



**REGULAR MEETING
OF THE
BOARD OF COMMISSIONERS
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
August 17, 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 July 20, 2021 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. Kahli Cohran (no meeting held)**
 - 4. Planning: (no meeting held)**
 - 5. Community Relations: Ms. Linda Perkins**
- VII) ACTION ITEMS**
 - 1. Consideration of approval to increase the fees for CYE 2020 Audit & Reporting Services**
 - 2. Consideration of approval for the 2nd year renewal after initial 3-year Contract for Bridgestone Tire Lease**
- VIII) ADJOURNMENT**

Individuals having questions regarding the meeting should contact Theo Richards, 225.389.8920, 350 North Donmoor, Baton Rouge, LA 70806.

Individuals needing special accommodations during this meeting should contact Karen Denman (225) 389-8920, Ext. 1504, 350 North Donmoor, Baton Rouge, LA 70806, no later than 4:00 p.m. on the Monday immediately preceding the Tuesday meeting.



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

July 20, 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 Commissioner Bellue, Green, Hill, Perkins, and Thomas. Virtually Breau, Cohran and Pierre. Also present were Mr. Bill Deville, CEO; other CATS staff; and members of the public.

III. APPROVAL OF MINUTES OF June 14, 2021 SPECIAL MEETING: Ms. Erika Green

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

IV. APPROVAL OF MINUTES OF June 15, 2021 MEETING: Ms. Erika Green

Mr. Bellue moved to approve the minutes of the June 15, 2021 meeting and Mr. Bellue 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

Bill Deville, CEO

No COVID updates, except to say tomorrow, Friday, July 16th, we are meeting with Dr. Breaux and the Technical, Policy, and Practices (TPP) Committee to discuss the CATS Pandemic Policy. We will provide an update to the Board after the TPP meeting.

Operations Report: Dwana Williams, COO

For the month of June 2021 we are reporting a total of 122 Operators, 110 are active and 12 are inactive for various reasons. June Operations challenge winners for the on time performance (OTP) for the month are Mr. Al Weeden, Ms. Gloria Banks, Ms. Nakeisha Brown, Ms. Cynthia Johnson, and Ms. Demetrius LaMark. The June Maintenance challenge winner for productivity is Mr. Kenneth Landry. The June Customer Service challenge winner for least abandon calls was Ms. Nicole Varist and our Customer Care Top Performer is Ms. Sylvia Franklin.

Performance Measures for our monthly ridership for June 2021 is slightly down from June 2020, but higher than the previous month in May. OTP for the month was at 66.15%, which is higher than this time last year but slightly lower than this time last month. We're continuing our efforts and working to improve our OTP. We have Street Supervisors out there performing headway checks, just to see if there are some issues operators may be having out there on the street. We do know we have several routes affected with the construction going on in our service areas. We are working to get OTP up the best we can.

Percentage of trips operated for the month are a little lower than last year, but are a little higher than this time last month. We operated at 99.44%. A class of cadets that just started July 6th and we are working with HR to get another class started either at the end of September or beginning of October. Preventable accidents for the month were at 2.2, which is below our target of 2.5 and we're still working with operators to help improve our preventable accidents for the month.

Mean miles between road calls is down from the previous year and down from this time last month. That's due to a nationwide shortage, which I mentioned last month, with parts. We're having a hard time getting parts in. Maintenance us talking to some of our peer agencies to see if that can get some parts or share information on where they are getting parts.

Planning Report, Cheri Soileau, Director of Planning
Comprehensive Operational Analysis (COA) we scheduled a July 29th kick off meeting.

The Build Grant for the BRT has not yet been signed that I am aware of, so we're still waiting for that so we can move forward on the Bus Rapid Transit (BRT).

Staff is beginning to discuss the September service change because we will have the COA going on, we are going to look at frequency and timing only on our schedules rather than starting to change routes then come back less than a year and start changing routes again. CRPC will do the service equity analysis for downtown Baton Rouge so we reinstate the downtown circulator of the Capital Park Trolley for that.

The RFP for the Baker Microtransit Project is out and the deadline is July 22nd. We've had four (4) firms ask questions. Hopefully we will have at least two (2) of those firms submit submissions and the evaluation committee is meeting around July 26th to look at the submission and make a determination.

Mr. Deville noted on the Build Grant, I spoke with the City Parish contractor, HNTB, and they fell the Build Grant will be executed by the Secretary of Department of Transportation in the next two weeks. We will keep you posted on this process.

Administrative Report: Pearlina Thomas, CAO

AIM Grant, Two-Way Messaging Project – CATS, Hitachi and Syniverse are partnering on the creation of an educational video highlighting our project and commitment to innovation. 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. With the completion of phase two marketing and additional communication platforms will be introduced like targeting coupons for businesses near CATS stops and special events like Touchdown Express, Southern and LSU games, etc.

COVID-19 Mitigation Research Grant, Contactless Payment Project – the marketing and public relations team: CATS, Cubic Transportation Systems, Clay Young Enterprise and BRoad Innovative Marketing Firm, Those folks were introduced at our last Board meeting, are meeting weekly to develop a multilevel marketing campaign to introduce CATS' new contactless fare collection system to our community. The first CATS-UMO partnership press event is Wednesday, August 25, 2021.

