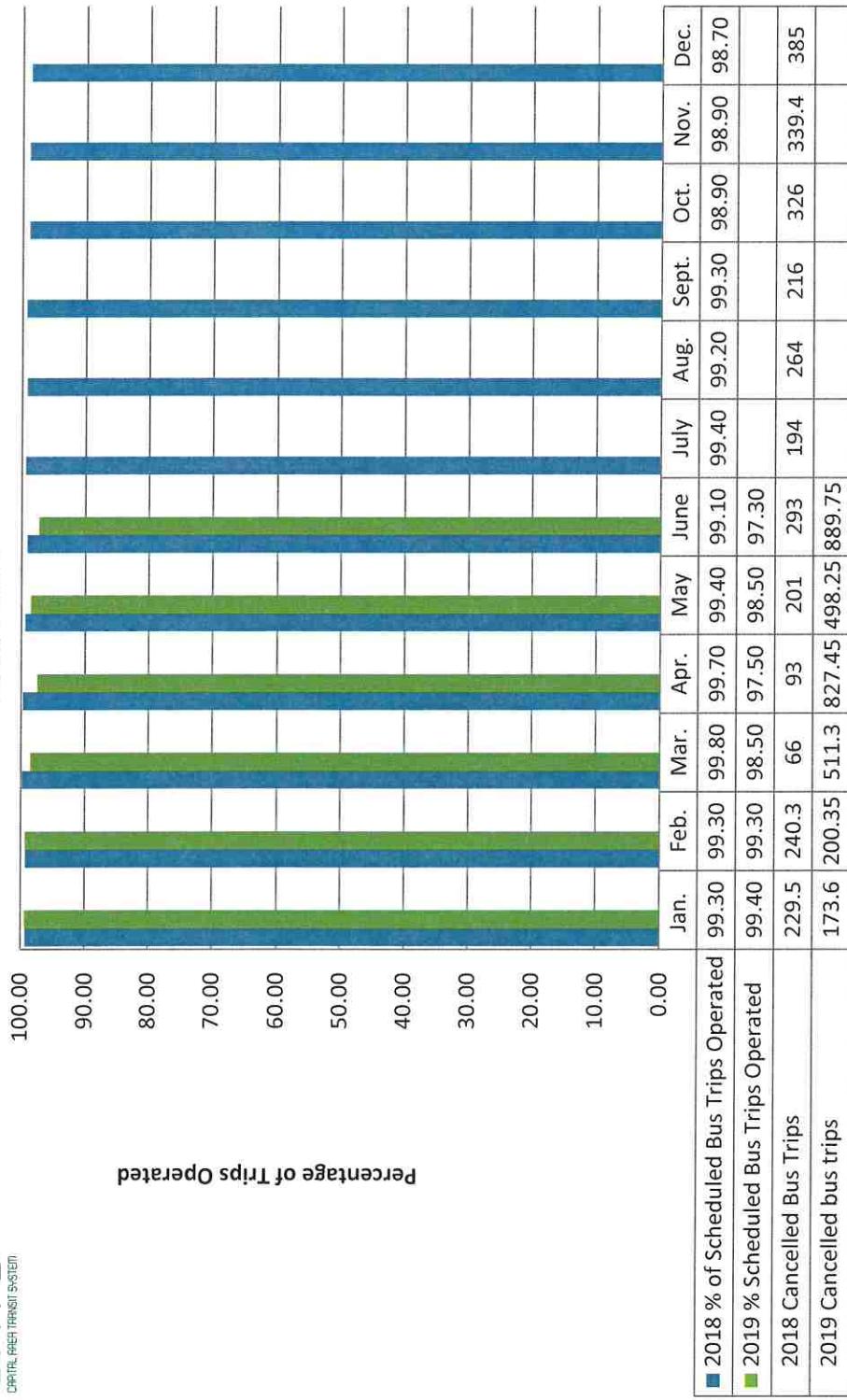
## On-Time Performance



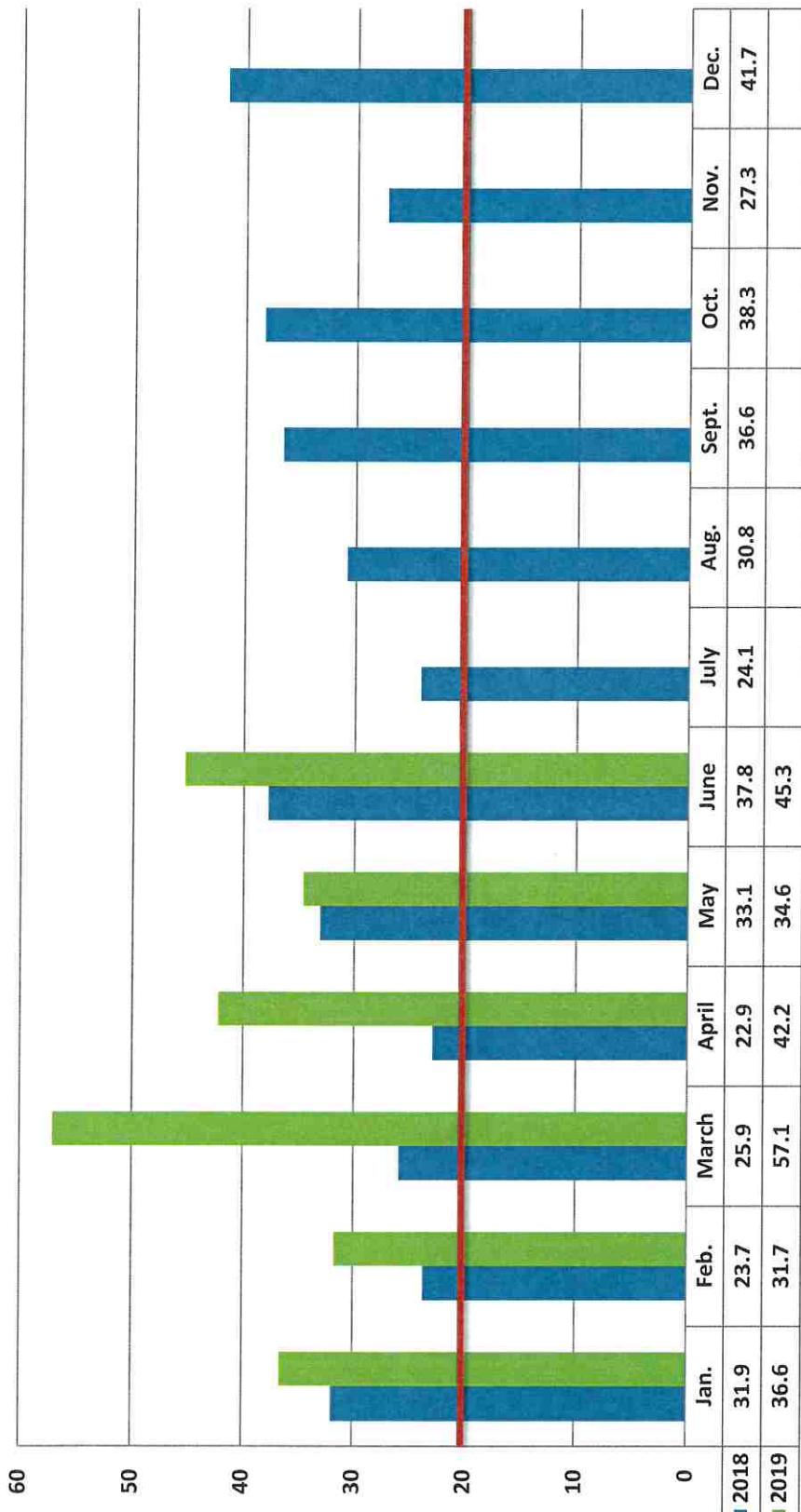
\*Target 80% On-Time Performance

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

**% Bus Trips Operated  
2018-2019**



## Customer Complaints Per 100,000 Boardings

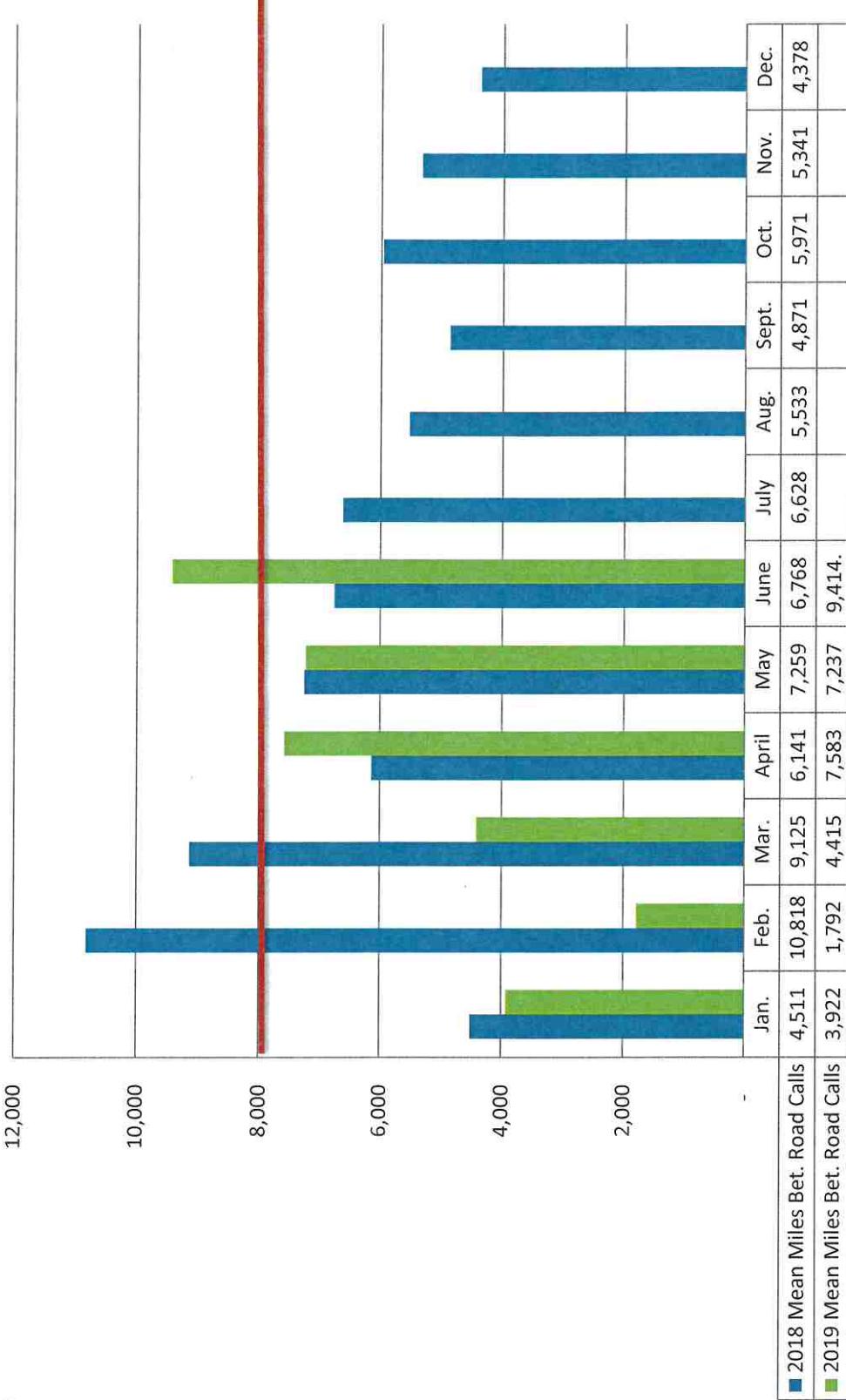


\*Target less than 20 Customer Complaints per 100,000 Boardings

## Preventable Accidents per 100,000 Miles



## Mean Miles Between Road Calls



**Capital Area Transit System**

Page 1

**Statement of Operating Budget vs. Actual**

For the Period Ended June, 2019

	<u>Current Month</u>			<u>Year to Date</u>			<u>2019 Approved</u>
	Budget	Actual	Var. Amount	Budget	Actual	Var. Amount	Annual Budget
<b>Operating Expenses</b>							
Labor	\$907,132	\$1,021,131	(\$113,999)	\$5,442,792	\$4,918,056	\$524,736	\$10,885,584
Fringe Benefits	\$540,182	\$653,622	(\$113,440)	\$3,241,090	\$3,325,994	(\$84,904)	\$6,482,179
<b>Total Labor and Fringe Benefits</b>	<b>\$1,447,314</b>	<b>\$1,674,752</b>	<b>(\$227,439)</b>	<b>\$8,683,881</b>	<b>\$8,244,050</b>	<b>\$439,831</b>	<b>\$17,367,763</b>
Casualty and Liability	\$140,540	\$61,474	\$79,066	\$843,239	\$643,037	\$200,202	\$1,686,478
Services	\$149,226	\$160,800	(\$11,574)	\$895,355	\$1,124,961	(\$229,606)	\$1,790,709
Purchased Transportation	\$187,500	\$207,744	(\$20,244)	\$1,125,000	\$1,203,327	(\$78,327)	\$2,250,000
Materials & Supplies	\$227,770	\$351,458	(\$123,688)	\$1,366,619	\$2,061,644	(\$695,025)	\$2,733,238
Utilities	\$22,667	\$15,720	\$6,947	\$136,000	\$87,345	\$48,655	\$272,000
Miscellaneous Expenses	\$61,650	\$49,815	\$11,835	\$369,900	\$512,572	(\$142,672)	\$739,799
Leases and Rentals	\$13,333	\$7,344	\$5,990	\$80,000	\$40,553	\$39,447	\$160,000
<b>Total Operating Expenses</b>	<b>\$2,249,999</b>	<b>\$2,529,107</b>	<b>(\$279,109)</b>	<b>\$13,499,993</b>	<b>\$13,917,489</b>	<b>(\$417,496)</b>	<b>\$26,999,987</b>
<b>Operating Revenues</b>							
Passenger Paid Fares	\$141,803	\$129,620	(\$12,182)	\$850,815	\$844,237	(\$6,578)	\$1,701,630
Special Transit Fares (Contract)	\$25,943	\$19,276	(\$6,668)	\$155,660	\$120,732	(\$34,928)	\$311,319
ADA/Paratransit Revenue	\$7,667	\$10,599	\$2,933	\$46,000	\$39,419	(\$6,581)	\$92,000
Advertising Revenue	\$61,054	\$49,697	(\$11,357)	\$366,324	\$328,401	(\$37,923)	\$732,647
Interest Income	\$13,515	\$16,692	\$3,176	\$81,092	\$113,716	\$32,624	\$162,183
Other Agency Revenue	\$14,947	\$39,947	\$25,000	\$89,683	\$128,946	\$39,263	\$179,366
<b>Total Operating Revenues</b>	<b>\$264,929</b>	<b>\$265,831</b>	<b>\$902</b>	<b>\$1,589,573</b>	<b>\$1,575,450</b>	<b>(\$14,122)</b>	<b>\$3,179,145</b>
<b>Operating Shortfall/Subsidy Required</b>	<b>(\$1,985,070)</b>	<b>(\$2,263,277)</b>	<b>\$280,010</b>	<b>(\$11,910,421)</b>	<b>(\$12,342,039)</b>	<b>\$403,373</b>	<b>(\$23,820,842)</b>
<i><b>Federal, State &amp; Local Subsidies</b></i>							
<b>Non Federal Revenue</b>							
Hotel/Motel Tax	\$104,235	\$0	(\$104,235)	\$625,411	\$918,200	\$292,789	\$1,250,823
Parish Transportation Fund	\$45,833	\$137,500	\$91,667	\$275,000	\$275,000	\$0	\$550,000
Property Tax Revenue	\$1,467,373	\$1,467,373	\$0	\$8,804,235	\$8,804,235	\$0	\$17,608,470
<b>Total Non Federal Subsidies</b>	<b>\$1,617,441</b>	<b>\$1,604,873</b>	<b>(\$12,569)</b>	<b>\$9,704,646</b>	<b>\$9,997,435</b>	<b>\$292,789</b>	<b>\$19,409,293</b>
<b>Federal Operating Subsidies</b>							
