



**REGULAR MEETING  
OF THE  
BOARD OF COMMISSIONERS  
CAPITAL AREA TRANSIT SYSTEM  
AND  
PUBLIC TRANSPORTATION COMMISSION  
February 15, 2022  
4:30 p.m.  
BREC Administration Building  
Commissioner's Room  
6201 Florida Blvd  
Baton Rouge, Louisiana 70806**

**AGENDA**

- I) CALL TO ORDER: Mr. Kahli Cohran**
- II) ROLL CALL: Mr. Theo Richards**
- III) APPROVAL OF MINUTES OF January 18, 2021 BOARD MEETING: Mr. Kahli Cohran**
- IV) PRESIDENT'S ANNOUNCEMENTS: Mr. Kahli Cohran**
- V) ADMINISTRATIVE MATTERS**
  - 1. Executive and Financial Report: Mr. Bill Deville and Executive Staff**
- VI) COMMITTEE REPORTS AND ANY ACTION THEREON**
  - 1. Finance & Executive: Mr. Kahli Cohran**
  - 2. Technical, Policies & Practices: (no meeting held)**
  - 3. Audit: Mr. Matt Thomas (no meeting held)**
  - 4. Planning: (no meeting held)**
  - 5. Community Relations: Ms. Linda Perkins**
  - 6. Board Nomination: (no meeting held)**
- VII) ACTION ITEMS**
  - 1. Consideration of approval of the Oil & Oil Related Productions Solicitation 2022**
  - 2. Consideration of approval of the renewal of property, executive, and general liability insurance with Stone Insurance.**
- VIII) ADJOURNMENT**



CAPITAL AREA TRANSIT SYSTEM

*Connecting you to what matters.*

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

**January 18, 2022**

**4:30 p.m.**

**BREC Administration Building**

**6201 Florida Blvd**

**Baton Rouge, LA 70806**

**MINUTES**

**I. CALL TO ORDER: Mr. Kahli Cohran**

Mr. Cohran called the meeting to order.

**II. ROLL CALL: Mr. Theo Richards**

Members present at the meeting were Commissioner Breaux, Cohran, Coleman, Hill, Thomas, Perkins, Pierre. Also present were Mr. Bill Deville, CEO; other CATS staff; and members of the public.

**III. APPROVAL OF MINUTES OF December 14, 2021 BOARD MEETING: Mr. Kahli Cohran**

Mr. Thomas moved to approve the minutes of the December 14, 2021 meeting and Mr. Hill seconded the motion. Mr. Cohran invited public comment and there was none. The motion carried unanimously with no abstentions

**V. PRESIDENT'S ANNOUNCEMENTS: Mr. Kahli Cohran**

Mr. Cohran asked Commissioner Hill to open the meeting up with prayer. Mr. Cohran discussed need of a board retreat, the vacant seats on the board, and the CEO evaluation committee. Serving on

the Evaluation committee is Commissioner Cohran, Thomas, and Hill.

## **VI. ADMINISTRATIVE MATTERS**

### **1. Executive and Financial Report: Mr. Bill Deville and Executive Staff COVID-19 UPDATES: Bill Deville**

Mr. Deville noted that CATS has implemented phase two of its Covid 19 policy and is actively collecting data on vaccinations within the agency.

**OPERATIONS: Dwana Williams**

Ms. Williams noted that there are currently 111 total operators, 92 active and 19 inactive for various reasons.

The December Operations challenge winners for OTP are Latesha Carline, Paul King, Juanita Sanford, Tammie Wilson, and Al Weeden.

Top Overall OTP 2021 is Al Weeden and the Operator of the Year 2021 is Cynthia V. Johnson

The December Maintenance challenge winner for productivity is Jacob Lands.

Maintenance Productivity of the Year 2021 is James Scott.

The December Customer Service challenge for least abandoned calls is Agnes Brown.

The December Customer Care Top Performer is Darlene Paul.

Customer Care of the Year 2021 is Emily Maten.

Operations and Maintenance employees collected toys for the Probation and Parole office.

CATS is partnering with (CAPARC), Capital Area Re-Entry Coalition for Transportation.

Service changes went into effect on January 16, 2022.

**PLANNING AND PROGRAM DEVELOPMENT: Cheri Soileau**

**Cheri noted the Comprehensive Operational Analysis (COA) underway. With public outreach starting in late winter/spring 2022.**

**CATS is waiting on the final contract with for the North Baton Rouge/Baker Microtransit Pilot Project. We hope to have services started soon.**

**BRT North Transit Center/Station kick-off meeting was January 13, 2022**

**Operations, Administration, and Maintenance Facility Feasibility Study is underway.**

#### **ADMINISTRATIVE UPDATES: Theo Richards**

**Hitachi was on site in December to provide in person training with dispatchers and customer service representatives. A marketing plan is underway along with creating SOP for the service. Goal is to be live by the end of the first quarter.**

**The contactless technical calls are taking place week. We are waiting on card designs, along with materials for the vehicles. Service should be live by the end of the second quarter.**

#### **COMMUNICATIONS: Theo Richards**

**Continuing to engage Operations to make sure Rider Alters are updated on the website, and on social media. Worked with operations to ensure the website was updated for the January service changes. Director of Communications position has been posted.**

#### **TECHNOLOGY: Bill Deville, Paul Simon**

**The Phase 1 - Financials of Tyler ERP implementation is LIVE. The Phase 2 – HCM (Human Resources) is continuing with data conversions and system configuration. Phase 2 HCM (HR) is still on track to go LIVE the second quarter of 2022.**

#### **Finance: John Cutrone**

**John Cutrone presented the December financials and noted that the total current assets as of December 31, 2021, are current assets \$26,493,636. The total assets are \$50,545,200. The total current**

liabilities are \$3,417,762 and the total liabilities are \$5,692,995. The total net assets are \$44,852,205. The total liabilities and net assets are \$50,545,200.

The total operating expenses for the month of November are \$2,,858,039.

The total CATS-generated operating revenues for the month as of December 31, 2021, are \$215,309. The total non-federal subsidies for the month are \$1,739,586 and the total federal subsidies are \$1,105,876.

The total operating revenues as of December 31, 2021 are \$3,060,770.

The net operations balance for the month as of December 31, 2021, is a surplus of 202,731. The net operations balance for the year is a deficit of (\$56,420).

BD if there are no questions Madame President, this concludes our Executive Report.

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

### **1. Finance and Executive: Mr. Kahli Cohran**

Mr. Cohran 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. Thomas**

Mr. Thomas noted the committee did not meet.

### **4. Planning: Mr. Cohran.**

Ms. Cohran noted the minutes were in the packet.

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

Ms. Perkins noted the committee did meet on and the minutes for January 12, 2021.

**Ms. Barnes was presented the MV Report.**

## **VIII. ACTION ITEMS**

### **1. Consideration of approval of the Atlas Task Order Three Addendum**

**Mr. Thomas moved for the approval Atlas Task Order Three Addendum. Mr. Cohran seconded the motion. Mr. Cohran invited public comment and there was none. A roll call vote was held. A roll call vote was held. In favor, Cohran, Hill, and Thomas . Against – Breaux and Perkins Abstain - Coleman. Absent – Bellue, Lambert, and Pierre. The motion carried.**

### **2. Consideration of approval for the renewal of Mansfield Oil Contract**

**Mr. Cohran moved the approval for the approval for the renewal of Mansfield Oil Contract. Mr. Thomas seconded the motion. Mr. Cohran invited public comment and there was none. A roll call vote was held. In favor, Breaux, Cohran, Coleman, Hill, Thomas, Perkins and Pierre. Against – none Abstain - none. Absent – Bellue and Lambert. The motion carried.**

## **IX. ADJOURNMENT**

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

EXECUTIVE STAFF

**February 2022  
Executive Report  
Bill Deville and CATS Staff**

COVID-19 UPDATES: *Bill Deville*

- Mass Transit users are still required to wear masks under national and local government mandates.
- Though there was a reduction in the COVID-19 infection rate in the State of Louisiana and in the service area of CATS, the emergence of the Delta and **Omicron** variances prompted the Governor to report that a public health emergency continues to exist and remains a threat to Louisiana citizens via COVID-19. CATS accepts this and the guidance of the Center for Disease Control, the Louisiana Department of Health, and the Office of Homeland security and Emergency Preparedness. Principally noting the scientific determination that vaccinations against COVID-19 is the most effective way to protect the health and safety of the people of Louisiana.
- Rear door boarding ended, and fare collections were successfully resumed last May; CATS is incrementally changing safe spacing bus loads, as compliance regulations allow, and adding frequency to major “Lifeline” route schedules, as demand picks up.
- To ensure a safe and healthy work environment and to provide a safe and healthy public transportation experience, CATS is continuing to determine the number of employees who have been vaccinated against the COVID-19 virus. This is accomplished by conducting a survey and analyzing its results. As the COVID-19 virus evolves into more contagious mutations, it is necessary to know the vaccination status of employees to comply with the constantly evolving guidance and mandates of the federal and state agencies. Likewise, CATS will update its policies and procedures to accommodate these evolutions in federal and state guidance. CATS is mandated to provide essential transit service by state and federal laws. To fulfill that obligation, it is finalizing the planning and development of policies and procedures to continue essential transportation service during this pandemic, and its recovery phases. Vaccinations, testing, social distancing, and personal protective equipment have permitted CATS to

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## EXECUTIVE STAFF

continue its obligation to provide essential transit services. All efforts are expended to comply with federal, state, and local regulations.

### OPERATIONS: *Dwana Williams*

- There are 114 total operators, 97 active, 17 inactive.
- CATS was on standby with MOHSEP January 19<sup>th</sup> - 22<sup>nd</sup>
- Human Trafficking Training started January 31, 2022.
- Capital Area Re-Entry Coalition met February 8, 2022.
- See attached Performance Measures that reflect measures for the month.

### PLANNING AND PROGRAM DEVELOPMENT: *Cheri Soileau* SERVICE:

- Operations, Administration, and Maintenance Facility Feasibility Study
  - Existing Conditions Report delivered-January 29, 2022
  - Under review by staff
  - Briefing at February Planning Committee meeting
  - Interviews with Operations and Maintenance staff-February 2022
    - Initial survey forms distributed for staff input
- Comprehensive Operational Analysis
  - Smart CATS-public outreach portion of the study
    - Baker Outreach: Covid Vaccine Event-February 5, 10am-2pm
    - Other public outreach dates and locations:
      - February 19
        - Gardere Initiative Literacy Fair- 10-2 pm
      - February 22
        - Mall of Louisiana- 10:30-12:30
        - Siegen Lane Marketplace- 1:30-3:30
      - February 23
        - Our Lady of the Lake- 9-11
        - Southern Student Union-12:30-2:30
      - February 24
        - Cortana Transfer Facility-9-11
        - Downtown (4<sup>th</sup> Street Near St. Joseph's-Food Truck location) 12-2
        - 2222 Florida Blvd (terminal) 2:30-4:30



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- February 26
  - City of Baker Mardi Gras parade
  - Existing Conditions Document for terminal at 2222 Florida
    - Staff briefing February 2
    - Detail at February Planning Committee Meeting
- Plank-Nicholson Bus Rapid Transit
  - On-going Project Management Oversight with Region 6, HNTB, and City-Parish
  - Initial discussion regarding design of North Transit Center and BRT stations.
  - CATS will procure buses and the construction of the North Transit Center
  - 60% design complete-March 2022
- Baker/North Baton Rouge Microtransit Pilot Project
  - Contract review underway
- Baker Transit Center
  - Deciding on architectural style/amenities
- New Grants (anticipated)
  - February- 5339 Bus and Bus Facilities (competitive)
  - Monitoring other opportunities through the Infrastructure Bill
- Public Transportation Agency Safety Plan
  - Reviewing and looking at processes
  - The board will begin getting updates within the next several months, per FTA regulation.
  - Quick overview at February Planning Committee meeting
- National Transit Database
  - Beginning the process
  - Due: April 30, 2022
- Triennial Review
  - 2023
  - Beginning review of all requirements by FTA to ensure compliance before the triennial takes place

**ADMINISTRATIVE UPDATES: *Theo Richard***  
**AIM Grant Two-Way Messaging Project**

- CATS Customer Service and Dispatch received on-site workshop at CATS December 16th.

