

**REGULAR MEETING
OF THE
BOARD OF COMMISSIONERS
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
AUGUST 20, 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 JULY 16, 2019 MEETING: Mr. Mark Bellue**
- IV. PRESIDENT'S ANNOUNCEMENTS: Mr. Mark Bellue**
- V. SAFETY MOMENT: Ms. Renee Simpson**
- VI. ADMINISTRATIVE MATTERS**
 - 1. Executive and Financial Report: Mr. Bill Deville and Executive Staff**
- VII. COMMITTEE REPORTS AND ANY ACTION THEREON**
 - 1. Finance & Executive: Mr. Mark Bellue**
 - 2. Technical, Policies & Practices: Dr. Peter Breaux (no meeting held)**
 - 3. Audit: Mr. Kahli Cohran (no meeting held)**
 - 4. Planning: Mr. Kevin O'Gorman**
 - 5. Community Relations: Ms. Linda Perkins**

VIII. ACTION ITEMS

- 1. Consideration of authorization to remove Rhonda Williams and to add Charles Odimgbe as signatory on behalf of CATS for all Whitney/Hancock Bank accounts and recommend authorization for the CEO to execute all documents required by Whitney/Hancock Bank to effectuate these changes**
- 2. Consideration of authorization for the CEO to settle the worker's compensation claim of John Scott. (This matter might possibly be discussed in executive session. As required by the Open Meeting Law, notice is hereby given that this claim is a pending worker's compensation claim and that John Scott is the plaintiff and Capital Area Transit System is the defendant.)**

IX. PUBLIC COMMENT

X. ADJOURNMENT

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

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



CAPITAL AREA TRANSIT SYSTEM

Connecting you to what matters.

**MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
JULY 16, 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

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

III. APPROVAL OF MINUTES OF JUNE 18, 2019 MEETING

Mr. Lambert moved to approve the minutes of the June 18, 2019, meeting and Ms. Perkins 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.

Mr. Bellue referenced Hurricane Barry and hoped that all came through the storm without harm.

V. SAFETY MOMENT

Ms. Simpson shared a safety moment centered on emergency preparedness.

VI. ADMINISTRATIVE MATTERS

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

Mr. Deville commended the work done by the Operations Department regarding Hurricane Barry. He recognized Operations Manager James Payton and Operations Supervisor Demetrius Gulley for their time and effort spent ensuring service was not interrupted and that there was a CATS presence at MOHSEP.

Mr. Jim Fight shared that the agency hired 23 individuals who attended the Behind the Wheel job fair in June, with the breakdown as follows: Bus Operator – 12; Mechanic Helper – 2; Mechanic – 1; Utility Technician – 4; Customer Care Representative – 3; and Custodian – 1. He noted that orientation began June 24th for the new hires and they were introduced to a revamped process that reflected relevant agency information.

CATS is currently advertising nationally for the position of Comptroller and for Director of Operations and both are also posted on the CATS website.

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

Mr. Deville gave the Operations report in the absence of Ms. Williams. He noted that CATS had 201,041 passenger trips in June; this decrease is possibly a result of there being one less weekday in June 2019 than in June 2018, as well as the inclement weather on June 6th that caused service to be suspended for several hours. There was less than 1 preventable accident per 100,000 miles, and 889.75 trips cancelled of the approximately 33,000 trips for the month. The percentage of on-time trips was 66.47%, there were 45.3 complaints per 100,000 miles, and there were 9,414 mean miles between road calls for the month.

It was noted there are currently 12 cadets in training that will be ready for full-time status in six to eight weeks. There was discussion that 147 operators were operators needed to provide service daily, but this does not take into consideration the extra board operators that are also required.

Mr. Deville reported that Will Scott & Company had completed its hiring process for the Deputy Chief Executive Officer and Mr. Deville has hired Charles Odimgbe to the post. Mr. Odimgbe has decades of transit experience, both public and private sector. His first day was July 9th. Mr. Odimgbe let the board know that he is excited for the challenge and is ready to begin the work.

CATS provided to the Buy America audit firm the last two items required.

Mr. Rose informed the board that CATS met with Build Baton Rouge to discuss transit oriented development opportunities along Plank Road and Florida Boulevard. Planning and Operations are driving the bus routes to identify timing, traffic, and other possible issues that could affect performance.

Pierlott & Associates will be onsite July 15-19th to assist with the review of items for the upcoming Triennial Review.

Planning and Operations continue to prepare for the July service changes.

Mr. Deville shared the balance sheet for June 2019 and noted that the agency's total current assets are \$28,963,025. The total current liabilities are \$6,324,511.

Mr. Deville provided the statement of operating budget versus actual for the period ending June 30, 2019. He noted the total operating expenses were \$2,529,107. The total operating revenues were \$265,831 and the total operating subsidies were \$1,604,873.

VII. COMMITTEE REPORTS AND ANY ACTION THEREON

1. Finance and Executive: Mr. Mark Bellue

Mr. Bellue noted the committee did not meet.

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

Dr. Breaux noted the committee did not meet.

3. Audit: Mr. Cohran

Mr. Cohran noted the committee did not meet.

4. Planning: Mr. Kevin O'Gorman

Mr. O’Gorman noted the committee did not meet.

5. Community Relations: Ms. Linda Perkins

Ms. Perkins referred the members to the minutes of the committee’s July 10th meeting in their packets and shared the highlights of the meeting.

She noted that the committee focused on complaints and training operators on customer service.

Mr. Bryan Basford of MV Transportation noted that there were 8,066 scheduled trips in June; of those, 650 were cancellations and 255 were no-shows for a total of 7,416 completed trips. There were 0 complaints for the month and the on-time percentage was 92.1%. There were 5 road calls for the month of June.

Mr. Basford shared that the staff was taking the opportunity to review their emergency preparedness as the recent weather provided a chance to put the plan into action.

Ms. Perkins expressed her congratulations and pleasure that the on-time performance was increasing as the complaints are decreasing.

VIII. ACTION ITEMS

1. Consideration of approval of CATS Capital Asset Policy

Ms. Eckert shared that the purpose of the policy is to provide guidelines in the management controls of the capital assets for the agency.

Ms. Green moved that the CATS Capital Asset Policy be adopted and Dr. Breaux seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

2. Consideration of approval of Jeanette Eckert as Records Officer

Mr. Abadie noted that the action is required annually.

Ms. Green moved that Jeanette Eckert continue to be designated as the Records Officer for Capital Area Transit System and Mr. O’Gorman seconded the motion. Mr. Bellue invited public comment

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

3. Consideration of approval to award bus washer systems contract

Mr. Brown shared that the procurement was an invitation to bid and three bids were received. The lowest bid was deemed to be fair, responsive, and responsible.

Mr. Lambert moved that the CEO is authorized to award the bus washer systems ITB to Tillage Construction, LLC and to enter into a contract with Tillage Construction, LLC in the amount of \$589,000. Mr. Brandt seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

4. Consideration of approval to amend audit services contract

Mr. Brown noted that the amendment to the contract was necessary to reflect the work performed by P&N. The level of work was not known until P&N was already working with the agency and at that time, the determination was made that additional services were required.

Ms. Perkins moved that the CEO is authorized to amend the audit services contract with Postlethwaite & Netterville by \$119,500 to a three- year total amount of \$216,500 and Mr. Lambert seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

5. Consideration of approval to designate The Advocate as the official journal of CATS as set forth in the CATS Bylaws

Mr. Abadie noted that this is a formality and is required annually. He shared that CATS has designated The Advocate as it has the highest circulation in the area.

Mr. Lambert moved that The Advocate is hereby designated as the official journal of Capital Area Transit System as set forth in the Capital Area Transit System bylaws and Ms. Pierre seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with Mr. Brandt abstaining as he is a member of The Advocate Community Advisory Board.

X. PUBLIC COMMENTS

There were no public comments.

XI. ADJOURNMENT

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

DRAFT

2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920



EXECUTIVE STAFF

Bill Deville
Chief Executive Officer

Charles Odingbe
Deputy Chief Executive Officer

Dwana Williams
Chief Operations Officer

EXECUTIVE REPORT

August 2019

Bill Deville and Executive Staff

AGENCY UPDATES: Bill Deville

- CATS has contracted with Pearlina Thomas of PLACEenterprise, LLC, to serve as the Interim CAO with the retirement of Darrell Brown.
- DCEO Charles "Mr. O" Odingbe has been meeting with all the departments and working on department goals, expectations, etc.
- The agency had its Triennial Review August 7th and 8th. A summary of the review and follow up process will be provided to the Board once it has been received by CATS staff.

HUMAN RESOURCES: Jim Fight

- CATS is interviewing 41 candidates for employment in various departments.
- A New Hire Orientation for bus operators has been scheduled for August 26, 2019.
- We have completed interviews for the Comptroller position and should have a candidate identified by the August board meeting.
- Training modules are being introduced to all departments and the initial effort will be tailored to the supervision for the agency.

OPERATIONS AND MAINTENANCE: Dwana Williams

- We currently have 126 active operators working. The department lost approximately 5 operators to termination and FMLA. We have 10 operators in training and just hired approximately 20 more bus operators to begin training August 26, 2019.
- See attached Performance Measures.

