



**REGULAR MEETING  
OF THE  
BOARD OF COMMISSIONERS  
CAPITAL AREA TRANSIT SYSTEM  
AND  
PUBLIC TRANSPORTATION COMMISSION  
October 19, 2021  
4:30 p.m.  
CATS Administrative Building & Virtual  
350 North Donmoor  
Baton Rouge, Louisiana 70806**

**AGENDA**

- I) CALL TO ORDER: Ms. Erika Green**
- II) ROLL CALL: Mr. Theo Richards**
- III) APPROVAL OF MINUTES OF September 21, 2021 BOARD MEETING: Ms. Erika Green**
- IV) PRESIDENT'S ANNOUNCEMENTS: Ms. Erika Green**
- V) ADMINISTRATIVE MATTERS**
  - 1. Executive and Financial Report: Mr. Bill Deville and Executive Staff**
- VI) COMMITTEE REPORTS AND ANY ACTION THEREON**
  - 1. Finance & Executive: Ms. Erika Green**
  - 2. Technical, Policies & Practices: Dr. Peter Breaux (no meeting held)**
  - 3. Audit: Mr. Matt Thomas (no meeting held)**
  - 4. Planning: Mr. Kahli Cohran**
  - 5. Community Relations: Ms. Linda Perkins**
- VII) ACTION ITEMS**
  - 1. Consideration of approval for the CATS Microtransit Pilot Project**
  - 2. Consideration of approval for the Disposal of Non-revenue vehicles (supervisor vehicles)**
- VIII) ADJOURNMENT**



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

**September 21, 2021**

**4:30 p.m.**

**Virtually and at the  
CATS Administrative Building  
350 North Donmoor  
Baton Rouge, LA 70806**

**MINUTES**

**I. CALL TO ORDER: Ms. Erika Green**

**Ms. Green called the meeting to order.**

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

**Members present at the meeting were Green, Hill, Thomas, Pierre and Perkins. Virtually Breau, Cohran, and Lambert. Also present were Mr. Bill Deville, CEO; other CATS staff; and members of the public.**

**III. APPROVAL OF MINUTES OF August 17, 2021 BOARD MEETING: Ms. Erika Green**

**Ms. Perkins moved to approve the minutes of the August 17, 2021 meeting and Ms. Green seconded the motion. Ms. Green invited public comment and there was none. The motion carried unanimously with no abstentions**

**V. PRESIDENT'S ANNOUNCEMENTS: Ms. Erika Green**

**No announcements were provided this month.**

## **VI. ADMINISTRATIVE MATTERS**

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

**Mr. Deville noted we are continuing to follow all COVID mandates and protocols from the Governor and the Mayor. In addition, CATS has completed its employee COVID 19 Vax survey, and is reviewing the results concurrently as it begins to apply ever changing revised and updated government requirements; CATS is researching ways to plan for developing and implementing a vaccination and testing procedure that allows CATS to continue its mandated essential transit services while complying with Federal, State, and Local regulations (literally as they change with frequency due to the new COVID variant). We will continue to keep you all updated on efforts to keep employees and the public safe.**

### **OPERATIONS: Dwana Williams**

**Ms. Williams reported there are 120 total operators, 104 active; 16 inactive. The August Operations challenge winners for OTP are Al Weeden, Gloria Banks, Sheila Bennett, Janice Kinchen, and Demetrius LaMark. The August Maintenance challenge winner for productivity is Paul Robertson. The August Customer Service challenge for least abandoned calls and Top Performer is Prestin Pleasant.**

**The performance measures for the month of August: Ridership decreased for the month. We were closed from August 29th – 31st. During Hurricane Ida CATS staff was placed on 24 hour emergency standby for transportation just in case residents needed transportation. We shuttled about 20 residents from the Raising Cane Center to visit and feed their pets twice a day. We would like to send out accommodations to staff and to MOHSEP for all of their help.**

**The on time performance (OTP) we lost a week due to the hurricane, along with the 3 days I mentioned, we lost other time due to down power lines, downed trees and no traffic signals. All of these circumstances affected our OTP for the month as well.**

**CATS working with HR to get some new operators in and some new mechanics. HR interviewed 15 operator candidates and 12 have been identified so far. As far as mechanics we have 8 prospects 6 have been interviewed and 3 have been offered a position.**

**Percentage of trips operated was impacted by the hurricane as well.**

The preventable accidents per 100,000 miles were up for this month from last month and from this time last year, but we are still below our target of 2.5.

The mileage is down from this time last month and this time last year.

Lastly, the mean mile between road calls is higher than this time last year. Still lower than our goal of 8000 but maintenance is working to get those vehicles up and running again.

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

Ms. Soileau reported the Comprehensive Operational Analysis (COA) is underway. CATS now have a tag line “SmartCATS: A Blueprint for Stronger Connections – we will do some public engagement, but we will coordinate it very carefully with the CATS Connect campaign and the BRT public engagement.

Currently gathering existing conditions, which include the origin/destination study and other pertinent data. In a couple of weeks we plan to have an origin destination study, asking customers where are you going and where are you coming from, to get a handle on back end data that we are collecting. North Baton Rouge/Baker Microtransit Pilot Project – You will hear more about it next month. We have identified a vendor. This is a pilot project that will serve locations within the City of Baker and specific locations outside of Baker, including Baton Rouge Metropolitan Airport, ExxonMobil Chemical complex, Southern University, Lane Regional Medical Center and the new Scotlandville Transfer Facility at Scotland Avenue/Scenic Highway/Swan. This is a yearlong project with options for 2 one-year extensions. This is the first of its kind to see how this service is received and to examine all issues regarding the service delivery.

Plank-Nicholson Bus Rapid Transit – the BUILD Grant is fully executed. We will have internal meetings with HNTB and the City Parish for coordination. This project is slated to be in place by December 2024.

#### **ADMINISTRATIVE UPDATES: Pearlina Thomas**

Ms. Thomas reported shelter signage is printed, and posting is underway with Buildings and Grounds. Customers will be able to access real time information via QR Code from their smartphone or by texting a short code. The Public Relations – Video launch to demonstrate the CATS, Hitachi and Syniverse partnership is delayed by travel restrictions due to the rise in COVID cases nationwide. Phase Two is underway now and

should be wrapped up at the end of the Third Quarter. This will allow CATS to have two-way communications with customers. This is on time. The renewal for this contract will come to the Board at the October meeting for implementation in November. The contract was from loaded to cover the cost of software, equipment, coordination, etc. We are moving into a place where the renewal will only need to cover service fees. This is the reason we did a one year contract with annual renewals.

The contracts are executed for the Contactless Payment Project. Phase One is underway, which includes vehicle inspection and pilot testing. Some efforts to launch the marketing and public relations campaign were postponed in August due to Cubic's Business Development Team being placed under COVID-19 travel restrictions and CATS along with our local partners responding to multiple storm related emergencies (Hurricane Ida, Tropical Storm Nicholas). Our Public Relations / Engagement team is meeting to design a marketing strategy to roll out this project that we are looking forward to launching in October.

There were several CATS Cares Community Engagements, that CATS was to participate in August 2021. CATS Cares produced another of the video series to highlight CATS employees and their contributions internally and externally to positively promote the Agency. CATS Cares is in the first phase of launching social media platforms that connect to existing CATS social media to create the path for positive messaging to share community engagement and volunteer efforts of CATS' employees.

#### **COMMUNICATIONS: Amie McNaylor**

Ms. McNaylor reported the breakdown of CATS Connect education drive. A brief power presentation was presented. CATS has been gathering testimonials from stakeholders and customers. The landing page on the website has been updated with all the resources. Also on the CATS website there is a link to the resource library that will take the community to all of the materials produced by CATS Connect. We have distributed 2500 push cards. The bus wraps and the bus shelter ads are being produces this week. A short video was presented. Concluding the video the commissioners requested additional information with the complete team of consultants on the project.

**CEO Update: Bill Deville**

Mr. Deville noted due to Hurricane Ida, the election date for the dedicated millage renewal has been moved from October 9th, to November 13th

**Finance: John Cutrone**

The balance sheet month of August 2021 our current assets are \$34,455,659, Restricted Assets are \$3,309,416, bring our Total Assets to \$58,855,745, Our Current Liabilities are \$10,581,891, Long Term and Short Term Liabilities are \$12,857,125, giving Total Assets Net Liabilities \$45,998,620 The Budget Sheet – Operating Revenue is \$229,649 compared to a budget of \$174,436 with a variance of \$55,213. The variance being we had some fuel cost from the state we ended up collecting so we recognized it in August. Local Subsidies are \$1,739,586 compared to a budget of \$1,587,459, Federal Subsidies are \$2,341,273 compared to a budget of \$2,401,154, and Total Operating Expenses are \$2,283,251 compared to a budget of \$2,459,828 leaving a Net Surplus for the month of \$58,022 and a Total Surplus of \$2,667,271 before depreciation.

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

**1. Finance and Executive: Ms. Erika Green**

Ms. Green referred the members to the minutes of the September 16th meeting in their packets and reviewed the highlights. Noted minutes were listed in the packet.

**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: Vacant.**

Mr. Cohran noted the committee did meet and the minutes are listed in the board packet for review.

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

Ms. Perkins noted the committee did meet on and the minutes are in the packets. Ms. Barnes presented the MV monthly report.

## **VIII. ACTION ITEMS**

### **1. Consideration of approval of the Rockit Science Contract**

Ms. McNaylor explained the renewal of the contract. Commissioner Perkins requested a monthly breakdown of the services provided by the contract. Commissioner Pierre requested a total amount spent on the advertising. In addition Commissioner Green requested a line item summary of media spent with advertising and the consultants. Mr. Thomas moved the approval of the Rockit Science Contract. Mr. Lambert seconded the motion. Ms. Green invited public comment and there was none. A roll call vote was held. In favor, Cohran, Lambert, Thomas, Green, and Hill. Against – Pierre and Perkins Abstain - none. The motion carried.

### **2. Consideration of approval of the General Liability Insurance**

No action was taken.

### **3. Consideration of approval of the Lease Bus Insurance**

No action was taken.

### **4. Adopt and levy the ad valorem tax millage rate of 10.06 mills for the City of Baton Rouge for the year 2021**

Mr. Moore read into record the ad valorem tax millage rate of 10.06 mills for the City of Baton Rouge for the year 2021. BE IT RESOLVED, by the Board of Commissioners of Capital Area Transit System that the following millage(s) are hereby levied on the 2021 tax roll on all property subject to taxation in the City of Baton Rouge by Capital Area Transit System: MILLAGE Capital Area Transit System tax in the City of Baton Rouge 10.6 mills  
BE IT FURTHER RESOLVED that the proper administrative officials of the Parish of East Baton Rouge, State of Louisiana, be and they are hereby empowered, authorized, and directed to spread said taxes, as hereinabove set forth, upon the assessment roll of said Parish for the year 2021, and to make the collection of the taxes imposed for and on behalf of the taxing authority, according to law, and that the taxes herein levied shall become a permanent lien and privilege on all property subject to taxation as herein set forth, and collection thereof shall be enforceable in the manner provided by law.

Ms. Green moved the ad valorem tax millage rate of 10.06 mills for the City of Baton Rouge for the year 2021. Mr. Thomas seconded the motion. Ms. Green invited public comment and there was none. A roll call vote was held. In favor, Breaux, Cohran, Green, Hill, Lambert, Thomas, Perkins, and Pierre. Against – none Abstain - none. Absent – Bellue. The motion carried.

5. Adopt and levy the ad valorem tax millage rate of 9.6 mills for the City of Baker for the year 2021

Mr. Moore read into record the ad valorem tax millage rate of 9.6 mills for the City of Baker for the year 2021. BE IT RESOLVED, by the Board of Commissioners of Capital Area Transit System that the following millage(s) are hereby levied on the 2021 tax roll on all property subject to taxation in the City of Baker by Capital Area Transit System: MILLAGE Capital Area Transit System tax in the City of Baker 10.6 mills.

BE IT FURTHER RESOLVED that the proper administrative officials of the Parish of East Baton Rouge, State of Louisiana, be and they are hereby empowered, authorized, and directed to spread said taxes, as hereinabove set forth, upon the assessment roll of said Parish for the year 2021, and to make the collection of the taxes imposed for and on behalf of the taxing authority, according to law, and that the taxes herein levied shall become a permanent lien and privilege on all property subject to taxation as herein set forth, and collection thereof shall be enforceable in the manner provided by law.

Ms. Green moved the ad valorem tax millage rate of 10.06 mills for the City of Baker for the year 2021 . Ms. Perkins seconded the motion. Ms. Green invited public comment and there was none. A roll call vote was held. In favor, Breaux, Cohran, Green, Hill, Lambert, Thomas, Perkins, and Pierre. Against – none Abstain - none. Absent – Bellue. The motion carried.

## IX. ADJOURNMENT

Ms. Green invited public comment. Mr. Moore noted there were three documents submitted and were not germane to any of the action items presented on the board agenda. Mr. Moore did inform the individuals that completed those documents, the comments had to be germane to the action items presented on the agenda. Mr. Moore advise the issues were not germane to issue and the meeting should conclude. Ms. Perkins motioned for adjournment. Seconded by Ms. Green. Meeting adjourn.



**October 2021  
Executive Report  
Bill Deville and CATS Staff**

**COVID-19 UPDATES: *Bill Deville***

- CATS continues to comply in accordance with PROCLAMATION NUMBER 137 JBE 2021, COVID-19 PUBLIC HEALTH EMERGENCY MITIGATION MEASURES STATEWIDE MASK MANDATE, and the CDC order as found at: [https://www.cdc.gov/quarantine/pdf7Mask-Order-CDC GMIT 01-29-21-p.pdf](https://www.cdc.gov/quarantine/pdf7Mask-Order-CDC%20MIT%2001-29-21-p.pdf).
- All employees, Board members visitors, vendors, contractors, and the general public are encouraged to be vaccinated in order to enter transit vehicles, offices, transit hubs and facilities owned, leased, or controlled by CATS. They are strongly encouraged to participate in the CATS For Shots Program (currently being developed);
- Rear door entering and exiting, as a result of Covid-19, have been discontinued, and with driver stations on all CATS buses fully protected with plexiglass and face masks still mandatory according the order by the Governor and LDH, front door boarding and fare collections were successfully resumed in May.
- CATS has completed its employee Covid 19 Vax survey, and continues to review the results concurrently as it begins to apply everchanging revised and updated government requirements; CATS is researching ways to plan for developing and implementing a vaccination and testing procedure that allows CATS to continue its mandated essential transit services while complying with Federal, State, and Local regulations (literally as they change with frequency due to the new Covid variant);

**OPERATIONS: *Dwana Williams***

- There are 113 total operators, 97 active; 16 inactive.
- The September Operations challenge winners for OTP are Janice Kinchen, LaTasha Carline, Vernon Gilliam, Al Weeden, Cynthia V. Johnson.
- The September Maintenance challenge winner for productivity is James Scott.
- The September Customer Service challenge for least abandoned calls is Michelle Scott.