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- CATS is working with Hitachi and Operations on developing SOP for the software.
- CATS is underway with the development of a marketing plan for customer engagement.

**COVID-19 Mitigation Research Grant Contactless Payment Project**

- Technical meeting including maintenance and IT are underway weekly.
- Finalized the installation kit order for the entire fleet

**TECHNOLOGY: *Paul Simon; Keith Doucet***

- Tyler Technology Enterprise System
  - The Tyler ERP Financials is in its third month LIVE. The Tyler ERP HCM/PR (Human Resources/Payroll) is currently undergoing Parallel Payrolls and will be followed shortly by User Acceptance Testing over the next few weeks. It is still on track to go LIVE the second quarter of 2022.
- CATS and Transformyx had a kick-off meeting for the Installation schedule for project ASA 5505 Firewall replacement professional services. There will be 3 stages to complete the project, with limited down time for users, the cut over will happen in March.
- Planning, Grants, and Operations, along with AVL, Maintenance, and IT staff are seeking solutions and grant funding for scheduling/AVL software.
- Once grant funding is secured and prioritized, a Business Analytics software solicitation will get underway to procure an agency-wide tool to gather reporting data automatically from core systems in order to create improved KPI reporting that is now lacking; this is needed for better management and control of finance, personnel, transportation, and maintenance operations. The use of “dashboard” reporting is strongly desired by CEO and senior management.
- An enterprise asset management system is being looked into by Planning and Finance, along with secured funding.

**COMMUNICATIONS: Theo Richards**

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- Communications is coordinating with Planning on the upcoming COA efforts as needed.
- Working with Operations on the January 16, 2022 service changes. Ensuring the website is updated correctly and schedules are in hand before the start date.
- Monitoring social media daily and responding to any inquiries.
- Coordinating with Operations on any anticipated and real time rider alerts. Posting those alerts on social, website and eblast (as necessary).

**CEO NOTES: *Bill Deville***

- CATS leadership and General Counsel are finalizing the Microtransit contract negotiations for the North Baton Rouge/Baker pilot on demand service project and should soon thereafter release the marketing, startup, and other implementation milestone dates.
- The COA project is underway and has begun doing stakeholder outreach events with opportunity for input by members of the communities we serve to have a more direct hand in improving transit service; Rebranding plans will become more prominent soon and it will be labeled “SmartCATS”, as we start the process to bring CATS up to being the best transit system in the entire region.
- CATS staff continues to find ways to improve its “risk management” policies, procedures, and fiscal accountability, including, claims, litigation, workers compensation, safety, etc.; a team effort, our Administrative, Finance, Human Resources, and General Counsel areas, have all collaborated over the last few months, and we plan on bringing to the board in March a material change in how we handle those risk responsibilities, that can hopefully be implemented as soon as April, 2022.
- CATS leadership has begun meeting with our Congressional Delegation's local or district offices sharing CATS new Strategic and Capital Improvement Investment plans while seeking their support as CATS competes for service improvement, planning, and infrastructure funding.
- CATS will be joining APTA, LPTA and SWTA on Capitol Hill for the traditional and imperative March Congressional Legislative

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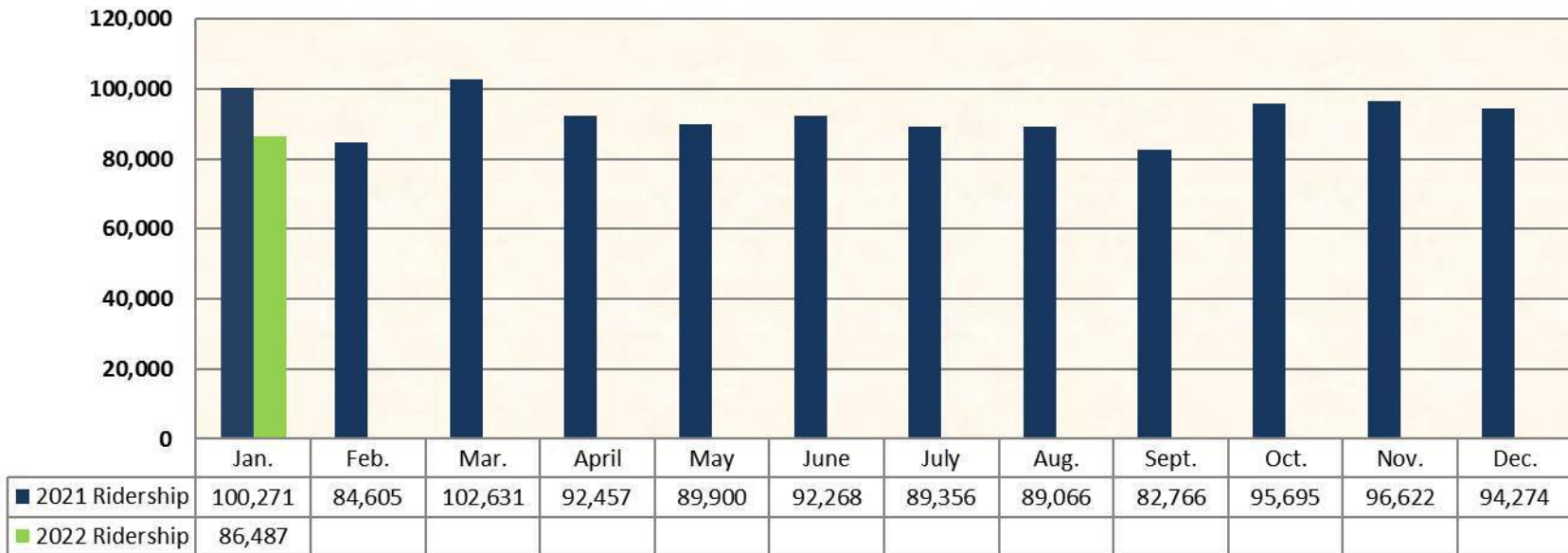
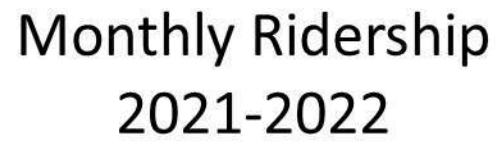


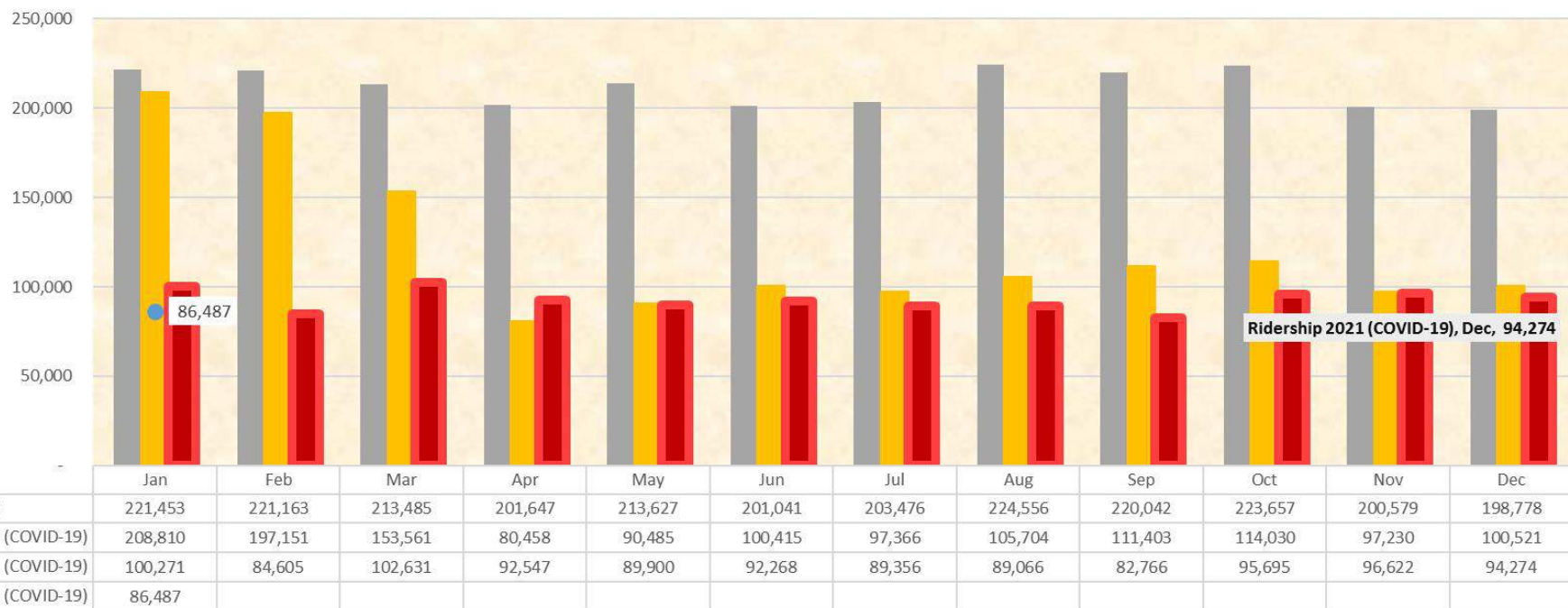
meetings; we are scheduling those meetings now with our state's federal congressional delegation, the Federal Transit Administration, and President's Administration to cap off the drive for new 2022 federal funding; LPTA and SWTA preliminary strategy meetings are being held at the annual SWTA conference in Austin, next week.

- Congratulations are in order for Dwana Williams, our COO, for being selected by BRAC to their 2022 Leadership Baton Rouge class!
  - It should be noted that CATS very own Theo Richards is a 2016 graduate, Commissioner Kahli Corhan is a 2015 graduate and Commissioner Johnathan Hill is a 2021 graduate!)
  - Dwana is in good company, and we wish Dwana much success in her 2022 Leadership BR class!

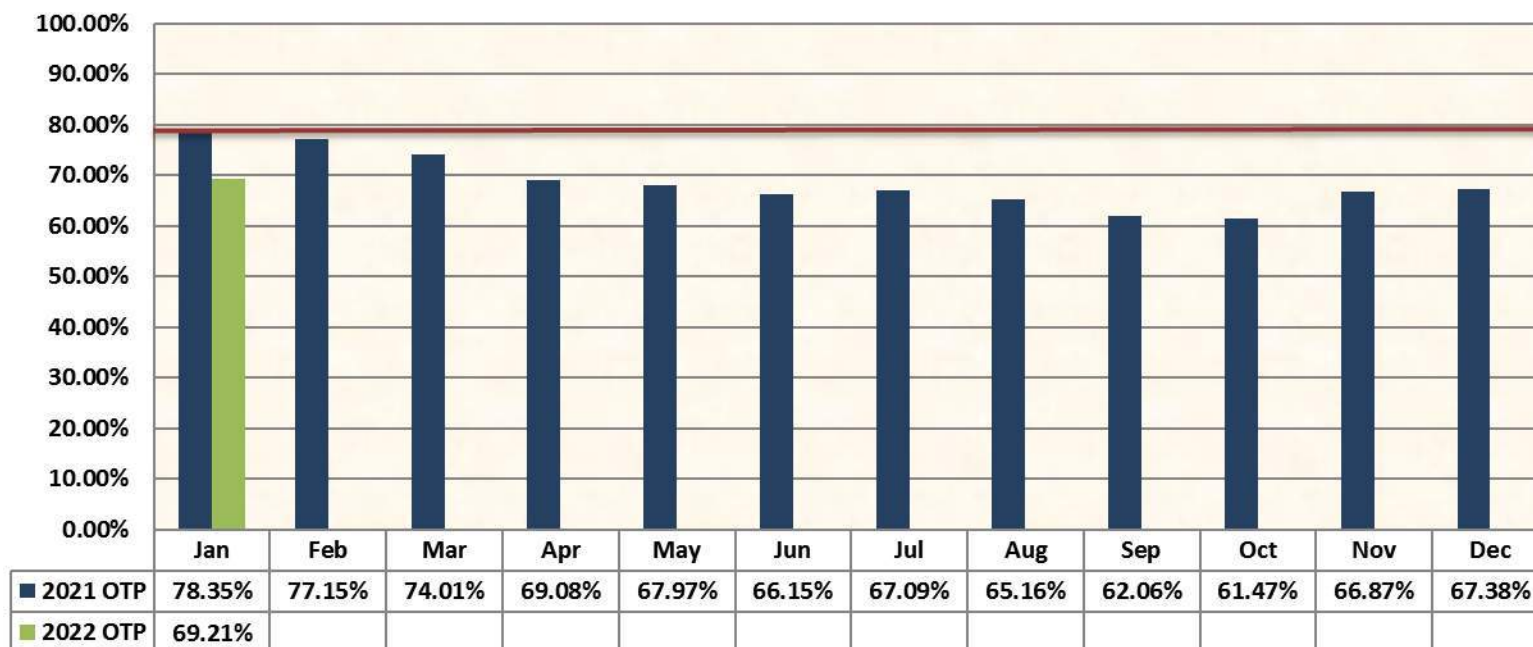
### **Finance: *John Cutrone***

- See attached financial report for the month.