CEO NOTES: Bill Deville

- CATS is planning a couple of press events to occur by October to announce the launch of the three easily identifiable and "branded" electric buses into fixed-route service on a temporary basis.
 - Initially the electric buses will be briefly assigned to various routes in all service areas as an introduction to the general public. Subsequently, they will settle on Route 41 – Plank Road in morning and afternoon peak, rush hour service until the BRT project is complete and revenue service is initiated.
 - The first electric bus press event is scheduled for September 16, 2019 at the CATS Terminal. More information regarding this event will be forthcoming from the Communications Department.
- CATS is also preparing another press event for late September to October, depending on the weather, for the grand opening of the Cortana Transit Service Hub/Center.

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- CATS is preparing to conduct stakeholder/non-rider surveys that will be administered by the ETC Institute, a group that performs the customer satisfaction survey. This information will be used by multiple departments in the agency in preparation for our community outreach campaign.
- The Microtransit Pilot Program work continues and CATS hopes to have an RFP ready for solicitation by September, 2019, whereby two North Baton Rouge zones will be merged for a service area in North Baton Rouge that includes the Airport, Southern University, and the city of Baker; we will have a timeline of this pilot program for the board at the September board meeting.
- CATS Paratransit "on demand" Uber/Lyft like service pilot program is being reviewed for possible introduction to Baton Rouge later this year; Operations and Business Development leadership made a site visit to Dallas to learn how the project works for them with MV.

PLANNING AND PROGRAM DEVELOPMENT:

- CATS received a Low-No grant award notice for \$2.6 million for the purchase of three more electric buses from its May 2019 application.
- On August 7-8, 2019 CATS staff participated in the FTA Triennial Review. CATS is responding to open items prior to the draft report in order to address and close items.

BUS RAPID TRANSIT:

CATS staff provided an overview of BRT activity for the past year at the request of FTA Region VI. The NEPA/Preliminary Engineering project has been authorized and awaits notice to proceed.

FTA provided recommendations for the BRT projects and suggested using the preliminary design from the NEP /preliminary design phase to guide other design firms under contract for Architectural & Engineering services.

FACILITIES PLANNING: *Bill Deville*

North Baton Rouge Transit Center:

- Legal counsel indicated that LSU and the Division of Administration have completed the process of notifying the previous owner(s) of the intent to sell the property. The title search is underway and closing is anticipated shortly.
 - Staff is prepared to commence the RFP process upon execution of 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.
- Inclement weather has caused some minor delays but construction continues at the site.
- Transit furnishings including benches, bike racks, light fixtures, and trash bins are arriving and their installation will begin shortly.

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EXECUTIVE STAFF



- Weather permitting, the site will commence revenue service in September.

BUS RAPID TRANSIT:

Plank Road BRT, Phase One:

- The Plank BRT Phase One project's final engineering is on hold until the completion of the NEPA process and receiving environmental approval for the entire Plank Road BRT and Plank-Nicholson BRT projects. HNTB is the consultant on record and slated to complete the environmental and NEPA process.

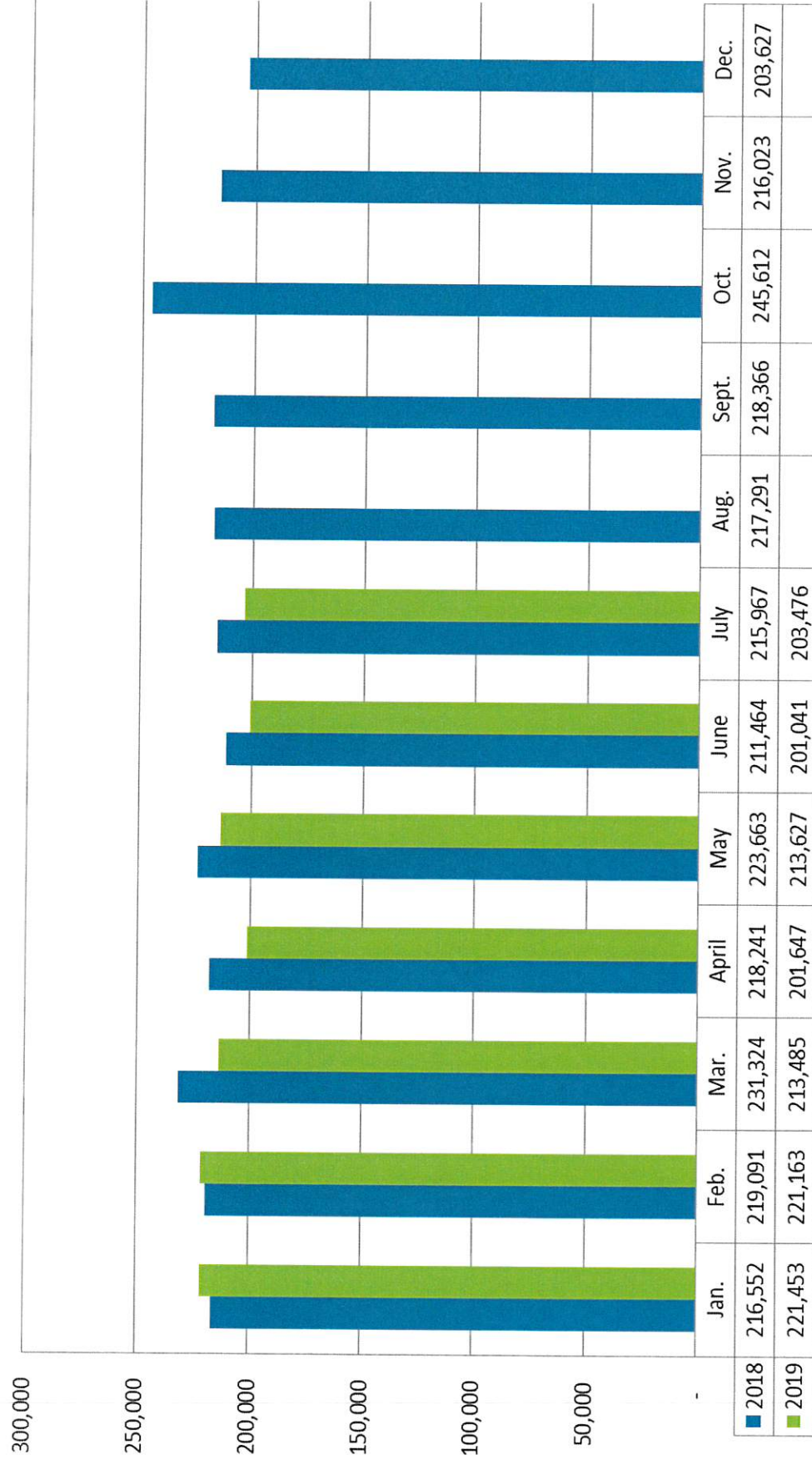
Plank-Nicholson BRT, Phase II:

- The Plank-Nicholson BRT project will pursue funding under the BUILD grant application. HNTB has prepared the grant documentation and submitted the grant application on July 15th.

2250 Florida Boulevard Facility Improvements:

- With the support of the Department of Public Works, management is undertaking a series of improvements at the 2250 location, including critical paving repairs and the construction of two temporary parking lots.
 - DPW will provide all required materials and labor, and CATS will cover the costs.
 - These improvements are necessary and overdue given the deteriorating conditions of the pavement at the bus terminal area as well as the main parking lot.
 - Management has identified two City-Parish controlled properties that can provide nearly 50 additional parking spaces.
- Deputy CEO Charles Odimgbe has taken the lead in having the facility at 2250 cleaned and freshened; this is one of a number of initiatives being undertaken by Mr. Odimgbe.
 - This will occur for both the interior and exterior of the facility and will work in conjunction with the rebranding efforts.
 - This is an important step in our efforts to let both our employees and the community know that we take pride in not only the work we do but also where we do it.