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- The September Customer Care Top Performer is Kimberly Celestine.
- See attached Performance Measures that reflect measures for the month.

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

- Comprehensive Operational Analysis (COA)
  - Origin/Destination Surveys began October 4, 2021
  - Connectics will be on site Oct 20-22
  - HNTB will be on site the week of November 1
  - Existing Conditions being collected
- North Baton Rouge/Baker Microtransit Pilot Project
  - Action Item
- Plank-Nicholson Bus Rapid Transit
  - BUILD grant agreement signed and fully executed
  - Beginning coordination with consultant team-HNTB
- Operations, Administration, and Maintenance Facility Feasibility Study
  - Study to determine future needs of CATS
  - Evaluating location and facility to move all departments to one facility
  - Planning horizon: 25-30 years to ensure property can grow with CATS' needs
  - Will be bringing this forward in November for Board approval for Task Order 2.
  - On-Call consultant HDR will conduct the study, including evaluate the feasibility of re-using 2250 Florida Boulevard and purchase property to construct new facility.

**ADMINISTRATIVE UPDATES: *Pearlina Thomas***

- **AIM Grant Two-Way Messaging Project**
  - Shelter signage is printed, and posting is underway. Customers will be able to access real time information via QR Code from their smartphone or by texting a short code.
  - The Public Relations – the video shoot to demonstrate the CATS, Hitachi and Syniverse partnership is being

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scheduled in the next few weeks. The story boards for the video were shared at the Planning Committee Meeting.

- Phase Two is underway now and should be wrapped up at the end of the Third Quarter. This will allow CATS to have two-way communications with customers.
- CATS Customer Service and Dispatch received some virtual training on the two-way messaging system. Hitachi is planning an on-site two-day workshop at CATS in the next month.

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

- Phase One is underway, which includes vehicle inspection and pilot testing.
- We have received 10 Readers and will begin the prototype installation.
- Technical meetings including maintenance and IT are underway.
- The Public Relations Campaign is underway with a Media Launch Wednesday, October 27, 2021. The Cubic Transportation System's team will join CATS and our local public relations partners, in person, for the launch of this campaign.
- Our Business Development Campaign for the Umo Rewards – Revenue Sharing Program is in development.

- **CATS Cares Community Engagement, we participated in the following events in September 2021:**

- September 2-4, 2021, MOHSEP Free Ice Distribution to people who were without power in the wake of Hurricane Ida
- September 2-5, 2021, Worked with Metro Councilmembers Banks, Cole, Coleman, Dunn, Green, Moak and Racca distributing water and food to constituents in response to Hurricane Ida.
- September 5, 2021, distributing ice, water and food at All Nations Worship Assembly
- September 6, 2021, Served with Mayor Waites, the U.S. National Guard, the Greater Baton Rouge Food Bank and other community partners to distribute water and food

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boxes to residents in the City of Baker in response to the needs due to Hurricane Ida.

- September 11, 2021, with Metro Councilmember Coleman, served food to victims of Hurricane Ida in LaPlace, LA.
- September 13, 2021, feeding the homeless with Legacy on 14<sup>th</sup>
- September 16, 2021, served as the guest speaker for LSU's Black Women Empowerment Initiative

- **Upcoming events for CATS Cares:**

- October 15, 2021, CATS Annual Community Health Fair, Friday, from 9:00 AM – 12:00 PM at 2250 Florida Blvd.
- October 16, 2021, East Baton Rouge Public Schools System Community event from 2:00 PM – 6:00 PM in Scotlandville
- October 23, 2021, Southern University Homecoming Parade and Tailgating starting at 7:00 AM

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

- The Tyler Technology Enterprise System
  - The implementation of CATS' new ERP system, Tyler Munis, is still on track to go live with Phase 1 Financials during the 4<sup>th</sup> quarter of 2021 and Phase 2 HCM(Human Resource) in 2022. Finance is completing (UAT)User Acceptance Testing and has begun (EUT)End User Training. On the HCM(HR) phase, we are currently running data conversions.
- Planning and Operations, along with AVL and Maintenance 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.

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- An enterprise asset management system is being looked into by Planning and Finance, along with secured funding.

**COMMUNICATIONS: Amie McNaylor**

- Communications is coordinating with Planning on the upcoming COA efforts as needed.
- CATS Connects Communications Update:
  - Public Outreach:
    - Letters to stakeholders, allies, pastors, Mayors, and Baton Rouge legislators
    - July - September CATS Connects newsletters sent to all CATS stakeholders
    - City of Baker newsletter and e-blast
    - 6,500 push cards to partners and networks throughout Baton Rouge
      - Businesses in Scotlandville area
      - Businesses along Plank Road
      - Community centers
      - Public Libraries
    - Paratransit direct mail piece to be mailed Oct. 22
    - Letters from employers to employees across retail, healthcare, hospitality, and restaurant industries (underway)
    - Allies secured for CATS Connects (more pending):
      - Mayor-President Sharon Weston Broome
      - Mayor Darnell Waites
      - East Baton Rouge Parish Metropolitan Council
      - Baton Rouge Area Chamber
      - Capital Area United Way
      - Build Baton Rouge
      - Our Lady of the Lake
      - Visit Baton Rouge
      - Louisiana Restaurant Association
      - Healthy BR
      - LA Restaurant Association
      - Arts Council of Greater Baton Rouge
      - Cristo Rey

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- YWCA of Greater Baton Rouge
- BREC
- Downtown Development District
- Civil Solutions
- UREC
- Forum 225
- Mid City Redevelopment Alliance
- The BRidge Agency
- CADAV
- Gardere Initiative
- Public Education Materials:
  - Presentations for stakeholder meetings
  - Economic impact study
  - Educational materials for public distribution:
    - Economic Impact summary
    - “By the Numbers” one-pager
    - “Promises Kept” one-pager
    - “What’s at Stake” one-pager
    - Pillars for the next ten years summary
    - Proposition overview summary
    - 2021 survey results summary (rider and resident/stakeholder surveys)
- Digital Media:
  - Social media plan and content
  - Digital social media ads (paid and sponsored) underway (Google, Youtube, and Facebook)
  - Dedicated webpage for CATS Connects campaign and resource library for stakeholders
  - Stakeholder videos and testimonials:
    - Message from the CEO
    - Mayor Broome
    - Mayor Waites (underway)
    - Coletta Barrett, Our Lady of the Lake
    - Chris Tyson, Build Baton Rouge
- Paid and Earned Media:
  - Television and cable run dates 10/4 – 11/13
  - Radio run dates 9/27 – 11/13



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- The Advocate paid content
- Business Report Annual Report
- Front page story in The Advocate
- Opinion piece from Stephanie Riegel, Business Report
- Supported stakeholders with four letters to the editor
- Press releases for campaign launch, economic impact study, and ballot language approval

#### CEO NOTES: *Bill Deville*

- In cooperation with the City Parish and State, CATS continues to assist in getting all eligible citizens to “certain group vaccinations sites”, using existing routes.
- BSWIIP labor counsel for CATS, in collaboration with staff and General Counsel, and ATU, may be nearing a new CBA agreement; CATS is still hopeful to have final terms mediated as soon as possible;
- CATS continues to update and implement its service education information and materials needed for its “Communications Action Plan”, named “CATS Connect”. The CATS Connect outreach education campaign plan is being carried out by the CEO and his management team with guidance, support, and expertise from both Atlas/Emergent Method & Clay Young Enterprises (CATS CARES platform); more detail can be found on CATS website via “CATS Connect”;
  - In addition to the community education engagement updates by CATS Connects and CATS CARES, Clay Young Enterprises scheduled for CATS CEO and CAO to attend, distribute push cards, and speak at two recent Church worship services in October:
    - Pastor Eric Williams; New Beacon Light, Sunday 8am worship service, on October 3<sup>rd</sup>;
    - Bishop Charles Wallace; Oasis Christian Church, Sunday 8am worship service, on October 10<sup>th</sup>;
- Timeline for November 13th Millage Referendum Renewal election:

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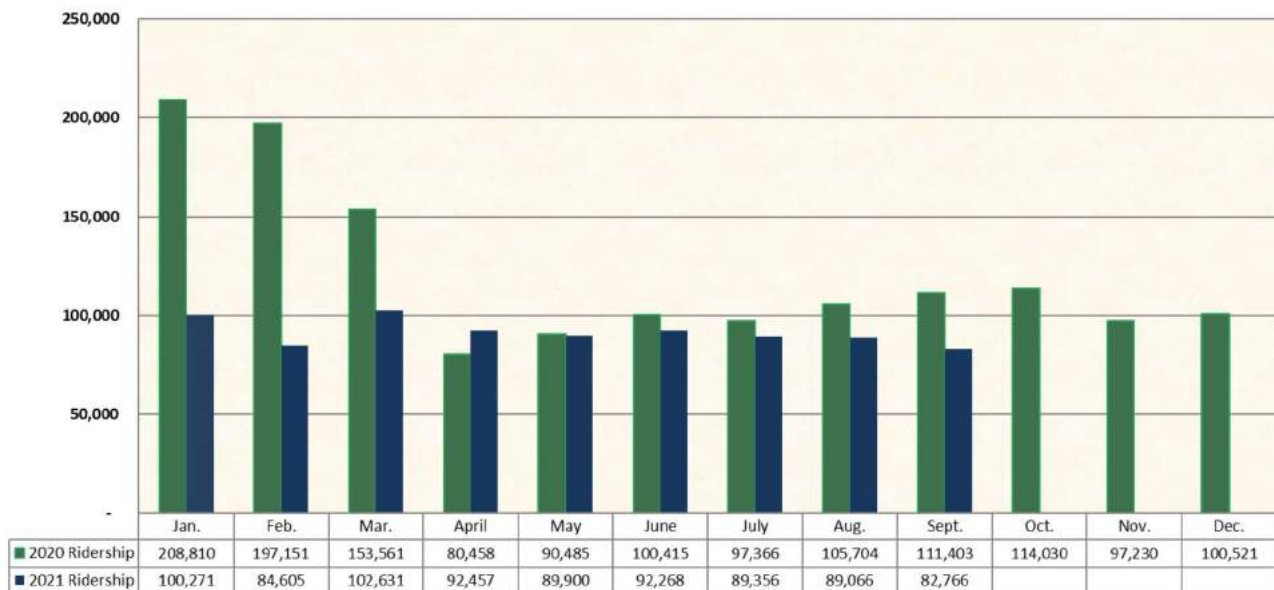
- **November 13, 2021 Special Election ballot; Early voting starts October 30th - through November 6th (except for Sunday, October 31st)**
  - Tax expires in March 2022

**Finance: *John Cutrone***

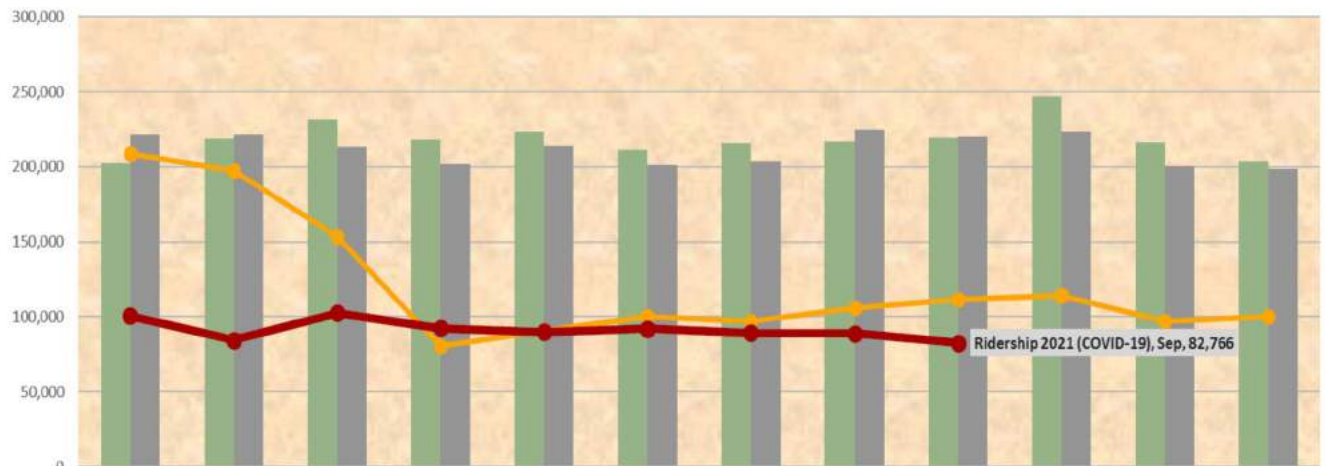
- See attached financial report for the month.