CATS is continuing to work with Baton Rouge Community College (BRCC) on the curriculum development and acceptance apprenticeship requirements as a part of our Workforce Solutions Program.

CATS Cares Community Engagement and Wellness Initiative participated in two community events with Mayor Pro Temp LaMont Cole – Metro Councilmember District 7: Pedaling for Peace, Friday, June 25th and the Meet Your Neighbor Block Party, Saturday, June 26th.

The CATS Cares Wellness Initiative is dedicated to establishing and maintaining an environment that promotes general health by supporting the adoption of attitudes that contribute to positive well-being by providing information, activities and community and personal services designed to support healthy lifestyle choices. With this initiative we are finding creative ways to get our employees to move and get excited about exercising. This month we are doing line dancing lessons at 350 N. Donmoor. All CATS employees have five (5) opportunities to attend the line dancing classes.

Communications Report: Amie McNaylor, Director of Communications

BYD partnership with CATS shot a testimonial video, which took place yesterday. We will be able to use that video on our website

and on our social channels to promote and emphasize our commitment to building a modernized and reliable fleet, which is one of the pillars of our CATS Connect campaign.

The Covalent website hosting contract is up for renewal later on this agenda.

Communications worked with Planning on Title VI and will continue to work to make sure we are in compliance on everything we need to do there.

Pearlina mentioned CATS is working with Hitachi and Syniverse to create a promotional video similar to the BYD video. This is another opportunity to highlight our commitment to the future and we are excited about this innovative project.

Bill Deville, CEO

CATS has completed the National Transit Database (NTD) Report, which is critical and imperative to our funding. I want to say, kudos to the staff who hung in there to get the NTD report complete after we received deadline extensions after such a hard COVID year.

The year-end audit was completed by P&N the other day and will be brought to the Board at the next meeting. Commissioner Thomas held his Audit Committee meeting so he will update the Board on the Audit at that time.

Reminder we are continuing to work diligently with our CATS Connect and CATS Cares Campaigns leading to educate the general public as we get closer to our referendum. A quick reminder, early voting is scheduled for September 25th – October 2nd and Election Day is Saturday, October 9, 2021.

Finance Report: John Cutrone, Comptroller

Financials for June 2021, starting off with the Balance Sheet, current assets are at \$40,136,229, Restricted Cash - \$3,304,671, Total Assets \$64,987,967, Current Liabilities \$15,829,565, Total Liabilities \$18,104,799, making our Assets Net Liabilities \$46,883,168.

Commissioner M. Thomas (MT) – the year end audit we were up assets \$10,000,000 the previous year, now were only up 6, is there a reason?

John Cutrone (JC) – maybe due to audit adjustments, I will have to check compared to last year

MT – Well I know the restricted assets \$3 million – that will be half of it

JC – Right

MT – I want to know if there is something else

JC – It could be a couple of million in the bus funding with us not collecting fares, but I will check it and get back to you

Bill Deville (BD) – we have the AARP funding, which we have not recognized yet

JC – Yes, that is a portion of it, we will look at it when we finalize the amendment to the budget should be wrapping that up within the next month – month in a half

The Income Statement for the month of June we have \$151,508 of operating revenue compared to a budget of \$174,436 we began to collect fares again and we have less ridership than we anticipated so there is a major variance there, we received subsidies in the amount of \$1,739,586, Federal subsidies in the amount of \$303,099 bringing the total revenue budget to \$2,194,193 compared to a budget of \$2,572,654, our operational expenses were \$2,175, 813 compared to a budget of \$2,411,309 bringing the savings verses budget to \$235,496, our surplus for the month of June was \$18,380 with a year to date operational surplus of \$2,853,956.

Commissioner Kahli Cohran (KC) – as we look at the budget for this year, I think we will need to make some adjustments as we look at our audit; are we at the point to look at some variances that maybe over the threshold, so what is our schedule to revisit that?

JC – We are waiting for the union contract to be finalized. That way we can do it all at the one time. With the new rates we will be close so we are looking to do it the next month – month in a half. That way we knock it out all at one time.

BD – Madame President, I neglected to mention Intueor came in to do an audit of the current process with Tyler Technologies on the technical side of the ERP training and implementation preparation. I expect to have that report soon.

KC – you mentioned TPP, have the items we talked about at the Audit Committee meeting yesterday, been added to the TPP agenda for tomorrow?

Theo Richards (TR) – No, not yet. John will need more time to formalize those policies.

KC – The TPP will formalize these policies they need to know they need to take this up as an action item.

TR – I will circle back with John.

BD – Madame President, this concludes our Executive Report

VII. COMMITTEE REPORTS AND ANY ACTION THEREON

1. Finance and Executive: Ms. Erika Green

Ms. Green referred the members to the minutes of the July 15th meeting in their packets and reviewed the highlights

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

Dr. Breaux noted the committee did meet on July 16th. There were some outstanding concerns with the Title VI policy and those answers had been emailed to both Dr. Breaux and Mr. Hill. Dr. Breaux suggested the full board receive a copy of the responses. In addition, it was noted a public hearing has to be held for the Title VI policy.