Ridership



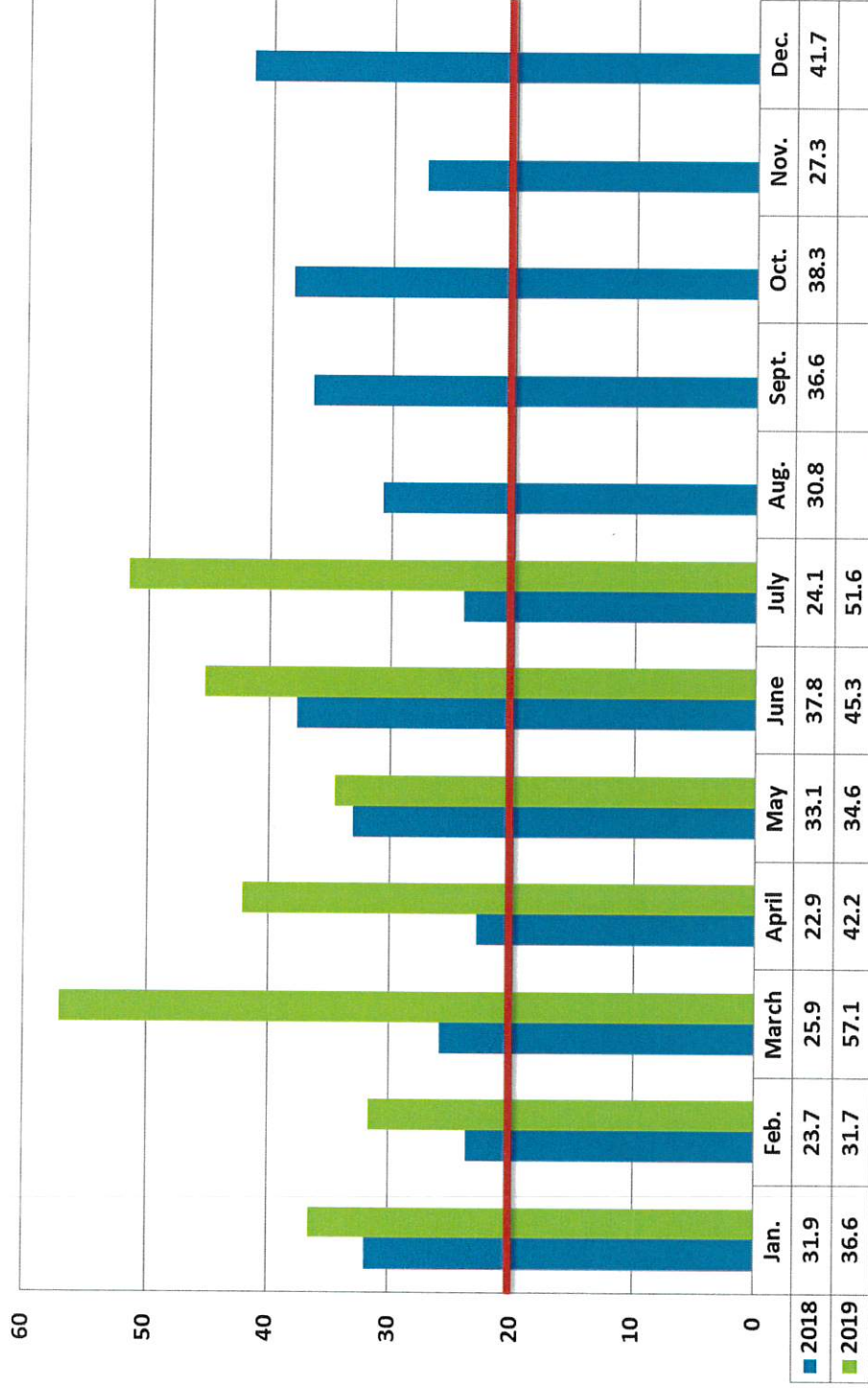
On-Time Performance



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

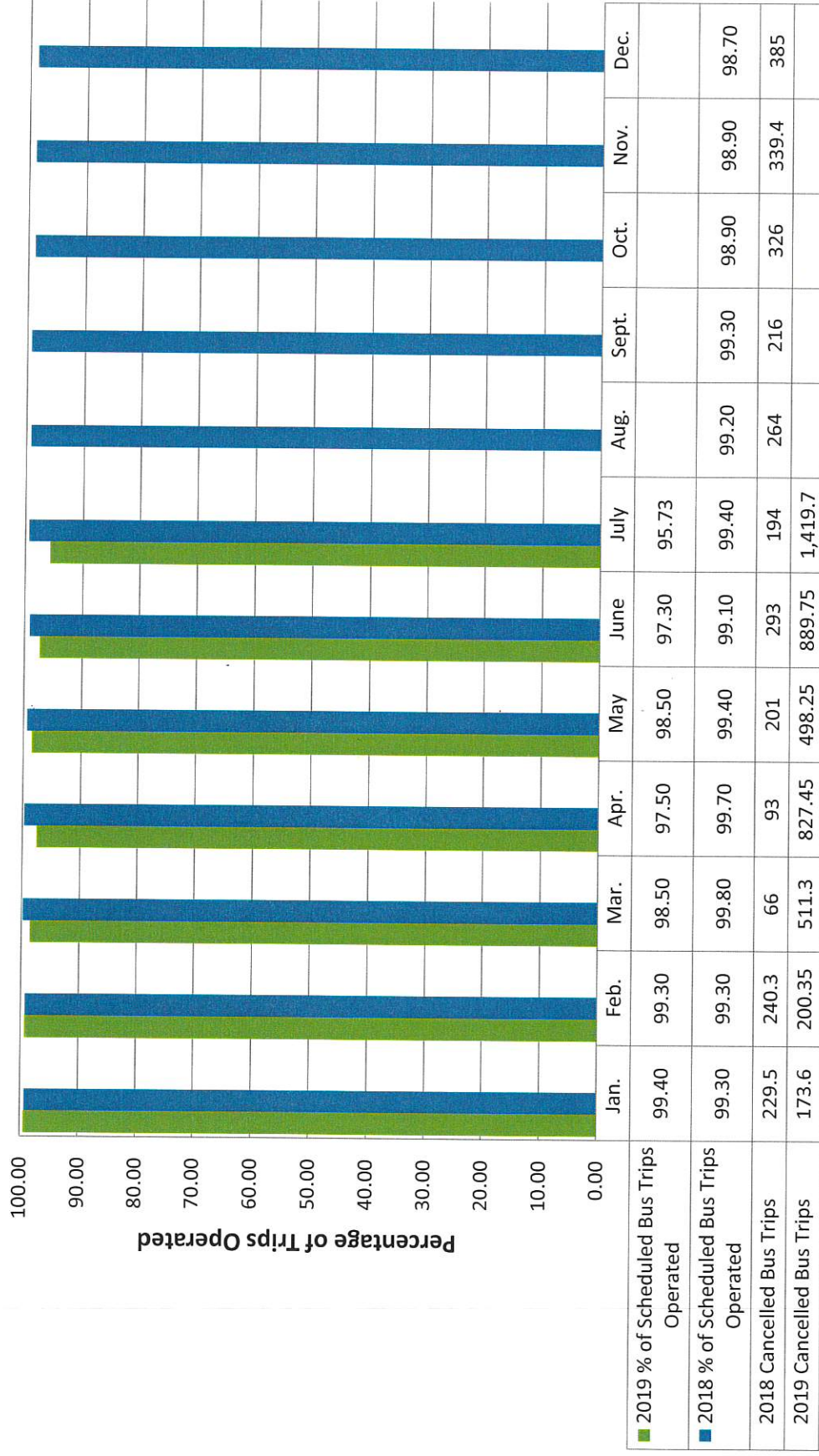
Note: On-Time performance is measured at scheduled timepoints which represent 6.78% of the total system bus stops

Customer Complaints Per 100,000 Boardings



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

% Trips Operated 2018-2019

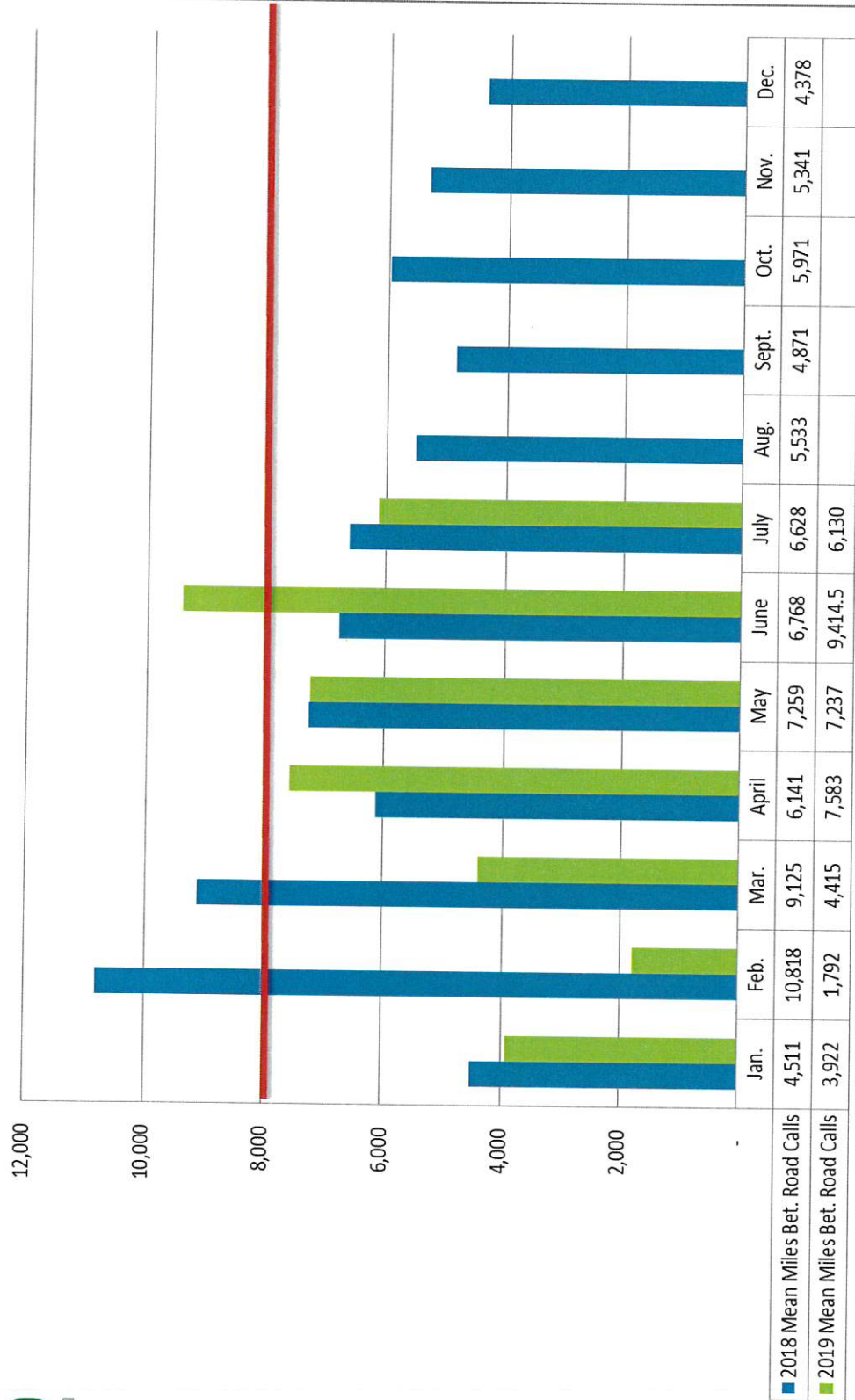


Preventable Accidents per 100,000 Miles



*Target 2.5 Preventable Accidents Per 100,000 Miles

Mean Miles Between Road Calls



Capital Area Transit System
Balance Sheet
July, 2019

7/31/2019 7/31/2018

ASSETS

Current Assets:		
Cash and Cash Equivalents	5,100,216	5,024,928
Accounts Receivable	568,607	305,075
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	130,381	617,159
Prepaid Expenses and Other Assets	9,792	233,056
Total Current Assets:	26,191,474	24,380,272
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	26,437,548	20,421,136
Total Assets	54,791,190	45,986,548