## Monthly Ridership 2020-2021

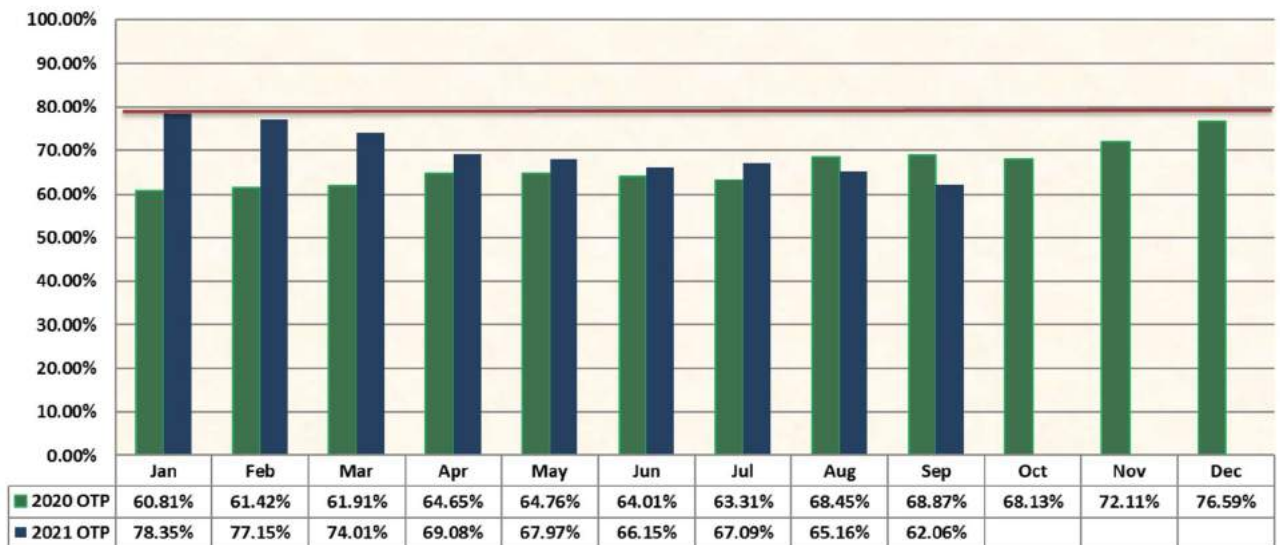


## Monthly Ridership 2018-2021



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Ridership 2018	202,296	219,091	231,324	218,241	223,663	211,464	215,967	217,291	219,337	246,615	216,649	203,627
Ridership 2019	221,453	221,163	213,485	201,647	213,627	201,041	203,476	224,556	220,042	223,657	200,579	198,778
Ridership 2020 (COVID-19)	208,810	197,151	153,561	80,458	90,485	100,415	97,366	105,704	111,403	114,030	97,230	100,521
Ridership 2021 (COVID-19)	100,271	84,605	102,631	92,547	89,900	92,268	89,356	89,066	82,766			

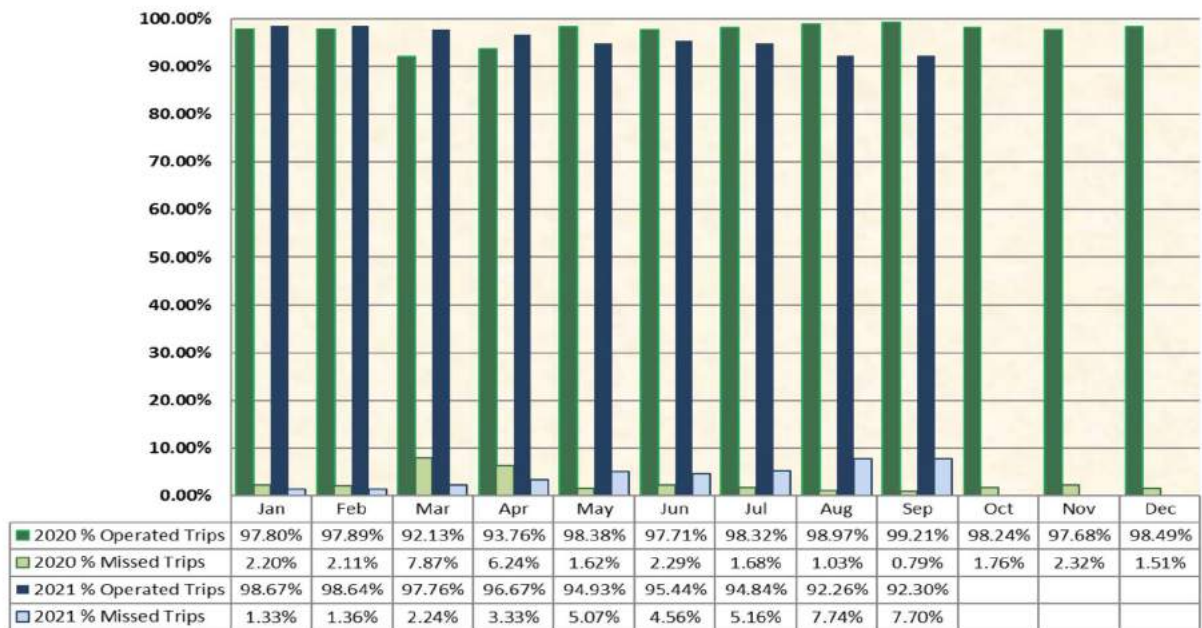
## On-Time Performance 2020-2021



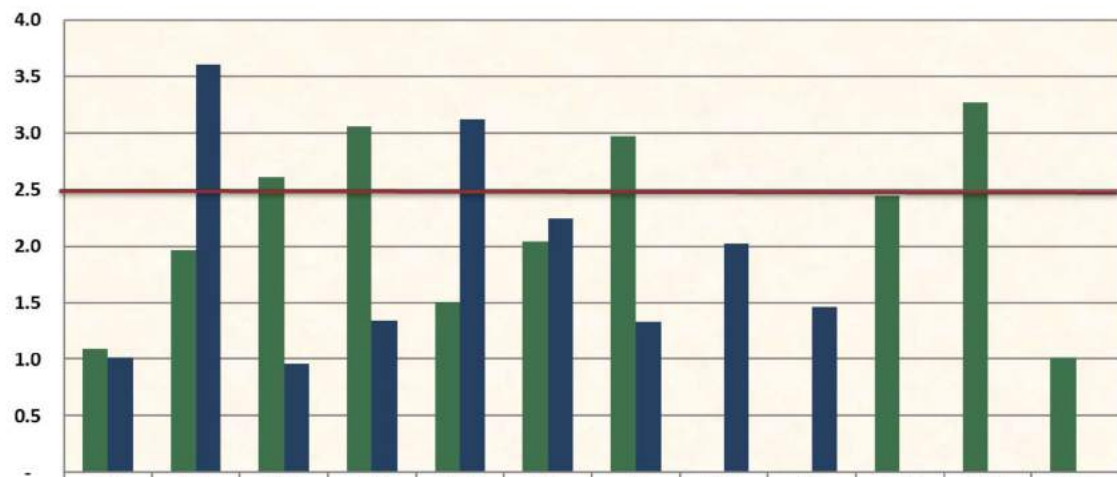
\*Target 80% On-Time Performance

Note: On-Time performance is measured at scheduled timepoints which represent 4.89% of the total system bus stops

## % Trips Operated 2020-2021



## Preventable Accidents per 100,000 Miles 2020-2021



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020 Preventable Accidents	1.1	2.0	2.6	3.1	1.5	2.0	3.0	0	0	2.4	3.3	1.0
2021 Prevventable Accidents	1.0	3.6	1.0	1.3	3.1	2.2	1.3	2.0	1.5	-	-	-

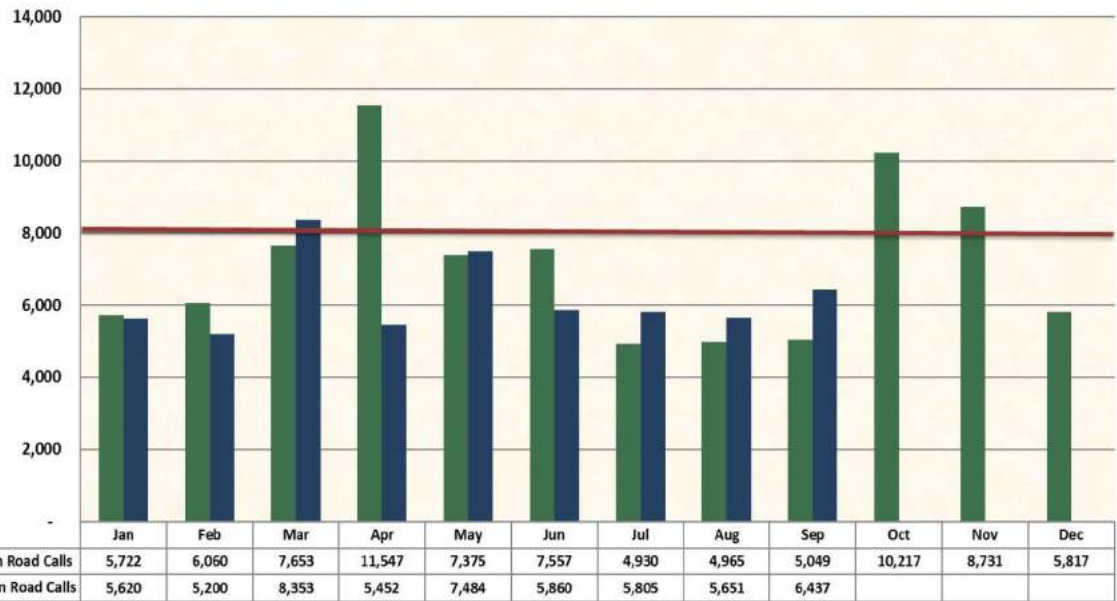
\*Target Below 2.5 Preventable Accidents Per 100,000 Miles



## Mileage 2020-2021



### Mean Miles Between Road Calls 2020-2021





## SEPTEMBER 2021 COMPARED TO SEPTEMBER 2020

		2021		2020	
#	ROUTE NAME	RIDERSHIP	REVENUE	RIDERSHIP	REVENUE
8	Gus Young Ave / BRCC	1,787	\$ 916.48	2,332	\$ -
10	Scenic Hwy / Southern University	1,855	\$ 1,013.94	2,325	\$ -
11	Northside Circulator	2,188	\$ 1,577.53	4,264	\$ -
12	Government St / Jefferson Hwy	2,476	\$ 1,292.08	3,750	\$ -
14	Thomas Delpit Dr / Roosevelt St	2,037	\$ 1,211.64	3,855	\$ -
15	Glen Oaks / Blount Rd / Crestworth	2,361	\$ 1,817.81	2,153	\$ -
16	Capitol Park Shuttle	0	\$ -	0	\$ -
17	Perkins Rd	7,601	\$ 3,095.05	5,310	\$ -
18	Cortana Transit Center / Tigerland	3,105	\$ 2,294.89	3,484	\$ -
20	N. Acadian Thwy	4,553	\$ 3,196.97	6,362	\$ -
21	Fairfields Ave	3,228	\$ 1,942.62	6,097	\$ -
22	Winbourne Ave	3,308	\$ 2,264.75	5,119	\$ -
23	Foster Dr	1,540	\$ 1,162.35	2,143	\$ -
41	Plank Rd	6,354	\$ 3,964.10	9,427	\$ -
44	Florida Blvd	11,821	\$ 6,986.26	15,402	\$ -
46	Cortana Transit Center / L'auberge Casino & Hotel	989	\$ 814.34	3,702	\$ -
47	Highland Rd / LSU	11,152	\$ 5,926.06	10,696	\$ -
54	N. Airline Hwy / Southern University	3,692	\$ 2,721.48	4,480	\$ -
57	Sherwood Forest Blvd / Greenwell Springs Rd / Siegen Ln	5,576	\$ 4,618.52	7,771	\$ -
58	Coursey Blvd / O'Neal Ln / Ochsner	2,785	\$ 2,280.84	5,076	\$ -
59	East Florida Blvd / O'Neal Ln / Ochsner	1,579	\$ 1,344.25	3,989	\$ -
60	Medical Circulator	542	\$ 365.59	867	\$ -
70	CATS Terminal / Southern University / Baker	2,237	\$ 1,645.77	2,799	\$ -
72	Florida Blvd LIMITED	0	\$ -	0	\$ -
80	Southern University Shuttle	0	\$ -	0	\$ -

# CATS

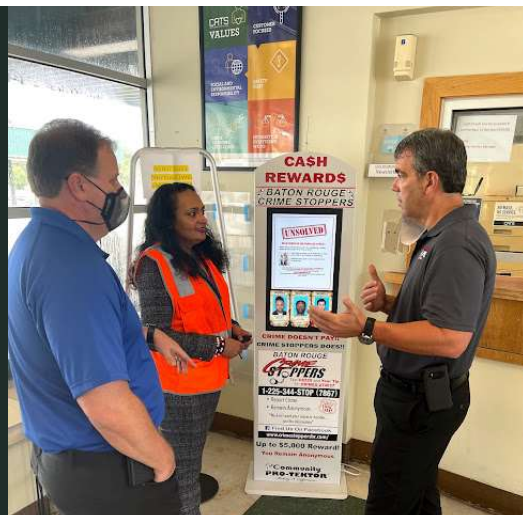
CAPITAL AREA TRANSIT SYSTEM

**C A R E S**

# CATS Cares' Initiative

CATS Cares is a messaging initiative that highlights the connection between the Capital Area Transit System and the community it serves.

CATS Cares also features the stories of commitment to the community shown by many CATS employees through social media.



#CATSCares





CATS Cares was developed to educate EBR about the Capital Area Transit System and its importance to the community.

**Election Day is November 13th**  
**Early voting is October 30th - November 6th**

#### WHAT IS ON THE LINE

Capital Area Transit System is making you aware that its 10-year property millage on homes and businesses in the city limits of Baton Rouge and Baker is on the ballot for renewal Saturday, November 13, 2021. This is not a new tax, but a millage renewal of the existing 10.6 mills that will generate approximately \$17.6 million annually to fund crucial CATS programs, services, and infrastructure. Without this dedicated funding source, thousands of families and businesses will lose the public transportation services provided by CATS.

#### WHO LOSES

- CATS services support 225,000 jobs where nearly 39,000 of those jobs directly impact low-income families.
- 91% of passengers say CATS is their ONLY means of transportation.
- 63% of the passengers use CATS services five times a week or more.
- CATS served over 2.5 million passenger trips in 2019.