## On-Time Performance 2021-2022



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

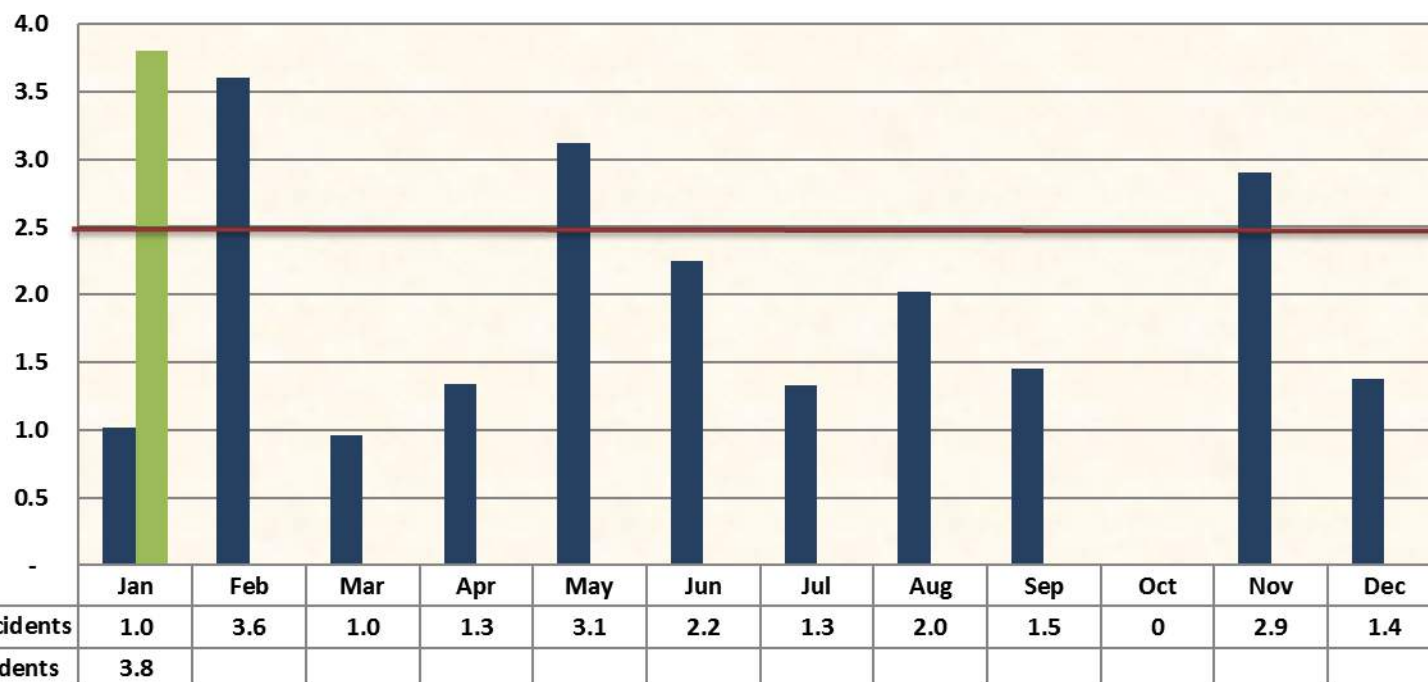
***Note: OTP is measured at scheduled timepoints effective (1.16.22), which represent 6.68% of the total system bus stops.***



### % Trips Operated 2021-2022

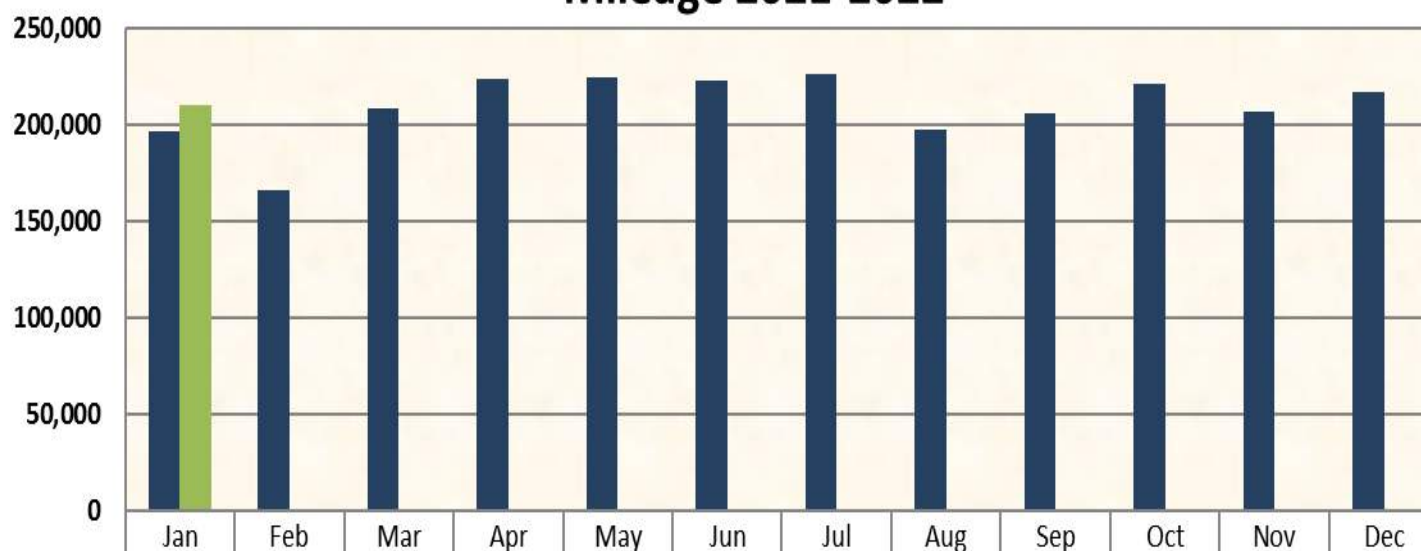


## Preventable Accidents per 100,000 Miles 2021-2022



\*Target Below 2.5 Preventable Accidents Per 100,000 Miles

## Mileage 2021-2022

[illegible]



# JANUARY 2022 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	1,214	195	150		\$ 640.72	\$ 121.54	\$56.88	1,559	\$819.14
10	Scenic Hwy	1,487	199	126		\$ 1,075.05	\$ 97.64	\$65.47	1,812	\$1,238.16
11	Northside Circulator	1,565	173	55		\$ 900.19	\$ 95.51	\$40.57	1,793	\$1,036.27
12	Government St / Jefferson Hwy	2,112	412	265		\$ 1,038.81	\$ 191.13	\$140.53	2,789	\$1,370.47
14	Thomas Delpit Dr / Roosevelt St	1,812	207	317		\$ 1,135.74	\$ 105.41	\$140.42	2,336	\$1,381.57
15	Blount Rd	1,683	139	130		\$ 1,444.73	\$ 94.75	\$89.70	1,952	\$1,629.18
16	Downtown Circulator	15	No service	No service		Free service	No service	No service	15	Free Service
17	Perkins Rd	4,120	510	250		\$ 2,189.21	\$ 273.11	\$158.88	4,880	\$2,621.20
18	Cortana / Tigerland	2,816	422	306		\$ 1,970.87	\$ 297.66	\$190.47	3,544	\$2,459.00
20	N. Acadian Thwy	3,967	446	343		\$ 2,663.14	\$ 244.79	\$176.96	4,756	\$3,084.89
21	Fairfields Ave	3,048	294	304		\$ 1,769.57	\$ 160.15	\$178.63	3,646	\$2,108.35
22	Winbourne Ave	2,793	325	290		\$ 1,744.05	\$ 179.64	\$196.37	3,408	\$2,120.06
23	Foster Dr	1,307	134	102		\$ 1,021.19	\$ 109.96	\$92.22	1,543	\$1,223.37
41	Plank Rd	6,609	932	536		\$ 3,832.05	\$ 494.26	\$344.95	8,077	\$4,671.26
44	Florida Blvd	10,589	1,459	1,157		\$ 5,418.07	\$ 666.07	\$516.12	13,205	\$6,600.26
46	Cortana / Gardere / L'auberge	1,789	286	240		\$ 1,509.11	\$ 196.30	\$190.11	2,315	\$1,895.52
47	Highland Rd / LSU	8,508	1,339	970		\$ 4,781.96	\$ 603.67	\$514.95	10,817	\$5,900.58
54	Airline Hwy	3,207	406	292		\$ 2,389.48	\$ 210.33	\$214.50	3,905	\$2,814.31
57	Sherwood Forest Blvd / Siegen Ln	4,976	623	497		\$ 3,771.83	\$ 421.99	\$337.15	6,096	\$4,530.97
58	Coursey Blvd	2,248	241	187		\$ 1,642.07	\$ 160.09	\$109.51	2,676	\$1,911.67
59	E. Florida Blvd	1,829	297	177		\$ 1,461.87	\$ 160.84	\$122.30	2,303	\$1,745.01
60	Medical Circulator	810	35	12		\$ 414.85	\$ 33.22	\$14.00	857	\$462.07
70	CATS Terminal / Baker	1,809	233	161		\$ 1,339.09	\$ 158.79	\$106.85	2,203	\$1,604.73
72	Florida Blvd LIMITED	No service	No service	No service		No service	No service	No service	0	\$0.00
80	Southern University Shuttle	No service	No service	No service		No service	No service	No service	0	\$0.00
										\$53,228.04
	Total	70,313	9,307	6,867		\$44,153.65	\$5,076.85	\$3,997.54	86,487	\$53,228.04

**Capital Area Transit System  
Balance Sheet  
January, 2022**

**1/31/2022**

**1/31/2021**

**ASSETS**

<b>Current Assets:</b>		
Cash and Cash Equivalents	13,998,486	18,054,031
Accounts Receivable	458,487	478,138
Property Tax Receivable	23,974,470	23,133,187
Due from Governments	3,715,964	221,894
Inventory	742,706	494,219
Prepaid Expenses and Other Assets	390,547	109,943
<b>Total Current Assets:</b>	<b>43,280,660</b>	<b>42,491,412</b>
<b>Restricted Assets:</b>		
Cash and Cash Equivalents	3,314,230	3,301,718
<b>Total Restricted Assets:</b>	<b>3,314,230</b>	<b>3,301,718</b>
Net Pension Asset, Long-Term	676,430	676,430
Equipment, Net	19,623,497	19,573,682
<b>Total Assets</b>	<b>66,894,817</b>	<b>66,043,243</b>
<b>LIABILITIES AND NET ASSETS</b>		
<b>Current Liabilities</b>		
Accounts Payable and Accrued Expenses	836,032	628,723
Accrued Payroll and Tax Liabilities	572,551	904,256
Accrued Compensated Absences	850,652	850,652
Claims Payable and Related Liabilities	906,118	906,118
Capital Lease Payable	623,092	608,884
Deferred Revenue (Grants/Prop Tax)	17,416,667	16,871,962
<b>Total Current Liabilities</b>	<b>21,205,112</b>	<b>20,770,596</b>
<b>Long-Term Liabilities</b>		
Capital Lease Payable, Less Current Portion	962,006	1,585,098
Estimated Liabilities	690,136	690,136
<b>Total Long-Term Liabilities</b>	<b>1,652,142</b>	<b>2,275,234</b>
<b>Total Liabilities</b>	<b>22,857,254</b>	<b>23,045,830</b>
<b>Net Assets:</b>		
Investments in Capital Assets, Net of Related Debt	18,038,399	17,379,700
Restricted Cash and Cash Equivalents	3,314,230	3,301,718
Unrestricted	22,684,934	22,315,994
<b>Total Net Assets:</b>	<b>44,037,563</b>	<b>42,997,412</b>
<b>Total Liabilities And Net Assets</b>	<b>66,894,817</b>	<b>66,043,243</b>