3. Audit: Mr. Thomas

Mr. Thomas noted the committee did meet on July 13th. P&N provided a presentation of the 2020 audit. In addition, Mr. Thomas noted some policies would be presented from the TPP committee from the Audit committee.

4. Planning: Vacant.

Ms. Green noted that the committee did not meet.

5. Community Relations: Ms. Linda Perkins

Ms. Perkins noted the committee did meet on July 14th. The minutes were mistakenly excluded, and Mr. Richards agreed to send the minutes to the committee. Ms. Perkins invited Ms. Barnes with MV to provide the paratransit report.

Ms. Barnes shared that there were 4,537 scheduled trips and completed 4003 for May. There were two complaints, and there were zero road calls for the month.

On-time performance for the month was 88%.

VIII. ACTION ITEMS

1. Consideration of approval of Atlas Technical Consultants Task Order 2

Ms. Soileau explained the extending the Atlas task order. There was discussion about the funding of the analysis.

Mr. Bellue moved the approval of Atlas Technical Consultants Task Order 2. Mr. Thomas seconded the motion. Ms. Green invited public comment and there was none. A roll call vote was held. In favor, Mr. Bellue, Mr. Cohran, Ms. Green, Mr. Hill, Mr. Thomas. Against, Dr. Breaux and Ms. Perkins. Abstain, Mr. Lambert. Motion passes.

2. Consideration of approval for the renewal of website hosting and support services contract with Covalent Logic

Ms. McNaylor explained the renewal of the website hosting and support services contract with Covalent Logic.

Ms. Green moved the approval for the renewal of the website hosting and support services contract with Covalent Logic. Mr. Thomas seconded the motion. Ms. Green invited public comment and there was none. The motion carried.

3. Consideration of approval for the Angel Trax camera upgrade

Mr. Clark explained the Angel Trax camera upgrade. There was some discussion on how many vehicles were getting upgraded and that our entire fleet would be on one system.

Mr. Hill moved the approval for the Angel Trax camera upgrade Mr. Cohran seconded the motion. Ms. Green invited public comment and there was none. The motion carried.

4. Consideration of approval for the disposal of bus shelters

Ms. Soileau explained the disposal of bus shelters.

Ms. Green moved the approval for the disposal of bus shelters. Mr. Bellue seconded the motion. Ms. Green invited public comment and there was none. The motion carried.

5. Consideration of approval of the CATS Title VI Policy

Ms. Soileau explained the approval of the CATS Title VI Policy

Ms. Green moved the approval of the CATS Title VI Policy. Mr. Bellue seconded the motion. Ms. Green invited public comment and there was none. The motion carried.

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

Mr. Richards explained the approval to designate The Advocate as the official journal of CATS as set forth in the CATS Bylaws

Ms. Green moved the approval of the approval to designate The Advocate as the official journal of CATS as set forth in the CATS Bylaws. Mr. Hill seconded the motion. Ms. Green invited public comment and there was none. The motion carried.

IX. ADJOURNMENT

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

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

COVID-19 UPDATES: *Bill Deville*

- On Wednesday, July 21, 2021, the Governor renewed the public health emergency, while advising that additional mitigation measures may be necessary if the threat of the COVID-19 Delta variant (B.1.617.2) caused increases in cases and hospitalizations;
- On July 27, 2021, the Centers for Disease Control ("CDC") released recommendations that all persons, including those who are fully vaccinated, should wear masks in indoor public settings in areas where the COVID-19 transmission rate is high or substantial.
- On July 30, 2021, the CDC reissued the recommendation and also concluded that "[b]ased on emerging evidence on the Delta variant, CDC also recommends that fully vaccinated persons wear masks in public indoor settings in areas of substantial or high transmission."
- On August 2, 2021, John Bel Edwards, Governor of the State of Louisiana, issued PROCLAMATION NUMBER 137 JBE 2021, COVID-19 PUBLIC HEALTH EMERGENCY MITIGATION MEASURES STATEWIDE MASK MANDATE, which declared a statewide mask mandate from August 4, 2021, to September 4, 2021, or as extended by any subsequent Proclamation;
- In the August 2, 2021, PROCLAMATION NUMBER 137 JBE 2021, COVID-19 PUBLIC HEALTH EMERGENCY MITIGATION MEASURES STATEWIDE MASK MANDATE issued by the Governor, local governing authorities and operators of private businesses and organizations retain the authority to issue more restrictive measures than those imposed by the State. Vaccine mandates were not excluded from this declaration.
- CATS adopts and accepts the August 2, 2021, PROCLAMATION NUMBER 137 JBE 2021, COVID-19 PUBLIC HEALTH EMERGENCY MITIGATION MEASURES STATEWIDE MASK MANDATE, and issues the following policy directive for all CATS employees and facilities: All CATS employees, Board members, visitors, contractors, vendors and the general public entering any property or vehicle owned, leased, or controlled by CATS shall be required to wear a face covering over the

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Bill Deville
Chief Executive Officer



nose and mouth when indoors in any place outside of a private residence, except in the circumstances provided for in Subsection (B) below.