*Every Great City has a Great Public Transit System!*

[www.brcats.com/connects](http://www.brcats.com/connects) • Facebook: CATSBR • Instagram: @BTR\_CATS



**CATS**  
 CAPITAL AREA TRANSIT SYSTEM



**YOU'RE INVITED TO ANOTHER  
 GREAT EVENT IN YOUR COMMUNITY**

**PRESENTS ITS 8<sup>TH</sup> ANNUAL COMMUNITY HEALTH FAIR  
 AT CAPITAL AREA TRANSIT SYSTEM**

**Friday, October 15, 2021  
 9:00 am-12:00 pm  
 2250 Florida Blvd, Baton Rouge, LA 70802**

Mary Bird Perkins and Our Lady of the Lake Cancer Center will offer Colorectal (take home kits) & Breast screenings. For more information regarding the screenings call [225-425-8034](tel:225-425-8034).

**Vaccinations, community resources, and educational material  
 will be available as well, along with music, food, fun, plus more!**

*Help us prevent the spread of COVID by wearing a mask & please stay at home if you are not feeling well.*



**CATS**  
 CAPITAL AREA TRANSIT SYSTEM  
**CARES**



**CATS**  
 CAPITAL AREA TRANSIT SYSTEM  
**CARES**

**»»»»» Did You Know? «««««**

- CATS extended transit service to previously unserved areas like Blount Road, River Road, and Greenwell Springs.
- Also, 93 percent of CATS customers use the system at least three days per week, and 76 percent use the system more than 5 days per week.

***Serving our community is a top priority.***



#CATSCARES





# How We Connect



Instagram

[https://www.instagram.com/p/CU-WfgBrxMm/?utm\\_medium=copy\\_link](https://www.instagram.com/p/CU-WfgBrxMm/?utm_medium=copy_link)



Facebook

<https://www.facebook.com/CATSCaresEBR>



Twitter

<https://twitter.com/CATSCares225>

We accomplish our connection to the community through social media and community outreach.

**Capital Area Transit System  
Balance Sheet  
September, 2021**

**9/30/2021      9/30/2020**

**ASSETS**

<b>Current Assets:</b>		
Cash and Cash Equivalents	9,072,443	13,039,980
Accounts Receivable	458,180	294,872
Property Tax Receivable	19,089,263	16,977,443
Due from Governments	2,814,383	3,322,326
Inventory	986,015	232,688
Prepaid Expenses and Other Assets	667,827	201,586
<b>Total Current Assets:</b>	<b>33,088,112</b>	<b>34,068,894</b>
<b>Restricted Assets:</b>		
Cash and Cash Equivalents	3,306,895	314,688
<b>Total Restricted Assets:</b>	<b>3,306,895</b>	<b>314,688</b>
Net Pension Asset, Long-Term	676,430	496,897
Equipment, Net	20,185,088	20,491,429
<b>Total Assets</b>	<b>57,256,525</b>	<b>55,371,908</b>

**LIABILITIES AND NET ASSETS**

<b>Current Liabilities</b>		
Accounts Payable and Accrued Expenses	880,567	267,985
Accrued Payroll and Tax Liabilities	823,316	93,136
Accrued Compensated Absences	850,652	751,112
Claims Payable and Related Liabilities	906,118	1,065,376
Capital Lease Payable	280,748	266,864
Deferred Revenue (Grants/Prop Tax)	5,558,629	4,045,666
Other Current Liabilities	0	0
<b>Total Current Liabilities</b>	<b>9,300,030</b>	<b>6,490,139</b>
<b>Long-Term Liabilities</b>		
Capital Lease Payable, Less Current Portion	1,585,098	2,193,983
Estimated Liabilities	690,136	1,301,975
<b>Total Long-Term Liabilities</b>	<b>2,275,234</b>	<b>3,495,958</b>
<b>Total Liabilities</b>	<b>11,575,264</b>	<b>9,986,097</b>
<b>Net Assets:</b>		
Investments in Capital Assets, Net of Related Debt	18,319,242	18,030,583
Restricted Cash and Cash Equivalents	3,306,895	314,688
Unrestricted	24,055,124	27,040,541
<b>Total Net Assets:</b>	<b>45,681,261</b>	<b>45,385,812</b>
<b>Total Liabilities And Net Assets</b>	<b>57,256,525</b>	<b>55,371,908</b>



**Capital Area Transit System**  
**Statement of Operating Budget vs. Actual**  
**For the Period Ended September, 2021**

	Current Month				Year to Date				Approved Budget
	Budget	Actual	Variance	% Var	Budget	Actual	Variance	% Var	
<b>Operating Revenues</b>									
Passenger Paid Fares	93,362	67,999	(25,363)	-27.17%	560,172	318,725	(241,447)	-43.10%	840,258
Special Transit Fares (Contract)	10,900	5,976	(4,924)	-45.17%	76,300	26,784	(49,516)	-64.90%	109,000
ADA/Paratransit Revenue	6,560	6,546	(14)	-0.22%	39,360	24,833	(14,527)	-36.91%	59,040
Advertising Revenue	39,667	44,815	5,148	12.98%	357,003	387,938	30,935	8.67%	476,004
Interest Income	4,997	313	(4,684)	-93.75%	44,973	6,579	(38,394)	-85.37%	59,964
Other Agency Revenue	18,950	249	(18,701)	-98.69%	170,550	214,046	43,496	25.50%	227,400
<b>Total CATS Generated</b>	<b>174,436</b>	<b>125,897</b>	<b>(48,539)</b>	<b>-27.83%</b>	<b>1,248,358</b>	<b>978,905</b>	<b>(269,453)</b>	<b>-21.58%</b>	<b>1,771,666</b>
<b>Non Federal Revenue</b>									
Hotel/Motel Tax	74,959	87,086	12,127	16.18%	674,631	992,254	317,623	47.08%	899,508
Parish Transportation Fund	45,833	45,833	0	0.00%	412,497	412,500	3	0.00%	549,996
Property Tax Revenue	1,466,667	1,606,667	140,000	9.55%	13,200,003	14,180,000	979,997	7.42%	17,600,004
<b>Total Non Federal</b>	<b>1,587,459</b>	<b>1,739,586</b>	<b>152,127</b>	<b>9.58%</b>	<b>14,287,131</b>	<b>15,584,754</b>	<b>1,297,623</b>	<b>9.08%</b>	<b>19,049,508</b>
<b>Federal Operating Subsidies</b>									
FTA - Formula Grants/PM	612,592	326,987	(285,605)	-46.62%	5,513,328	5,537,826	24,498	0.44%	7,351,102
FTA - Capital Projects (Project Admin)	26,667	76,275	49,608	186.03%	240,003	407,249	167,246	69.68%	320,004
FTA - Planning	171,500	39,890	(131,610)	-76.74%	514,500	372,489	(142,011)	-27.60%	686,000
<b>Total Federal Operating</b>	<b>810,759</b>	<b>443,151</b>	<b>(367,608)</b>	<b>-45.34%</b>	<b>6,267,831</b>	<b>6,317,564</b>	<b>49,733</b>	<b>0.79%</b>	<b>8,357,106</b>
<b>Total Operating Revenues</b>	<b>2,572,654</b>	<b>2,308,633</b>	<b>(264,021)</b>	<b>-10.26%</b>	<b>21,803,320</b>	<b>22,881,223</b>	<b>1,077,903</b>	<b>4.94%</b>	<b>29,178,280</b>
<b>Operating Expenses</b>									
Labor	933,877	752,894	180,983	19.38%	8,498,279	7,149,314	1,348,965	15.87%	11,329,365
Fringe Benefits	521,873	584,422	(62,549)	-11.99%	4,749,011	4,853,942	(104,931)	-2.21%	6,382,219
Casualty and Liability	128,917	156,289	(27,372)	-21.23%	1,160,253	1,092,425	67,828	5.85%	1,547,000
Services	233,729	467,185	(233,456)	-99.88%	2,103,561	2,434,202	(330,641)	-15.72%	2,804,718
Purchased Transportation	162,500	154,343	8,157	5.02%	1,462,500	1,530,298	(67,798)	-4.64%	1,950,000
Materials & Supplies	303,751	315,723	(11,972)	-3.94%	2,733,759	2,273,435	460,324	16.84%	3,645,000
Utilities	14,583	22,486	(7,903)	-54.19%	131,247	158,050	(26,803)	-20.42%	175,000
Miscellaneous Expenses	104,168	127,779	(23,611)	-22.67%	937,506	820,039	117,467	12.53%	1,250,040
Leases and Rentals	7,911	7,703	208	2.63%	71,199	70,453	746	1.05%	94,938
<b>Total Operating Expenses</b>	<b>2,411,309</b>	<b>2,588,822</b>	<b>(177,513)</b>	<b>-7.36%</b>	<b>21,847,315</b>	<b>20,382,158</b>	<b>1,465,157</b>	<b>6.71%</b>	<b>29,178,280</b>
<b>Net SURPLUS/(DEFICIT) Before Depreciation</b>	<b>161,345</b>	<b>(280,189)</b>	<b>(441,534)</b>	<b>-273.66%</b>	<b>(43,995)</b>	<b>2,499,065</b>	<b>2,543,060</b>	<b>5780.34%</b>	<b>0</b>
Depreciation	0	229,151	(229,151)	0.00%	0	2,258,424	(2,258,424)	0.00%	
<b>NET Operating SURPLUS/(DEFICIT)</b>	<b>161,345</b>	<b>(509,340)</b>	<b>(670,685)</b>	<b>-415.68%</b>	<b>(43,995)</b>	<b>240,641</b>	<b>284,636</b>	<b>646.97%</b>	<b>0</b>

**MEETING OF THE  
FINANCE AND EXECUTIVE COMMITTEE  
BOARD OF COMMISSIONERS  
CAPITAL AREA TRANSIT SYSTEM AND  
PUBLIC TRANSPORTATION COMMISSIONS  
October 14, 2021  
Virtually and at the CATS Administrative Office  
350 North Donmoor Avenue**

**Minutes**

President Erika Green called the meeting to order at 10:30 AM. There was no quorum at the start of the meeting. President Green was virtual and Commissioner Matt Thomas was in person at 350 N. Donmoor Avenue. President allowed the meeting to begin to receive presentations.

President Green stated there were no President's announcements at that time and turned the meeting over to the CEO, Bill Deville for the Executive Report.

Bill Deville (BD) – stated we will start with the Operations Report since there are no new COVID updates. We are continuing to follow all COVID guidelines we are required to comply with. Our Policy Committee is preparing to meet with Dr. Breaux regarding policies we have spoken about.

Operations Report, Dwana Williams, COO (DW) – Currently there are 113 total operators, 97 active and 16 are inactive. The September Operations challenge winners for on time performance (OTP) are Janice Kinchen, Latesha Carline, Vernon Gilliam, Al Weeden, Cynthia V. Johnson, the September Maintenance challenge winners winner for productivity is James Scott, the September Customer Service challenge winner for least abandon calls is Michelle Scott and Customer Care to[ Performer is Kimberly Celestine.

If you refer to your attached performance measures you will see our ridership for the month was 82,766, which is less than the previous month due to Hurricane Ida. We also operated 5 reduced days due to the hurricane as we observed Labor Day. Daily ridership on Sunday was at 2600 and weekday ridership was at 3500. Our OTP for the month is lower than this time last year and the previous month. Again this can be attributed to Hurricane Ida for the first couple of weeks of September due to downed power lines and traffic light outages. We also have more traffic in the City due to those residing in our area and as I mentioned last meeting our September Operator class was moved to October 11<sup>th</sup>. Due to the back log on back ground checks that class has been

pushed back to October 25<sup>th</sup>. I'm happy to report we will have a cadet class of 14 when that class starts.

Our percentage of trips operated again we can attribute that to Hurricane Ida and some of the factors that affected our OTP, we operated at 92% for the month. Preventable accidents for the month for 100,000 miles, we were up from this time last year and less than this time last month, and just a little below our target of 8000.

We have one new mechanic that started this past Monday and held two interviews this past Tuesday and I would also like to welcome Mr. Kelvin Ridgley, our new Maintenance Director, who started September 27<sup>th</sup> and we look forward to working with him.

Lastly, I want to give appreciation to our customers who trust us to connect them to what matters. We know that there have been some challenges for them out there on the street along with some of the issues we've had to face and we want them to know that we care and appreciate them. I would also like to send out a thank you to our essential and front line employees who have continued their hard work and dedication during these difficult times.

Commissioner Kahli Cohran (Comm. Cohran) joined the meeting, at this time, which established a quorum.

Planning Report, Cheri Soileau, Director of Planning – the Comprehensive Operational Analysis (COA) is moving forward. We are collecting data. Kinetics that is a sub to HNTB will be here next week. HNTB will be here from November 3<sup>rd</sup> – 5<sup>th</sup> again looking at additional traditions and collecting data. We are working on a landing page for the Smart CATS which is what we are calling the initiative. Once it is live we will send out a link for everybody it will be connected to our BRCATS.com website.

The Microtransit Project we will talk about later. Plank Nicholson Bus Rapid Transit (BRT) we have the detailed schedule from HNTB we are going to begin to look at public involvement sometime in December as we get closer to some of these deadlines. I will be sharing them with you updates as the work begins. The other thing I want to talk about is the Operations, Administration and Maintenance Facility Feasibility Study, which you will see us coming to you next month. It's a task order with one of our on-call consultants, HDR. This is a study to determine what we are going to do with our facility. The CATS facility to buy everyone in under one place so it's operations, administrations, and maintenance looking at a 25-30 year planning horizon so when we build it we build it for a long time. I know the Federal Government has requirements when you use Federal dollars to build one of these types of facilities. I wanted to bring this to your attention now. We are also going to be going out with an RFP for scheduling software and CAD/AVL software so we're excited we've got some exciting projects coming up.

## Administrative Report – Pearlina Thomas, CAO (PT) – AIM Grant Two-Way Messaging Project

- Shelter signage is printed, and posting is underway. Customers will be able to access real time information via QR Code from their smartphone or by texting a short code.
- The Public Relations – the video shoot to demonstrate the CATS, Hitachi and Syniverse partnership is being scheduled in the next few weeks. Hitachi and Syniverse plan to use this video in their marketing to show their partnership with CATS. The story boards for the video were shared at the Planning Committee Meeting.
- Phase Two is underway now and should be wrapped up at the end of the Third Quarter. This will allow CATS to have two-way communications with customers.
- CATS Customer Service and Dispatch received some virtual training on the two-way messaging system. Hitachi is planning an on-site two-day workshop at CATS in the next month.