**Capital Area Transit System**  
**Statement of Operating Budget vs. Actual**  
**For the Period Ended January, 2022**

	Current Month				Year to Date				Approved Budget
	Budget	Actual	Variance	% Var	Budget	Actual	Variance	% Var	
<b>Operating Revenues</b>									
Passenger Paid Fares	69,931	68,066	(1,865)	-2.67%	69,931	68,066	(1,865)	-2.67%	839,172
Special Transit Fares (Contract)	6,195	4,851	(1,344)	-21.69%	6,195	4,851	(1,344)	-21.69%	74,337
ADA/Paratransit Revenue	6,209	13,450	7,241	116.63%	6,209	13,450	7,241	116.63%	74,502
Advertising Revenue	43,750	41,688	(2,063)	-4.71%	43,750	41,688	(2,063)	-4.71%	525,000
Interest Income	382	618	236	61.90%	382	618	236	61.90%	4,584
Other Agency Revenue	20,000	1,865	(18,135)	-90.68%	20,000	1,865	(18,135)	-90.68%	240,002
<b>Total CATS Generated</b>	<b>146,466</b>	<b>130,538</b>	<b>(15,928)</b>	<b>-10.88%</b>	<b>146,466</b>	<b>130,538</b>	<b>(15,928)</b>	<b>-10.88%</b>	<b>1,757,597</b>
<b>Non Federal Revenue</b>									
Hotel/Motel Tax	87,086	87,086	0	0.00%	87,086	87,086	0	0.00%	1,045,032
Parish Transportation Fund	45,833	45,833	0	0.00%	45,833	45,833	0	0.00%	550,000
Property Tax Revenue	1,583,333	1,583,333	0	0.00%	1,583,333	1,583,333	0	0.00%	19,000,000
<b>Total Non Federal</b>	<b>1,716,253</b>	<b>1,716,253</b>	<b>0</b>	<b>0.00%</b>	<b>1,716,253</b>	<b>1,716,253</b>	<b>0</b>	<b>0.00%</b>	<b>20,595,032</b>
<b>Federal Operating Subsidies</b>									
FTA - Formula Grants/PM	358,333	160,000	(198,333)	-55.35%	358,333	160,000	(198,333)	-55.35%	4,300,000
FTA - Capital Projects (Project Admin)	41,667	0	(41,667)	-100.00%	41,667	0	(41,667)	-100.00%	500,000
FTA - Planning	57,583	0	(57,583)	-100.00%	57,583	0	(57,583)	-100.00%	691,000
FTA - ARP	101,691	101,691	0	0.00%	101,691	101,691	0	0.00%	1,220,297
<b>Total Federal Operating</b>	<b>559,275</b>	<b>261,691</b>	<b>(297,583)</b>	<b>-53.21%</b>	<b>559,275</b>	<b>261,691</b>	<b>(297,583)</b>	<b>-53.21%</b>	<b>6,711,297</b>
<b>TOTAL SOURCES OF REVENUE</b>	<b>2,421,994</b>	<b>2,108,482</b>	<b>(313,512)</b>	<b>-12.94%</b>	<b>2,421,994</b>	<b>2,108,482</b>	<b>(313,512)</b>	<b>-12.94%</b>	<b>29,063,926</b>
<b>Operating Expenses</b>									
Labor	880,295	883,946	(3,651)	-0.41%	880,295	883,946	(3,651)	-0.41%	11,443,841
Fringe Benefits	491,777	512,798	(21,021)	-4.27%	491,777	512,798	(21,021)	-4.27%	6,393,101
Casualty and Liability	146,625	144,819	1,806	1.23%	146,625	144,819	1,806	1.23%	1,759,500
Services	240,086	265,127	(25,041)	-10.43%	240,086	265,127	(25,041)	-10.43%	2,881,030
Purchased Transportation	163,971	150,613	13,358	8.15%	163,971	150,613	13,358	8.15%	1,967,653
Materials & Supplies	262,500	206,048	56,452	21.51%	262,500	206,048	56,452	21.51%	3,150,000
Utilities	17,158	21,175	(4,016)	-23.41%	17,158	21,175	(4,016)	-23.41%	205,900
Miscellaneous Expenses	96,860	56,655	40,206	41.51%	96,860	56,655	40,206	41.51%	1,162,323
Leases and Rentals	8,382	7,703	678	8.09%	8,382	7,703	678	8.09%	100,578
<b>Total Operating Expenses</b>	<b>2,307,654</b>	<b>2,248,884</b>	<b>58,771</b>	<b>2.55%</b>	<b>2,307,654</b>	<b>2,248,884</b>	<b>58,771</b>	<b>2.55%</b>	<b>29,063,926</b>
<b>Net SURPLUS/(DEFICIT) Before Depreciation</b>	<b>114,339</b>	<b>(140,402)</b>	<b>(254,741)</b>	<b>-222.79%</b>	<b>114,339</b>	<b>(140,402)</b>	<b>(254,741)</b>	<b>-222.79%</b>	
Depreciation	229,151	229,151	0	0.00%	229,151	229,151	0	0.00%	
<b>NET Operating SURPLUS/(DEFICIT)</b>	<b>(114,812)</b>	<b>(369,553)</b>	<b>(254,741)</b>	<b>221.88%</b>	<b>(114,812)</b>	<b>(369,553)</b>	<b>(254,741)</b>	<b>221.88%</b>	



**MEETING OF THE  
FINANCE AND EXECUTIVE COMMITTEE  
BOARD OF COMMISSIONERS  
CAPITAL AREA TRANSIT SYSTEM AND  
PUBLIC TRANSPORTATION COMMISSIONS  
February 10, 2022  
CATS Administrative Office  
350 North Donmoor Avenue**

**MINUTES**

**The Finance and Executive Committee met on Thursday, February 10, at 10:30 A.M. Present at the meeting were members Kahli Cohran, Matt Thomas, Patrick Downs and Jonathan Hill. Also present were Bill Deville and members of CATS staff.**

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

**Mr. Cohran called the meeting to order and established a quorum.**

**II. President's Announcements**

**Mr. Cohran welcomed Mr. Downs to the Board of Commissioners.**

**III. Executive Report and Financials**

**Operations – Dwana Williams**

**Dwana Williams noted that there are currently 114 total operators, 97 active and 17 inactive for various reasons.**

**Ms. Williams stated CATS was on standby with MOHSEP for the most recent inclement weather on January 19<sup>th</sup> – 22<sup>nd</sup>.**

**Human Trafficking training started on January 31<sup>st</sup> and will continue throughout the year for the entire agency.**

**CATS participated in a meeting with the Capital Area Re-entry Coalition on potential partnerships.**

**Planning and Program Development – Cheri Soileau**

Ms. Soileau noted the existing conditions report study was delivered 1/29 and is under review by the staff. A presentation will be made February planning committee meeting.

SmartCATS participated in a Baker outreach event on February 5<sup>th</sup>. There are several additional outreach events taking place throughout Baton Rouge in the month of February. Including, Gardere Initiative Literacy Fair, Mall of Louisiana, OLOL, Southern University Student Union and more.

The BRT north transfer center design will be 60% complete by March 2022. CATS will procure buses and the construction of the center.

Program Development is monitoring the status of various federal grant awards.

**Administrative – Theo Richards**

Mr. Richards noted the POC with Hitachi has been our due to Covid and will have an update at next month's meeting. The goal is still to go live at the end of the first quarter.

The AIM project is moving along. Swipe cards have been ordered. All the support materials for the card readers have arrived. CATS is waiting on the actual cards and readers from the vendor.

**Communication – Theo Richards**

Mr. Richards noted CATS will be highlighting four Louisiana individuals for Black History Month. The profiles will be featured on social media and on our website. Working on a public records request form for the website and continues to monitor all social, website and media inquiries.

Finance Report - John Cutrone presented the January financials and noted that the total current assets as of January 31, 2022, are current assets \$43,280,660. The total assets are \$66,894,817. The total current liabilities are \$21,205,112 and the total liabilities are \$22,857,254. The total net assets are \$44,037,563 The total liabilities and net assets are \$66,894,817.

The total operating expenses for the month of January are \$2,248,884.

The total CATS-generated operating revenues for the month as of January 31, 2022, are \$130,538. The total non-federal subsidies for the month are \$1,716,253 and the total federal subsidies are \$261,691.



**The total operating revenues as of January 31, 2022 are \$2,108,482.**

**The net operations balance for the month as of January 31, 2022, is a deficit of (\$140,402). The net operations balance for the year is a deficit of (\$369,553).**

**Mr. Deville noted CATS will be joining LPTA and SWTA on Capitol Hill for the March Congressional Legislative meetings. In addition, Mr. Deville congratulated Dwana Williams for being selected for the 2022 Baton Rouge Area Chamber Leadership Class.**

**IV. Recommend approval of the Oil & Oil Related Productions Solicitation 2022**

**Mr. Thomas moved for the recommendation approval of the Oil & Oil Related Productions Solicitation 2022. Mr. Cohran seconded the motion. Mr. Cohran invited public comment and there was none. The motion carried**

**V. Recommend approval of the renewal of property, executive, and general liability insurance with Stone Insurance.**

**Mr. Thomas moved for the recommendation approval of the Oil & Oil Related Productions Solicitation 2022. Mr. Cohran seconded the motion. Mr. Cohran invited public comment and there was none. The motion carried**

**ADJOURNMENT**

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



**MEETING OF THE  
504/COMMUNITY RELATIONS COMMITTEE  
BOARD OF COMMISSIONERS  
CAPITAL AREA TRANSIT SYSTEM AND  
PUBLIC TRANSPORTATION COMMISSIONS  
February 9, 2022  
350 North Donmoor, Baton Rouge, LA**

**MINUTES**

The 504/Community Relations Committee met on Wednesday, February 9, 2022, at 10:30 a.m. Present at the meeting was Linda Perkins. Also present were Bill Deville, members of CATS staff, and Representatives of MV Transportation.

**I. Introduction**

Mrs. Perkins welcomed everyone gathered for the February Community Relations Committee Meeting.

**II. MV Transportation Report – Representative Leslie Barnes**

Ms. Barnes noted there were 5502 trips scheduled for the month of January 2022 verse 3975 in 2021. There were five valid complaints for the month of January. There was one road call. The on-time performance was 91.82% for 2022 verses 88% for 2021. In addition, the subscription service was at 57% and demand was 43% for January. Lastly, the passenger per hour was 1.5. Ms. Barnes noted certifications have resumed and there are estimated 180 individuals up for recertification.

**III. Certifications – Karen Denman**

Ms. Williams noted 12 applications were mailed out and one customer was certified for January. 22 customers were granted temporary certification and three need to reschedule their appointments.

**IV. Customer service / Complaints – Angella Wynn/Syliva Franklin**

Ms. Wynn noted for the month of January there were 34 contacts and three were valid. One was performance, one pass up and one safety contact. Ms. Wynn also noted the route performance for each route is located inside of the packets. Ms. Franklin noted the call center was offered 18,730 and answered 17,803. In

addition, the monthly average for productivity exceeded the goal of 94% by 95.05%.