- In accordance with the order issued by the Centers for Disease Control and Prevention (CDC) on January 29, 2021, all individuals, employees, Board members, visitors, contractors, vendors, and the general public entering any property or vehicle owned leased or controlled by CATS shall wear a face covering over the nose and mouth while passengers and operators of public conveyances, ride-shares, and the corresponding transportation hubs. The CDC order is found at: https://www.cdc.gov/quarantine/pdf7Mask-Order-CDC_GMIT_01-29-21-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.

OPERATIONS: *Dwana Williams*

- There are 122 total operators, 106 active; 16 inactive.
- The July Operations challenge winners for OTP are Cynthia V. Johnson, Tammie Wilson, Latesha Carline, Al Weeden, Quinatora Gray.
- The July Maintenance challenge winner for productivity is Brandon Thomas.
- The July Customer Service challenge for least abandoned calls is Sylvia Franklin.
- The July Customer Care Top Performer is Prestin Pleasant.
- See attached Performance Measures that reflect measures for the month.

PLANNING AND PROGRAM DEVELOPMENT: *Cheri Soileau*
SERVICE:

- Comprehensive Operational Analysis.

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- Kick-off meeting was July 29, 2021
- Initial Steps
 - Outreach-branding and website
 - Mobilizing for Origin/Destination Study
 - Outreach-public engagement
- Anticipated Completion: May 2022
- September Service Change will be modifying schedules slightly and moving some routes to peak hour service and off-peak service in order to get more buses into the garage for preventative maintenance throughout the day.
- CRPC will be doing a Service Equity Analysis for downtown Baton Rouge when the Title VI plan is adopted.
- Staff will be working with the Downtown Development District and CRPC to create the routing for downtown and discuss implementation date(s).
- On-going Activities
 - MOVEEBR
 - City-Parish Bicycle/Pedestrian Committee
 - DOTD Complete Streets Committee
- Baker Microtransit Project
 - Evaluating submissions
 - Will be asking for Board approval at the September 2021 board meeting

ADMINISTRATIVE UPDATES: *Pearlina Thomas*

- **AIM Grant Two-Way Messaging Project**
 - 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.
 - With the completion of phase two marketing and additional communication platforms will be introduced like targeting coupons for businesses near CATS stops and special events like, Touchdown Express, Southern and LSU games, etc.
- **COVID-19 Mitigation Research Grant Contactless Payment Project**

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- The contract between CATS and Cubic Transportation Systems (Cubic) is in final negotiations with the respective lawyers. CATS and Cubic have started technical meetings to determine product installation, data management and financial collection and reporting requirements.
 - The marketing and public relations team: CATS, Cubic Transportation Systems, Clay Young Enterprise and BRoad Innovative Marketing Firm are meeting weekly to develop a multilevel marketing campaign to introduce CATS' new contactless fare collection system to our community. The first CATS – UMO partnership press event is Wednesday, August 25, 2021.
- CATS is continuing to work with Baton Rouge Community College (BRCC) to have Customer Service and Vehicle Maintenance Classes as a part of our Workforce Solutions Program.
- CATS Cares Community Engagement and Wellness Initiative participated in two community events with Mayor Pro Temp LaMont Cole – Metro Councilmember District 7. Pedaling for Peace, June 25th, and the Meet Your Neighbors Block Party June 26th, were both huge successes.
- The CATS Cares Wellness Initiative is dedicated to establishing and maintaining an environment that promotes general health by supporting the adoption of attitudes that contribute to positive well-being by providing information, activities and community and personal services designed to support healthy lifestyle choices.
- CATS provided a creative way to promote physical activity for the month of July, we are offering five (5) opportunities to participate in line dancing classes at 350 N. Donmoor Ave, which was a success. We have received inquiries from employees to repeat the line dancing and suggestions of other activities. We will conduct a survey to gather ideas on more activities and ways to increase employee participation.
- **CATS Cares July community engagement activities attended:**
 - District 10, Metro Councilmember Carolyn Coleman's Biking with the Badge Saturday, July 17, 2021, 3:00 – 7:00 PM at the Leo S. Butler Center 950 E. Washington Street.

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- District 7, Metro Councilmember LaMont Cole, Back to School drive Saturday, July 24, 2021
- District 5, Metro Councilmember Erika Green, Biking Back to School – Third Annual Community Bike Ride Saturday, July 30, 2021, at the Charles R. Kelly Community Center, 3535 Riley Street.
- District 7, Metro Council District LaMont Cole Health and Fitness Expo Sunday, July 31, 2021
- National Night Out Against Crime, Tuesday, August 3, 2021
- East Baton Rouge School Supply Giveaway, Saturday, August 7, 2021

Upcoming events:

- CATS Cares produced the first of a series of videos to highlight CATS employees and their contributions internally and externally to positively promote the Agency. CATS Cares is launching social media platforms that will also connect to the current CATS social media to support the positive messaging for CATS Connect
- August 17, 2021, 6:30 PM – 8:30 PM An Influencers Social at the Vintage 333 Laurel Street
- August 25, 2021, the Media Event to launch the CATS – Cubic Transportation System's partnership and introduce the Umo Contactless Payment app at 350 N. Donmoor
- August 25, 2021, CATS will make a presentation at the Metro Council Meeting

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 4th quarter of 2021 and Phase 2 HCM(Human Resource) on January 1st, 2022. For Finance, we are currently in the User Acceptance Testing stage which will be followed by End User Training then preparations for system go-live. On the HCM(HR) phase, we are currently running configuration and power user training, followed immediately by data conversions.