LIABILITIES AND NET ASSETS

Current Liabilities		
Accounts Payable and Accrued Expenses	5,796,163	793,842
Accrued Payroll and Tax Liabilities	318,572	(526,870)
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	220,482	(328,137)
Deferred Revenue (Grants/Prop Tax)	(0)	5,232,785
Other Current Liabilities	0	0
Total Current Liabilities	7,615,145	6,196,951
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	13,653,181	11,594,092
Net Assets:		
Investments in Capital Assets, Net of Related Debt	23,428,083	16,810,683
Restricted Cash and Cash Equivalents		
Unrestricted	17,709,926	17,581,773
Total Net Assets:	41,138,009	34,392,456
Total Liabilities And Net Assets	54,791,190	45,986,548

Capital Area Transit System

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Statement of Operating Budget vs. Actual

For the Period Ended July, 2019

	<u>Current Month</u>			<u>Year to Date</u>			2019 Approved Annual Budget
	Budget	Actual	Var. Amount	Budget	Actual	Var. Amount	
Operating Expenses							
Labor	\$907,132	\$770,781	\$136,351	\$6,349,924	\$5,688,837	\$661,086	\$10,885,584
Fringe Benefits	\$540,182	\$586,341	(\$46,160)	\$3,781,271	\$3,912,335	(\$131,064)	\$6,482,179
Total Labor and Fringe Benefits	\$1,447,314	\$1,357,123	\$90,191	\$10,131,195	\$9,601,173	\$530,022	\$17,367,763
Casualty and Liability	\$140,540	\$370,891	(\$230,351)	\$983,779	\$1,013,929	(\$30,150)	\$1,686,478
Services	\$149,226	\$240,084	(\$90,858)	\$1,044,580	\$1,365,045	(\$320,465)	\$1,790,709
Purchased Transportation	\$187,500	\$188,914	(\$1,414)	\$1,312,500	\$1,392,240	(\$79,740)	\$2,250,000
Materials & Supplies	\$227,770	\$427,039	(\$199,269)	\$1,594,389	\$2,488,684	(\$894,295)	\$2,733,238
Utilities	\$22,667	\$14,896	\$7,771	\$158,667	\$102,241	\$56,426	\$272,000
Miscellaneous Expenses	\$61,650	\$78,424	(\$16,774)	\$431,549	\$590,996	(\$159,446)	\$739,799
Leases and Rentals	\$13,333	\$5,094	\$8,240	\$93,333	\$45,646	\$47,687	\$160,000
Total Operating Expenses	\$2,249,999	\$2,682,464	(\$432,465)	\$15,749,992	\$16,599,953	(\$849,961)	\$26,999,987
Operating Revenues							
Passenger Paid Fares	\$141,803	\$133,436	(\$8,366)	\$992,618	\$977,673	(\$14,944)	\$1,701,630
Special Transit Fares (Contract)	\$25,943	\$18,861	(\$7,082)	\$181,603	\$139,593	(\$42,010)	\$311,319
ADA/Paratransit Revenue	\$7,667	\$10,373	\$2,707	\$53,667	\$49,793	(\$3,874)	\$92,000
Advertising Revenue	\$61,054	\$42,100	(\$18,954)	\$427,377	\$370,501	(\$56,876)	\$732,647
Interest Income	\$13,515	\$11,610	(\$1,905)	\$94,607	\$125,326	\$30,719	\$162,183
Other Agency Revenue	\$14,947	\$376	(\$14,571)	\$104,630	\$129,323	\$24,692	\$179,366
Total Operating Revenues	\$264,929	\$216,758	(\$48,171)	\$1,854,501	\$1,792,208	(\$62,293)	\$3,179,145
Operating Shortfall/Subsidy Required	(\$1,985,070)	(\$2,465,706)	(\$480,636)	(\$13,895,491)	(\$14,807,745)	(\$912,254)	(\$23,820,842)
<i>Federal, State & Local Subsidies</i>							
Non Federal Revenue							
Hotel/Motel Tax	\$104,235	\$0	(\$104,235)	\$729,647	\$918,200	\$188,554	\$1,250,823
Parish Transportation Fund	\$45,833	\$0	(\$45,833)	\$320,833	\$275,000	(\$45,833)	\$550,000
Property Tax Revenue	\$1,467,373	\$1,467,373	\$0	\$10,271,608	\$10,271,608	\$0	\$17,608,470
Total Non Federal Subsidies	\$1,617,441	\$1,467,373	(\$150,069)	\$11,322,087	\$11,464,808	\$142,720	\$19,409,293
Federal Operating Subsidies							
FTA - Preventive Maintenance	\$348,879	\$348,879.08	\$0	\$2,442,154	\$5,350,104	\$2,907,950	\$4,186,549
FTA - Planning	\$18,750	\$18,750	\$0	\$131,250	\$131,250	\$0	\$225,000
Total Federal Subsidies	\$367,629	\$367,629	\$0	\$2,573,404	\$5,481,354	\$2,907,950	\$4,411,549
Total Operating Subsidies	\$1,985,070	\$1,835,002	(\$150,069)	\$13,895,491	\$16,946,161	\$3,050,670	\$23,820,842
Net Operations Balance +/-	\$0	(\$630,705)		\$0	\$2,138,417		\$0



**MEETING OF THE
FINANCE AND EXECUTIVE COMMITTEE
BOARD OF COMMISSIONERS
CAPITAL AREA TRANSIT SYSTEM AND
PUBLIC TRANSPORTATION COMMISSIONS
AUGUST 15, 2019
BREC Room 1809
6201 Florida Boulevard**

MINUTES

The Finance and Executive Committee met on Thursday, August 15, 2019, at 10:30 a.m. Present at the meeting were members Mark Bellue, Erika Green, Kahli Cohran, Antoinette Pierre, and Jim Brandt. Also present were Bill Deville, Charles Odimbe, Pearlina Thomas, 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.

Mr. Deville introduced Mr. Charles Odimbe and Ms. Pearlina Thomas. He noted that Mr. Odimbe has a reputation in the transit industry as a "turnaround man" and that he has already identified several key areas that can be improved. Ms. Pearlina Thomas is with the agency on an interim basis as the Chief Administrative Officer and is working to fill the vacancy left by Darrell Brown's departure. She has experience in the public sector and with policy, programs, and implementation.

III. Safety Moment

Ms. Simpson shared a safety moment that centered on the importance of all employees being responsible for safety.

IV. Executive Report and Financials

Mr. Deville provided several agency updates and noted that Mr. Odingbe has been meeting with all the department heads and working on department goals, expectations, etc. The agency had its Triennial Review on August 7th and 8th and a summary of the review and follow up process will be provided to the board members once it has been reviewed by CATS staff. He reiterated that Ms. Thomas has joined the agency on an interim basis and that she will be working with Risk Management, Procurement, DBE, and Civil Rights. She has a background that includes organizational structure, policy development, and policy programs.

Mr. Fight shared that the agency is interviewing 41 candidates for employment in various departments. A new hire orientation for bus operators has been scheduled for August 26th. Training modules are being introduced to all departments and the initial effort will be tailored to the supervision for the agency.

Mr. Fight noted that interviews have concluded for the Comptroller position and the agency extended an offer to an individual and that individual accepted the offer. He should begin his full-time work on September 3rd.

Ms. Williams noted that there are currently 126 active operators. The department lost five operators to termination and FMLA. There are ten operators in training and approximately 20 more have been hired to begin training on August 26th.

There was discussion of the status of operators, operator hiring, and training to get operators into service. It was noted that 10 of the 17 trainees from the last training class are still active and the goal is to have a total operator count of 169 in order to have a fully completed extra board.

It currently takes eight to twelve weeks for a trainee to complete training; the longer training is for those who do not currently have a Commercial Driver's License with the proper endorsement.

Ms. Williams let the committee know that ridership for July was 203,476 and the on-time performance was 67.56%. There were 51.6 customer complaints per 100,000 boardings in July and there were 1,419 cancelled trips for the month. There were 1.1 preventable accidents per 100,000 miles in July and 6,130 mean miles between road calls.

There was considerable discussion concerning the number of trip cancellations for the month. Mr. Odingbe assured the members that he is working to alleviate the issues.