## COVID-19 Mitigation Research Grant Contactless Payment Project

- Phase One is underway, which includes vehicle inspection and pilot testing.
- We have received 10 Readers and will begin the prototype installation.
- Technical meeting including maintenance and IT are underway.
- The Public Relations Campaign is underway with a Media Launch Wednesday, October 27, 2021. The Cubic Transportation System's team will join CATS and our local public relations partners, in person, for the media launch and promotional announcement of this project.
- Our Business Development Campaign for the Umo Rewards – Revenue Sharing Program is in development.

CATS Cares Community Engagement, we had a lot of activity around the community engagement response to Hurricane Ida. We participated in the following events in September 2021:

- September 2-4, 2021, MOHSEP Free Ice Distribution to people who were without power in the wake of Hurricane Ida
- September 2-5, 2021, Worked with Metro Councilmembers Banks, Cole, Coleman, Dunn, Green, Moak and Racca distributing water and food to constituents in response to Hurricane Ida.
- September 5, 2021, distributing, ice, water and food at All Nations Worship Assembly
- September 6, 2021, Served with Mayor Waites, the U.S. National Guard, the Greater Baton Rouge Food Bank and other community partners to distribute

water and food boxes to residents in the City of Baker in response to the needs due to Hurricane Ida.

- September 11, 2021, with Metro Councilmember Coleman, served food to victims of Hurricane Ida in LaPlace, LA.
- September 13, 2021, feeding the homeless with Legacy on 14<sup>th</sup>
- September 16, 2021, served as the guest speaker for LSU's Black Women Empowerment Initiative

Upcoming events for CATS Cares:

- October 15, 2021, CATS Annual Community Health Fair, Friday, from 9:00 AM – 12:00 PM at 2250 Florida Blvd.
- October 16, 2021, East Baton Rouge Public Schools System – Stop the Violence Rally Community event from 2:00 PM – 6:00 PM in Scotlandville
- October 23, 2021, Southern University Homecoming Parade and Tailgating starting at 7:00 AM

Critical Incidents, Conflict Resolution and De-escalation Training is successfully underway. The employees who have had the opportunity to participate thus far have a number of great things to say. The feedback has been really positive and our employees are looking forward to more training like this in the future.

September 16, 2021, we completed the installation of the Crime Stopper's kiosk in the waiting room of the terminal at 2222 Florida. As a community partner with CATS, Crime Stoppers will be wrapping one of our buses. Crime Stoppers is going through their Board to have the funds approved for the bus wrap, so we can look forward to this happening soon.

We're going to do a presentation on CATS Cares. Clay Young of Clay Young Enterprise is here with us today. Clay Young has been doing a lot to spearhead our PR around CATS Cares.

Presentation: CATS Cares is an, internal external community engagement initiative. We've found a number of CATS employees do great things in the community. We wanted to find a way to highlight these things and show this work to give everyone a platform to not only show the community engagement work they are doing, but to encourage other people to get involved and do more purposeful things in the community.

Comm. Cohran interrupted the CATS Cares presentation. Before we jump into the CATS Cares, I had a couple of questions on the prior items you covered. Do you want to take those now or after the presentation?

PT – I can take them now if you'd like.

Comm. Cohran – as we discussed in the Planning Meeting, the Umo and contactless pay, I still have a problem with us rolling out and starting the project with only having 10 buses implemented with it and the buses not necessarily being on a set route so it's not like we can say a particular Florida line has it. What's the strategy to keep this from being a... my fear is that if it is rolled out and we have this big push on it but you can't really utilize it, its counterproductive it does not achieve what the whole purpose of what the system is for as well as some of the other things that were mentioned like it being integrated destinations, integrating alternative rideshare whether it be Uber or bike share or as we discussed, Microtransit. I'm kind of interested in the nuts and bolts of how this will be really implemented and it not be prematurely implemented and introduced because it is not fully ready to go.

Clay Young (CY) – Commissioner we had a call yesterday about it and the strategy as it stands, we're going to announce the initiative and what it is going to look like next week. Then spend the following months doing the education on how it works. They told us on the call yesterday that full implementation is a couple of months or so out, so it gives us some time to get two bites at the apple. We announce what it is going to look like and spend a few weeks putting some collateral using everything from refrigerator magnets that walk customers through the steps and little videos that explain how to use it. About the time it is fully ready to be green lit and light up the customers know how to use it.

PT – So when I spoke the Planning Committee Meeting and I said the prototype installation would allow us to use those 10 readers. I was wrong. There is still a lot of work behind the scenes on the technical side that has to happen so our promotional announcement to the public that we have this technology. We have these resources to get this technology underway. It's an exciting thing for the Agency to be only one of 40 agencies in the country that were awarded this competitive grant that was 100% funded. It's a great thing and there are a number of great things around getting this project started that we are ready to announce to the public and announce some of our partners who are a part on this project. However, the service won't be what I thought available on 10 buses then we get the rest in February. Everything we need to do with getting the project initiated the service will launch on all of the buses at just about the same time. We just have the 10 readers to install as what we were initially calling a pilot. When the others come we will be in a place to do another announcement of the full launch.

Comm. Cohran – I still have the same concerns though there seems to be a little more clarity now with you saying this is not a full launch on the 27<sup>th</sup>, but the community right now your communication to us as a Board. We're going to be communicating to stake

holders we have the press release on the 27<sup>th</sup>, I believe as well. What is the communication because what I am hearing right now is there is a great deal of ambiguity and if we don't have clear communication it starts some confusion. We're putting out magnets, we're putting out different things does it give an actual launch date for when this goes live?

PT – No.

Comm. Cohran – As oppose to, it seems, I'm going to ask this question of everyone as well as other Boardmembers, is it just me or does it seems.... I'm for what we are doing. I'm extremely excited about this whole concept and what we are doing but I also have a great deal of concern that if it is not rolled out right then it's counterproductive. I know I get something... think about our seniors they get frustrated with technology when they don't know how to use it, so when we roll it out and there becomes some confusion on how it works, if it works, when it works then it's counterproductive. We can lose the clients we lose those who could be utilizing it before it is actually available to be utilized.

CY – It isn't a roll out it's an announcement the official roll out will be on the hard go live date. We're announcing an initiative that is coming. The communication strategy is to tell the public that over the next several weeks we will be educating our riders on how this new technology feature works so when the go live happens in the first quarter of next year you've done the work on the ground to make sure they know how to use it.

Comm. Cohran – and that there is what I'm asking, that's what I haven't heard articulated exactly how that is going because it becomes a little bit of a cross. It's said on the 27<sup>th</sup> we have this press release. Really being clear about what we are saying on the 27<sup>th</sup> and I have you at this point we are saying that this is an education campaign for something that goes live whatever that date is, I've heard the first quarter of 2022. I'm clear, I'm good with that but we need to make sure that that's clear so people are not looking for it or trying to utilize it and getting frustrated because it is not available to be utilized.

PT – Thank you Commissioner. We have noted all of your concerns and we will continue to keep you abreast as the educational campaign moves forward with the product itself. We will do the promotional announcement as planned on the 27<sup>th</sup>.

Back to the CATS Cares Presentation

PT – Our CATS Cares initiative, we use social media platforms to announce the community engagement that we are doing also to highlight things our employees are

doing also to highlight things our employees are doing internally and externally and show how CATS is serving the community. Next slide – Some photos from some of the activities we've been doing as of late from our work around Hurricane Ida to the balloon release we recently had for an employee we recently lost to domestic violence. Next slide – CATS Cares is also an active part of the educational campaign for our millage renewal focusing on educating versus advocating doing this by being in the community to be in the trenches taking every opportunity we can to educate the public on all of the great things CATS is doing and what this millage renewal means here in the City of Baton Rouge and in the City of Baker. Next slide – This is one of our CATS Cares video that we produced. The video did not play. We will work out the technical difficulties before the Board meeting. Next slide – we connect to CATS Cares using Instagram, FaceBook, and Twitter. In addition to our community engagement we are working with churches by going to different churches to speak to educate them on the millage renewal and all of the great things CATS is doing under promoting on our health fair through the churches so we can continue to strengthen our community partnerships.

Technology Report – BD – The technology enterprise system is still on track with the go live for phase one scheduled with financials for the 4<sup>th</sup> quarter 2021. Finance is completely the user acceptance testing and have begun user training. The HR phase is currently underway.

Communications – BD – Ms. McNaylor has moved on to other pastures and we wish her well. I will do her portion right now. You have the report in front of you. There was a detailed report at the last Board meeting. You will notice in your packet that there is an update to the social media plan to add digital and social media ads. There's a dedicated web page, contact etc., including a message from the CEO, Mayor Broome, Mayor Waites is underway. Coletta Barrette and Chris Tyson with Build BR also gave video testimonials. The paid and cable run earned media television communications will run from October 4<sup>th</sup> – November 13<sup>th</sup>, radio run dates from Oct 27<sup>th</sup> – Nov 13<sup>th</sup>. I would also like to announce that Clay Young arranged for some of the executive staff to attend some churches. Sunday we attend Oasis Christian Church where our CAO spoke and it was well received. Afterwards Bishop Wallace urged the importance of the election. The previous week we were at the New Beacon Light Church for the 8:00 AM worship service where there is a great congregation there as well and Pastor Williams too urged support of the millage renewal. We thank Mr. Young for arranging those and as more happen we will be updating you. With that a reminder that the election date is November 13<sup>th</sup>, early voting starts October 30<sup>th</sup> – November 6<sup>th</sup>.

Comm. Thomas – I mentioned this before at another Board meeting. Together Baton Rouge is a very active political organization a number of them Boardmembers are very



interesting in continuing CATS viability so I hope we are making them a part of the campaign messaging.

BD – Comm. Thomas I'm glad you brought that up. I failed to mention and I will add this to my report. We've had three meeting with Together Baton Rouge. I myself have a meeting afternoon with them to get on the agenda of their stakeholder meeting the following week. I've met with them at their offices. They are fully engaged and willing to help. They reminded us about what they did 10 years ago and they are very interested in working with us on this educational campaign as well.

Comm. Cohran – The technology enterprise roll out.. Can I get update to have an overview of the system where we are in terms of the roll out and the schedule to complete that roll out.

BD – Yes, IT stepped out but I will be setting up non-public meetings where we can have informal sessions for you and other members of the Board for the roll out for the next 4 weeks from October 18<sup>th</sup> going forward.

Comm. Cohran – It can be added to the Planning Agenda.

Finance – John Cutrone, Comptroller (JC) – Current Assets \$33,088,112, Restricted Assets \$3,306,895, Liabilities Amount to \$11,575,264, Current Liability \$9,300,030, bringing our Assets and Liabilities to \$45,681,261, moving on to the Income Statement, we had additional cost attributed to Hurricane Ida and also for the advertising for the election coming up. Looking at the Operational expenses we had Operational Revenue \$125,897 compared to a budget of \$174,436. Our local subsidies amount to \$1,739,586 our Federal Subsidies amount to \$443,151, bringing our total revenues to \$2,308,633 compared to a budget of \$2,572,654. Our Operational expenses for the month were \$2,588,822 compared to a budget of \$2,411,309 bringing a variance of \$177,513, the variance are mainly attributed to service expenses and miscellaneous expenses. We had extra cost with Hurricane Ida in fuel cost. There was shortage at that time we had to do pretty costly advertising with the election and the bus wraps for the campaign push kick off. For the month we ended up with a shortfall before depreciation of \$509,340 compared to a budget of \$161,345, year to date we scheduled a surplus of \$240,641 compared to a budget of \$43,995 shortfall.

Comm. Cohran – Are we going to revisit our budget to amend our budget for the year?

JC – For this year's budget most of the contingencies are ahead of schedule so we're looking at what categories we really have at which categories we really have to adjust, so we might be at a point where we won't have to adjust the 2021 budget.

Comm. Cohran – looking at the labor, is the labor not above the threshold? Both the year to date and monthly

BD – JC is still accumulating the process for federal funding. What we will do is provide you... we will review the policy regarding the surplus. Remember we had the meeting with P&N and we were talking about if the expenders for the total budget were to be increased then we would have to do a budget amendment or come back to the Board but the revenues were reduced by so much then we did not have to come back to the Board. In terms of the line items you and I for the most part we don't see. We can do those internal budget amendments but we look at materials and supplies year to date we have \$460,000 out of a balance we look at services we are \$330,000 year to date over budget. We can do an internal budget amendment once JC confirms that we won't need all of the \$460 by year end we can make that adjustment. I think we can with the other categories that miscellaneous \$17,000 balance and labor supply there is almost a million dollar positive balance. Depending on how we do the estimate, it looks like we will be close where we won't have to do budget amendment in terms of that overview.

Comm. Thomas – looking at last year data vs. now, a red flag for me is our long term liabilities lower our short term liabilities are \$3 million compared to the last two years. I would just like to get a feel for what that is, why that is? The accounts payables, payroll are all more that they were a year ago. I'd like to understand why.

JC – The majority is the \$1.5 million deferred revenue. Some of these are the AARP drawdowns we have not drawn down on yet.

Comm. Thomas – so we will expect the income to come in on those? We just have not received them yet?

JC – Yes Sir, that's half of it, then the payables are up. We had a yearend reversal with a September payroll having 3 pay periods like October has this year that shot it up \$600,000.

Comm. Cohran – if I'm looking at the year to date, the service is budget at \$2.1 mil.

JC – Yes Sir

Comm. Cohran – And the service actual is 42.4 mil so would we not already be beyond the 10% threshold?

JC – That's the one Mr. Deville stated with the materials and supplies, we can do an internal budget amendment.

Comm. Thomas – We have to look at the total budget not each individual line item so we are not at a 10% to amend the budget.

JC – we will meet with you guys in the beginning of November to go over the 2022 budget before we advertise it. At that same time we can go over this year's budget. We sent out the internal budget sheets to each department and they are due next Friday for me to put together the budget the last week of October. Mr. Deville and I will review them to go over the 2023 budget with the Board before we advertise it.