FTA - Preventive Maintenance	\$348,879	\$0.00	(\$348,879)	\$2,093,274	\$2,907,950	\$814,676	\$4,186,549
FTA - Planning	\$18,750	\$0	(\$18,750)	\$112,500	\$0	(\$112,500)	\$225,000
<b>Total Federal Subsidies</b>	<b>\$367,629</b>	<b>\$0</b>	<b>(\$367,629)</b>	<b>\$2,205,774</b>	<b>\$2,907,950</b>	<b>\$702,176</b>	<b>\$4,411,549</b>
<b>Total Operating Subsidies</b>	<b>\$1,985,070</b>	<b>\$1,604,873</b>	<b>(\$380,198)</b>	<b>\$11,910,421</b>	<b>\$12,905,385</b>	<b>\$994,964</b>	<b>\$23,820,842</b>
<b>Net Operations Balance +/-</b>	<b>\$0</b>	<b>(\$658,404)</b>		<b>\$0</b>	<b>\$563,347</b>		<b>\$0</b>

**Capital Area Transit System**

**Balance Sheet**

June, 2019

**6/30/2019      6/30/2018**

**ASSETS**

<b>Current Assets:</b>			
Cash and Cash Equivalents		7,666,680	5,506,266
Accounts Receivable		706,549	304,160
Property Tax Receivable		17,300,802	17,291,859
Due from Governments		3,081,675	908,194
Notes Receivable		0	0
Interest and Dividends Receivable		0	0
Inventory		187,150	578,655
Prepaid Expenses and Other Assets		20,168	72,823
<b>Total Current Assets:</b>		<b>28,963,025</b>	<b>24,661,958</b>
<b>Restricted Assets:</b>			
Cash and Cash Equivalents		695,900	694,618
<b>Total Restricted Assets:</b>		<b>695,900</b>	<b>694,618</b>
Investments		0	0
Net Pension Asset, Long-Term		1,466,268	490,522
Equipment, Net		24,901,972	20,414,218
<b>Total Assets</b>		<b>56,027,165</b>	<b>46,261,316</b>

**LIABILITIES AND NET ASSETS**

<b>Current Liabilities</b>			
Accounts Payable and Accrued Expenses		4,521,888	385,488
Accrued Payroll and Tax Liabilities		285,806	(479,108)
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		236,889	(328,137)
Deferred Revenue (Grants/Prop Tax)		(0)	6,585,984
Other Current Liabilities		0	0
<b>Total Current Liabilities</b>		<b>6,324,511</b>	<b>7,189,557</b>
<b>Long-Term Liabilities</b>			
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
<b>Total Long-Term Liabilities</b>		<b>6,038,036</b>	<b>5,397,141</b>
<b>Total Liabilities</b>		<b>12,362,547</b>	<b>12,586,698</b>
<b>Net Assets:</b>			
Investments in Capital Assets, Net of Related Debt		21,876,101	16,803,765
Restricted Cash and Cash Equivalents			
Unrestricted		21,788,518	16,870,853
<b>Total Net Assets:</b>		<b>43,664,619</b>	<b>33,674,618</b>
<b>Total Liabilities And Net Assets</b>		<b>56,027,165</b>	<b>46,261,316</b>



*Connecting you to what matters.*

MEETING OF THE  
504/COMMUNITY RELATIONS COMMITTEE  
BOARD OF COMMISSIONERS  
CAPITAL AREA TRANSIT SYSTEM AND  
PUBLIC TRANSPORTATION COMMISSIONS  
JULY 10, 2019  
Ninth Floor Conference Room  
5700 Florida Boulevard, Baton Rouge, LA

MINUTES

The 504/Community Relations Committee met on Wednesday, July 10, 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 Crystal Wilson of MV Transportation.

I. Introduction

Ms. Perkins welcomed those assembled and thanked them for coming. She noted that Mr. Basford was in Paris and that Ms. Crystal Wilson would be giving the MV report.

II. MV Transportation Report –

Ms. Wilson of MV Transportation noted that CATS On Demand had 8,066 scheduled trips in June. Of the scheduled trips, 7,416 were completed; 650 were cancellations and 255 were no-shows. It was noted that MV is still working with several vans being down long-term.

Ms. Wilson noted that 49% of the trips were subscription and 51% were demand trips.

Ms. Wilson shared that there were zero complaints for the month.

Ms. Wilson noted that the on-time performance for the month was 92.1%.