Mr. Deville noted that CATS is planning several press events to occur by the end of October to announce the launch of three electric buses into

fixed-route service on a temporary basis and to announce the grand opening of the Cortana Transit Center.

CATS is preparing to conduct stakeholder/non-rider surveys that will be administered by ETC Institute. This information will be used by multiple departments in preparation for our community outreach campaign.

Mr. Rose noted that CATS received a Lo-No grant award notice for \$2.6 million for the purchase of three more electric buses from its May 2019 application.

CATS had its triennial review on August 7th and 8th and CATS is responding to open items prior to the draft report.

It was noted that CATS management, with the support of the Department of Public Works, is undertaking a series of improvements at the 2250 location. These include critical paving repairs and the construction of two temporary parking lots. DPW will provide all required materials and labor, and CATS will cover the costs.

Mr. Deville presented the July financials and noted that the total current assets as of July 31, 2019 are \$26,191,474. The total assets are \$54,791,190. The total current liabilities are \$7,615,145 and the total liabilities are \$13,653,181.

The operating expenses as of July 31, 2019 are \$2,682,464.

The total CATS-generate operating revenues as of July 31, 2019 are \$216,758. The total non-federal subsidies are \$1,467,373 and the total federal subsidies are \$367,629. The total operating subsidies are \$1,835,002.

V. Communications Update

Ms. Sevier shared an overview of the last ten months of creative work completed by the Communications Department and its strategic creative partner Rockit Science. She noted that Rockit has worked on various tasks with the Department and the agency. Some of the projects include photos and videos of vehicles and facilities, headshots for the website, internal campaigns, and social media campaigns. There was considerable work done with the Service Improvement Plan in February that included shelter and bus ads, atlases, and route schedules.

Ms. Sevier shared that the social media engagement following grew 300% over the last year and the reach has expended exponentially.

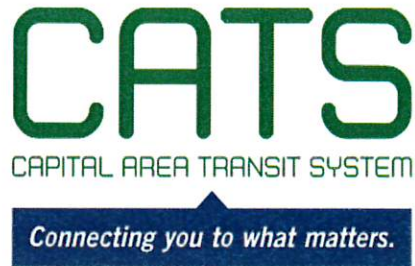
Ms. McNaylor informed the committee that the Department has been working with Rockit and there have been several meetings with board members as well as the executive staff to develop an education outreach plan. This will take effect in the coming month and will be a targeted effort to educate the community concerning the work done by the agency and the services that are provided.

- VI. Recommend authorization to add Charles Odingbe as signatory on behalf of CATS for all Whitney/Hancock Bank accounts and recommend authorization for the CEO to execute all documents required by Whitney/Hancock Bank to effectuate these changes**

It was noted that this is a requirement of Whitney Bank and it is necessary to have four authorized signatories as it is required to have two signatures on CATS checks.

Mr. Brandt moved that the full board authorize the addition of Charles Odingbe as signatory on behalf of CATS for all Whitney/Hancock Bank accounts and that the full board authorize the CEO to execute all documents required by Whitney/Hancock Bank to effectuate these changes and Mr. Cohran seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

There being no further business, the meeting adjourned.



**MEETING OF THE
PLANNING COMMITTEE
BOARD OF COMMISSIONERS
CAPITAL AREA TRANSIT SYSTEM AND
PUBLIC TRANSPORTATION COMMISSIONS
AUGUST 16, 2019
10:45 a.m.
6201 Florida Boulevard,
Room 1809
Baton Rouge, Louisiana 70806**

MINUTES

The Planning Committee met on Friday, August 16, 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, Charles Odingbe, members of CATS staff, Bryan Jones of HNTB, and members of the public.

**I. BRT update and next steps
a. NEPA and preliminary engineering**

Mr. Bryan Jones updated the board and let them know that both the CATS Board and the Metro Council approved the use of additional funds for the Plank-Nicholson BRT Corridor. The final process is going through several levels of approval at the City-Parish and will be completed by the Parish Attorney. HNTB is awaiting a Notice to Proceed from the City-Parish and hopes to be proceeding by early- to mid-September.

It was noted that CATS expects to have a categorical exclusion within approximately ninety days.

There was discussion of the conceptual engineering that must also occur and it was noted that it is critical that the Plank and Plank-Nicholson projects work in concert and that both SJB and HNTB have the same information.

Mr. Jones noted that he was not positive when the BUILD application would be reviewed, but he shared that nearly 50 letters of support were submitted with the grant.

**II. Planning Department updates
a. Lo-No grant award for three electric buses**

Mr. Rose let the committee know that CATS was awarded \$2.5 million in grant funds to purchase three additional electric buses. These will be purchased from the existing contract with BYD that had an original allotment of nine buses. He noted that he met with CRPC and had the item added to the TIP for the August meeting. It was noted that the buses would be available in approximately 15-18 months from the order date.

There was discussion of potential CMAQ funds identified by CRPC that could possibly be used to purchase the final three electric buses on the BYD contract. This funding has not been secured and there is not timeline for this purchase to this point.

III. Summary of July service change

It was noted that the changes implanted in July are being reviewed and that there will be minor changes coming in the fall for the final run cut of the year.

There was discussion of the types of data collected, how it is collected, and how it is analyzed. It was noted that the agency is perhaps not collecting the correct data, which means it is not providing accurate information to the contractor to build run cuts. There are currently no members on staff with the required knowledge base to collect and analyze the data. It was noted that there would likely need to be a consultant contracted to handle this portion of the information.

IV. Hubs update

Mr. Deville shared that the work at the Cortana Transit Center is progressing. Mr. Baker provided photos of the work to this point and noted that the work should be complete by October, weather permitting. Once the work is complete, there will be a press event to announce the new site and begin revenue service.

Mr. Abadie shared that CATS is awaiting word from the title attorney for the North Baton Rouge Transit Center site at the LSU property.

It was noted that CATS is seeking a location for a downtown transit center and it in preliminary discussion with the Division of Administration regarding right-of-way that could hold six to eight buses. The agency is in discussion with Hollywood Casino regarding approximately one acre of land on the casino property as well.

CATS is looking to partner with Our Lady of the Lake for a transit center at its Children's Hospital.

Mr. Deville noted that he has been in discussion with BREC to see if there are partnership opportunities at any of its facilities.

V. Status of Two Year Capital Plan and Budget

It was noted that CATS staff is reworking the draft that was presented in December 2018.

There being no further business, the meeting adjourned.



**MEETING OF THE
504/COMMUNITY RELATIONS COMMITTEE
BOARD OF COMMISSIONERS
CAPITAL AREA TRANSIT SYSTEM AND
PUBLIC TRANSPORTATION COMMISSIONS
AUGUST 14, 2019
Room 1809
6201 Florida Boulevard, Baton Rouge, LA**

MINUTES

The 504/Community Relations Committee met on Wednesday, August 14, 2019, at 10:30 a.m. Present at the meeting were Linda Perkins, Antoinette Pierre, Bill Deville, Charles Odimgbe, Pearlina Thomas, Dwana Williams, Karen Denman, 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 8,066 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.

Mr. Basford noted that 49% of the trips were subscription and 51% were demand trips.

Mr. Basford shared that there were zero valid complaints for the month.

Mr. Basford noted that the on-time performance for the month was 92.1%.

It was noted that there was one road call for the month.

There was discussion of the vehicle fleet and it was noted that there are typically two to four “down” vehicles daily. Mr. Basford let the committee know that MV is sending two of its vehicles to assist with the fleet so CATS Maintenance Department can work to get vehicles completely repaired before putting them back into service.

There was a discussion concerning the procurement of new vehicles for the paratransit fleet. Mr. Deville shared that CATS is working on both a microtransit pilot project and a partnership with a TNC to provide additional paratransit service trips. Both of these initiatives will ease the burden resulting from the aged fleet.

Mr. Odimgbe shared that the Maintenance Department is ramping its efforts to get the vehicles to the shop and fully repaired.

Mr. Basford let the committee know that the operators are fully staffed; there are currently 32 operators, which provides for a full extra board.

Ms. Perkins shared that this would likely be Mr. Basford's last committee meeting as he has accepted another position within MV. Mr. Basford informed the committee he would be moving to Canada to head a branch there. He will continue to be available to CATS in the interim until a replacement is hired and trained. Ms. Perkins thanked Mr. Basford for all his hard work and diligence to get the service where it is now.

III. Certifications – Karen Denman

Ms. Denman shared the certification numbers for July for CATS On Demand. There were 43 applications mailed in July; this does not account for the applications received via other methods. Of those, 26 were certified, one was temporary certifications and no one was deemed ineligible during the month. There were three recertifications for the month.

Ms. Denman noted that she and Mr. Jimmy Thomas are making phone calls to the clients who miss their certification appointments to see if they still wish to apply for the service. This is done in an effort to ensure no one is kept from the opportunity to utilize the service if they qualify.

There was discussion concerning the Medicaid reimbursement status and Mr. Deville advised that there is no update and talks have stalled. He noted that CATS has extended an offer to a candidate for the position of Comptroller and the person hired will be tasked with reopening those discussions.

IV. Customer service – Angella Wynn and Dwana Williams

Ms. Wynn noted there were 88 total complaints received in July. There were 35 that required corrective action and there was one commendation for the month.

Ms. Wynn shared there were five complaints for being passed up, zero for courtesy, and 30 for performance.

Ms. Wynn let the committee know that, in July, the Customer Care Department fielded an average of 1,257 calls daily and customers were on hold an average of 23 seconds.