**VI. CATS Engagement update – Theo Richards**

Mr. Richards noted Ms. Soileau would speak more about the current engagement with the COA.

**VIII. Comprehensive Operational Analysis - Cheri Soileau**

**and Public Engagement “SmartCATS”**

Ms. Soileau gave an overview of the COA which included an analysis and review of all routes (excluding BRT), a review of the current/past data, a review of the terminal and more. Ms. Soileau also detailed the short/mid/long term plans for the routes. In addition, a schedule of outreach was presented for SmartCATS. Ms. Soileau encouraged commissioners and staff to participate and notify her of any other opportunities of outreach.

Meeting is adjourned.

2250 Florida Boulevard  
Baton Rouge, LA 70802  
PHONE: 225.389.8920



## CATS BOARD APPROVAL REQUEST:

**Contract / P.O. # TBD**

**Date: January 12, 2022**

**Department requesting approval:** Maintenance

**Project Manager:** James Godwin

**Project/Contract:** Oil & Oil Related Products Solicitation 2022-Oil Product-001

**Budgeted project (Yes/No):** Yes

**Grant(s) Funded (Yes/No):** Yes

**Project/Contract Summary:** CATS went out on an ITB to purchase oil and oil related products. The products were, Antifreeze, Gear Oil 85-140, Motor Oil 15w-40, Synthetic Transmission Fluid, Diesel Exhaust Fluid (DEF) and Wheel Grease. This is a one (1) year contract with the option of CATS and acceptance by the contractor, this contract may be renew for four (4) additional one year periods. The price after that one (1) year fixed period shall be bid price plus/minus and change which will be calculated based on the following formula which utilizes the US Department of Labor/Bureau of Labor Statistics – Producer Prices Index (PPI).

There were two responsive bids. Miguez Fuel LLC was the lowest bid on all products, after checking to see if all the products meet the vehicle vendor spec. CATS is requesting that the Board approval a contract with **Miguez Fuel LLC** to purchase all the products that was listed above starting 2-1-2022 thru 1-31-2023 in the amount of \$156,900.00

**Project/Contract Amount:** Not to exceed \$156,900.00

**Project Manager Approval**

**Supervisor approval**

**COO**

**Procurement approval**

**CEO approval**

Rhonda Kimbel  
Procurement Analyst  
rkimbel@brcats.com

brcats.com

2250 Florida Boulevard  
Baton Rouge, LA 70802  
PHONE: 225.389.8920



**CATS BOARD APPROVAL REQUEST:**

**PROJECT /CONTRACT:** OIL & OIL PRODUCTS  
**SOLICITATION 2022-OILPRODUCTS-001**

**PROJECT MANAGER:** James Godwin/Maintenance

**Project/Contract Amount:** Not to exceed \$156,900.00

A handwritten signature in blue ink, appearing to read "John Cutrone", is written over a horizontal line.

**John Cutrone, Comptroller**






**INVITATION TO BID**  
December 7, 2021

**Oil & Oil Related Products**  
**Solicitation #2022-OilProducts-001**  
**Bid Due Date – January 10, 2022 10:00 am CST (Central Standard Time)**  
Bidder's authorized signature is required below on this INVITATION TO BID. It shall constitute an acceptance of a contract that may result from this Bid.

**EXHIBIT A**  
**BIDDER'S SIGNATORY PAGE**

<b>Company Name</b> (Include Federal I.D. No.)	Miguez Fuel LLC. (72-1256840)
<b>Address, City</b> <b>State &amp; Zip</b>	109 Hwy 90 West, New Iberia, LA 70560
<b>Phone Number(s)</b> (main, cell & fax)	(337) 365-3784, (337) 201-7728, (337) 359-8890
<b>Addendum Acknowledgement</b> (Check CATS website)	Should Acknowledge receipt of any addendums (if any) issued to ITB. Check CATS website and reflect here: #1 <input checked="" type="checkbox"/> , #2 <input type="checkbox"/> , #3 <input type="checkbox"/> , #4 <input type="checkbox"/>
<b>Authorized Signature</b>	 Date: 1/7/2022
<b>Print Authorized Name &amp; Title</b> Include E-mail Contact(s) Info	Ridge Miguez, Vice President, <a href="mailto:rmiguez@miguezfuel.com">rmiguez@miguezfuel.com</a>

Bidder **MUST** sign and complete this signatory page "Exhibit A" and return it with Bid submission. Failure to do so will result in the Bid being rejected. Above signature must be original.

Schedule of Events - Timeline & Due Dates Solicitation # 2022-OilProducts-001	
Item/Events	Timeline & Due Dates
Public Notice Advertised-The Advocate & The Weekly Press	December 7 and 12, 2021
Vendors notified and ITB posted on CATS website	December 7, 2021
Written Inquiries/Questions Due	December 15, 2021
CATS Responses to Questions (via addendum issued)	December 21, 2021
<b>Bid Due Date/Deadline Receipt</b>	<b>January 10, 2022, 10:00am (CST)</b>
Anticipated CATS Board of Commissioner's Approval	January 18, 2022
Anticipated Contract Award Date	January 19, 2022

CATS reserves the right to change the Schedule of Events/Timeline & Due Dates at any time.

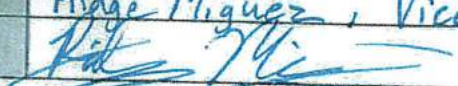
**EXHIBIT A - Signatory Page**



**EXHIBIT B**

**Oil & Oil Related Products  
Solicitation #2022-OilProducts-001  
Bidder's Price Form**

*This page must be completed and returned with your bid.*

ITEM #	Description <i>All items bid must be in accordance with the specifications. Any credit for return of drum to be included in bid price.</i>	Indicate Bid Brand	CATS Annual Usage estimated annual usage	Unit Bid Price	Extended Total Price <i>(multiply unit price times est annual usage)</i>
1.	<b>Antifreeze:</b> Equivalent to Fleet Charge SCA pre charged 50/50 Glycol. <i>Must meet Cummins Specs.</i> Bid price per gallon	HI-TECH XL	6,000 gallons	5.25 (per gallon)	31500.00
2.	<b>Gear Oil, 85W-140:</b> Equivalent to Chevron Universal 85/140, 55 gallon (400 lb.) drum. Bid price per gallon	P66	9 drums or 495 gallons	13.18 (per gallon)	6524.10
3.	<b>Motor Oil, 15W-40:</b> Equivalent to Valvoline Blue Premium 7800 or Valvoline Blue Premium 7800 Plus. Oil will be premium-quality multi-grade for all season use in commercial mixed-fleet engine operations. Normal order is 1000 to 2000 gallons, to be pumped into CATS 2000 gallon bulk storage tank. <i>Must meet 2021 Cummins Specs.</i> Bid price per gallon	P66	5,100 gallons	8.08 (per gallon)	41208.00
4.	<b>Synthetic Transmission Fluid:</b> Equivalent to Mobil Delvac Synthetic ATF and approved by Voith DIWA.5 and/or DIWA.6, Go to 2021 Voith Transmission approved oil. Click on Diwa List of approved oil change interval 120,000 km. Bid price per gallon	CH2EOL	500 gallons	29.50 (per gallon)	14750.00
5.	<b>Diesel Exhaust Fluid:</b> Must be a carefully blended aqueous urea solution of 32.5% high purity urea and 67.5% deionized water. The fluid should state and display the certification of the American Petroleum Institute (API), International Organization for Standardization (ISO 22241-1), German Institute of Standardization (DIN70700) and meet AUS -32 specifications. Bid price per gallon	BLUE DEF	30,000 gallons	1.95 (per gallon)	58500.00
6.	<b>Wheel Grease:</b> Equivalent to Mobil XHP220, extreme pressure grease containing molybdenum disulfide that provides protection from wear under conditions pivoting and other conditions that lead to loss of oil film, high temperature, long life and extreme-pressure grease. 55 gallon (450 lb.) drum. Bid price per pound	MYSTIK ST6	4 drums approx. 450 lbs. each or 1,800 pounds	2.45 (per pound)	4410.00
<b>VENDOR INFORMATION</b>					
Company Name:		Miguez Fuel LLC.			
Type/Print Name and Title		Ridge Miguez, Vice President			
Signature <i>(must be signed by the authority to bind a contract):</i>					

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# **INSURANCE PROPOSAL**

## **PREPARED FOR:**

## **CAPITAL AREA TRANSIT SYSTEMS**

## **PRESENTED BY:**

Stone Insurance, Inc.  
111 Veterans Blvd., Suite 1420  
Metairie, LA 70005  
(504) 832-4161

**Effective Date:** January 31, 2022

This presentation is designed to give you an overview of the insurance coverages we recommend for your company. It is meant only as a general understanding of your insurance needs and should not be construed as a legal interpretation of the insurance policies that will be written for you. Please refer to your specific insurance contracts for details on coverages, conditions and exclusions.

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### **Named Insureds**

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These schedules are provided as a brief outline of your policy. You must refer to the provisions found in your policy for the details of your coverages, terms, conditions and exclusions that apply.



## PREMIUM

DESCRIPTION OF COVERAGE	2022-2023 Premium	Prior Year Premium
Commercial Property Short Term Amguard Insurance Company	\$4,007.27	
Commercial General Liability Amguard Insurance Company	\$53,283.00	\$48,672.42
Crime Hiscox Insurance Company	\$2,200.00	\$2,200.00
Directors & Officers/EPLI - Extension from 1/31/22- 2/14/22 Hudson Excess Insurance Company	\$1,829.83	
<b>Total Estimated Premium</b>	<b>\$60,320.10</b>	

Stone Insurance, Inc. is a full service, independent insurance agency, representing many major insurance companies. We employ a staff of quality employees to serve any need which may arise within your insurance program.

Our foremost objective is policyholder service. With this in mind, the following employees have been assigned to handle your account for the areas specified below:

Lauren Tagesen	*	Commercial Lines Manager
Gina Lebreton	*	Assistant Service Associate
Eileen Leitz	*	Claims Representative
Vicki Brubaker	*	Bookkeeper
Cathy Hughes	*	Bonds and Fidelity

These schedules are provided as a brief outline of your policy. You must refer to the provisions found in your policy for the details of your coverages, terms, conditions and exclusions that apply.

	<b><u>Named Insured</u></b>
1	Capital Area Transit System

## COMMERCIAL PROPERTY/INLAND MARINE

CURRENT POLICY PERIOD: 1/31/2022 to 04/02/2022

### Locations

<b><u>Loc #</u></b>	<b><u>Bldg #</u></b>	<b><u>Address</u></b>
1	1	2250 Florida Blvd, Baton Rouge, LA 70802 – Bus Terminal

<b><u>Coverage</u></b>	<b><u>Valuation</u></b>	<b><u>Amount</u></b>	<b><u>All Other Causes of Loss Deductible</u></b>	<b><u>Coinsurance</u></b>
Building	Replacement Cost	\$717,684	\$10,000	90%
Contents	Replacement Cost	\$59,850	\$10,000	90%

<b><u>Loc #</u></b>	<b><u>Bldg #</u></b>	<b><u>Address</u></b>
1	2	2250 Florida Blvd, Baton Rouge, LA 70802- Admin Bldg and Shop

<b><u>Coverage</u></b>	<b><u>Valuation</u></b>	<b><u>Amount</u></b>	<b><u>All Other Causes of Loss Deductible</u></b>	<b><u>Coinsurance</u></b>
Building	Replacement Cost	\$4,081,838	\$10,000	90%
Contents	Replacement Cost	\$1,355,340	\$10,000	90%

<b><u>Loc #</u></b>	<b><u>Bldg #</u></b>	<b><u>Address</u></b>
1	3	2250 Florida Blvd, Baton Rouge, LA 70802- Bus Washing and Fueling

<b><u>Coverage</u></b>	<b><u>Valuation</u></b>	<b><u>Amount</u></b>	<b><u>All Other Causes of Loss Deductible</u></b>	<b><u>Coinsurance</u></b>
Building	Replacement Cost	\$1,300,000	\$10,000	90%
Contents	Replacement Cost	\$100,000	\$10,000	90%

<b><u>Loc #</u></b>	<b><u>Bldg #</u></b>	<b><u>Address</u></b>
1	4	2250 Florida Blvd, Baton Rouge, LA 70802- Detailing Shop

<b><u>Coverage</u></b>	<b><u>Valuation</u></b>	<b><u>Amount</u></b>	<b><u>All Other Causes of Loss Deductible</u></b>	<b><u>Coinsurance</u></b>
Contents	Replacement Cost	\$75,829	\$10,000	90%

Wind/Hail Deductible: 2% subject to a \$10,000 minimum per occurrence

These schedules are provided as a brief outline of your policy. You must refer to the provisions found in your policy for the details of your coverages, terms, conditions and exclusions that apply.