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

III. Certifications – Karen Denman

Ms. Denman shared the certification numbers for June for CATS On Demand. There were 31 applications mailed in June. Of those, 21 were certified, seven were temporary certifications and no one was deemed ineligible during the month. There were three recertifications for the month. Ms. Denman noted that the vehicles being down meant a reduction in the number of recertifications.

Ms. Denman noted that she and Mr. Jimmy Thomas are making phone calls regarding the no-shows and explaining the rules to the customers.

Mr. Deville shared that the upcoming microtransit service will assist in the service that is being requested in the Blount Road area that is beyond the paratransit corridor.

#### **IV. Customer service – Angella Wynn and Dwana Williams**

Ms. Wynn noted there were 91 total complaints received in June. There were 33 that required corrective action and there were also five commendations for the month.

Ms. Wynn shared there were eight complaints for being passed up, two for courtesy, and 23 for performance.

Ms. Wynn let the committee know that, in June, the Customer Care Department fielded an average of 1,220 calls daily and customers were on hold an average of 26 seconds.

There was considerable discussion of the reason for the continued increase in monthly complaints. It was noted that weather played a role in many of the complaints.

There was discussion surrounding the inaccurate information being shared between operations and customer care and it was noted that internal communications must be improved.

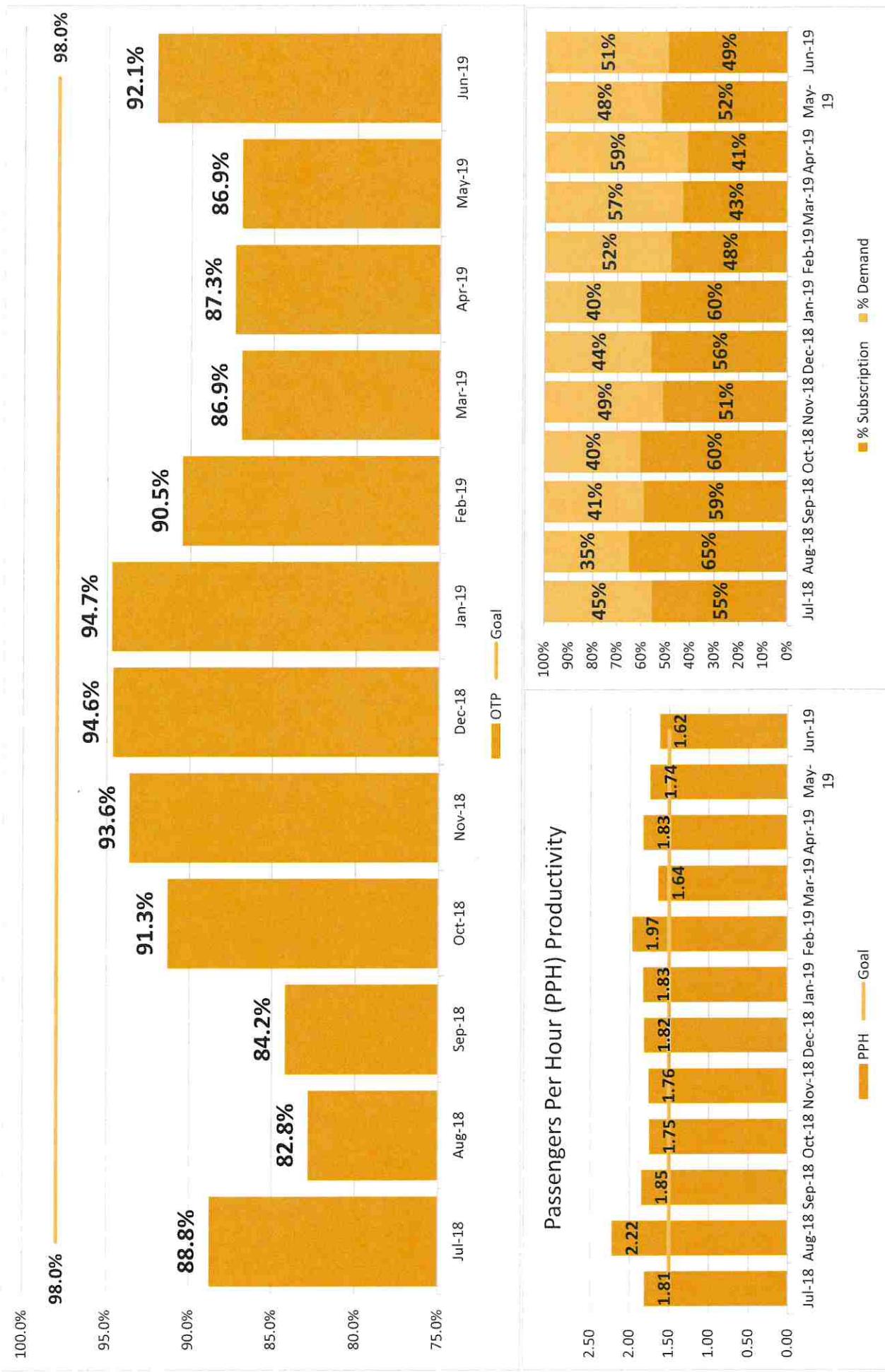
Mr. Charles Odimgbe was introduced as the new Deputy Chief Executive Officer and he noted that he would be working with the Operations and Customer Care Departments to work on necessary improvements.

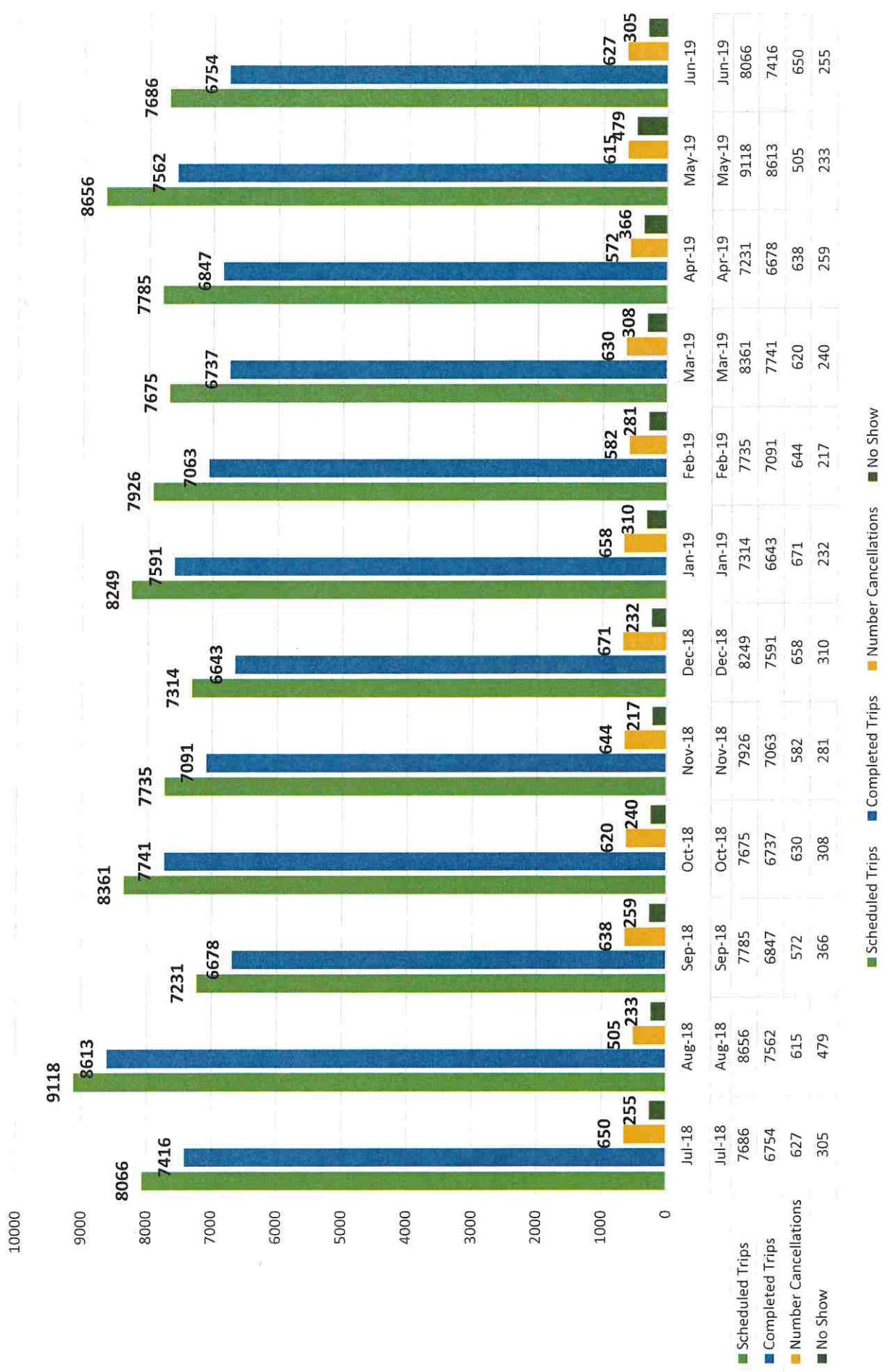
When asked if there were complaints consistently on the same routes, it was noted that much of the issue comes from interlining.