There was considerable discussion of the reason for the continued increase in monthly complaints. It was noted that the performance complaints were increasing and this has to be addressed.

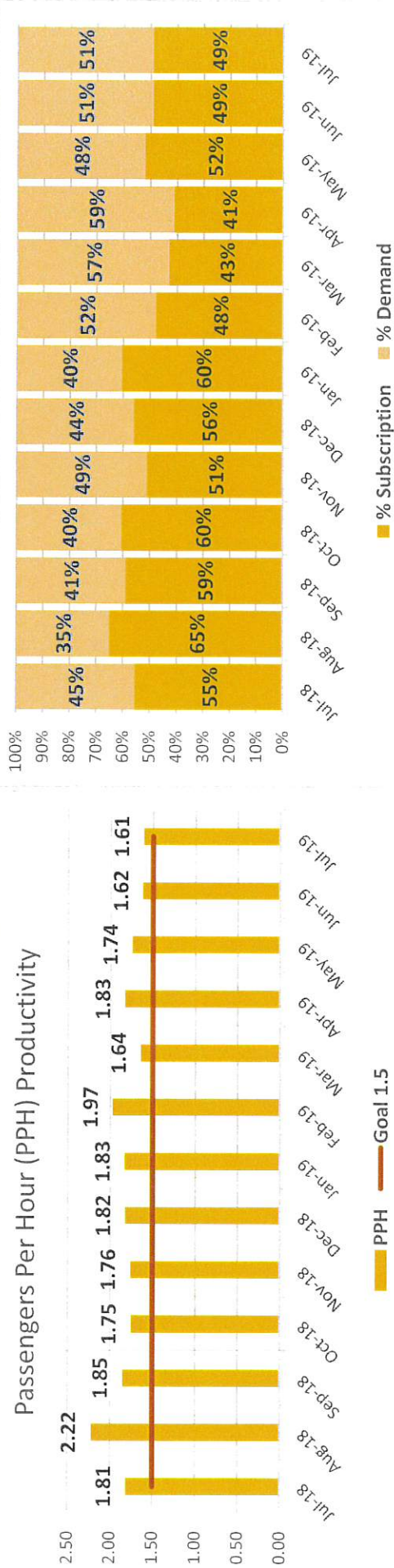
Mr. Deville and Mr. Odingbe let the committee know that CATS is continuing to hire more operators and get them in training classes.

V. Discussion of operator training – Dwana Williams

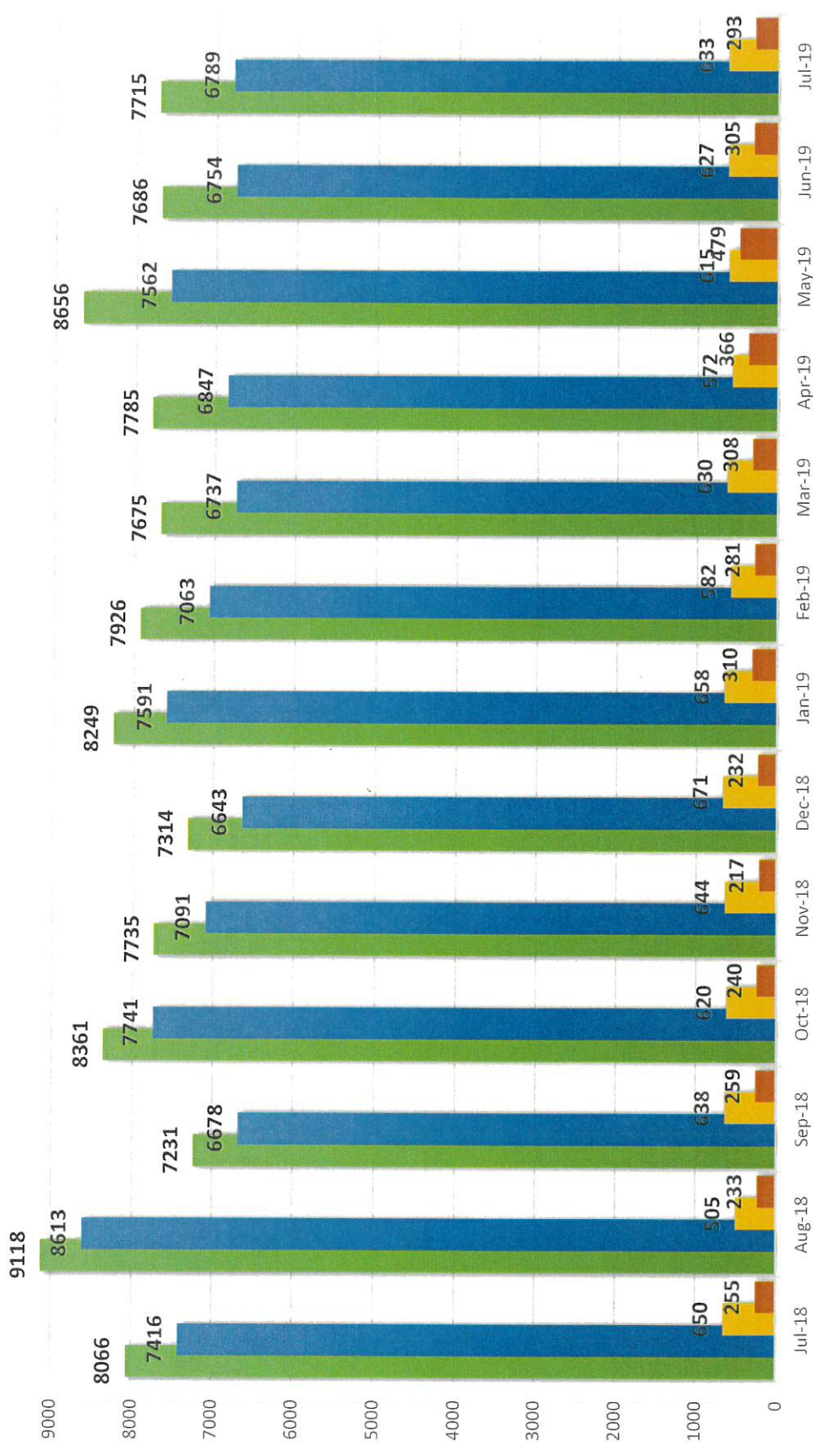
Ms. Williams shared that training has been suspended due to the operator shortage.

There was discussion of the importance of the training and that it be restarted as soon as possible.

There being no further business, the meeting adjourned.



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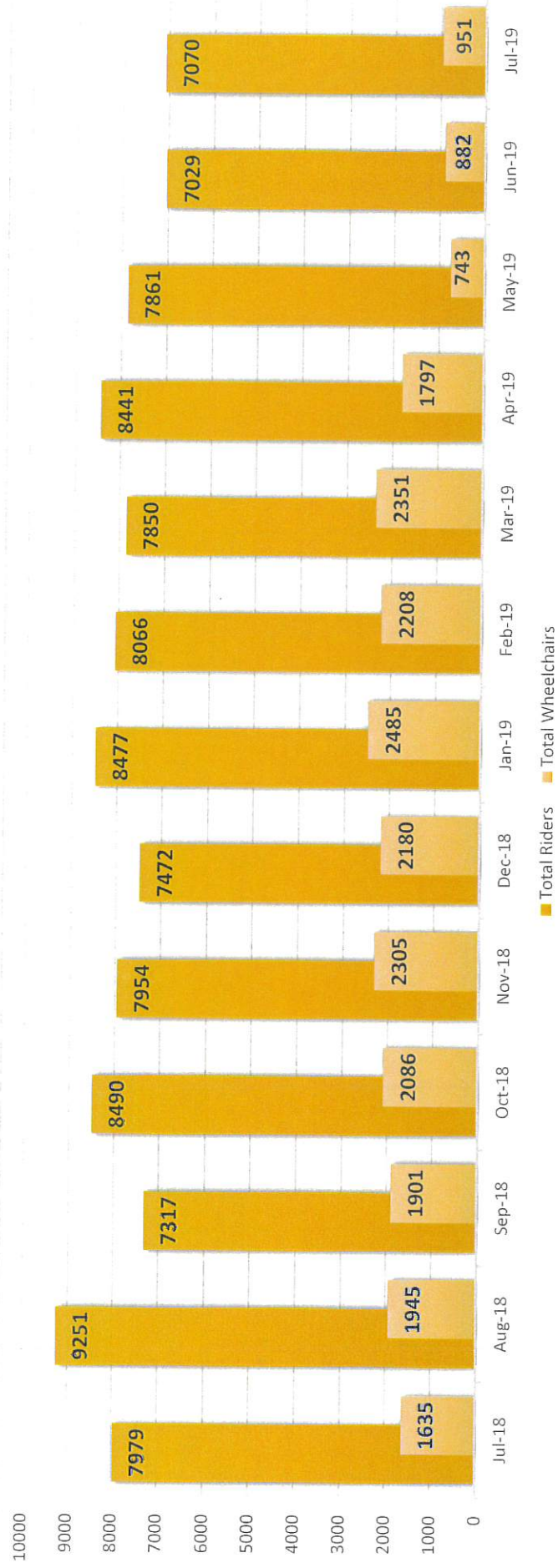