#### IV. Recommend approval of the CATS Microtransit Pilot Project

CS – In your packet you have an approval request to award the project to VIA, which also does business as River North, but its VIA for \$910,000. This was a RFP procurement we followed the proper procurement processes and I did prepare a power point that hopefully will answer some of your questions. The City of Baker has been involved in this process throughout. We wanted to define Microtransit to make sure we are all talking about the same thing. The microtransit service will connect passengers to the fix route system at the Scotlandville Transit Center on the corner of Scotland, Swan and Scienic Highway. There is a pull out that we can use safely. Four (4) routes will service it the: 10, 11, 54 and 70. This will include the City limits of Baker. THERE WILL BE SPECIFIC DESTINATIONS IN THE City limits of Baker such as retail outlets. Southern University, Exxon Mobile the Airport and Lane Medical Center are outside the City limits of Baker, but we talked to the City Officials in Baker and they expressed the need to make these connections. This is not Uber. We can get them to a direct location, a specific location, we will further define the location list as we get the service going.

Comm. Thomas – we are using \$180,000 of our money in addition to grant money. How many residents of Baker do we expect to service during the course of a year.

CS – It's interesting because right now we only have one route up in Baker that carried 2237 passengers in September 2021 and 2799 in September 2020. With one Microtransit route we are expected those numbers to quadruple because we will cover the entire City limits of Baker.

Comm. Thomas – So approximately 8,000 in ridership per month?

CS – It's really hard to say. They will provide 9,400 vehicle hours, 6 days a week, 3 vehicles in service for \$910,000, start up (Administrative fees) 440,000 (included in the total price) fully loaded hourly rate is \$92.04. We will use 5307 American Recovery Parish Transportation Federal Match of \$728,000 and Local Match \$182,000

Comm. Cohran made a motion to approve – Pres. Green seconded the motion – there was not opposition or abstentions.

V. Recommend approval of the disposal of non-revenue vehicles (supervisor vehicles)  
Pres. Green – made a motion to approve – Commissioner Laurence Lambert made a second – there was not opposition or abstentions.

Comm. Cohran made a motion to adjourn the meeting – Comm. Thomas seconded – no opposition – the meeting was adjourned.



**MEETING OF THE  
PLANNING COMMITTEE  
BOARD OF COMMISSIONERS  
CAPITAL AREA TRANSIT SYSTEM AND  
PUBLIC TRANSPORTATION COMMISSIONS  
October 12, 2021  
2:00 p.m.  
Virtually and  
350 North Donmoor Avenue  
Baton Rouge, Louisiana 70806**

**MINUTES**

The Planning Committee met on Tuesday 12, 2021, at 2:00p.m. Virtually present at the meeting was board members Laurance Lambert, Matt Thomas, Dr. Peter Breaux, Johnathan Hill, and Kahli Cohran. Also present were Mr. Bill Deville, and members of the CATS staff, along with members of Atlas Technical Consultants. There was a quorum, but no necessary actions were needed.

**I. Hitachi Two-Way Messaging-update**

Ms. Pearlina Thomas gives an update on the Two-Way Messaging (Hitachi), the Contactless Pay (Cubic Transportation), and Syniverse (Third Party Partner). Hitachi will be on site (2-day workshop) within the next month to provide a training to our staff. The QR code placards have been posted in the bus shelters. Further communications have been made with Mr. Theo Richard to schedule a Public Relations video, featuring Mr. Deville.

No further questions.

**II. Contactless Contact project-update**

Ms. Thomas announced that Cubic has a mascot for the PR launch rollout that is scheduled for October 27, 2021, at 10AM at 350 Donmoor. A presentation will be given at the East Baton Rouge City Parish Metropolitan Council Meeting (October 27, 2021) at 3:30PM and have a Certificate of Recognition presented to Cubic Transportation Systems.

The equipment (prototype) has arrived and will be installed on to (10) buses. By February, all equipment will be installed on all buses. A review split will be generated with the advertisement.

**A CATS float will be displaced and participating in the Southern University and A & M College Homecoming Parade, scheduled for October 23, 2021. The board is encouraged to join.**

**Board Vice President, Kahli Cohran, had a few questions regarding educational outreach to the riders.**

**Ms. Thomas stated that Clay Enterprises, along with our PR team will have ambassadors to help with the educational aspect of the technology rollout. Instructional videos will be uploaded on to the agency's site for riders to access on demand.**

**Mr. Cohran addresses his concerns for there being "gaps" in the "game plan" of how the educational component of this technology rollout will be implemented.**

### **III. Microtransit**

**Director of Planning & Program Development, Mrs. Cheri Soileau, guides the committee with a presentation about the Microtransit Pilot Project.**

**There is a clear need in North Baton Rouge/Baker for expanded transportation services and added connectivity to the fixed route system.**

**The microtransit pilot program will be accessible to anyone who lives or works in Baker and the North areas adjacent.**

**Mr. Deville goes into the back story of how the concerns that echoed throughout stakeholders in North Baton Rouge were relayed through several meetings within the past (2) years. This service is one of many to address the underserved community of Baker and to improve the connectivity of North Baton Rouge.**

**Locations include Dialysis and medical centers, retail, Southern University, ExxonMobil plant, the Baton Rouge Airport.**

**The overall goal is to provide better coverage for less cost. Microtransit can be used in areas where operating a fixed route service may not be cost-effective.**

**The service will connect customers to the Scotlandville transfer center, where four bus routes will be served at this facility.**

**Vice President Cohran had a few questions that were posed ( i.e. the wrapping, ADA accessibility, the operations and reporting) and they were answered to full extent.**

**VIA will be the vendor to fully operate (Fully Turnkey) the microtransit pilot program.**

**The funding for this project will be a mixture of the FTA 5307/American Recovery/Parish Transportation (local funds), Federal Match, and Local Match.**

**Ms. Soileau goes in-depth with the implementation and the methodology of the pilot program and displays a proposed timeline from when the contract is executed to the first twelve (12) weeks of ironing out strategies, testing, training, preparations, marketing, and launching.**

**IV. COA update**

**Origin/Destination Surveys began October 4, 2021. Connectics will be on site October 20-22. HNTB will be on site during the week of November 1<sup>st</sup>, to collect data of the existing conditions of operations and facilities.**

**V. BRT update**

**BUILD grant agreement has been signed and fully executed. Beginning the coordination with HNTB, the consultant team.**

**VI. Administration/Ops/Maintenance Facility feasibility study**

**Study will be to determine the future needs of CATS. Evaluation will be conducted to move all departments into one facility.**

**Component of this study is for planning horizon, which is 25-30 years to ensure agency property can grow along with the needs of CATS**

**This study will be brought forth to the board by November for Board approval.**

**VII. Grants update**

**Atlas staff will be pursuing the two new opportunities for funding. Not including the already submitted (Sep. 7, 2021) Areas of Persistent Poverty Grant.**

**The Route Restoration Grant Program (Due Nov. 15, 21) and the Bus and Bus Facilities Competitive Grant 5339 (Due Nov. 19, 21) are the two new opportunities being sought after.**

**The Route Restoration Grant will allow the agency to increase ridership, reduce travel times, and make service adjustments to increase the quality or frequency of service to disadvantaged communities. The Bus and Bus Facilities Competitive Grant further leverages local improvement program in underserved areas of Baton Rouge.**

**Motion to adjourn the meeting was made. Meeting adjourned.**

# MV TRANSPORTATION

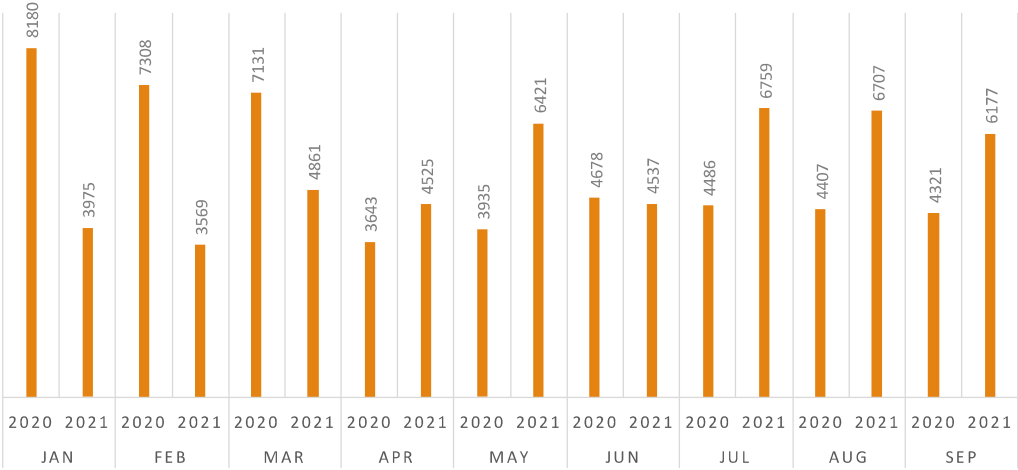
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12 Month Rolling Service Report

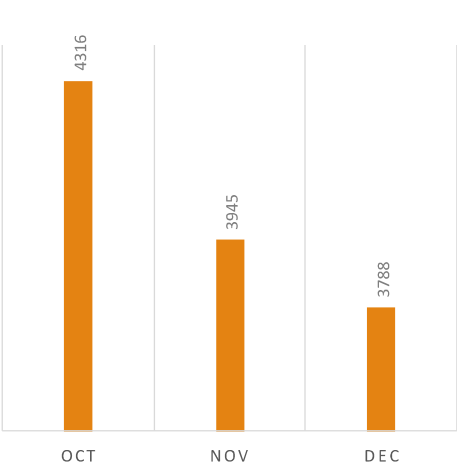




# SCHEDULED TRIPS

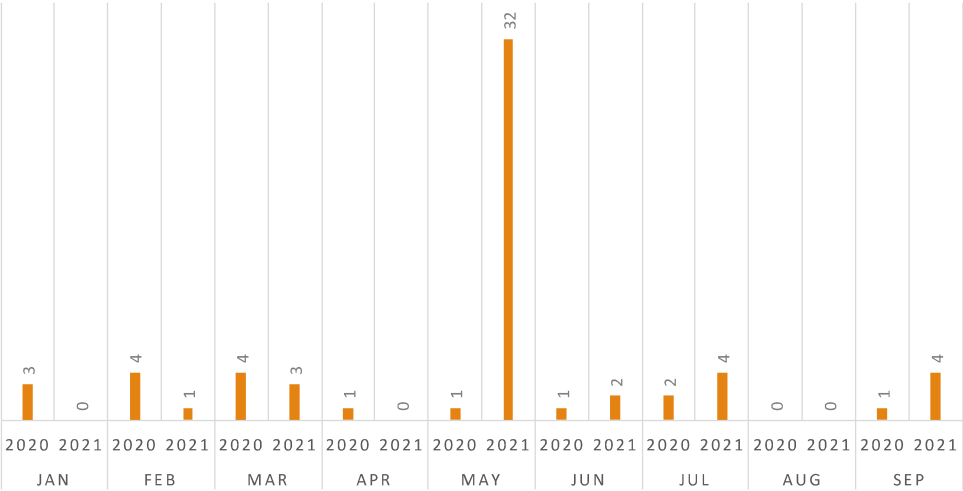


January – September  
2020 VS 2021

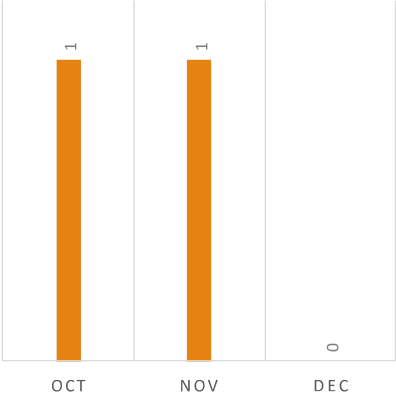


12 MONTH ROLLING

# COMPLAINTS

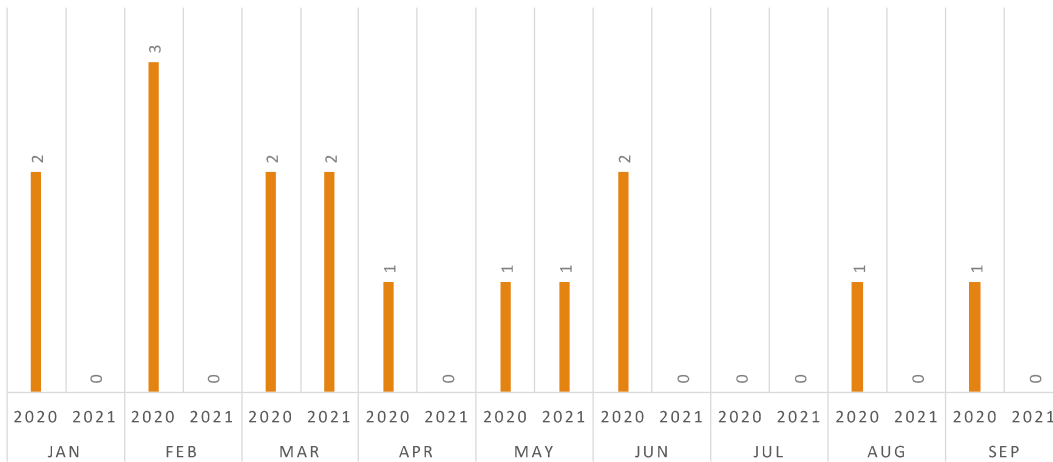


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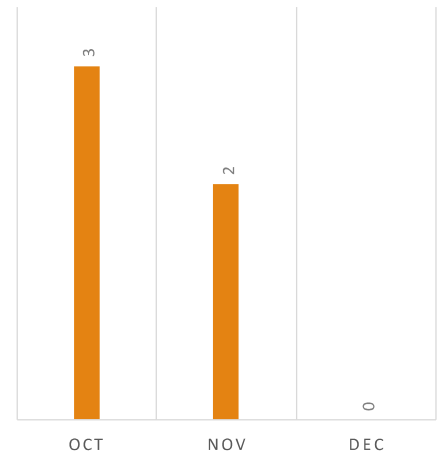