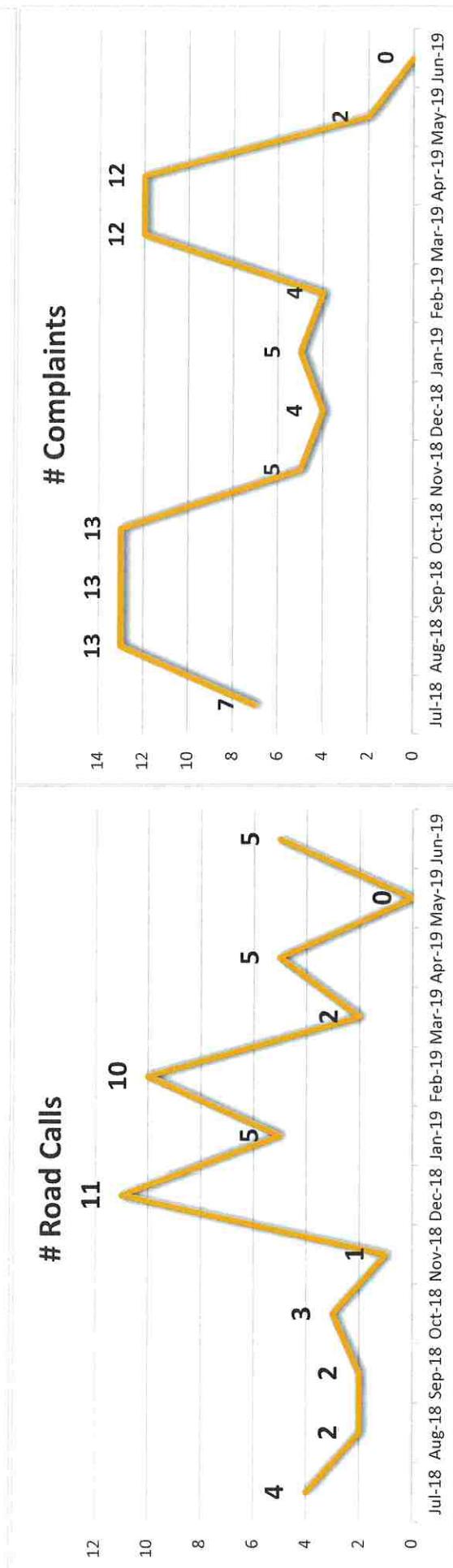
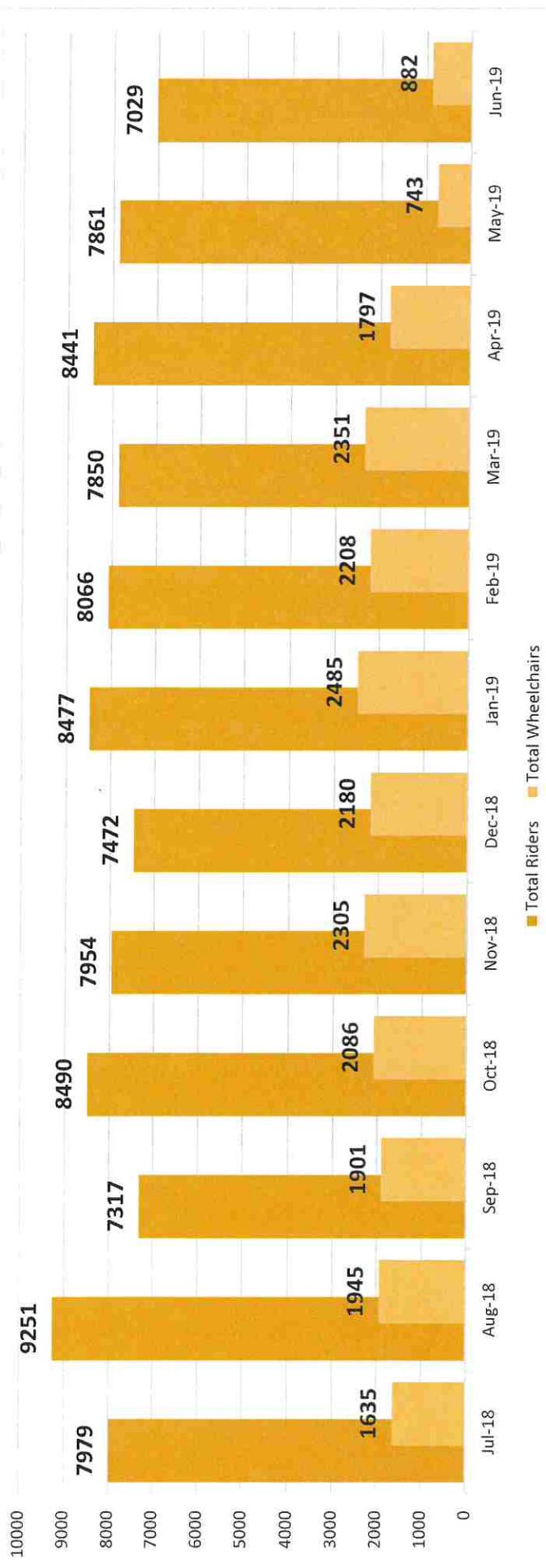
#### **V. Discussion of operator training – Dwana Williams**

Ms. Williams shared that SWTA conducted customer service training for all operators and customer care representatives. It was reiterated in those training sessions that internal communication must be a priority.

There being no further business, the meeting adjourned.







## CATS CAPITAL ASSET POLICY POLICY NUMBER

**Issue Date:**

**Effective Date:**

**Revised Date(s):**

**Approved by:**

### I. Purpose and Scope

This policy is intended to provide guidelines to assist in the management controls of CATS capital assets.

### II. Policy Statements

Capital assets include: land, land improvements, buildings, building improvements, construction in progress, machinery and equipment, vehicles, infrastructure and other assets as defined by Federal Transit Administration (FTA) and Generally Accepted Accounting Principles.

Assets, except for items used for direct repair of revenue vehicles, with a cost of \$5,000 or more per unit and a useful life of at least one year will be capitalized. Other assets costing less than \$ 5,000 with a useful life of at least one year will be placed in a non-capital asset account and depreciated within the life expectancy of the asset.

The capitalization threshold shall apply to single items rather than to groups of similar items.

Leased equipment that is presented with the option to purchase must be added to capital assets at the inception of the lease.

Depreciation of assets is recorded using the straight-line method over the estimated useful life of the asset.

All CATS capital assets must meet applicable federal and state reporting requirements.

Capital assets to be disposed must first be declared as surplus by a resolution of the Board of Commissioners. Once this process is completed, CATS will be able to utilize the services of the city, the state or a hired contractor to auction off these assets, in accordance with Louisiana law. In certain instances CATS will get legal authority to sell items declared as surplus materials, donate surplus items to the needy, etc.

### **III. Ownership**

CATS Finance Department is the owner of this policy.



## MEMORANDUM

July 3, 2019

**To:** William "Bill" Deville, CEO  
Darrell Brown, CAO

**From:** Lisa M Sanchez, CATS Procurement Manager  
James Godwin, Maintenance Director and Project Manager

**Subject:** CATS Procurement Process and Bid Review Summary  
Recommendation for an Award of Contract  
ITB Solicitation #2019-BusWasher-008

### **Purpose:**

The purpose of this Procurement Summary is to document the procurement process and to recommend an award of a contract for the referenced Bus Washers.

### **Background:**

The purpose of the ITB is to secure a contract for a firm to handle the removal of 2 existing bus washers and replace them with 2 new bus washers as described in the referenced ITB. The Procurement Department deemed the nature of the project to be construction and prepared the ITB consistent with that determination. The proposed price includes the bus washers, two extra blowers for each bus washer and installation.

### **Procurement Process:**

The solicitation was advertised in The Advocate (official journal) and in the Weekly Press (DBE Publication) on May 2, 8 and 14, 2019. The ITB notification was also emailed directly to 18 contractors, including 2 DBE firms. A Pre-bid conference and site visit were held for the attending vendors on May 9, 2019 at 10:00am. During the open inquiry period, CATS received 8 questions, which were answered via an Addendum to the ITB on May 22, 2019. After that deadline, CATS Procurement Department received more questions, and although the inquiry period ended, CATS found the questions to be valid and were based on the previous responses from CATS, so vendors were afforded a 2<sup>nd</sup> and Final Inquiry period. Accordingly, CATS extended the Bid Due Date to June 19, 2019, with questions to be received by Procurement by June 5<sup>th</sup>. CATS received 11 more questions during the extended period. CATS responses were delivered via Addendum on June 11<sup>th</sup>. On **June 19, 2019** CATS Procurement Department received **three (3)** bids in response to the ITB from the following firms: **(1) Tillage Construction, LLC** (total bid amount: \$589,000), **(2) The Luster Group** (total bid amount: \$680,000), and **(3) Westmatic Corp.** (total bid amount: \$682,880).

### **Bids Received and Reviewed:**

CATS Procurement Department staff conducted a compliance review and found the apparent low bid responsive to the requirements of the ITB. Based on the presence of ample competition, the Independent Cost Estimate and other known factors, the bid amount was determined to be fair and reasonable.

### **Contract Award Recommendation:**

CATS Procurement and the Project Manager recommend awarding this contract to the lowest responsive and responsible bidder, **Tillage Construction, LLC**, for **\$589,000**, which is within the CATS current budget amount for this project.

*Note: If award is approved, CATS Procurement will issue the Purchase Order (contract) to Tillage Construction, LLC. The contractor will prepare the necessary materials and will plan to begin work and they stated on their bid that delivery and installation should be completed within 60 days after receipt of order. Dates also depend on time taken by Contractor to obtain an acceptable Performance Bond and a Certificate of Recordation from the EBR Clerk of Court, per ITB.*

2250 Florida Boulevard  
Baton Rouge, LA 70802  
PHONE: 225.389.8920



July 3, 2019

**MEMORANDUM**

To: William "Bill" Deville, CEO

From: Lisa M Sanchez, CATS Procurement Manager  
Darrell Brown, Chief Administrative Officer

Subject: Recommendation to approve Amendment of existing Contract for Audit Services awarded to Postlethwaite & Netterville (P&N) on November 15, 2018

The Procurement Department recommends an Amendment to the above referenced **External Audit Services** Contract to reflect the addition of essential services that were not known until P&N was actually engaged and commenced performance of the CYE 2018 Audit. Because of employee turnover, manpower shortages, time constraints, recent IT system changes and other reasons, additional auditing work was required. Given the importance of the project, it was deemed expedient for CATS to enable P&N to do what was necessary and appropriate by providing the additional services. The specific additional services and related costs are itemized in **Exhibit A**, which is attached. The initial contract amount for a 3 year period is **\$97,000.00**. The cost to CATS for the additional services performed by P&N is **\$119,500**.

The initial contract prices are reflected in the following schedule:

CYE	CATS	CATS – Pension Plan	Approximate Total Amount Annually
2018	\$31,500	\$16,000	\$47,500
2019	\$32,000	\$17,000	\$49,000
2020	\$33,500	\$18,000	\$51,500
<b>TOTALS</b>	<b>\$97,000</b>	<b>\$51,000</b>	<b>\$148,000 (3-year Total)</b>

P&N has performed the additional services as stated in their Engagement Letter dated 3/31/2019 (see **Exhibit A**), and now requests remittance of the additional charges for CYE 2018 of \$119,500. CATS Management takes no exception to P&N's request. With proper approval, the Contract total for CATS share of the audit work performed will be increased by \$119,500, bringing the final price for CYE 2018 related work to **\$151,000**.