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## COMMERCIAL PROPERTY/INLAND MARINE

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<u>Loc #</u>	<u>Bldg #</u>	<u>Address</u>
2	1	350 N. donmoor Avenue, Baton Rouge, LA 70801- Admin Office

<u>Coverage</u>	<u>Valuation</u>	<u>Amount</u>	<u>All Other Causes of Loss Deductible</u>	<u>Coinsurance</u>
Betterments/ Improvements	Replacement Cost	\$350,000	\$10,000	90%
Contents	Replacement Cost	\$150,000	\$10,000	90%

### Inland Marine Schedule

- 1) Nissan PFD250 Forklift \$23,719
- 2) Magnum Series Floor Scrubber \$8,728
- 3) Pressure Washer \$3,825

#### Includes:

Newly Acquired Equipment \$250,000

Miscellaneous Equipment subject to a maximum limit of \$50,000. \$1,000 per item.

Valuation Actual Cash Value

100% Coinsurance

Deductible \$1,000 per item

These schedules are provided as a brief outline of your policy. You must refer to the provisions found in your policy for the details of your coverages, terms, conditions and exclusions that apply.

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## **Enhancement Endorsement – Schedule of Limits**

<b>Enhancement</b>	<b>Limit</b>
Arson Reward	\$10,000
Building Ordinance or Law	
Loss to Undamaged Portion of Building	Building Limit
Demolition Cost Coverage	\$100,000
Increased Cost of Construction	\$100,000
Commandeered Property	\$100,000
Common Deductible Provision	Included
Communications Equipment	\$50,000
Crime Reward	
Per Person	\$1,000
Maximum	\$5,000
Extra Expense & Business Income	\$100,000
Fine Arts - Market Value	\$50,000
Fire Department Service Charge	\$5,000
Fire Equipment Recharge	Included
Foundations	Included
Glass	Included
Grounds Maintenance Equipment	\$50,000
Lock Replacement	\$500
Newly Acquired or Constructed Property	
Building	\$1,000,000
Personal Property	\$500,000
Off Premises Utility Failure	\$50,000
Outdoor Property	
Any One Tree, Shrub or Plant	\$1,000
Total Limit	\$50,000
Personal Effects and Property of Others	
Any one Employee or Volunteer	\$1,500
Any One Occurrence	\$50,000
Pollutant Clean Up and Removal	\$25,000
Premises Boundary Increased Limit	1,000 Feet
Property in Transit	\$50,000
Property Off-Premises	\$50,000
Spoilage	\$10,000

**These schedules are provided as a brief outline of your policy. You must refer to the provisions found in your policy for the details of your coverages, terms, conditions and exclusions that apply.**

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## GENERAL LIABILITY

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POLICY PERIOD: 1/31/2022 to 01/31/2023

Coverage	Form
Commercial General Liability	Occurrence

General Aggregate	\$2,000,000
Products/Completed Operations Aggregate	\$2,000,000
Each Occurrence	\$1,000,000
Personal Advertising Injury	\$1,000,000
Fire Legal Liability	\$100,000
Deductible	\$10,000
Police Professional Aggregate	\$1,000,000
Police Professional Limit	\$1,000,000
Police Professional Retention	\$10,000 each wrongful act
Line of Duty Death Coverage	\$50,000 each occurrence \$100,000 Aggregate
Employee Benefits Liability	
Each Employee	\$1,000,000
Aggregate	\$1,000,000
Deductible	\$1,000
Deductible Type	Per Employee

### Excluded Coverages

Abuse/Molestation  
Failure to Supply  
Limited Pollution  
Sewer Backup

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### General Liability Hazards

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Loc #	Classification	Class Code	Premium Basis	Exposure
1	Bus Terminals/Shelters	41210	Number of Units	164
1	Building/Premises	61212	Area	38,920 sq. feet
2	Buildings/Premises	61212	Area	10,500 sq. feet

These schedules are provided as a brief outline of your policy. You must refer to the provisions found in your policy for the details of your coverages, terms, conditions and exclusions that apply.

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## CRIME

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POLICY PERIOD: 1/31/2022 to 01/31/2022

<b>Form</b>
Occurrence

Coverage	Limit	Deductible
Employee Theft and Client Property	\$50,000	\$5,000
Third Part Property	\$50,000	\$5,000
Checks	\$50,000	\$5,000
Counterfeit	\$50,000	\$5,000
Forgery or Alterations Including Credit	\$50,000	\$5,000
Inside the Premises	\$50,000	\$5,000
Outside the Premises	\$50,000	\$5,000
Computer Fraud and Funds Transfer	\$50,000	\$5,000
Fraud		
Cyber Deception	\$50,000	\$5,000

These schedules are provided as a brief outline of your policy. You must refer to the provisions found in your policy for the details of your coverages, terms, conditions and exclusions that apply.

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## EMPLOYMENT PRACTICES LIABILITY

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CURRENT POLICY PERIOD: 1/31/2022 to 02/14/2022

RETROACTIVE DATE: 12.31.2011

LIMITS OF LIABILITY:	\$1,000,000	Public Officials Liability _Each Wrongful Act
	\$1,000,000	Public Officials Liability Aggregate
	\$1,000,000	Employment Practices _Each Wrongful Act
	\$1,000,000	Employment Practices _Aggregate

DEDUCTIBLE/SIR:	\$10,000	Public Officials Liability Deductible
	\$50,000	Employment Practices Deductible

## 2021 Contracts Authorized by CATS CEO

(includes CEO approved procurements between \$20,000 to \$50,000)

February 2022

Description	Vendor Name	Amount	Start Date	End Date	CEO Approved	Services Provided	Comments
<b>Advisor to Senior Management for Strategic Guidance</b>	<b>S W Leader, Inc.</b>	<b>\$50,000</b>	<b>6/01/20</b>	<b>6/01/21</b>	<b>06/20</b>	Advisor to CATS Senior Management relating to Strategic Guidance & Planning PO 2020212	CEO will direct consultant to work in coordination with CATS Transit Planner/Scheduler and Micro transit Project Manager, and COO staff, to review for immediate implementation during remainder of the COVID-19 (Coronavirus) pandemic and post pandemic period
<b>Advisor to Senior Management for Strategic Guidance</b>	<b>Aries 2.0 Management Group, LLC</b>	<b>\$50,000</b>	<b>4/10/20</b>	<b>4/10/21</b>	<b>04/20</b>	Advisor to Senior Management for Strategic Guidance PO 2020173	Develop internal framework with management staff to include courses of action, timelines, progress milestones and monitoring processes to address CATS' mission critical objectives. Interface with CATS' Senior Management Team by providing on call services on as needed bases to achieve mission objectives.
<b>Consultant to CATS CEO</b>	<b>New Age Industries</b>	<b>\$50,000</b>	<b>7/19/21</b>	<b>12/31/21</b>	<b>07/21</b>	Professional Services - Paul Tolliver (Consultant to CATS/CEO)	Senior Advisor to CATS Senior Management in the areas of: Technology, Operations, BRT Programing, Capital Improvement Program and other duties assigned by the CEO
<b>Federal Grants Guidance</b>	<b>Stephanie Pulley</b>	<b>\$50,000</b>	<b>4/7/20</b>	<b>4/7/21</b>	<b>04/20</b>	Federal Grants Strategic Guidance PO 2020151	Services will include grant strategic guidance, as well as procurement and accounting strategies. Carried forward into Munis \$437.50
<b>Federal Grants Strategic Guidance</b>	<b>Sullivan Bosworth LLC</b>	<b>\$50,000</b>	<b>2/11/21</b>	<b>2/10/22</b>	<b>09/21</b>	Federal Grants Strategic Guidance PO2021226	Strategic Guidance for grant identification and grant management processes. Balance was carried forward into Munis. PO 2021226 \$35,875.



## 2021 Contracts Authorized by CATS CEO

(includes CEO approved procurements between \$20,000 to \$50,000)

February 2022

Description	Vendor Name	Amount	Start Date	End Date	CEO Approved	Services Provided	Comments
<b>Government Relations Consulting</b>	<b>Southern Strategy Group of LA</b>	<b>\$50,000</b>	<b>1/1/21</b>	<b>12/31/21</b>	<b>03/08/21</b>	Services relating to Governmental Affairs, Relations and Educational Services (lobbying) PO 2020010	Support and strategy guidance for Governmental Relations and Educational Services.
<b>Legal Services-To Amend and Create Policies and Procedures</b>	<b>Broussard Dispute Resolutions</b>	<b>\$50,000</b>	<b>5/1/21</b>	<b>4/30/22</b>	<b>05/21</b>	Legal Services to amend & create Policies & Procedures Agreements. PO#2021088	Provider of legal services to representation in the following areas: Employment: render legal services to CATS on amending and creating policies and procedures for CATS Human Resources and Operations as it relates to the current COVID-19 pandemic to assure compliance with Local, State and Federal Employment Laws and CATS responsibility to and engaging with employees; Public Transit Employment Regulatory Requirement, which includes assisting CATS to secure the maximum benefit from and adherence to federal and state subsidy programs with respect to Laws, Acts, Bills and/or any Legislative actions in response to the COVID-19 (Coronavirus) Pandemic, and adherence to federal, state, and local legal employment regulatory requirements. Additional services at the request of the CEO.
<b>Consultant to CATS CEO. Support for Maintenance, Operations including Bus Inspection</b>	<b>ESA Management &amp; Engineering Consultant</b>	<b>\$50,000</b>	<b>12/24/19</b>	<b>12/24/21</b>	<b>12/19</b>	<i>Support for Maintenance, Operations including Bus Inspection</i>	Support required to ensure rolling stock needs are assessed and requirements in the procurement process are followed and properly documented.
<b>Human Resources Special Advisor &amp; Consulting Services</b>	<b>Trina Bowie</b>	<b>\$36,000</b>	<b>01/01/22</b>	<b>03/31/22</b>	<b>01/14/22</b>	<i>Human Resources Advisor and Consulting Services. Needed in the absence of an HR Director</i>	

## 2021 Contracts Authorized by CATS CEO

(includes CEO approved procurements between \$20,000 to \$50,000)

February 2022

Description	Vendor Name	Amount	Start Date	End Date	CEO Approved	Services Provided	Comments
<b>Litigation Support Services</b>	Lyons Research Group	\$50,000	02/19/21	02/19/22	02/19/21	Support Litigation as directed by CATS	Support with investigations as directed by CATS.
<b>Legal Services as required by CATS</b>	Law Office of Derrick Moore	\$50,000	01/04/21	01/04/22	03/02/21	Legal services including but not limited to: fleet liability, procurement law, public transit regulations, settlement, judgements and general services	Legal support for various transit matters.
<b>Court Reporting Services</b>	Baton Rouge Court Reporting	\$43,500	01/01/21	12/31/21	02/08/21	<b>Transcription Services for board meeting, negotiation, arbitrations and as required.</b>	
<b>Community Engagement and Public Relations</b>	Clay Young Enterprises	\$50,000	03/25/21	03/24/22	03/25/21	<b>Messaging and community relations plan and implementation</b>	Various services to maximize Media and Branding Strategy.
<b>Professional Development for CATS Management</b>	Insight Strategies	\$49,500	05/18/21	11/17/21	05/17/21	<b>Employee Assessment &amp; Leadership Professional Development Training</b>	Complete assessment for CATS Managers and develop course and deliver of workshops.
<b>Executive Leadership Coaching</b>	The Communication Institute	\$20,500	09/09/21	02/28/22	08/12/21	<b>Executive Leadership Coaching</b>	Group and individual Sessions. Focus on presentation skills, media training, executive presence and techniques for conducting effective meetings.