12 MONTH ROLLING

# ROAD CALLS

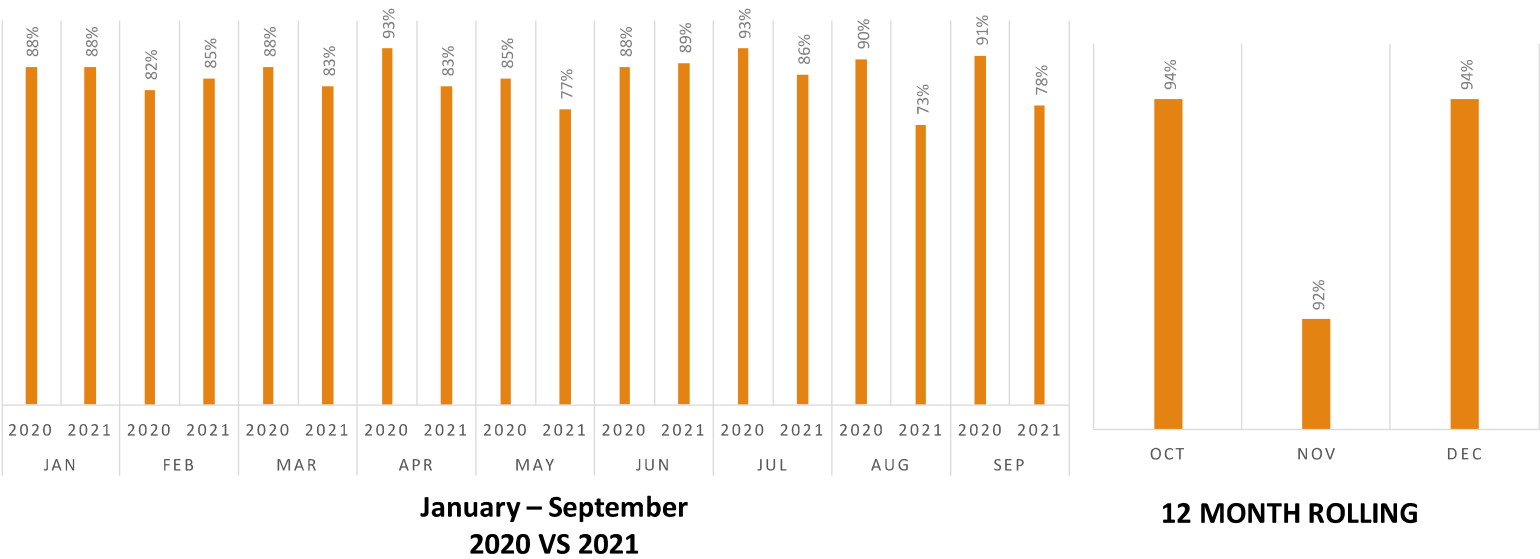


**January – September  
2020 VS 2021**

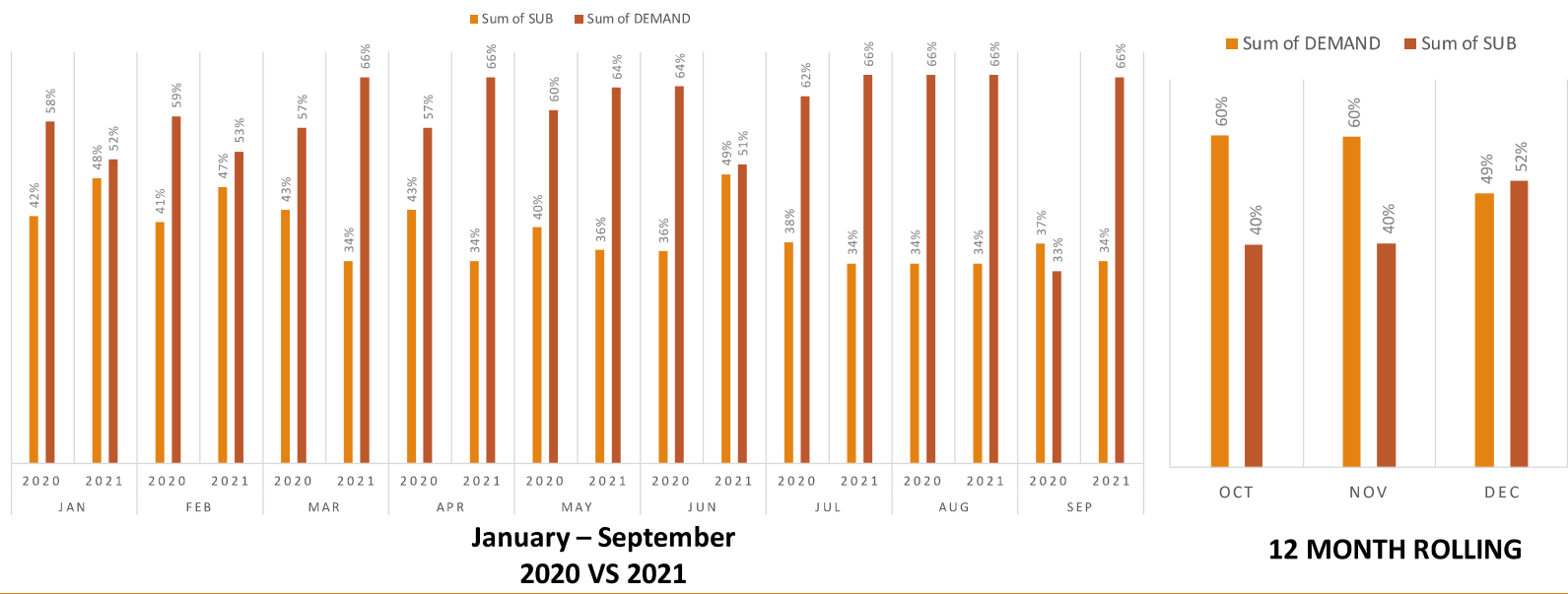


**12 MONTH ROLLING**

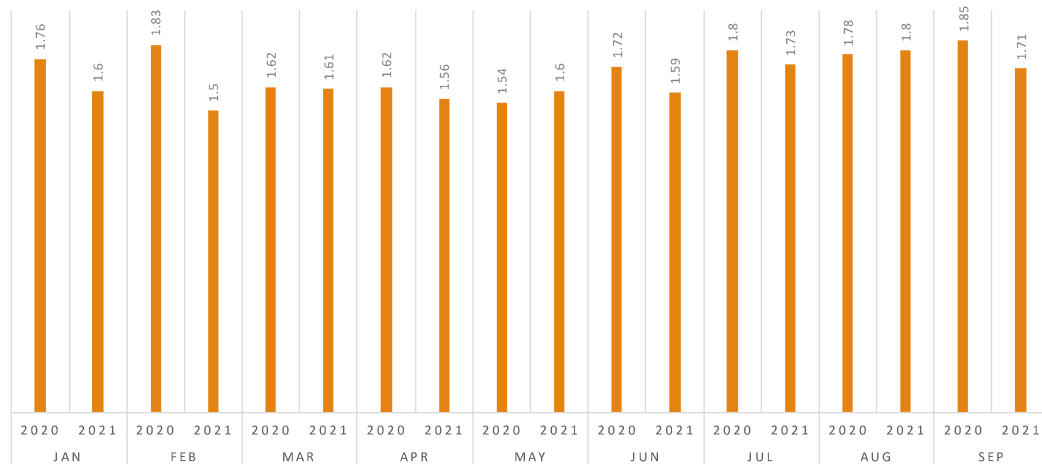
# ON TIME PERFORMANCE



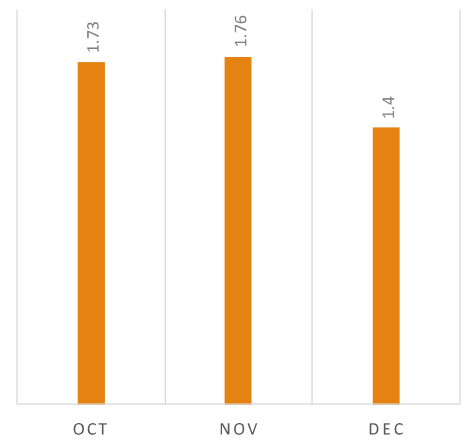
# SUBSCRIPTIONS VS DEMAND



# PPH- GOAL 1.5



**January – September  
2020 VS 2021**



**12 MONTH ROLLING**

2250 Florida Boulevard  
Baton Rouge, LA 70802  
PHONE: 225.389.8920



## CATS BOARD APPROVAL REQUEST:

**Date:** October 19, 2021

**Department Requesting Approval:** Planning

**Project Manager:** Cheri Soileau, AICP

**Project:** North Baton Rouge/Baker Microtransit Pilot Project

**Budgeted/Project:** Total: \$910,000  
Federal: \$728,000  
CATS: \$182,000

**Grant:** 5307/American Recovery Funds and Parish Transportation Fund

### Project Summary:

In 2020, a microtransit study was performed for the currently underserved North Baton Rouge and Baker areas. The study provided data and support for a microtransit project for the denser more populated City of Baker with key transfer points in the Airport/Southern/Scotlandville area with the latter areas being further evaluated after the initial implementation of the pilot program is underway.

Currently, the City of Baker is served by the Route 70 Terminal/Southern/Baker covers only Plank Road, Bentley Road, and Groom Road before terminating at the terminal at 2222 Florida Boulevard. The average ridership per month for this route is 3,028 for CY 2020. Route 52 Baker Circulator provided more coverage for the City but was discontinued in February 2019. There is a clear need for expanded service in the City of Baker and added connectivity to the fixed route system for their citizens.

To provide more robust service, a microtransit or demand/responsive zone service is best suited to provide this coverage for the citizens. If CATS were to provide additional bus service to replicate this coverage, it would require, at a minimum, two(2) additional buses and that the cost would be approximately an additional \$900,000. This would be in addition to the current route 70, making the total cost of fixed-route service, at a minimum, of \$1,350,000 and still not provide the coverage for the entire city of Baker.

There were two proposers: Uber and River North LLC (a subsidiary of VIA).

The Proposal Evaluation Committee scored the submissions as follows:

1. Uber 75.60
2. River North LLC: 88.60



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Staff is recommending that CATS proceed with the **North Baton Rouge/Baker Microtransit Pilot Program** for a period of one (1) year with two one(1) year option at an initial price of \$910,000.

This first year covers the following:

	Total	Federal	CATS/Local
Initial Start-up:	\$40,000	\$32,000	\$8,000
Service Provided	\$870,000	\$696,000	\$174,000
Total	\$910,000	\$728,000	\$182,000

It is recommended that River North Transit LLC (VIA) be awarded the contract.

The vendor will provide

- a full-turnkey system, using three (3) vehicles Monday-Saturday for 12 hours a day.
- All vehicles will be owned by the vendor.
- Drivers will be hired by the vendor but must meet CATS' and Federal Department of Transportation (DOT) requirements for transit operators.
- All software development and applications are to be provided by the vendor and all marketing will be done by the vendor.
- The vendor will provide weekly updates to CATS' Project Manager to ensure quality control and quality assurance.
- The vendor is also responsible for the reservation system, including the mobile app and call-in personnel, as well as the method in which to receive fares.

The service will begin with three (3) vehicles which will be ADA accessible and will operate Monday-Saturday, 6:30 am-6:30 pm. This will be monitored by the vendor and CATS staff, and the vendor will be able to add additional vehicles, should the demand increase for the service. The North Baton Rouge/Baker Microtransit service will serve select areas, but will be monitored for demand and revised, as needed.

- The Scotland Ave. Transfer Center, Scotland and Swan Avenue, Baton Rouge
  - Four routes serve the transfer facility: 10, 11, 54, and 70
- Baker Wal-Mart, 14507 Plank Road, Baker
- City of Baker municipal offices, 3325 Groom Road, Baker
- Baker Senior Center, 3334 Baker Street, Baker
- Fresenius Kidney Care, 4353 Groom Road, Baker
- The Scotland Ave. Transfer Center, Scotland and Swan Avenue, Baton Rouge
- Lane Regional Medical Center, 6300 Main Street, Zachary, LA



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# CATS

CAPITAL AREA TRANSIT SYSTEM

Connecting you to what matters.

- Baton Rouge Metropolitan Airport, 9430 Jackie Cochran Drive, Baton Rouge
- ExxonMobil Baton Rouge Polyolefins Plant, 12875 Scenic Highway, Baton Rouge
- Southern University, 801 Harding Boulevard, Baton Rouge


This service could be modified, as needed, throughout the first year of service. Representatives from the City of Baker/Baton Rouge and stakeholders within North Baton Rouge and Baker have been involved in this project development and will continue to be included throughout the pilot project.

The vendor currently provides service for a wide variety of agencies such as the City of Arlington Texas, Miami-Dade County Transit, Central Ohio Transit Authority, Birmingham-Jefferson County Transit Authority, and King County Transit.

Staff is asking for the Board of Commissioners to allow the Chief Executive Officer to enter a contract with River North, LLC to begin service by December 1, 2021, or sooner. The vendor has indicated they required twelve (12) weeks to mobilize.

  
Project Manager/Planning Director

  
Finance

  
Procurement

  
Chief Executive Officer



# North Baton Rouge/Baker Microtransit Pilot Program

**CATS Board Meeting  
October 19, 2021**

## Responding to a Need

- There is a clear need in North Baton Rouge/Baker for **expanded transportation services and added connectivity** to the fixed route system
- Currently, Baker and surrounding areas are only served by the Route 70
  - Additional fixed route services in Baker would be costly, while still not providing full coverage
- The microtransit pilot program **will be accessible to anyone who lives or works in Baker and the north areas adjacent**
- The goal is **better coverage** for less cost



# Microtransit Defined



Microtransit is a form of demand responsive transportation. It offers flexible service and scheduling with a smaller vehicle (generally van). This is a shared-ride service.

Microtransit provides efficiency and accessibility of transit service.

Possible pick-up/drop-off stops are restricted (within a set zone or area that is defined), and transit can be provided either as a stop-to-stop service or curb-to-curb service.