Lisa M Sanchez, CPPB  
Procurement Manager  
[lsanchez@brcats.com](mailto:lsanchez@brcats.com)

2250 Florida Boulevard  
Baton Rouge, LA 70802  
PHONE: 225.389.8920



CATS Management accepts the addition services performed and recommends that a Contract amendment be approved by the CATS Board of Commissioners accordingly.

The following Schedule assumes approval of the proposed Contract Amendment:

CYE	CATS - Initial	CATS – Additional Services	Approximate Total Amount Annually
2018	\$31,500	\$119,500	\$151,000
2019	\$32,000	N/A	\$ 32,000
2020	\$33,500	N/A	\$ 33,500
<b>TOTALS</b>	<b>\$97,000</b>		<b>\$216,500</b>

Based on the above, both the F&E Committee and the full Board are asked to approve Amendment of the P&N Contract consistent herewith.

**EXHIBIT A****Engagement Letter Change Order Form**

Name of Client: Capital Area Transit System  
Proposed by: Postlethwaite & Netterville, APAC

Period Ended: 12/31/2018  
Date Prepared: 3/31/2019

At this time, we anticipate having to perform the following services in addition to those agreed to in our original engagement letter dated December 13, 2018, in order to complete the audit of the financial statements for Capital Area Transit System (the System):

***Reason for requiring the change order:***

There are additional services required to assist management in the completion of the audit for the year ended December 31, 2018 financial statements that were not originally requested in the request for proposal of audit services by the System.

***Nature of work to be performed and/or additional costs anticipated:***

1. Responding to the System's questions and providing advice as part of the attest services provided and attendance at System Committee meetings.
2. Additional costs incurred resulting from a lack of client responsiveness and timeliness of information provided as support for transactions.
3. We will perform the following non-attest services:
  - Assist management with the preparation of financial statements and related note disclosures
  - Preparation of required supplemental information
  - Preparation of the schedule of expenditure of federal awards and related notes
  - Propose standard, adjusting, or correcting entries or other changes affecting the financial statements for managements review, understanding and approval
  - Certain account reconciliations that identifies reconciling items for the System's evaluation including the following:
    - Reconciling of 13 bank accounts for all twelve months
    - Compensated absences, self-insurance and legal contingencies
    - Grant revenues
    - Payroll liabilities
    - Inventory
    - Reconciling pension plan participants on payment plans
    - Fixed asset listing



You agree to provide us with all support, documentation, and information that we deem necessary to perform the above services in a timely manner. Failure to receive such support in a timely manner could negatively impact our ability to fulfill the scope requirements described above within the agreed-upon timeframe.

You will be required to acknowledge in the representation letter our assistance with preparation of the financial statements, required supplementary information, schedule of expenditures of federal awards and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you are required to designate an individual with suitable skill, knowledge, or experience to oversee any non-audit (attest) services we provide and for evaluating the adequacy and results of those services and accepting responsibility for them.

*Revision of timetable:*

We expect to issue our report no later than May 31, 2019.

*Estimated cost of change/ additional work:*

Total additional costs: \$119,500

Costs are broken down as follows:

Bank account reconciliations	\$ 20,850
Financial statement preparation	
and other supplementary schedules	33,500
Meeting attendance	7,500
Grant revenue reconciliation	9,100
Payroll related liabilities	6,500
Pension payment plans for employees	6,000
Compensated absences, legal claims	8,000
All other services provided	<u>28,050</u>
	<u>\$119,500</u>

You will be billed for the actual time expended on the services at our standard hourly rates. The terms and conditions of payment will be the same as in our original engagement letter.

Approved by Firm:

*Postlethwaite & Netterville*

Postlethwaite & Netterville

Accepted:

Client: \_\_\_\_\_

Date: March 31, 2019

**JUNE 2019 GENFARE RECORDED RIDERSHIP AND REVENUE PER ROUTE BY TYPE OF DAY**

Route Number	Route Name	RIDERSHIP						REVENUE			TOTAL	
		Weekday	Saturday	Sunday	Weekday	Saturday	Sunday	Ridership	Revenue		Ridership	Revenue
8	Gus Young Ave / BRCC	1,930	363	349	\$886.20	\$206.65	\$112.01	2,642	\$1,204.86			
10	Scenic Hwy / Southern University / Scotlandville	4,585	638	399	\$2,367.70	\$300.11	\$201.30	5,622	\$2,869.11			
11	Northside Circulator / 72nd Ave / Scotlandville	2,518	590	320	\$1,813.01	\$338.05	\$231.93	3,428	\$2,382.99			
12	Government St / Jefferson Hwy	5,942	1,227	546	\$2,544.99	\$511.16	\$215.88	7,715	\$3,272.03			
14	Thomas Delpit Dr / Roosevelt St	3,759	669	286	\$2,255.80	\$391.84	\$162.75	4,714	\$2,810.39			
15	Glen Oaks / Blount Rd / Crestworth	2,021	538	278	\$1,485.52	\$287.90	\$163.91	2,837	\$1,937.33			
16	Capitol Park Shuttle	41	No service	No service	Free service	No service	No service	41	\$0.00			
17	Perkins Rd	8,755	1,194	798	\$4,453.95	\$551.40	\$383.73	10,747	\$5,389.08			
18	Tigerland / Cortana Mall	6,065	1,014	533	\$3,831.79	\$602.79	\$332.04	7,612	\$4,766.62			
20	North Acadian Thwy	7,360	1,041	879	\$4,469.55	\$585.80	\$438.63	9,280	\$5,493.98			
21	Fairfields Ave	5,280	1,085	799	\$3,134.71	\$496.15	\$397.97	7,164	\$4,028.83			
22	Winbourne Ave	5,249	843	954	\$3,153.92	\$471.11	\$474.84	7,046	\$4,099.87			
23	Foster Dr	4,940	499	604	\$3,059.14	\$272.82	\$349.21	6,043	\$3,681.17			
41	Plank Rd	13,672	3,014	1,770	\$7,926.22	\$1,404.18	\$846.85	18,456	\$10,177.25			
44	Florida Blvd	22,481	4,953	3,106	\$10,848.42	\$2,060.13	\$1,429.31	30,540	\$14,337.86			
46	Cortana / Gardere / Lauberge	5,652	1,067	742	\$3,995.93	\$583.64	\$459.03	7,461	\$5,038.60			
47	Highland Rd / LSU	17,013	3,727	2,731	\$8,520.51	\$1,512.28	\$1,165.16	23,471	\$11,197.95			
54	Airline Hwy North / Metro Airport / Southern University	7,806	1,247	732	\$4,817.63	\$697.66	\$491.40	9,785	\$6,006.69			
57	Sherwood Forest Blvd / Greenwell Springs Rd / Siegen Ln	11,889	1,852	1,647	\$8,601.35	\$1,130.30	\$949.70	15,388	\$10,681.35			
58	Coursey Blvd / O'Neal Ln / Ochsner	3,633	552	No service	\$2,051.18	\$308.45	No service	4,185	\$2,359.63			
59	East Florida Blvd / O'Neal Ln / Ochsner	3,800	766	571	\$2,615.53	\$401.46	\$321.99	5,137	\$3,338.98			
60	Medical Circulator	893	79	53	\$374.92	\$22.45	\$28.55	1,025	\$425.92			
70	CATS Terminal / Southern University / Baker	3,676	593	327	\$2,489.07	\$341.89	\$217.38	4,596	\$3,048.34			
72	Florida Blvd Limited Stops	4,813	No service	\$1,876.36	No service	No service	No service	4,813	\$1,876.36			
80	Southern University Shuttle / Jag Train	1,281	No service	Free service	No service	No service	No service	1,281	\$0.00			
Total	155,054	27,551	18,424	\$87,573.40	\$13,478.22	\$9,373.57		201,029	\$10,425.19			

Route YTD for JUNE 2019 including LSU Tiger Trails

ROUTE NUMBER	ROUTE NAME	January	February	March	April	May	June	Total
LSU	Tiger Trails (operated by First Transit)	124,367	141,526	120,052	107,597	28,987	24,729	547,258
8	Gus Young Ave / BRCC	2,949	3,007	3,191	2,655	3,009	2,642	17,453
10	Scenic Hwy / Southern University	7,063	7,887	7,918	7,463	7,480	5,622	43,433
11	Northside Circulator / 72nd Ave / Scotlandville	4,714	4,189	4,029	3,384	3,738	3,428	23,482
12	Government St / Jefferson Hwy	9,569	9,087	8,811	8,186	8,206	7,715	51,574
14	Thomas Delpit Dr / Roosevelt St	4,363	4,323	5,473	5,131	5,554	4,714	29,558
15	Blount Rd / Crestworth (began service 02/24/2019 )	0	482	3,053	3,025	3,536	2,837	12,933
16	Capitol Park Trolley	143	7	83	6	23	41	303
17	Perkins Rd	11,949	10,919	11,172	10,432	12,132	10,747	67,351
18	Tigerland / Cortana Mall	7,764	7,295	7,263	6,877	7,635	7,612	44,446
20	North Acadian Hwy	10,553	10,700	10,171	8,970	9,508	9,280	59,162
21	Fairfields Ave	5,727	6,252	6,623	6,518	7,890	7,164	40,174
22	Winbourne Ave	8,086	7,002	6,906	6,174	7,506	7,046	42,720
23	Foster Dr	5,703	6,199	5,651	5,769	5,424	6,043	34,789
41	Plank Rd	20,435	21,206	20,396	18,735	20,515	18,456	119,743
44	Florida Blvd	30,999	32,373	30,994	30,190	31,909	30,540	187,005
46	Gardere / Gardere / L'auberge (ended service 02/23/2019 )	5,383	5,268	0	0	0	0	10,651
46	Cortana / Gardere / L'auberge (began service 02/24/2019 )	0	0	6,905	7,113	7,248	7,461	28,727
47	Highland Rd / LSU	25,681	24,198	24,449	21,979	22,596	23,471	142,314
50	Glen Oaks Circulator (ended service 02/23/2019 )	2,413	2,063	0	0	0	0	4,476
52	Baker Circulator (ended service 02/23/2019 )	1,419	1,288	0	0	0	0	2,707
54	Airline Hwy North / Southern University / Metro Airport	12,000	12,078	10,907	10,199	10,593	9,785	65,562
55	East Florida Blvd / SE BREC (ended service 02/23/2019 )	2,871	2,492	0	0	0	0	5,383
56	Mall-to-Mall / Drusilla-Ln / Tafta-Bvd+ (ended service 02/23/2019 )	5,960	4,495	0	0	0	0	10,455
57	Sherwood Forest Blvd / Greenwell Springs Rd	13,446	13,260	15,147	15,294	16,212	15,388	88,747
58	Coursey Blvd / O'Neal Ln / Ochsner	4,901	4,669	4,700	4,300	5,306	4,185	28,065
59	East Florida Blvd / O'Neal Ln / Ochsner	4,596	4,880	5,812	5,086	5,370	5,137	30,831
60	Medical Circulator	756	745	1,017	902	1,283	1,025	5,728
70	CAT'S Terminal / Southern University / Baker	4,159	4,105	4,239	4,507	4,307	4,566	25,913
72	Florida Blvd Limited Stops	5,031	5,564	4,958	5,209	6,145	4,813	31,720
80	Southern University Shuttle	2,563	5,020	3,617	3,543	502	1,281	16,526
403	Airport-Downtown Express- (ended service 02/23/2019 )	257	110	0	0	0	0	367
<b>TOTAL UNLINKED TRIPS</b>		<b>345,820</b>	<b>362,659</b>	<b>333,537</b>	<b>309,244</b>	<b>242,614</b>	<b>225,753</b>	<b>1,272,404</b>