Scheduled Trips

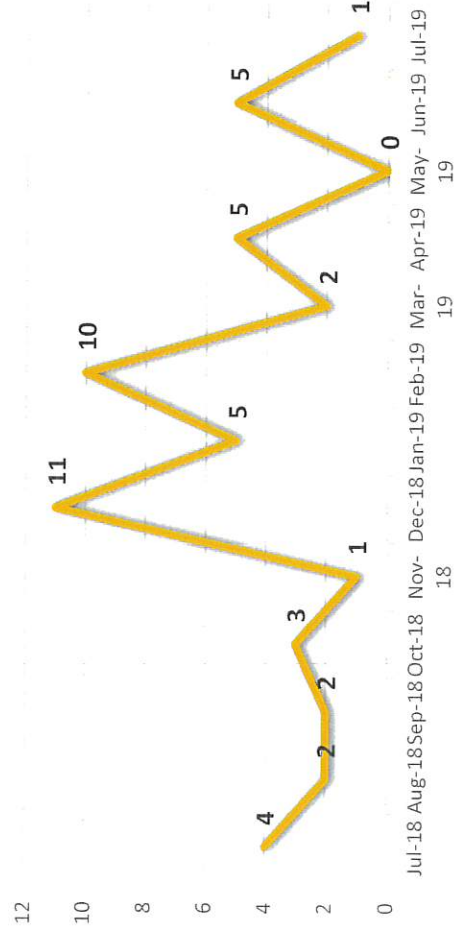
Completed Trips

Number Cancellations

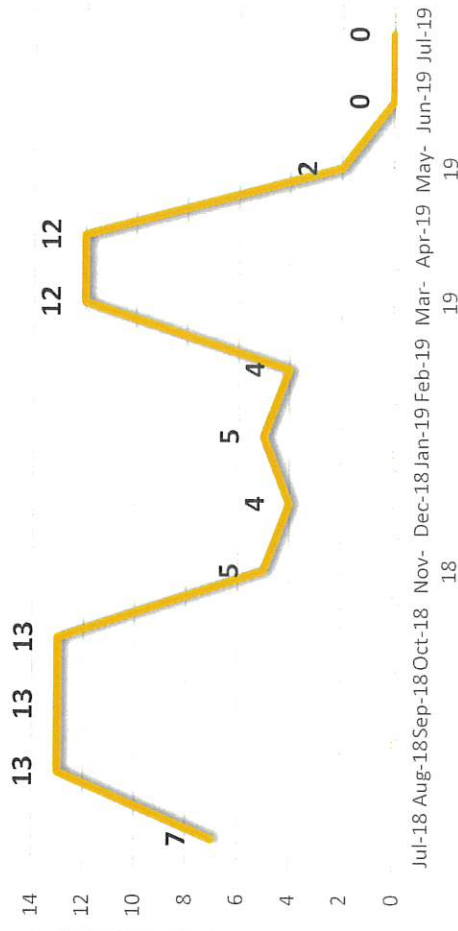
No Show



Road Calls



Complaints



CATS Procurement Listing for CATS Board								
August 20, 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 Liab & W C	Refer to updated Hourly Rates for renewal period 3/1/19 thru 2/29/20	Renewal: 3/1/19	2/29/20	Board Approved 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 Approved Contract Award in May	RFQ for Design Services for Transit Amenities and Related Equipment	5/15/19 - Board approved 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. 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.
On-Call Services RFP 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
Audit Services 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	RFP for External Audit Services to replace an existing contract ending 12/31/18	7/16/19 – Board approved additional \$119,500 for CATS CYE 2018 to initial \$31,500 for new total of \$151,000 . 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

CATS Procurement Listing for CATS Board						
August 20, 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
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 (3/27/19)	180 days from NTP/PO: 9/23/19	Board Approved 3/19/2019
						REBID: ITB for Construction of Cortana Transit Center – ITB #2019-CortanaTransitCtr-002
Construction Bus Washers PR #1206	ITB	Tillage Construction	\$589,000	Within 3 weeks of issuance of the Notice to Proceed		Board Approved 7/16/2019
						Procurement has solicited bids for two (2) bus washers. Vendor to remove old units and replace with new ones.
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
			\$47,857			Consultant to assist CATS with preparation of upcoming FTA Triennial 2019 to include tasks: Corrective Action Support, Post-Review Assistance for Oversight Review
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 approved 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.
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

August 20, 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	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 Approved on 3/19/19 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 – 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

August 20, 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	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	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 RFP	System Wide Software	TBD	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	8/1/19 – Addendum #1 issued to extend due date and allow more time for CATS responses to many questions submitted. New Due Date: 8/28/19. 6/26/19 – RFP is advertised, posted on CATS website and notification sent to vendor list. Due: 8/13/19.	
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	Tech Support, Maintenance & Warranty Coverage for AVL, APC & AVA Sys	Board to approve on 8/20/19. Renew warranty services contract through 7/31/20. 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.	

CATS Procurement Listing for CATS Board

August 20, 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	
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 Electric Buses (3) (35ft) w/Extended Battery Range and install 3 electric charging stations	Rolling Stock	Buses 3 Electric Buses and install 3 electric charging stations	Total Bid Price for 3 buses and 3 charging stations \$2,381,245 Approx unit cost for one bus and one charging station \$791,748	01/16/18	01/16/23 Contract can be used for the next 5 years from the date of award	Board Approved 1/16/18 PO Issued on 3/7/18. Delivery to be by Feb 22, 2019	Purchase 3 electric buses, 35 foot w/extended battery range and install 3 in-house charging stations.	5/1/19 – All 3 buses have been received. Waiting on post-award documents per FTA requirements before payment can be made. 3/7/18 – P.O. submitted to BYD for the order of 3 Elec Buses with delivery date by 2/22/19. 1/16/18 – Board approved award to BYD for 3 buses. 1/12/18 - F&E meeting – CATS recommended an award of contract for the purchase of 3 electric 35 foot buses to the lowest priced and responsive bid submitted by BYD. F&E voted to move the item to full board for approval. 11/14/17 – All 3 bids received are still under review. 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 + added amenities \$417,227.20 total order \$5,006,726.40	3 rd order. Purchase of 8 buses 56 Buses will be ordered over 5 years thru 2020 36 less 8 = 28 Assignments left on the bid	P.O. has been issued	8 buses delivery in Nov/Dec 2018	Board Approved To purchase 12 buses on 12/20/16 week of 7/17/17	Bus unit price: \$421,780 ea Total P.O.: \$5,061,362.40	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.	
W 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.
A&E Cortana Walmart Conceptual Drawings	Monroe & Corie, 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. 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.
Drug & Alcohol 3 rd Third Party Adm D & A Services for Safety Sensitive	IHSN	\$15,000 12 months of service	5/1/19	4/30/20	Written Contr PO 2019052	FTA mandated Third Party Administrator services for Drug & Alcohol /substance abuse services for safety sensitive employees.	3/8/19 – CATS is extending the 12-month renewal contract with IHSN with only a \$0.50 increase on drug tests. Orig Contr began 2012. One year Renewal.
Executive Search Services for CATS COO Position	Will Scott & Company, LLC	\$25,000 Max Amt. Not to Exceed	11/20/18	11/19/19	Written Contr PO 2018231	Consultant to provide professional support to assist CATS and its senior management team in the search for the CATS Chief Operating Officer position.	Nov 19, 2018 – Notice to Proceed was sent to vendor on November 19 th to begin work on Nov 20 th through Nov 19 th , 2019.
Financial Consultant Contract	Vicki Harris	\$30,000	4/5/19	10/5/19	Written Contr PO 2019111	Consultant to provide Finance Department with assistance in reconciling accounts, verification of grants receivables, bank reconciliations, etc.	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
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	5/31/20	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.	June 2019 – Extended contract through May 31, 2020. Jun 2018 Consulting HR assistance and other specialized HR functions.
Interim CAO	PLAC Enterprise	\$50,000	7/29/19	12/31/19	Written Contr PO 2019201	Consultant provides oversight of various CATS departments, under direction of the CEO.	July 2019 – Issued contract to PLAC Enterprise, LLC (Pearlina Thomas)

CATS Procurement Listing for CATS Board

August 20, 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
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 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 approved this. After Pilot program, CATS may choose to enter into a longer contract, which would be presented at the proper Board meeting.
Oil and Related Products (Maintenance) Start renewal inquiry process by Sept, 2019 for Jan 2020		Material Supplies ITB	<u>Petro Choice:</u> \$34,620 (Motor oil) <u>Sun Coast:</u> \$17,065 (Gear oil, synthetic trans. fluid and wheel and grease) <u>Miguez Fuel:</u> \$36,670 (Hydraulic turbine oil, diesel exhaust fluid)	1/1/19	12/31/19	Board approved 1/17/17 thru 12/31/18. Contract has 4 one year renewals available thru 1/16/22 CATS CEO is able to approve, as threshold is below Board amount of \$50,000 for each contract	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.	4/2/19 – ITB solicited for Motor Oil and Antifreeze. Petro Choice would be awarded the Motor Oil for \$34,620. Miguez Fuel would be awarded the Antifreeze for \$15,000, and they currently contract with CATS for other items for \$36,670. Board to approve total contract to Miguez for \$51,670 in April. 12/15/17 – It has been determined that the usage for the Oil Related Products for CYE 2017 are much less than the original anticipated usage, thereby lowering the projected annual cost to \$17,065 for products from Sun Coast and \$36,670 for products from Miguez Fuel. These contracts will be renewed for one year for the period of 1/1/19 thru 12/31/19 and are within the CEO threshold authority. 1/17/17– Board approved new bid award to 2 separate suppliers for the purchase and delivery of Oil Related Products. – Sun Coast Oil was the lowest bid for - Gear Oil, Motor Oil, Transmission Fluid & Wheel Grease. Miguez Fuel was lowest bid for Hydraulic Turbine Oil and Diesel Exhaust Fluid.
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