Microtransit can be used in areas where operating a bus may not be cost-effective or there are areas that need a smaller, more agile vehicle to access origins or destinations and make connections to the larger fixed-route service.

## Microtransit Services



- Microtransit service will connect customers to the fixed route system at the Scotlandville transfer center
  - Four bus routes will serve this facility: 10, 11, 54, and 70
- Microtransit services will take Baker residents to locations such as:
  - Dialysis and medical centers
  - Retail
  - Southern University
  - ExxonMobil plant
  - Airport

# VIA

- Multinational Corporation in North America, Europe, Middle East, Asia and Australia
- HQ-New York City
- Some Transit Agencies served: DART (Dallas), Arlington TX, Miami-Dade County Transit, Central Ohio Transit Agency, Birmingham-Jefferson County Transit, King County Transit Authority



# VIA's Proposal

1. Fully turnkey program
2. 24/7 Support & Updates
3. Independent Contractor-Drivers
  1. Fully trained per FTA/USDOT regulations
  2. Drug/Alcohol Screening & Safety training
4. Custom-branded Fleet
  1. Storage/Fueling/Cleaning/Maintenance
  2. COVID-19 disinfection
  3. Accessible (ADA) fleet
  4. Wi-fi equipped
5. Customer Service
  1. In-house



*Illustrative CATS/Via co-branded vehicle wrap*



# Cost



## VIA Costs

- ~9,400 vehicle hours
- 6 days
- 3 vehicles in service
- Total: \$910,000
  - Operation: \$870,000
- Start-up (Administration Fees): \$40,000 (included in the total)
- Fully loaded hourly rate: \$92.84

## Funding

- 5307/American Recovery/Parish Transportation (local funds)
- Federal Match: \$728,000
- Local Match \$182,000



# Passenger Experience



- Custom App for iPhone and Android
  - Visual and Hearing-impaired app available
  - Can book trips if passengers don't have a smartphone/internet
- Payment
  - Via App
  - Debit/Credit cards; Google Pay, Apple Pay, PayPal
  - Pre-purchased voucher cards
- Single-trip or Subscription (Pre-planned) Services

# Implementation Methodology



- Goal Setting
- Data Gathering
- Simulation of Full Service
- Growth & Marketing Strategies
- Flexibility of Service Design
- Software
  - Rider App and Booking Portal
- Data Reporting
  - Daily, weekly, monthly
  - Data exported to NTD

# Timeline

- Service Planning and Design Weeks 1 to 6
- Development and Internal Testing Weeks 2 to 7
- Testing and Training Weeks 6 to 12
- Fleet Preparation and Marketing Weeks 7 to 12
- Service Launch and Optimization Week 12 and on-going



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## CATS BOARD APPROVAL REQUEST:

**Date:** October 19, 2021

**Department Requesting Approval:** Planning

**Project Manager:** Cheri Soileau, AICP

**Project:** Disposal of Surplus Vehicles

**Budgeted/Project:** N/A

**Project Summary:** CATS is asking for approval to dispose of the following vehicles and, associated parts, which have reached their useful life:

Attached is the letter of authorization from Federal Transit Administration (FTA) Region 6 office, dated September 30, 2021.

The following vehicles have been approved to be disposed:

Year	Description	Year in Service	Date of Service	Odometer
2013	Ford Cutaway	4/2/2013	6/21/2021	245,395
2009	Dodge Nitro	9/8/2009	7/08/2021	154,004
2009	Dodge Nitro	9/8/2009	1/17/2021	129,552
2009	Dodge Nitro	9/8/2009	7/8/2021	139,773
2009	Dodge Nitro	8/26/2009	7/8/2021	142,905
2009	Dodge Nitro	9/8/2009	1/17/2021	133,557
2009	Dodge Nitro	8/24/2009	7/8/2021	164,147
2009	Dodge Nitro	9/8/2009	1/17/2021	165,291
2009	Dodge Nitro	9/8/2009	1/17/2021	139,545
2009	Dodge Nitro	8/25/2009	7/8/2021	152,720
2009	Dodge Nitro	8/26/2009	7/8/2021	162,607
2009	Dodge Nitro	8/24/2009	1/17/2021	124,665

Planning is asking that the CEO of Capital Area Transit System (CATS) be given the authorization to have the buses and parts disposed of as he deems fit.

Director, Planning & Program Development

Chief Executive Officer



U.S. Department  
of Transportation

**Federal Transit  
Administration**

REGION VI  
Arkansas, Louisiana,  
New Mexico, Oklahoma,  
Texas

819 Taylor St. Suite 14A02  
Fort Worth, TX 76102  
(817) 978-0550  
(817) 978-0575 (fax)

September 30, 2021

Bill Deville  
CEO  
Capital Area Transit System  
2910 Florida Blvd  
Baton Rouge, LA, 70802-3125

Re: Disposal of Rolling Stock – Past Useful Life

Dear Mr. Deville,

Thank you for notifying our office concerning the disposition of vehicles. It is understood that the vehicles have met the useful life.

Per Circular 5010.1E, if assets sales proceeds exceed \$5,000, FTA is owned a percentage of its initial participation; however, upon request FTA may approve the net income from asset sales to be used to reduce the gross project cost of other capital projects carried out under Federal Transit Law 49 USC Section 5334(h)(4).

Below is a summary of the vehicle information from the letter.

Year	Description - CATS Vehicles	VIN Number	Purchase Price	Date in	Date Out of	Odometer
2013	Ford Cutaway	1FDFG5GT9DEA62916	\$83,227.00	4/2/2013	06/21/21	245,395
2009	Dodge Nitro	1D8GT28K69W557529	\$16,615.00	9/8/2009	07/08/21	154,004
2009	Dodge Nitro	1D8GT28K79W557524	\$16,615.00	9/8/2009	01/17/21	129,552
2009	Dodge Nitro	1D8GT28K29W557527	\$16,615.00	9/8/2009	07/08/21	139,773
2009	Dodge Nitro	1D8GT28K49W557528	\$16,615.00	8/26/2009	07/08/21	142,905
2009	Dodge Nitro	1D8GT28K39W557522	\$16,615.00	9/8/2009	01/17/21	133,557
2009	Dodge Nitro	1D8GT28K49W557531	\$16,615.00	8/24/2009	07/08/21	164,147
2009	Dodge Nitro	1D8GT28K19W557521	\$16,615.00	9/8/2009	01/17/21	165,291
2009	Dodge Nitro	1D8GT28K99W557525	\$16,615.00	9/8/2009	01/17/21	139,545
2009	Dodge Nitro	1D8GT28K59W557523	\$16,615.00	8/25/2009	07/08/21	152,720
2009	Dodge Nitro	1D8GT28K29W557530	\$16,615.00	8/26/2009	07/08/21	162,607

2009	Dodge Nitro	1D8GT28K09@557526	\$16,615.00	8/24/2009	01/17/21	124,665
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Please notify our office immediately if sales proceeds exceed \$5,000 for any vehicle or aggregate amount exceed \$5,000.

If you have any question or comments on this matter, please feel free to contact Dominic LoMurro, Financial Analyst, at 817-978-0568 or email [Dominic.Lomurro@dot.gov](mailto:Dominic.Lomurro@dot.gov)

Sincerely,

Laura Wallace, Director  
Office of Program Management & Oversight

## CATS Procurement Listing for CATS Board

**October 19th  
2021**

**Yellow = Action Item / needs Board Approval now**

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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 2020 \$329,300	Jan 2019	Dec 2021	08/17/21	External Audit Services	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>								
<b>Claims Adjuster Bus Fleet Liability &amp; Worker Comp</b>	Service Contract New RFP	Brown Claims Management Group Adjuster Claim Services Bus Liab&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  12/31/2020  2/29/20	Extension Approved 12/15/20   06/23/20	<i>Adjustor Claim Services, Investigations, Fleet Liability and Workers Comp</i>  (original 5 year contract	RFP has been developed. Anticipate receiving bids during October 2021. 12/15/20 Board approved extension until 12/31/21. New RFP developed. 06/23/20 Board Approved to extend. 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.



## CATS Procurement Listing for CATS Board

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<b>D</b>								
<b>Drug &amp; Alcohol 3<sup>rd</sup> Third Party Adm</b> D & A Services for Safety Sensitive	Services New RFP	IHSN  6 <sup>th</sup> extension	\$25,000 Estimated for 3 years	5/1/20  Extension from 05/01/2020	Extension until 12/31/21 Extension until 12/31/20	12/15/20  6/23/20	Extension allowing rebid 2021. FTA mandated Third Partying Administrator services for Drug & Alcohol /substance abuse services for safety sensitive employees. PO 2019052	Executed agreement via state contract with new vendor for 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.
<b>Fuel Diesel and Gasoline</b> Joint C-P & CATS Contract Approved thru 10/31/2021 7 <sup>th</sup> renewal	Materials City Parish	Mansfield Oil  (was assigned by FuelTrac) Via City Parish solicitation. Contract for Diesel and Gasoline	Approx. annual cost \$1,000.000 for period noted  Oil Price Info Serv OPIS + \$ 0.039 adm fee + tax = price per gal (ppg)	4/01/21  Initial start date of contract 11/01/14 C-P Metro Council approved award to FuelTrac on 8/13/14	10/31/21 Final renewal  PO2020079 Current 2 year contr w/5 one year renewals available thru 2021	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 will be extended “as is” until 12/31/21. 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.



## CATS Procurement Listing for CATS Board

**October 19th  
2021**

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<b>G</b>								
<b>Graphic Design Services</b>	Services	Rockit Science	\$160,000 Maximum 3rd Renewal	10/1/21	9/30/22	09/21/21	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 09/21/21.
			\$160,000 Maximum 2nd Renewal	10/1/20	9/30/21	9/22/20		Board Approved 09/22/20.
			\$160,000 Maximum 1st Renewal	10/1/19	9/30/20	9/17/19		9/17/19 – Board approved 1st renewal through 9/30/20 for Strategic Creative Consulting Services under this contract.
			\$125,000 Maximum per year	10/1/18	9/30/19	09/18/18		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.
<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 began 06-28-21. Approved by Board. Project to be completed 140 days after Award is received by vendor.
<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>								

## CATS Procurement Listing for CATS Board

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<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 of \$75,000. Services: Employment Law, including legal services with ongoing dealings with the Amalgamated 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 supplied per direction of the CEO.
<b>M</b>								
<b>Baker Microtransit</b>	Services	River North Transit LLC (VIA)	Estimated \$910,000	11/01/21	11/01/22		Demand Response Ridership Program for the City of Baker.	Anticipated start late 2021 or early 2022.
<b>O</b>								
<b>Oil Products</b>	Materials ITB	Lard Oil (\$70,045.00)  Central Oil (\$36,204.00)	\$70,045  \$36,204	1/1/2021  1/01/21	12/31/21  12/31/21	12/15/20	Antifreeze, Synthetic Transmission fluid and Diesel Exhaust Fluid  Gear Oil, Motor Oil and Wheel Grease	<u>Board Approved. Prior year vendor is being replaced.</u>  12/01/20 – Bid Opening. Provided here for the Board's information since this went out in one Invitation to Bid but awarded to 2 different vendors based on the lowest bid for specific products.
<b>On-Call Services RFP</b> PR # 2019-On-Call Services-	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-Call Services-	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.

## CATS Procurement Listing for CATS Board

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<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	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.

## CATS Procurement Listing for CATS Board

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<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.
<b>S</b>								
<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 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.

## CATS Procurement Listing for CATS Board

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<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  <b>\$600,000</b> (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 \$300,000	09/01/20	8/31/23 2 1 year options	09/22/20	Multi-channel messaging with passengers. Mobile ticketing options. System provides data collection. All to improve the rider's experience.	Board Approved 09/22/20. 80% Funding provided via AIM Grant.
<b>Technical Innovation Services</b>	Services	DeLerok / 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 collections system as part of the Covid-19 Mitigation Research Grant.
<b>V</b>								
<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 – 2 <sup>nd</sup> 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 arrived in 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 expected to arrive by 12/20. 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>	Rolling Stock  ITB	<b>Gillig, LLC 35 ft diesel</b>	\$3,489,166 final order. 2021 for 7 buses for delivery in 2023 & 2024	2021	2024  8 buses	<b>1/22/21</b>  <b>Board</b>	Final 7 Buses- Delivery 2023 and 2024	<b>2</b> POs issued 1/22/21. 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

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8 buses Delivered Nov/Dec 2018  *orders as needed – on going until contract expires			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		delivery in Nov/Dec 2018	Approved To purchase 12 buses on 12/20/16 week of 7/17/17		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 – <b>Update:</b> 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	\$375,000	Estimated 03/01/21	Estimated 02/28/23	12/15/20	24 mo lease for BYD 30 ft buses.	08/01/21 Lease contract under review for finalization 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	AngelTrax	\$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.
<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. Contract Award Recommendation is scheduled to be on 12/20/16 Board meeting agenda.

## 2021 Contracts Authorized by CATS CEO

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

October 2021

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
<b>Federal Grants Strategic Guidance</b>	<b>Sullivan Bosworth LLC</b>	<b>\$50,000</b>	<b>2/10/20</b>	<b>2/10/21</b>	<b>02/20</b>	Federal Grants Strategic Guidance PO2020073	Strategic Guidance for grant identification and grant management processes
<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

## 2021 Contracts Authorized by CATS CEO

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

*October 2021*

Description	Vendor Name	Amount	Start Date	End Date	CEO Approved	Services Provided	Comments
<b><i>Legal Services To Amend and Create Policies and Procedures</i></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><i>Consultant to CATS CEO. Support for Maintenance, Operations including Bus Inspection</i></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><i>Human Resources Special Advisor &amp; Consulting Services</i></b>	<b>Trina Bowie</b>	<b>\$50,000</b>	<b>08/01/21</b>	<b>12/31/21</b>	<b>08/02/21</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)  
October 2021

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

October 2021

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>	<b>Supreme Solutions</b>	<b>\$50,000</b>	<b>07/12/21</b>	<b>07/11/22</b>	<b>07/12/21</b>	<i>Identify Sources, Develop plan, present marketing tools and strategies to grow CATS revenue</i>	