Number of Weekdays	Jan	Feb	Mar	Apr	May	Jun	Total
Number of Saturdays	21	20	21	21	21	21	82
Number of Sundays	5	4	6	5	5	4	20
Emergency Days	5	4	5	4	4	4	18
	0	0	0	0	0	0	0

**JUNE 2019 COMPARISON TO JUNE 2019**

#	ROUTES	2019		2018	
		RIDERSHIP	REVENUE	RIDERSHIP	REVENUE
8	Gus Young Ave / BRCC	2,642	\$ 1,204.86	3,812	\$ 1,970.31
10	Scenic Hwy / Southern University	5,622	\$ 2,869.11	6,509	\$ 3,283.63
11	Northside Circulator / 72nd Ave / Scotlandville	3,428	\$ 2,382.99	3,997	\$ 2,728.14
12	Government St / Jefferson Hwy	7,715	\$ 3,272.03	8,224	\$ 2,864.95
14	Thomas Delpit Dr / Roosevelt St	4,714	\$ 2,810.39	4,296	\$ 2,461.55
15	Blount Rd / Crestworth (began service 02/24/2019)	2,837	\$ 1,937.33	0	\$ -
16	Capitol Park Trolley	41	Free service	0	Free service
17	Perkins Rd	10,747	\$ 5,389.08	12,126	\$ 6,009.60
18	Tigerland / Cortana Mall	7,612	\$ 4,766.62	7,293	\$ 4,175.83
20	North Acadian Thwy	9,280	\$ 5,493.98	7,941	\$ 4,666.13
21	Fairfields Ave	7,164	\$ 4,028.83	5,199	\$ 3,071.39
22	Winbourne Ave	7,046	\$ 4,099.87	6,255	\$ 3,675.77
23	Foster Dr	6,043	\$ 3,681.17	4,338	\$ 2,790.11
41	Plank Rd	18,456	\$ 10,177.25	21,162	\$ 11,088.99
44	Florida Blvd	30,540	\$ 14,337.86	34,771	\$ 15,552.41
46	Gardere / OLOL / L'auberge (ended service 02/23/2019)	0	0	5,468	\$ 3,734.02
46	Cortana / Gardere / L'auberge (began service 02/24/2019)	7,461	\$ 5,038.60	0	\$ -
47	Highland Rd / LSU	23,471	\$ 11,197.95	27,571	\$ 13,349.07
50	Glen Oaks Circulator (ended service 02/23/2019)	0	0	1,573	\$ 1,186.94
52	Baker Circulator (ended service 02/23/2019)	0	0	1,131	\$ 876.62
54	Airline Hwy North / Southern University / Metro Airport	9,785	\$ 6,006.69	8,396	\$ 4,972.90
55	East Florida Blvd / SF BREC (ended service 02/23/2019)			0	2,827
56	Mall to Mall / Drusilla Ln / Tara Blvd (ended service 02/23/2019)			0	3,918
57	Sherwood Forest Blvd / Greenwell Springs Rd	15,388	\$ 10,681.35	14,608	\$ 9,980.92
58	Coursey Blvd / O'Neal Ln / Ochsner	4,185	\$ 2,359.63	4,901	\$ 3,066.90
59	East Florida Blvd / O'Neal Ln / Ochsner	5,137	\$ 3,338.98	4,298	\$ 2,470.35
60	Medical Circulator	1,025	\$ 425.92	795	\$ 403.74
70	CATS Terminal / Southern University / Baker	4,596	\$ 3,048.34	3,772	\$ 2,192.63
72	Florida Blvd Limited Stops	4,813	\$ 1,876.36	5,200	\$ 1,691.49
80	Southern University Shuttle	1,281	Free service	913	Free service
103	Airport / Downtown Express (ended service 02/23/2019)	0	\$ -	152	\$ 159.16

JUNE 2019 Route Revenue and Ridership Totals

Route Number	Route Name	RIDERSHIP	REVENUE
8	Gus Young Ave / BRCC	2,642	\$ 1,204.86
10	Scenic Hwy / Southern University	5,622	\$ 2,869.11
11	Northside Circulator / 72nd Ave / Scotlandville	3,428	\$ 2,382.99
12	Government St / Jefferson Hwy	7,715	\$ 3,272.03
14	Thomas Delpit Dr / Roosevelt St	4,714	\$ 2,810.39
15	Blount Rd / Crestworth	2,837	\$ 1,937.33
16	Capitol Park Trolley	41	Free service
17	Perkins Rd	10,747	\$ 5,389.08
18	Tigerland / Cortana Mall	7,612	\$ 4,766.62
20	North Acadian Thwy	9,280	\$ 5,493.98
21	Fairfields Ave	7,164	\$ 4,028.83
22	Winbourne Ave	7,064	\$ 4,099.87
23	Foster Dr	6,043	\$ 3,681.17
41	Plank Rd	18,456	\$ 10,177.25
44	Florida Blvd	30,540	\$ 14,337.86
46	Cortana / Gardere / L'auberge	7,461	\$ 5,038.60
47	Highland Rd / LSU	23,471	\$ 11,197.95
54	Airline Hwy North / Southern University / Metro Airport	9,785	\$ 6,006.69
57	Sherwood Forest Blvd / Greenwell Springs Rd	15,388	\$ 10,861.35
58	Coursey Blvd / O'Neal Ln / Ochsner	4,185	\$ 2,359.63
59	East Florida Blvd / O'Neal Ln / Ochsner	5,137	\$ 3,338.98
60	Medical Circulator	1,025	\$ 425.92
70	CATS Terminal / Southern University / Baker	4,596	\$ 3,048.34
72	Florida Blvd Limited Stops	4,813	\$ 1,876.36
80	Southern University Shuttle / Jag Train	1,281	Free service
		RIDERSHIP	REVENUE
		Total	\$ 110,605.19

## CATS Procurement Listing for CATS Board

Yellow = Action Item / needs Board Approval now							Blue = Projects Pending Board Action within 1 to 3 months		
Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments	
<b>Adjuster Claims</b> Bus Fleet Liability & Worker Comp End date is 2/29/20	Service RFP	Brown Claims Management Group Adjuster Claim Services Bus Liab & WC	Refer to updated Hourly Rates for renewal period 3/1/19 thru 2/29/20	Renewal: 3/1/19	2/29/20	Board Approved	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 – <b>Board approved.</b> 2/15/18 – F&E approved. 8/15/17 – Board Approved - 8/10/17 – F&E approved. 7/21/17 – Per Project Manager, this contract will be a 6 month renewal. 9/9/16 – <b>Contract renewal finalized.</b> 8/30/16 – CATS Board approved renewal of contract. 8/11/16	
<b>A&amp;E Design Services</b> BRT Stations Plank Rd & Flia 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 & Flia Blvd. to include new transit facilities	11/13/18 - <b>Board approved</b> 11/8/18 – F&E Committee approved to move to full Board. 10/25/18 – CATS received final offer in the amount of \$322,544.55 from SJB. 10/10/18 – Evaluations still ongoing. 8/21/18 – New RFQ is advertised and notification sent to vendor list, posted on CATS website. Proposal Opening Date: 8/29/18.	
<b>A&amp;E Design Services</b> Transit Amenities & Related Equip PR #934 RFQ 2019- AmenitiesDesign-005	A&E Design Services	Reich Landscape Architecture	Approx Cost \$180,000	TBD	TBD	Board Approved Contract Award in May	RFQ for Design Services for Transit Amenities and Related Equipment	5/15/19 - <b>Board approved</b> 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 10:00 am on 4/17/19. Will include Shelters, Kiosks, Landscapes, etc. Design consultant will also assist CATS with the construction bids in determining the lowest responsive bidder in meeting the technical specifications.	
<b>A&amp;E Design Services</b> NBR Transit Ctr PR #1307	A&E Design Services	TBD	Approx Cost TBD	TBD	TBD	TBD	RFQ for Design Services for the North Baton Rouge Transit Center	4/1/19 – On hold at this time per CATS Management. Firm to undertake the development of a series of 4 major bus transfer centers, where NBR Transit Center is one. To feature bus parking bays, canopy structures, driver's lounge, enclosed passenger facilities, bike racks, trash receptacles, lighting, safety bollards, kiosks and ticket machines, etc.	
<b>On-Call Services RFP</b> PR # 2019-On-CallServices-009	Consulting	TBD	Approx Cost TBD	TBD	TBD	TBD	CATS issued RFP for non-A&E on-call services on 3/28/2019	7/2/19 – Procurement met with PEC to discuss process & hand out packets. 5/16/19 – Proposals publicly opened. 3/28/19 – RFP solicited for On-Call Services. Pre-proposal conference to be held on 4/17/19 at 2pm. Proposals due on 5/16/19. 3/14/19 – RFQ is cancelled. CATS to reissue RFP for non A&E on-call services. 2/8/19 – RFQ distributed and posted on CATS website 2/13/19. Services to include services for CATS, such as Finance, General Admin Support, Marketing & Advertising, Operations, Procurement, IT, & Corp Affairs	
<b>Audit Services</b> CATS & Pension External Audit Services	RFP Services Contract	Postlethwaite & Netterville	(Add \$119,500 for CATS CYE 2018) = \$151,000	Jan 2019	Dec 2021	Board to approve increase of \$119,500 in July. Board Approved 11/13/18	RFQ for External Audit Services to replace an existing contract ending 12/31/18	7/16/19 – Board to approve additional \$119,500 for CATS CYE 2018 to initial \$31,500 for new total of <b>\$151,000.</b> 11/13/18 - <b>Board approved</b> 11/8/18 – F&E Committee approved to move to full Board. RFP opened on 10/30/18. For Calendar Years ending in 2018 through 2020, with 2 one-year renewal options.	