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- 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.
- An enterprise asset management system is being looked into by Planning and Finance, along with secured funding.
- A kickoff meeting with the Transformix Team regarding the deployment of the Cisco firewalls and related security software installs are in the planning stages.

COMMUNICATIONS: Amie McNaylor

- The CATS Connects communications team continues to meet regarding various aspects of the media campaign.
 - Print, digital, television, and radio advertising is being finalized, as well as social media, shelter ads, and three bus wraps that will be done in the coming weeks.
 - Rider testimonials have been, and continue to be collected to be shared.
- We have begun sharing COVID efforts, mandates, etc., in advertising and on social media; this will continue as long as necessary.
- The planned video shoot in conjunction with Hitachi highlighting the partnership between the two has been postponed due to the spike in COVID cases. When filmed, this will be another opportunity for CATS to emphasize our commitment to the future.
- Members of staff will present at the Baton Rouge Lodging Association to discuss the CATS Connects campaign.

CEO NOTES: Bill Deville

- Ms. Trina Bowie began as Interim HR Director effective August 2nd; her contract period ends no later than December 31st, 2021; She replaces

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Ms. Amy Cannon whose contract ran out; Ms Bowie will be eligible to apply for the permanent HR Director position;

- 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.
- CATS staff, BSWllp labor counsel, and ATU may be nearing a new CBA agreement with ATU; once terms are agreed upon, ATU will have 30 days to get the new CBA ratified by ATU membership; subsequently, the new CBA will be brought to the board for approval at it’s next regularly scheduled board meeting;
- CATS continues to update its service education information and materials needed for its “Communications Action Plan”, now called “CATS Connect”. The CATS Connect outreach education campaign plan will be carried out by the CEO and his management team with guidance and support from Atlas/Emergent Method/Clay Young Enterprises; a separate more detailed report on “CATS Connect” and “CATS Cares” education campaigns will be provided with more specific updates, weekly starting in late August approaching the Labor Day weekend;
 - Timeline for October 9th vote:
 - **October 9, 2021 Special Election ballot; Early voting starts September 25th;**
 - **April 21, 2021**, State Bond Commission Application was submitted on time.
 - **April 21, 2021**, Notice of the Public Meeting will be submitted to the Official Journal of Record. – Done on time;
 - **May 11, 2021**, “Media Car Wash” scheduled;
 - **May 11, 2021**, CATS Connect press release regarding CATS decision to put millage renewal on October 9th
 - **May 18, 2021**, public meeting date was **cancelled** due to severe weather;
 - **June 14, 2021**, Monday, at 4:30 PM, CST, **rescheduled**, The Board of Commissioners of the

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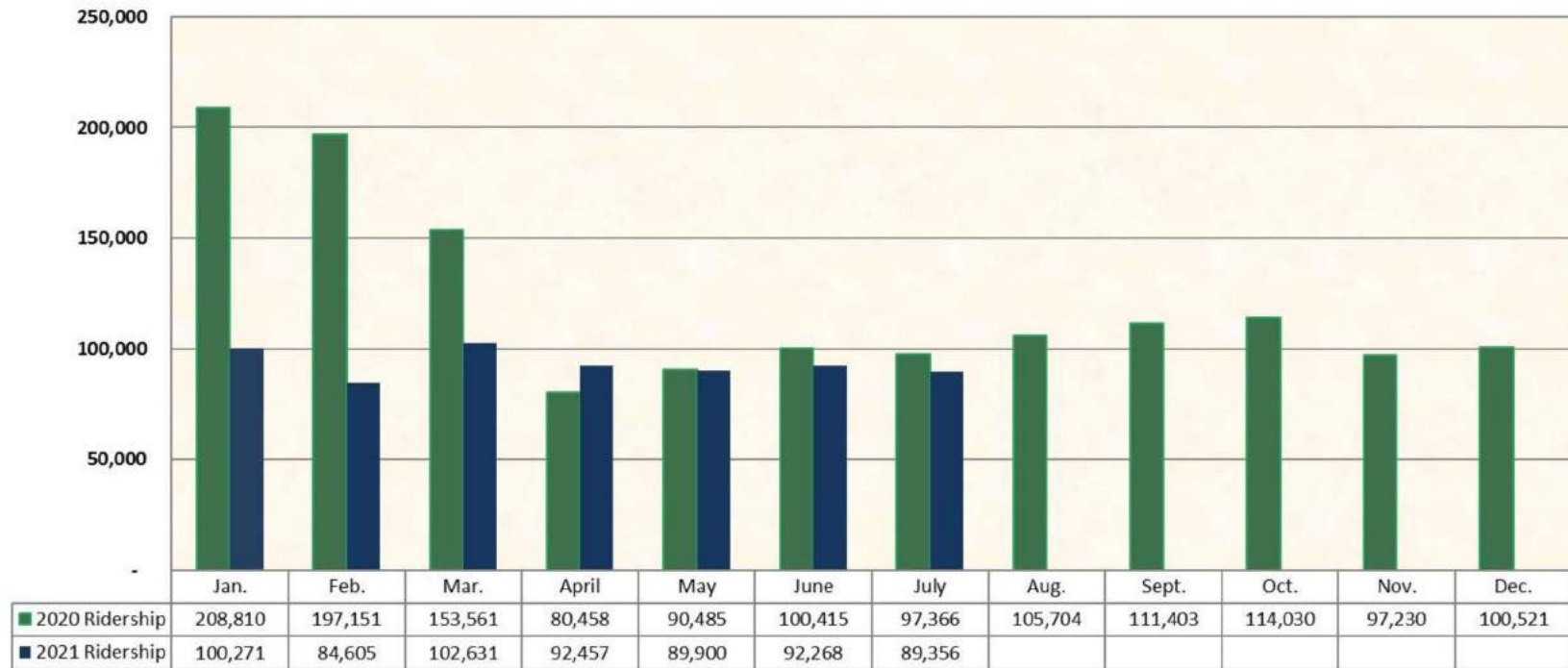
Capital Area Transit System (“the Board”) will meet in an open and public session at the regular meeting place, 350 Donmoor Ave, Baton Rouge Louisiana to hear public comments on the CATS Connects Renewal Proposition.