## 2021 Contracts Authorized by CATS CEO

*(includes CEO approved procurements between \$20,000 to \$50,000)*

*February 2022*

Description	Vendor Name	Amount	Start Date	End Date	CEO Approved	Services Provided	Comments
<i>Develop Strategic Plan to generating New Sources of Revenue for CATS</i>	Supreme Solutions	\$50,000	07/12/21	07/11/22	07/12/21	<i>Identify Sources, develop plan, present marketing tools and strategies to grow CATS revenue</i>	
<i>Procurement Consultant</i>	Kathy Hernandez	\$50,000	02/01/22	01/31/23	01/31/22	<i>Support Procurement in various areas including BRT support and Internal Process improvement</i>	
<i>Professional Services to promote Contactless Payment Project</i>	Broad Innovation Marketing Firm	\$50,000	08/01/21	07/31/22	08/01/21	<i>Community Engagement and Outreach regarding COVID 19 Mitigation Research Grant-Contactless Payment Project</i>	
<i>Community Outreach Support, Plan Coordination and Strategic Implementation</i>	Global Focus Management	\$35,000	09/15/21	12/15/21	09/15/21	<i>Managing Strategies to promote Community Engagement</i>	
<i>Workforce Development Strategic Plan with East Baton Rouge School District</i>	CEL Logistics	\$30,000	09/27/21	10/27/21	09/22/21	<i>Facilitate the creation and execution of an overall workforce development strategy</i>	
<i>Business Development Consultant for Contactless Pay</i>	Trusted Consultant Group	\$35,000	09/15/21	03/15/22	09/15/21	<i>Identify and develop relationships and expand revenue share</i>	

## CATS Procurement Listing for CATS Board

February 15<sup>th</sup> 2022

Yellow = Action Item / needs Board Approval now

Blue = Projects Pending Board Action within 1 to 3 months

Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
<b>A</b>								
<b>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	6/20/19	6/19/2024	06/15/19	RFQ for Design Services for Transit Amenities and Related Equipment	8/9/19- Executed Contract 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.
<b>Audit Services CATS &amp; Pension</b> External Audit Services	Service Contract	Postlethwaite & Netterville	Contract Value with increase for CYE 2021 \$83,675.  Contract Value with increase for CYE 2020 \$329,300	Jan 2019	Dec 2022	12/21/21	External Audit Services	1st Option Year Request approved to increase contract by up to \$83,675 for Auditing CYE 2021 work performed during year 2022.  Request approval to increase contract by up to \$65,000 for CYE 2020 during year 2021.  Request approved to increase contract by \$49,800 for CYE 2020. Options available for future years. Contract executed 06/20. 06/23/20 Board Approved. Additional \$63,000 for CATS CYE 2019 to initial \$32,000 for <u>new 2019 total of \$95,000</u> 7/16/19–Board approved additional \$119,500 for CATS CYE 2018 to initial \$31,500 for <u>new 2018 total of \$151,000</u> . 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.
<b>C</b>								

## CATS Procurement Listing for CATS Board

February 15<sup>th</sup> 2022

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Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
<b>Claims Adjuster Bus Fleet Liability &amp; Worker Comp</b>	Service Contract New RFP	Brown Claims Management Group Adjuster Claim Services Bus Liability & W C	Refer to updated Hourly Rates for renewal period 1/1/21 thru 12/31/21	Extension from 01/01/21  03/01/2020  Renewal: 3/1/19	Extension until 12/31/21  12/31/20  2/29/20	Extension Approved 12/15/20   06/23/20	<i>Adjustor Claim Services, Investigations, Fleet Liability and Workers Comp</i>  <i>(original 5 year contract)</i>	As of 01/12/22, Extended thru 03/31/22. Claims adjustor scope being developed. Will address bus liability separate from Workers Compensation.  As of 11/30/21, new approach is being developed to supply these services. <sup>1</sup> Attempt to bid late 2021 was not successful and no award was made. 12/15/20 Board approved extension until 12/31/21. Period Extension thru 12/31/20 allowing time to formulate new RFP. 3/11/2020-Contract signed and mailed to vendor for extension. 9/9/16 – Contract renewal finalized. 8/30/16 – CATS Board approved renewal of contract. 8/11/16.
<b>D</b>								
<b>Drug &amp; Alcohol 3<sup>rd</sup> Third Party Adm</b> D & A Services for Safety Sensitive	Services State Contract	Applya   IHSN  6 <sup>th</sup> extension	\$25,000 Estimated for 3 years  \$25,000 Estimated for 3 years	01/01/22   5/1/20 Extension from 05/01/2020	12/31/22   Extension until 12/31/21 Extension until 12/31/20	NA 12/15/20  6/23/20	FTA mandated Third Partying Administrator services for Drug & Alcohol /substance abuse services for safety sensitive  Extension allowing rebid 2021. FTA mandated Third Partying Administrator services for Drug & Alcohol /substance abuse services for safety sensitive employees. PO 2019052	State Contract is being used going forward.  Notice given to IHSN, contract ends  12/31/21. Executed agreement via state contract with Applya for CY 2022. Extension Approved. 06/23/20 Board Approved. Period Extension thru 12/31/20 allowing time to formulate new RFP. Estimated cost to be \$25,000 for a 3 year contract. 3/18/19 CATS extended 12-month renewal with IHSN with only a \$0.50 increase on drug tests. Contract originated in 2012.
<b>F</b>								
<b>Financing Bus Finance Lease /Purchase</b> (10 Gillig Buses)	Bus financing for 7 years through 2024	Banc of America Public Capital Corp (Scottsdale, AZ)	Finance 10 Gillig Diesel Buses for 7 years.	04/17	10/24	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.

## CATS Procurement Listing for CATS Board

February 15<sup>th</sup> 2022

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Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
<b>Fuel Diesel and Gasoline</b> <i>Joint C-P &amp; CATS Contract</i> <i>Extended thru 06/30/22</i>  Approved thru 10/31/2021  <b>7<sup>th</sup> renewal</b>	Materials City Parish	Mansfield Oil  (was assigned by FuelTrac) Via City Parish solicitation. Contract for Diesel and Gasoline	\$1,200,000  Approx. annual cost \$1,000.000 for period noted  Oil Price Info Serv OPIS + \$ 0.039 adm fee + tax = price per gal (ppg)	11/01/21  4/01/21  Initial start date of contract 11/01/14 C-P Metro Council approved award to FuelTrac on 8/13/14	06/30/22  10/31/21 Final renewal  PO2020079 Current 2 year contr w/5 one year renewals available thru 2021	1/18/22  04/20/21	City Parish included CATS in 2014 fuel solicitation as a separate entity to participate in the fuel dispensing system.	City Parish has communicated to CATS that this contract has been extended "as is" until 06/30/22. City Parish is working to establish a new contract for CY 2022. Board approved 04/20/21 for Services thru 10/31/21 Via a City Parish contract. Period 7 months. Renewed- 2/7/20 for 1 year. 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. 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.
<b>G</b>								
<b>Graphic Design Services</b>	Services	Rockit Science	\$160,000 Maximum 3rd Renewal  \$160,000 Maximum 2nd Renewal  \$160,000 Maximum 1st Renewal  \$125,000 Maximum per year	10/1/21  10/1/20  10/1/19  10/1/18	9/30/22  9/30/21  9/30/20  9/30/19	09/21/21  9/22/20  9/17/19  09/18/18	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.	Board Approved 3 <sup>rd</sup> Renewal 09/21/21.  Board Approved 09/22/20.  9/17/19 – Board approved 1 <sup>st</sup> renewal through 9/30/20 for Strategic Creative Consulting Services under this contract.  9/18/18 – Board Approved. 7/27/18 - An RFP solicitation was sent to 52 graphic design firms. 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.

## CATS Procurement Listing for CATS Board

February 15<sup>th</sup> 2022

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Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
<b>H</b>								
<b>HVAC Upgrade 2250 Florida Blvd</b>	Public Works Bid	Metro Mechanical	\$243,750	06/28/21	11/14/21	06/15/21	Upgrade HVAC System at 2250 Florida Blvd	Work ongoing.
<b>I</b>								
<b>Information Technology ASA Firewall</b>	Materials & Services State Contract	Transformyx	\$75,424	8/21	08/24	06/15/21	Networking and Services for Firewall replacement	Approved for Networking and Services for Firewall Replacement. Hardware and software.
<b>L</b>								
<b>Legal Services Employment Law</b>	Services	Breazeale, Saches & Wilson, LLP	Estimated \$200,000 \$125,000	04/08/21 04/08/20	04/08/22	04/20/21 11/17/20	Legal Services labor & Employment Matters.  Contract Increase by \$75,000  Legal Services relating to Employment and Labor Matters. PO2020177	04/08/21 New one-year contract.has been executed.  11/17/20 Board Approved Contract increase o \$75,000. Services: Employment Law, including legal services with ongoing dealings with the Amalgamate Transit Union (Local 1546) in negotiating and administering of the collective bargaining agreements with its employee's union, grievance and interest arbitrations, civil rights, ADA, wage and hour and other employment claim. Other services will be supplies per direction of the CEO.
<b>M</b>								
<b>Baker Microtransit</b>	Services	River North Transit LLC (VIA)	Estimated \$910,000	Estimated 11/01/21	Estimated 11/01/22	10/19/21	Demand Response Ridership Program for the City of Baker.	Work has not started.



## CATS Procurement Listing for CATS Board

February 15<sup>th</sup> 2022

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Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
<b>O</b>								
<b>Oil Products</b>	Materials ITB	Miguez Fuel	\$156,900	01/01/22	12/31/22		Gear Oil, Motor Oil, Wheel Grease, Antifreeze, Synthetic Transmission fluid & Diesel Exhaust Fluid	Bids received. Awarding all oil products to Miguez. Vendors previously holding contracts decided not to extend their contracts for 2022.
		Lard Oil (\$70,045.00)	\$70,045	1/1/2021	12/31/21	12/15/20		Vendor elected not to extend into 2022. Board Approved for CY 2021.
		Central Oil (\$36,204.00)	\$36,204	1/01/21	12/31/21	12/15/20	Antifreeze, Synthetic Transmission fluid and Diesel Exhaust Fluid	Vendor elected not to extend into 2022. Board Approved for CY 2021.
							Gear Oil, Motor Oil and Wheel Grease	
<b>On-Call Services RFP</b> PR # 2019-On-CallServices-	Consulting	The Goodman Corporation	\$160,000	08/01/20	07/31/21	07/21/20	TO 001 Sub-Area Planning approach for transit options	Approved up to \$160,000. This task includes technical analysis, public outreach, alternatives, and implementation plan for micro-transit service. Period has ended.
<b>On-Call Services RFP</b> PR # 2019-On-CallServices-	Consulting	Atlas Technical Consultants	\$354,770	08/03/20	12/31/21	07/21/20	TO 001 for Program Management. General Administrative Support, Project Development, Delivery and Planning Services for 5-year Capital Improvement and Investments Plan	Period of Performance Extended to 12/31/21. Task order 001 issued for \$354,770. This task will provide administrative support for project development & planning for capital improvement plan.
<b>On-Call Services RFP</b> PR # 2019-On-CallServices-	Consulting	Atlas Technical Consultants	6 months \$313,614	07/01/21	12/31/21	07/20/21	TO 002 for Program Management. General Admin. Support, Project Development, Delivery and Planning Services for 5-year Capital Improvement & Investment Plan	Board Approved \$100,000 in June and \$213,614 in July. Task Order 2 will provide administrative support for project development & planning for capital improvement plan.
<b>On-Call Services RFP</b> PR # 2019-On-CallServices-	Consulting	Atlas Technical Consultants	\$473,615  Less than 2 months \$111,385 <b>Combined value \$585,000</b>	02/16/22  01/01/22	12/31/22  02/15/22	1/18/22  12/14/21	TO 003 for Program Management. General Admin. Support, Project Development, Delivery and Planning Services for 5-year Capital Improvement & Investment Plan	Requesting additional approval for remainder of 2022.  Board agreed on a reduced period and dollar amount. Task Order 3 will provide administrative support for project development & planning for capital improvement plan.