## CATS Procurement Listing for CATS Board

July 16, 2019							Yellow = Action Item / needs Board Approval now			Blue = Projects Pending Board Action within 1 to 3 months		
Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided		Notes / Comments			
<b>C</b> <b>Construction</b> Cortana Transit Center PR #1304	ITB	Kelly Construction Group, LLC	Approx Cost \$525,000	Within 3 weeks of issuance of the Notice to Proceed (3/27/19)	180 days from NTP/PO: 9/23/19	Board to Approve 3/19/2019	REBID: ITB for Construction of Cortana Transit Center – ITB #2019-CortanaTransitCtr-002		3/19/19 – <b>Board approved</b> . Notice to Proceed with PO sent out on 3/27/19. <b>3/14/19</b> – F&E Approved. 3/6/19 – Bids opened. CATS received 3 bids, and is recommending award to lowest bidder. Kelly Construction Group, LLC. <b>2/6/19</b> – CATS posted ITB to website and emailed to vendor list. Bid Due Date: 3:00pm, March 6, 2019.			
<b>Construction</b> Bus Washers PR #1206	ITB	Tillage Construction	Est. \$669,000			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.		7/16/19 – Board to approve award of \$589,000 to lowest bid in July. <b>6/19/19</b> – Bids publicly read at bid opening. Procurement reviewed. <b>5/2/19</b> – ITB solicited. Bid Opening Date: 5/29/19 at 3pm. <b>4/2/19</b> – Final draft of ITB being reviewed for Procurement to finalize and send out. <b>2/8/19</b> – ITB is being drafted, almost complete, for 2 bus washers, using Federal funds. We are hoping to have the bids out within the next 30 days or sooner.			
<b>Compliance Assistance</b> (FY2019 FTA Comprehensive Oversight Review	Consult Service	Pierrott & Associates	\$144,349 (Add \$6,492 to current contract) \$47,857	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 – <b>Board approved</b> additional funds of \$96,492 for a total contract amount of \$144,349. <b>8/10/18</b> . Original contract was executed on 2/5/19 for \$47,857, which was within the threshold for CEO approval.			
<b>Customer Satisfaction Surveys</b> End date is 4/30/19 with one renewal	Consult Service	ETC Institute	\$103,375 (Add \$32,215 to renewal for 2019) \$68,120	5/1/19	4/30/20	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 – <b>Board approved</b> renewal w/additional amount for added tasks. <b>4/11/19</b> F&E to review and approve renewal with additional tasks for more funds. CATS Board approved 1 <sup>st</sup> contract on April 16, 2018. <b>4/13/18</b> Procurement prepared the recommendation for award letter to CATS CEO recommending ETC Instituted as selected by the PEC members.			
<b>D</b> <b>Acting Deputy CEO &amp; Senior Operations Advisor to CATS Senior Management</b>	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 – <b>Board approved</b> this new contract with New Age Industries.			

## CATS Procurement Listing for CATS Board

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Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments	
<b>F</b> <b>Financing Bus Finance Lease /Purchase (10 Gillig Buses)</b>	RFP	Banc of America Public Capital Corp (Scottsdale, AZ)	Finance 10 Gillig Diesel Buses for 7 years.	Apr 2017	Oct 2024	Board approved 3/21/17.	Capital Bus Lease/Purchase Finance 10 Gillig Buses Pay over 7 year period. Total Cost: \$4,217,800 2 payments of \$328,137 per year = \$656,273 per yr.	3/21/17 – <b>Board approved</b> financing of 10 Gillig buses. 3/16/17 - F&E approved item to move to full board for approval. Financing is for 10 Gillig Buses. 2/8/17 – RFP solicited to multiple financial institutions. Proposals due back 3/2/17. Inquiries due here by 2/20/17 with our responses out via Addendum on 2/23/17.	
<b>Fuel Diesel and Gasoline Joint C-P &amp; CATS Contract Approved thru 3/31/2019</b>	RFP by City Parish	<b>Mansfield Oil</b> (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)	1/1/01/14	03/31/20	Board to Approve for one year renewal thru 3/31/20	City Parish included CATS in 2014 fuel solicitation as a separate entity to participate in the fuel dispensing system.	3/19/19 – <b>Board approved</b> . Renewal contract sent out. 3/14/19 – F&E Approved. 2/8/19 – City Parish has renewed for one year and notified CATS. This will go to March Board. 10/31/18 – Received notification that Mansfield Oil was assigned contract by FuelTrac, approved by City Parish. 3/26/18 – Contract was finalized and signed with Fueltrac and the C-P Purchase was copied on all correspondence. 3/20/17 – <b>Board Approved</b> for renewal period of 4/1/18 thru 3/31/19. See CEO Letter Recommended Renewal Contract. 3/21/17 – <b>Board approved</b> renewal of contract. 3/21/17 – Contract needs Board Approval for renewal period of 4/1/17 thru 3/31/18. See CEO Letter Recommending Renewal Contract.	
<b>G</b> <b>Graphic Design Services</b>	RFP	<b>Rockit Science</b>	\$125,000 Maximum per year	10/1/18	9/30/19	Board Approved 9/18/18	Assist CATS in creating and executing marketing programs, incl. marketing strategies and designs to increase CATS ridership base, build and maintain a positive brand in the community, and showcase the accomplishments of the Agency.	9/18/18 – <b>Board Approved</b> . 7/27/18 - An RFP solicitation was sent to 52 graphic design firms and advertised in The Advocate and The Weekly Press. CATS received 5 proposals which were evaluated by the Proposal Evaluation Committee (PEC). Highest scoring firm is Rockit Science, with contract award recommendation to be in the amount of \$125,000 for 12 months, with the option for up to four (4) twelve-month renewals.	
<b>L</b> <b>Legal Services Contract is thru 5/18/20</b>	Consult Legal Services	<b>Abadie Law Firm, APLC</b>	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 – <b>Board approved</b> new 3-year contract. No changes from last year.	
<b>M</b> <b>Materials &amp; Supplies Transit Amenities for Cortana Ctr and Plank Rd BRT</b>	ITB	TBD	Approx Cost \$550,000	TBD	TBD	Off-the-shelf amenities for Cortana and Plank Rd BRT	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.	4/1/19 – On hold per CATS Management. 2/8/19 - ITB being drafted now to include "off-the-shelf" amenities, such as bike racks, planters, charging stations, trash receptacles, bollards, drinking fountains.	

## CATS Procurement Listing for CATS Board

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Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments	
O <b>Oil (Motor) and Antifreeze</b>	ITB	Miguez Fuel (Antifreeze)	Approx. Total Cost for Miguez Fuel through 12/31/19 \$51,670	1/1/19	12/31/19	Board to approve in April 2019	CATS currently has no contract in place for Motor Oil or Antifreeze, so an ITB was solicited for these items through 12/31/19 with one renewal option.	4/16/19 – <b>Board approved</b> . 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 <u>\$51,670</u> . Motor Oil will be awarded to Petro Choice for a total of \$34,620, within the CEO's threshold of \$50,000.	
P <b>Paratransit Services ADA</b>	RFP Services	MV Transp.	3 year contract amount \$6,975,000	5/6/18	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 – <b>Board approved</b> 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 <b>Security Guard Services</b>	RFP Services	Weiser Security Services, Inc.	Approx. \$237,000 annual cost	1/1/19	12/31/19	Board Approved 11/13/18	24/7 - Security Guard Services at CATS 2250 Florida Blvd. location.	11/13/18 - <b>Board approved</b> 11/8/18 – F&E Committee approved to move to full Board. <b>Board Approved original award on 1/15/16</b> – Security contract awarded to Weiser Security Services, Inc. 3-year contract with 2 options to renew for 12-months each.	
<b>Software ERP Sys Specification Development</b>	RFP Services	Intueor Consulting, Inc.	\$94,474	9/1/18	180 days following final award of ERP Software System	Board Approved 8/21/18	Board Approved 8/21/18 F&E approved 8/16/18	<b>Board Approved on 8/21/18.</b> The Consultant will develop a detailed Scope of Work (SOW) and Technical Specs for a software Technical solution for an RFP. They will also assist CATS IT and Procurement Departments in the technical review of the proposals received to ensure CATS SOW and technical specification needs and requirements are met. This assistance will help CATS proposal evaluation committee (PEC) greatly in determining if the proposals submitted meet the technical requirements of the RFP.	
<b>Software ERP Sys RFP</b>	System Wide Software	TBD	TBD	TBD	Board to approve in Fall, 2019	CATS issued an RFP for system-wide software – ERP Software Proposals Due: 8/13/19 at 10:00am	6/26/19 – RFP is advertised, posted on CATS website and notification sent to vendor list. Due: 8/13/19. <b>28/19</b> – CATS Procurement is working with Intueor on drafting the RFP, after months of Intueor working with all CATS Departments to gather information. We are hoping to have the RFP out within 30-60 days and awarding mid-2019.		