- **August 25, 2021**, Official Journal Publication
Deadline for Proposition / Ballot Language
 - Tax expires in March 2022

Finance: *John Cutrone*

- See attached financial report for the month.

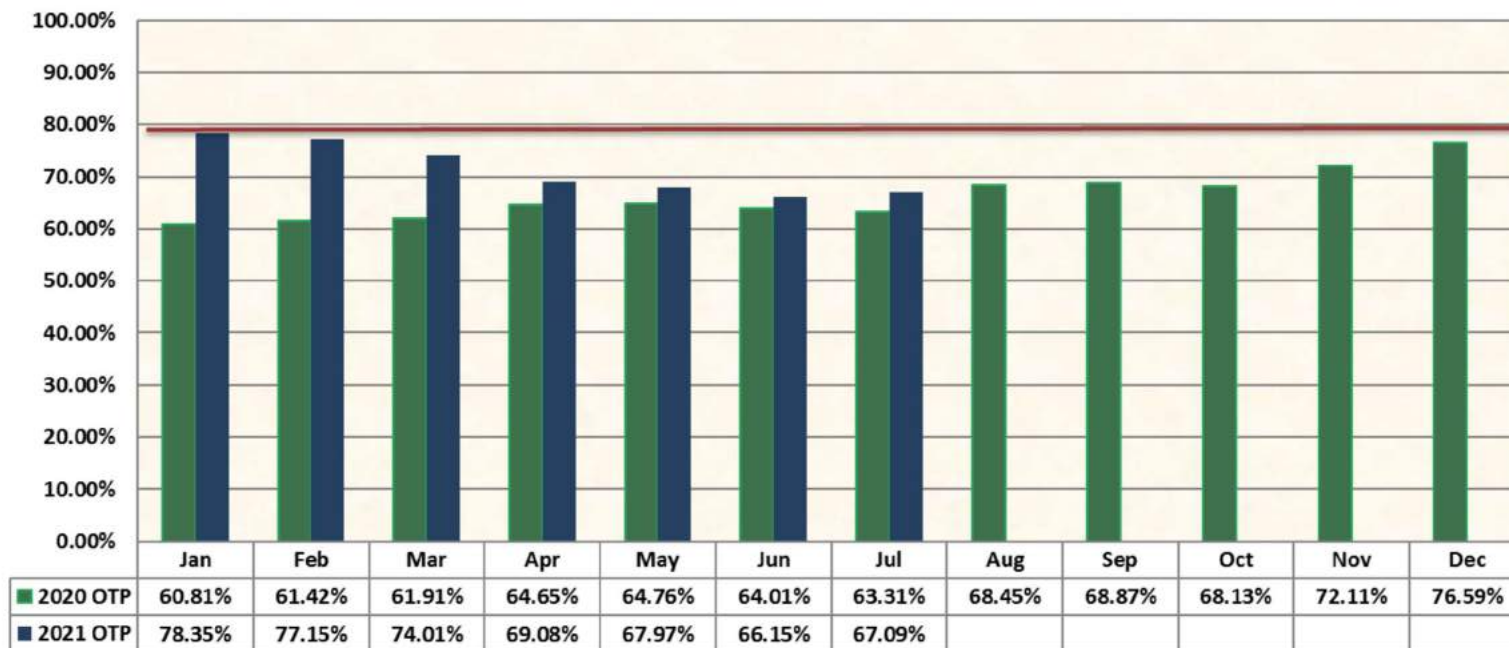
Monthly Ridership 2020-2021



Monthly Ridership 2018-2021



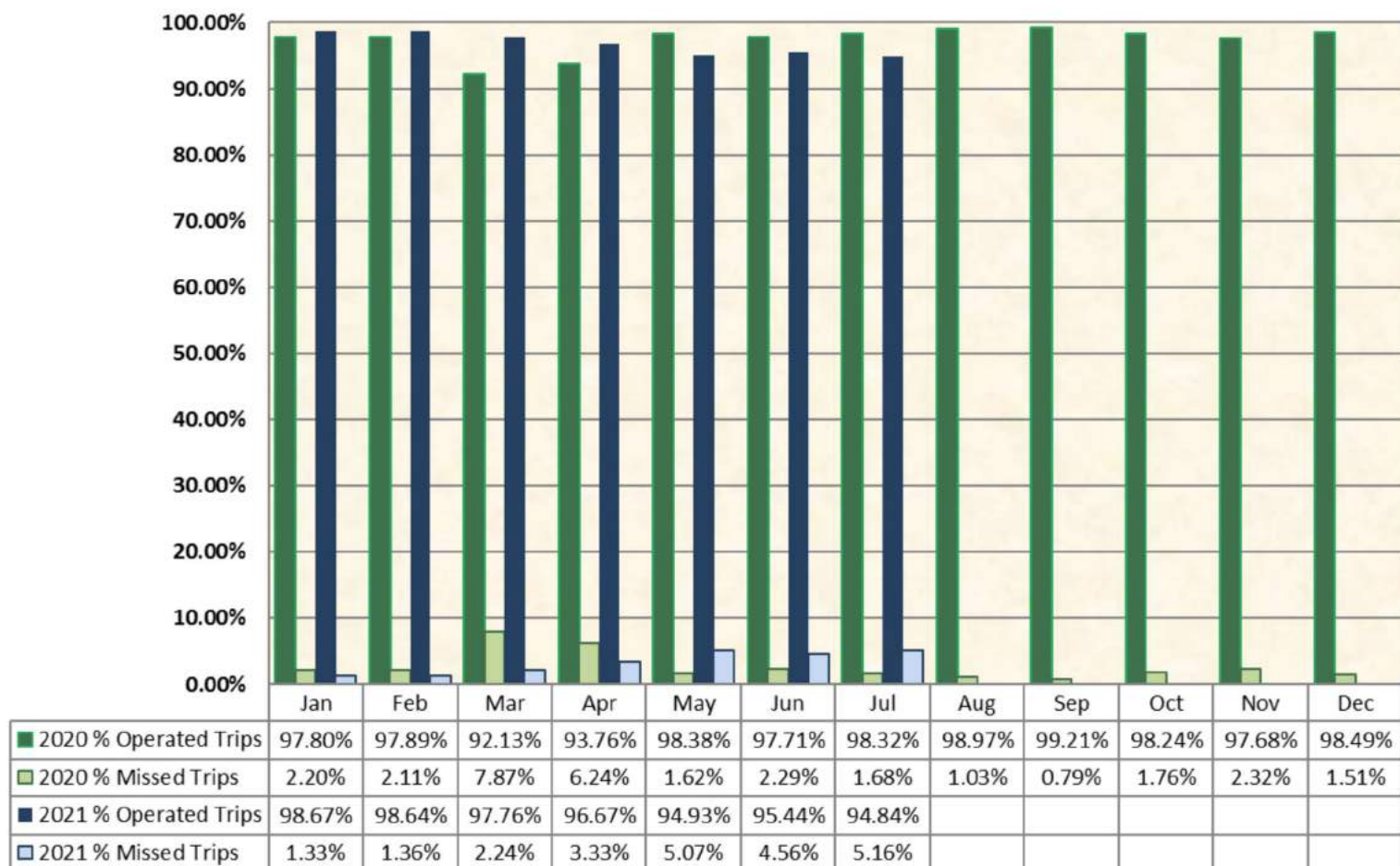
On-Time Performance 2020-2021



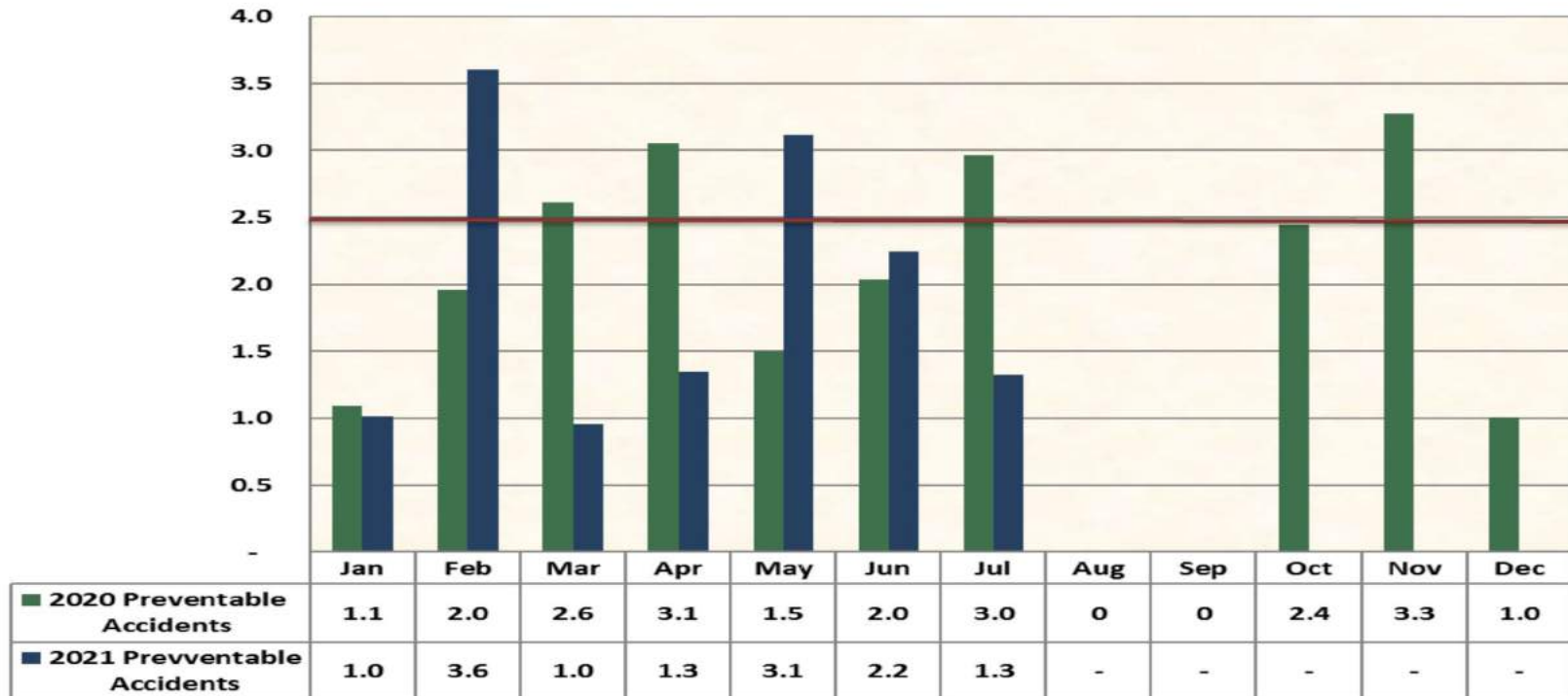