JULY 2019 Route Revenue and Ridership Totals

Route Number	Route Name		
		RIDERSHIP	REVENUE
8	Gus Young Ave / BRCC	2,683	
10	Scenic Hwy / Southern University	6,704	
11	Northside Circulator / 72nd Ave / Scotlandville	3,505	
12	Government St / Jefferson Hwy	7,794	
14	Thomas Delpit Dr / Roosevelt St	4,835	
15	Blount Rd / Crestworth	2,751	
16	Capitol Park Trolley	50	Free service
17	Perkins Rd	10,446	
18	Tigerland / Cortana Mall	7,692	
20	North Acadian Thwy	10,141	
21	Fairfields Ave	7,089	
22	Winbourne Ave	7,050	
23	Foster Dr	5,490	
41	Plank Rd	18,990	
44	Florida Blvd	29,655	
46	Cortana / Gardere / L'auberge	7,322	
47	Highland Rd / LSU	22,966	
54	Airline Hwy North / Southern University / Metro Airport	11,156	
57	Sherwood Forest Blvd / Greenwell Springs Rd	15,549	
58	Coursey Blvd / O'Neal Ln / Ochsner	4,436	
59	East Florida Blvd / O'Neal Ln / Ochsner	5,350	
60	Medical Circulator	1,134	
70	CATS Terminal / Southern University / Baker	4,830	
72	Florida Blvd Limited Stops	5,616	
80	Southern University Shuttle / Jag Train	242	Free service
		RIDERSHIP	REVENUE
	Total	203,476	\$ -

Route YTD for JULY 2019

ROUTE NUMBER	ROUTE NAME	January	February	March	April	May	June	July	August	September	October	November	December	Total
8	Gus Young Ave / BRCC	2,949	3,007	3,191	2,655	3,009	2,642	2,883						20,136
10	Scenic Hwy / Southern University	7,063	7,887	7,918	7,463	7,480	5,822	6,704						50,137
11	Northside Circulator / 72nd Ave / Scotlandville	4,714	4,189	4,029	3,384	3,738	3,428	3,505						26,987
12	Government St / Jefferson Hwy	9,569	9,087	8,811	8,186	8,206	7,715	7,794						59,368
14	Thomas Delpit Dr / Roosevelt St	4,363	4,323	5,473	5,131	5,554	4,714	4,835						34,383
15	Blount Rd / Crestworth (began service 02/24/2019)	0	482	3,053	3,025	3,536	2,837	2,751						15,684
16	Capitol Park Trolley	143	7	83	6	23	41	50						353
17	Perkins Rd	11,949	10,919	11,172	10,432	12,132	10,747	10,446						77,797
18	Tigerland / Cortana Mall	7,764	7,295	7,263	6,877	7,635	7,612	7,692						52,138
20	North Acadian Thwy	10,553	10,700	10,171	8,970	9,508	9,280	10,141						69,323
21	Fairfields Ave	5,727	6,252	6,623	6,518	7,890	7,164	7,089						47,263
22	Winbourne Ave	8,086	7,002	6,906	6,174	7,506	7,046	7,050						49,770
23	Foster Dr	5,703	6,199	5,651	5,769	5,424	6,043	5,490						40,279
41	Plank Rd	20,435	21,206	20,396	18,735	20,515	18,456	18,990						133,733
44	Florida Blvd	30,999	32,373	30,994	30,190	31,909	30,540	29,655						216,660
46	Gardere / OLOL / L'auberge (ended service 02/23/2019)	5,383	5,268	0	0	0	0	0	0	0	0	0	0	10,651
46	Gardere / Gardere / L'auberge (began service 02/24/2019)	0	0	6,905	7,113	7,248	7,481	7,322						36,049
47	Highland Rd / LSU	25,681	24,198	24,449	21,979	22,596	23,471	22,966						165,340
50	Glenn Oaks Circulator (ended service 02/23/2019)	2,413	2,063	0	0	0	0	0	0	0	0	0	0	4,476
52	Baker Circulator (ended service 02/23/2019)	1,419	1,288	0	0	0	0	0	0	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	11,156						76,718
55	East Florida Blvd / SF-BREC (ended service 02/23/2019)	2,871	2,492	0	0	0	0	0	0	0	0	0	0	5,363
56	Mall to Mall / Drusilla Ln / Tara Blvd (ended service 02/23/2019)	5,960	4,495	0	0	0	0	0	0	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	15,549						104,296
58	Courtesy Blvd / O'Neal Ln / Ochsenr	4,901	4,669	4,700	4,300	5,306	4,185	4,436						32,497
59	East Florida Blvd / O'Neal Ln / Ochsenr	4,596	4,880	5,812	5,086	5,370	5,137	5,350						36,231
60	Medical Circulator	756	745	1,017	902	1,283	1,025	1,134						6,862
70	CATS Terminal / Southern University / Baker	4,159	4,105	4,239	4,507	4,307	4,596	4,830						30,743
72	Florida Blvd Limited Stops	5,031	5,584	4,958	5,209	6,145	4,813	5,616						37,336
80	Southern University Shuttle	2,563	5,020	3,617	3,543	502	1,281	242						16,768
403	Airport / Downtown Express (ended service 02/23/2019)	257	110	0	0	0	0	0	0	0	0	0	0	367
TOTAL UNLINKED TRIPS		221,453	221,163	213,485	201,647	213,627	201,029	203,476	0	0	0	0	0	1,475,880

[illegible]

JULY 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
8	Gus Young Ave / BRCC	2,322	219	142	\$1,020.47	\$92.24	\$56.30	2,683	\$1,169.01
10	Scenic Hwy / Southern University / Scotlandville	5,915	495	294	\$3,423.04	\$240.53	\$143.37	6,704	\$3,806.94
11	Northside Circulator / 72nd Ave / Scotlandville	2,920	307	278	\$2,186.70	\$200.14	\$187.09	3,505	\$2,573.93
12	Government St / Jefferson Hwy	6,677	690	427	\$2,928.62	\$232.86	\$169.09	7,794	\$3,330.57
14	Thomas Delpit Dr / Roosevelt St	4,086	466	283	\$2,479.36	\$236.29	\$174.86	4,835	\$2,890.51
15	Glen Oaks / Blount Rd / Crestworth	2,458	177	116	\$1,765.39	\$89.85	\$79.01	2,751	\$1,934.25
16	Capitol Park Shuttle	50	No service	No service	Free service	No service	No service	50	\$0.00
17	Perkins Rd	9,231	631	584	\$4,846.11	\$295.48	\$305.44	10,446	\$5,447.03
18	Tigerland / Cortana Mall	6,518	658	516	\$4,092.94	\$330.32	\$254.46	7,692	\$4,677.72
20	North Acadian Thwy	8,745	895	501	\$5,369.58	\$466.20	\$267.51	10,141	\$6,103.29
21	Fairfields Ave	5,998	621	470	\$3,432.08	\$238.98	\$239.73	7,089	\$3,910.79
22	Winbourne Ave	5,930	654	466	\$3,720.58	\$335.20	\$258.08	7,050	\$4,313.86
23	Foster Dr	4,949	290	251	\$2,972.44	\$169.72	\$139.60	5,490	\$3,281.76
41	Plank Rd	16,193	1,496	1,301	\$9,261.69	\$727.74	\$622.22	18,990	\$10,611.65
44	Florida Blvd	24,750	2,811	2,094	\$12,184.44	\$1,269.76	\$905.73	29,655	\$14,359.93
46	Cortana / Gardere / L'auberge	5,999	758	565	\$4,478.56	\$452.16	\$378.30	7,322	\$5,309.02
47	Highland Rd / LSU	19,098	2,348	1,520	\$10,016.48	\$1,098.65	\$707.91	22,966	\$11,823.04
54	Airline Hwy North / Metro Airport / Southern University	9,808	745	603	\$6,053.21	\$447.61	\$405.91	11,156	\$6,906.73
57	Sherwood Forest Blvd / Greenwell Springs Rd / Siegen Ln	13,493	1,166	890	\$10,193.77	\$633.95	\$551.13	15,549	\$11,378.85
58	Coursey Blvd / O'Neal Ln / Ochsner	4,177	259	No service	\$2,281.77	\$138.69	No service	4,436	\$2,420.46
59	East Florida Blvd / O'Neal Ln / Ochsner	4,584	467	299	\$3,297.96	\$264.96	\$209.80	5,350	\$3,772.72
60	Medical Circulator	962	53	119	\$420.55	\$26.70	\$34.95	1,134	\$482.20
70	CATS Terminal / Southern University / Baker	4,222	395	213	\$2,928.32	\$196.92	\$141.95	4,830	\$3,267.19
72	Florida Blvd Limited Stops	5,616	No service	No service	\$2,068.23	No service	No service	5,616	\$2,068.23
80	Southern University Shuttle / Jag Train	242	No service	No service	Free service	No service	No service	242	\$0.00
									\$115,839.68
	Total	174,943	16,601	11,932	\$101,422.29	\$8,184.95	\$6,232.44	203,476	\$115,839.68