## CATS Procurement Listing for CATS Board

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Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments	
<b>Software RouteMatch Services</b>	Service for Tech Support, Warranty & Maint	RouteMatch Software Warranty	one year of tech support, warranties, & maintenance coverage <b>\$165,052</b>	8/1/18	7/31/19	Board Approved 7/17/18	F&E approved 7/12/18 Tech Support, Maintenance & Warranty Coverage for AVI, APC & AVA Sys	<b>Board Approved on 7/17/18.</b> 7/12/18 - Item pending board approval to renew tech support and warranty coverage for AVL, APC & AVA Systems from 8/1/18 thru 7/31/19.	
<b>T Tire Lease for Buses (Maintenance)</b> <small>Contract for 3 years thru 8/31/20 w/ 2 one year renewals thru 8/31/22. Start renewal process June 2020</small>	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	8/31/20	Board Approved 7/18/17	F&E approved 7/13/17  ----- Goodyear agreed to extend contract thru 8/31/17 at same prices.	<b>Board Approved on 7/18/17.</b> 7/13/17-CATS Maint. and Procurement Depts recommend an award of contract to Bridgestone. 6/30/17 - It was determined that Bridgestone was the lowest responsive and responsible vendor. 6/22/17 Bid opening. CATS Received 3 bids from (1) Bridgestone, (2) Goodyear & (3) Michelin.	
<b>V Vehicles Electric Buses (3) (35ft) w/Extended Battery Range and install 3 electric charging stations</b>	Rolling Stock	Busses 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	Board Approved 1/16/18 PO Issued on 3/7/18. <b>Delivery to be by Feb 22, 2019</b>	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 – <b>Board approved award to BYD for 3 buses.</b> 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. 1/14/17 – All 3 bids received are still under review. 10/19/17 – CATS Received 3 bids from BYD, New Flyer and Proterra.	
<b>Vehicles Diesel Buses (8) 35ft</b> <small>Delivery Schedule Nov/Dec 2018 16 to 18 month Delivery period</small>	Rolling Stock	Gillig, LLC 35 ft diesel	P.O. has 8 buses been issued	Nov/Dec 2018	Bus unit price: \$421,780 ea Total P.O.: \$5,061,362.40	Board Approved To purchase 12 buses on 12/20/16 week of 7/17/17		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). <b>3/21/17 – Update:</b> P.O. pending since board approval in Dec. 2016. Per management, the P.O. will be changed to reflect the purchase of 8 buses instead of 12 and will be sent later this week.	

## CATS Procurement Listing for CATS Board

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Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided		Notes / Comments			
<b>Website Re-Design</b> Start renewal process Oct 2019	Website Services RFP	Covalent Logic	Estimate \$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 12/2016	Website Re-Design - includes Hosting and Software Services		July 2017 - launched new website. 12/15/16 - Award approved by F&E to Covalent Logic, who scored highest among 3 proposals received. 11/10/16 - RFP has been solicited to multiple potential proposers. Proposals will be due by November 30 <sup>th</sup> . Contract Award Recommendation is scheduled to be on 12/20/16 Board meeting agenda.			
<b>2019 Contracts Authorized by CATS CEO</b> <i>(includes CEO approved procurements between \$20,000 to \$50,000)</i>												
Description	Vendor Name	Amount	Start Date	End Date	CEO Approved	Comments	Services Provided		Comments			
US DOT BUILD Grant Application Assistance	HNTB Corporation	\$45,611 Max Amt	5/24/19	12/31/19	Written Contr PO 2019148	Consultant to assist CATS with certain aspects of the BRT Project and Grant Application	5/30/19 – Contract executed and sent to vendor.					
Assessment of CATS 2250 Florida Blvd Facilities	GOTECH, Inc.	\$48,500	3/29/19	45 days after start	Written Contr PO 2019090	Consultant to complete a Building Component Assessment and a Civil Site Inspection & Survey	6/6/19 – Contract executed and sent to vendor.					
Materials Testing & Resident Inspection Services at Cortana Transit Ctr & Plank Rd BRT	The Beta Group	\$50,000	4/2/19	3/30/20	Written Contr PO 2019092	Contractor to provide Materials Testing and Resident Inspection Services at Cortana Transit Center and Plank Road BRT	5/28/19 – Contract executed and sent to vendor.					
A&E Cortana Walmart Conceptual Drawings	Monroe & Corle, Inc. (PR 383)	\$46,820 Max Amt	4/16/18	9/1/19	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.					
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)	Pierrott & 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 Compliance Assistance. (COR)					
Drug & Alcohol 3 <sup>rd</sup> Party Admin D & A Services for Safety Sensitive	IHSN	\$15,000 12 months of service	5/1/19	4/30/20	Written Contr PO 2019052	FTA mandated Third Party Administrator services for Drug & Alcohol /substance abuse services for safety sensitive employees.	3/8/19 – CATS is extending the 12-month renewal contract with IHSN with only a \$0.50 increase on drug tests. Orig Contr began 2012. One year Renewal.					

## CATS Procurement Listing for CATS Board

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Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided		Notes / Comments				
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.	Consultant to provide Finance Department with assistance in reconciling accounts, verification of grants receivables, bank reconciliations, etc.		Nov 19, 2018 – Notice to Proceed was sent to vendor on November 19 <sup>th</sup> to begin work on Nov 20 <sup>th</sup> through Nov 19, 2019.				
Financial Consultant Contract	Vicki Harris	\$30,000	4/5/19	10/5/19	Written Contr PO 2019111	Consultant to provide Finance Department with assistance in reconciling accounts, verification of grants receivables, bank reconciliations, etc.	Consultant to provide Governmental Affairs, Relations and Educational services (lobbying)		July 2019 – CATS to extend current contract for approx. 90 days. May 2019 – Assistance needed by Director of Finance in services listed for \$50/hr and max of \$30,000		Mar 2019 – Extend contract through Mar 2019. No other changes. Mar 2018. Max contract amount: \$50,000.		
Government Relations Consulting	Southern Strategy Group of LA	\$50,000 Max Amt.	1/1/19	12/31/19	Written Contr PO 2019071 3/2/2018	Consultant provides Governmental Affairs, Relations and Educational services (lobbying)	Consultant provides confidential investigative HR resources/services by way of advice, consultation, analysis, guidance and other misc. tasks assigned by the CEO as needed.		June 2019 – Extended contract through May 31, 2020. Jun 2018 Consulting HR assistance and other specialized HR functions.		Apr 2018 - Advertised and received 3 proposals.PEC Sent CEO letter recommending award of contract.		
HR Consultant Contract	Dee Everett HR Consulting	\$50,000 (\$50 hr) One year contract	6/1/18	5/31/20	Written Contr PO 2019164 6/8/18	Consultant provides confidential investigative HR resources/services by way of advice, consultation, analysis, guidance and other misc. tasks assigned by the CEO as needed.	5 year back-up IT system for CATS existing backup server. Includes and all in one server replacement, cloud storage & AWS replication		1/15/19 – This was discussed at the Board meeting and the Board approved this. After Pilot program, CATS may choose to enter into a longer contract, which would be presented at the proper Board meeting.		1/15/19 – This was discussed at the Board meeting and the Board approved this. After Pilot program, CATS may choose to enter into a longer contract, which would be presented at the proper Board meeting.		
IT Back Up Server Appliance	Venture Technologies CEO Letter recommended	\$28,328	7/1/18	6/30/23	PO 2018082 6/12/18 RFP #2018-Server-008	Microtransit pilot program to serve CATS routes either outside of the current areas that CATS serves and other areas as found necessary.	2019 ITB has one (1) renewal option for Motor Oil and Antifreeze. Contract through 12/31/19. 2017 Contract Renewal options available up to four (4) successive one (1) year periods or through 1/16/22. Price adjustment based on the PPI at time of the renewal. Vendor needs to provide PPI calculations for increase.		4/2/19 – ITB solicited for Motor Oil and Antifreeze. Petro Choice would be awarded the Motor Oil for \$34,620. Miguez Fuel would be awarded the Antifreeze for \$15,000, and they currently contract with CATS for other items for \$36,670. Board to approve total contract to Miguez for \$51,670 in April. 12/15/17 – It has been determined that the usage for the Oil Related Products for CYE 2017 are much less than the original anticipated usage, thereby lowering the projected annual cost to \$17,065 for products from Sun Coast and \$36,670 for products from Miguez Fuel. These contracts will be renewed for one year for the period of 1/1/19 thru 12/31/19 and are within the CEO threshold authority. 1/17/17 – <b>Board approved new bid award to 2 separate suppliers for the purchase and delivery of Oil Related Products. – Sun Coast Oil</b> was the lowest bid for - Gear Oil, Motor Oil, Transmission Fluid & Wheel				
Microtransit Pilot Program	TransLoc, Inc.	\$25,000	12/20/18	6/19/19	w/option to renew an additional 3 months		CATS CEO is able to approve, as threshold is below Board amount of \$50,000 for each contract		7/1/19 – Start renewal inquiry process by Sept, 2019 for Jan 2020				
Oil and Related Products (Maintenance)	Material Supplies ITB	Petro Choice: \$34,620 (Motor oil)  Sun Coast: \$17,065 (Gear oil, synthetic trans. fluid and wheel grease)	1/1/19	12/31/19	Board approved 1/17/11 thru 12/31/18. Contract has 4 one year renewals available thru 1/16/22	2019 ITB has one (1) renewal option for Motor Oil and Antifreeze. Contract through 12/31/19. 2017 Contract Renewal options available up to four (4) successive one (1) year periods or through 1/16/22. Price adjustment based on the PPI at time of the renewal. Vendor needs to provide PPI calculations for increase.	Items not renewed, due to higher price increases, will be bid. A new ITB will be solicited within the next 30 days. These will go to Board for approval, as price is estimated at approximately \$70,000 for the year 2019. These 2 items are motor oil and antifreeze.		7/1/19 – Start renewal inquiry process by Sept, 2019 for Jan 2020				
		Miguez Fuel:  \$36,670 (Hydraulic turbine oil, diesel exhaust fluid)											

## CATS Procurement Listing for CATS Board

July 16, 2019							Yellow = Action Item / needs Board Approval now		Blue = Projects Pending Board Action within 1 to 3 months		
Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided		Notes / Comments		
Procurement Consultant	Kathy Hernandez Procurement Consulting	\$50,000 Max Amt	9/10/18	9/9/19			Written Contr PO 2018102 9/10/18	Consultant provides Procurement services, specifically working with "on-call" services, and other Procurement tasks as assigned by the Procurement Manager and CAO, on an as needed basis.	Sept 2018 – Consulting Procurement assistance and other specialized Procurement functions. Rate: \$45/hr	Grease. Miguez Fuel was lowest bid for Hydraulic Turbine Oil and Diesel Exhaust Fluid.	