## CATS Procurement Listing for CATS Board

February 15 <sup>th</sup> 2022								
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Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
<b>On-Call Services RFP</b> PR # 2019-On-CallServices-	Consulting	HDR Engineering	\$109,572	11/01/21	05/01/22	11/16/21	Feasibility Study Operations, Admin and Maintenance Facility	Will result in the Final Report and necessary presentations relating to the Facility Site Master Plan and Building Concept along with a Cost Estimate.
<b>On-Call Services RFP</b> PR # 2019-On-CallServices	Consulting	HNTB	\$313,445	08/20/20	07/31/21	07/21/20	TO 001 for Development of Transit Operations Plan	Task order 001 issued for \$313,445. Board Approved up to \$350,000. This task order will provide for the development of a transit operations (bus service) plan. Completed.
<b>On-Call Services RFP</b> PR # 2019-On-CallServices	Consulting	HNTB	\$78,104	10/20/20	07/21/21	10/20/20	TO 002 Rider, Non-Rider Transit Stakeholder Surveys	10/20/20 Approved by Board. Task Order 002 issued 10/28/20. Completed
<b>On-Call Services RFP</b> PR # 2019-On-CallServices	Consulting	HNTB	\$585,969	06/25/21	06/25/22	06/15/21	TO 003 Comprehensive Operational Analysis	Task Order has been awarded. Board Approved a comprehensive operational analysis of CATS bus routes.
<b>P</b>								
<b>Paratransit Services ADA</b>	Services	MV Contract Transp.	NTE \$2,324,667 1 <sup>st</sup> year option  3 year contract amount \$6,975,000	05/06/21  5/6/18 3 yr contract w/ 2 one year renewals	05/05/22  5/6/21 (potential 5 year contract thru 2023)	03/16/21  2/20/18	Contracted Para-Transit Service Provider	New Contract in place. 03/16/21-Board Approved 1 <sup>st</sup> of 2 one-year renewals effective 05/6/21. 03/16/21-Board Approved Hourly Rate Adjustment for Modified Services in 2020. 11/17/20 Board did not make a motion to provide a temporary Rate Adjustment. 2/20/18 – Board approved award to MV. 1/16/18 – Board deferred until Feb Board meeting. 1/12/18– F&E meeting Based on the Proposal Evaluation Committee results; CATS recommends an award of contract to MV Transportation as CATS paratransit services contractor.

## CATS Procurement Listing for CATS Board

February 15<sup>th</sup> 2022

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Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
<b>S</b>								
<b>Security Guard Services</b>	Services	Diamond Security Service	Approx. \$250,000 annual cost	01/01/22	12/31/22	11/16/21	24/7 - Security Guard Services at CATS 2250 Florida Blvd. location.	Board Request has been approved for year 1. Rebid Completed 10/2021. Board Request Provided. 1-year contract with 4 options to renew for 12-months each.
<b>Software ERP System</b> Software	Services	Tyler Technologies Solutions	New price \$822,803.00 first 5 years (Options for 3 years)	08/01/20	7/31/25 (Potential 8 year contract thru 2028)	12/17/19	ERP Software	Contract executed by CATS. Board Approved on 12/17/19. Awarded to Tyler Technologies Solution. 12/13/19- Received negotiation prices from Tyler, new price is \$822,803.00 for 5-year term w/option to extend for 3 years. 12/6/19 – Emailed letter for Intent to Recommend Award to Tyler Technologies.
<b>Software ERP Implementation Services</b>	Service	Intueor Consulting	\$65,000 \$147,500	01/10/22 08/01/20	12/31/22 12/31/21	12/18/21 6/23/20	Exercise option year  ERP Software Implementation Services –	Anticipating will not utilize all funding due to work being completed in 5 months. Contract has been executed by CATS. 5/5/20-3 Bids were opened and evaluated. 4/7/20- RFP Effort Started.

## 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>	Services	RouteMatch	One year of tech support, warranties, & maintenance coverage \$117,500	8/1/21	7/31/22	06/15/21	Tech Support, Maintenance & Warranty Coverage for AVL, APC & AVA Sys	Board approved 12-month renewal Ending 07/31/22 based on option year 1 price from 2020. Negotiated down to \$117,500/yr. 9/17/19 - Board approved 12-month renewal for \$165,052. Renew warranty services contract through 7/31/20. Board Approved on 7/17/18 to renew tech support and warranty coverage for AVL, APC & AVA Systems from 8/1/18 thru 7/31/19.
<b>T</b>								
<b>Tire Lease for Buses (Maintenance)</b> Contract for 3 years thru 8/31/20 w/2 one year renewals thru 8/31/22	Material Supply ITB	Bridgestone Americas Tire Operations, LLC	2 <sup>nd</sup> option year estimated cost is \$200,000 per year  1 <sup>st</sup> option year estimated cost is \$204,800 per year  \$600,000 (est cost for 3 years)	09/01/21  9/01/20  09/1/17	08/31/22  8/31/21  08/31/20	08/17/21  1/21/20  <b>07/18/17</b>	Tire lease for buses	Board Approved 2 <sup>nd</sup> of 2 one year options,  08/18/20 Board Approved to exercise 1 <sup>st</sup> of 2 one year options. Extended thru 8/31/21. Estimated \$204,800 for 1 year. 1/24/2020- Order has been placed. 1/21/2020- Board approved. 1/10/20- Submit Board approval request.
<b>Technical Innovation Services</b>	Services	Hitachi	Not To Exceed \$174,300  Not To Exceed \$300,000	01/01/22  01/01/21	12/31/22  12/31/21	11/16/21  09/22/20	Multi-channel messaging with passengers. Mobile ticketing options. System provides data collection. All to improve the rider;s experience.  Thru 12/31/25 Year 1 plus (4) 1 year options	11/16/21-Requesting Approval for Year 2  Board Approved year one. 09/22/20. 80% Funding provided via AIM Grant.
<b>Technical Innovation Services</b>	Services	Delerrok / Cubic Transport Systems, Inc	Not To Exceed \$215,000	7/01/21	06/30/22 3 1 year options	06/15/21	System to improve and grow CATS fixed routes.	Board Approved 06/15/21. Contactless Fare collection system as part of the Covid-19 Mitigation Research Grant.
<b>V</b>								

## CATS Procurement Listing for CATS Board

February 15 <sup>th</sup> 2022								
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Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
<b>Vehicles Electric Buses (3) (35ft) w/Extended Battery Range and install 3 electric charging stations</b>	Rolling Stock	BYD America 3 Electric Buses and install 3 electric charging stations	Final Order 3 buses no Chargers \$2,296,240 Bid Price for 3 buses and 3 charging stations \$2,381,245 Approx unit cost for one bus and one charging station \$791,748	12/20/2020 3 <sup>rd</sup> Order 12/20/2019 – 2nd order  01/16/18	12/31/23 3 <sup>rd</sup> Order 12/20/20 – 2 <sup>nd</sup> order  01/16/23 Contract can be used for the next 5 years from the date of award	11/17/20  12/17/2019  Board Approved 1/16/18 PO Issued on 3/7/18. Delivery to be by Feb 22, 2019	Allows for up to 9 buses, 35 foot w/extended battery range and install in-house charging stations. 3 separate orders of 3.	3 buses from 2 <sup>nd</sup> order expected in Dec.2021. PO Issued 11/18/20 for 3 <sup>rd</sup> and final order. 11/17/20 Board Approved request for 3 <sup>rd</sup> order for 3 buses. 3 <sup>rd</sup> Order Deliver anticipated in 2023. 12/20/19 – 2 <sup>nd</sup> order for 3 buses-Board Approved and buses ordered. 1/16/18 – Board approved award to BYD for 1 <sup>st</sup> order of 03 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. CATS Received bids from BYD, New Flyer and Proterra.
<b>Vehicles Diesel Buses (7) 35ft Delivery 2023 &amp; 2024</b>  <i>8 buses Delivered Nov/Dec 2018</i>  <i>*orders as needed – on going until contract expires</i>	Rolling Stock  ITB	<b>Gillig, LLC 35 ft diesel</b>	\$3,489,166 final order. 2021 for 7 buses for delivery in 2023 & 2024  3 <sup>rd</sup> order. Purchase of 8 buses 56 Buses will be ordered over 5 years thru 2020 36 less 8 = 28 Assignments left on the bid	2021	2024  8 buses delivery in Nov/Dec 2018	<b>1/22/21</b>    <b>Board Approved To purchase 12 buses on 12/20/16 week of 7/17/17</b>	Final 7 Buses- Delivery 2023 and 2024	<b>2 POs issued 1/22/21.</b> 1/21/21 Board Approved purchase of 7 buses to be received in 2023 and 2024. No future orders due to contract expiring 02/21. <b>1/3/19</b> – Procurement was notified that all 8 buses have been received by CATS Maintenance. <b>7/21/17</b> P.O. sent to Gillig – <b>7/17/17</b> – 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. <b>4/11/17</b> – Awaiting approved PR from CEO to issue PO for 8 buses (on hold). <b>3/21/17</b> – <u><b>Update:</b></u> P.O. pending since board approval in Dec. 2016.P.O. changed to reflect the purchase of 8 buses instead of 12.
<b>Vehicles 3-Electric Buses - Lease for 2 years</b>	Rolling Stock	BYD America	\$308,880	Estimated 03/01/21	Estimated 09/30/23	12/15/20	24 mo lease for BYD 30 ft buses.	Lease started on 2 buses 10/21.. 3 <sup>rd</sup> bus lease will start once repairs completed. 12/15/2020 Board Approved the lease 30 ft buses to resume services downtown. These buses can be charged with CATS' existing charging stations and are similar in most aspects to our existing Electric Fleet. Grant funds are available to assist in paying these leases.
<b>Vehicle Bus Cameras</b>	Rolling Stock bus added ons	Angel Trax	\$291,972	10/01/21	11/01/21	07/20/21	Upgrading old cameras on buses.	Board Approved 07/20/21 for replacing aging bus cameras. Older cameras will be upgraded to match the newer units. This will help provide a safer environment for customers and operators. Recorded data is not generated or stored as required.

## CATS Procurement Listing for CATS Board

February 15 <sup>th</sup> 2022								
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Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
<b>Vehicles Electric Buses (6) (30ft) w/Extended Battery Range and install (7) electric charging stations</b>	Rolling Stock	BYD America 6 Electric Buses and install 7 electric charging stations	First Order 6 buses & 7 Chargers \$4,495,242 Bid Price for one bus \$714,207 and for one charging station \$30,000	11/21	11/26  Contract for up to 16 buses can be used for the next 5 years from the date of award	11/16/21	Allows for up to 16 buses and chargers, 30-foot w/extended battery range and install in-house charging stations. Duration is 5 years from date of award.	11/16/21 requesting Board Approval for 6 buses and 7 charges to be ordered in 2021. Without Federal change in practice, only the first order made in 2021 will be placed.
<b>W</b>								
<b>Website Re-Design</b>	Website Services	<b>Covalent Logic</b>	\$19,800 Change Order  \$16,000 Change Order value  Estimate ReDesign \$87,000 plus Hosting Fees \$4,000/yr	08/01/21  08/01/20  01/01/17	07/31/22  07/31/20  3 years w/2 one year renewals available	07/20/21  07/21/20  12/20/16	Extension of contract for added functionality and annual hosting fee.  Extension of contract for added functionality and annual hosting fee.  Original Website Re-Design - includes Hosting and Software Services	07/20/21 Board approved to extend contract for 2 <sup>nd</sup> and final option. August 2020 – Exercise optional year 1 hosting fee plus support to increase functionality of the website. July 2017 – launched new website. 12/15/16 – Award approved to Covalent Logic, who scored highest among 3 proposals received. 11/10/16 – RFP has been solicited to multiple potential proposers.