*Target 80% On-Time Performance

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

% Trips Operated 2020-2021

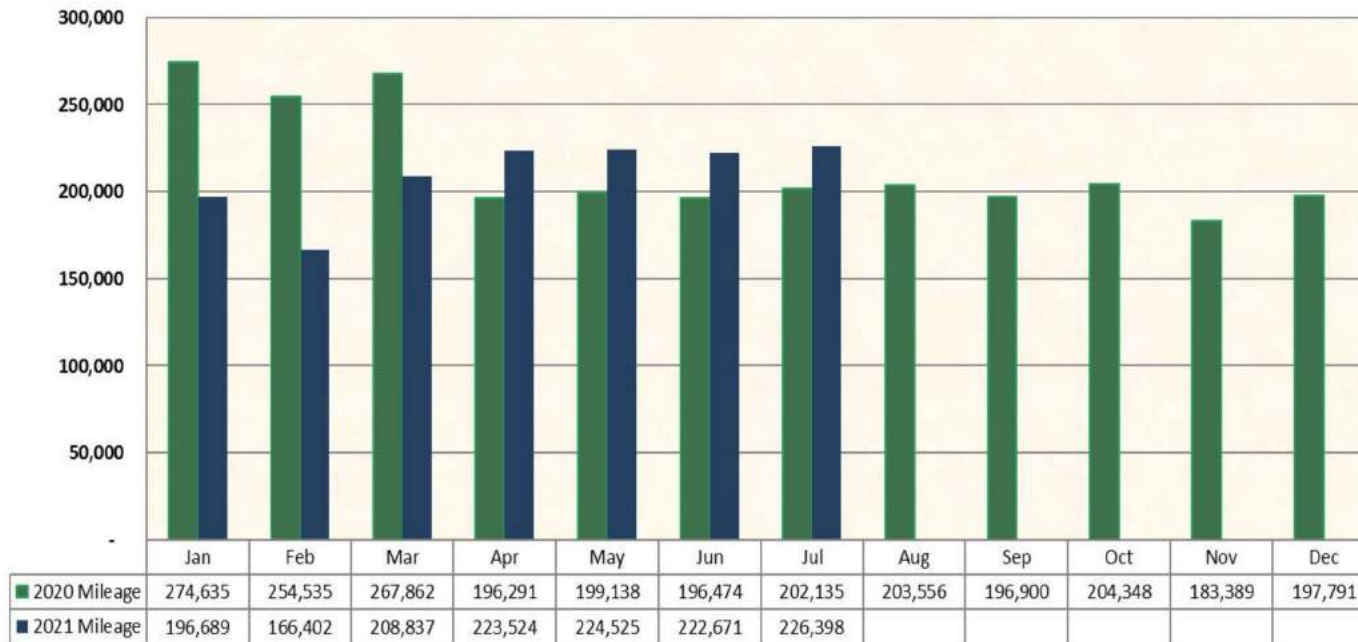


Preventable Accidents per 100,000 Miles 2020-2021

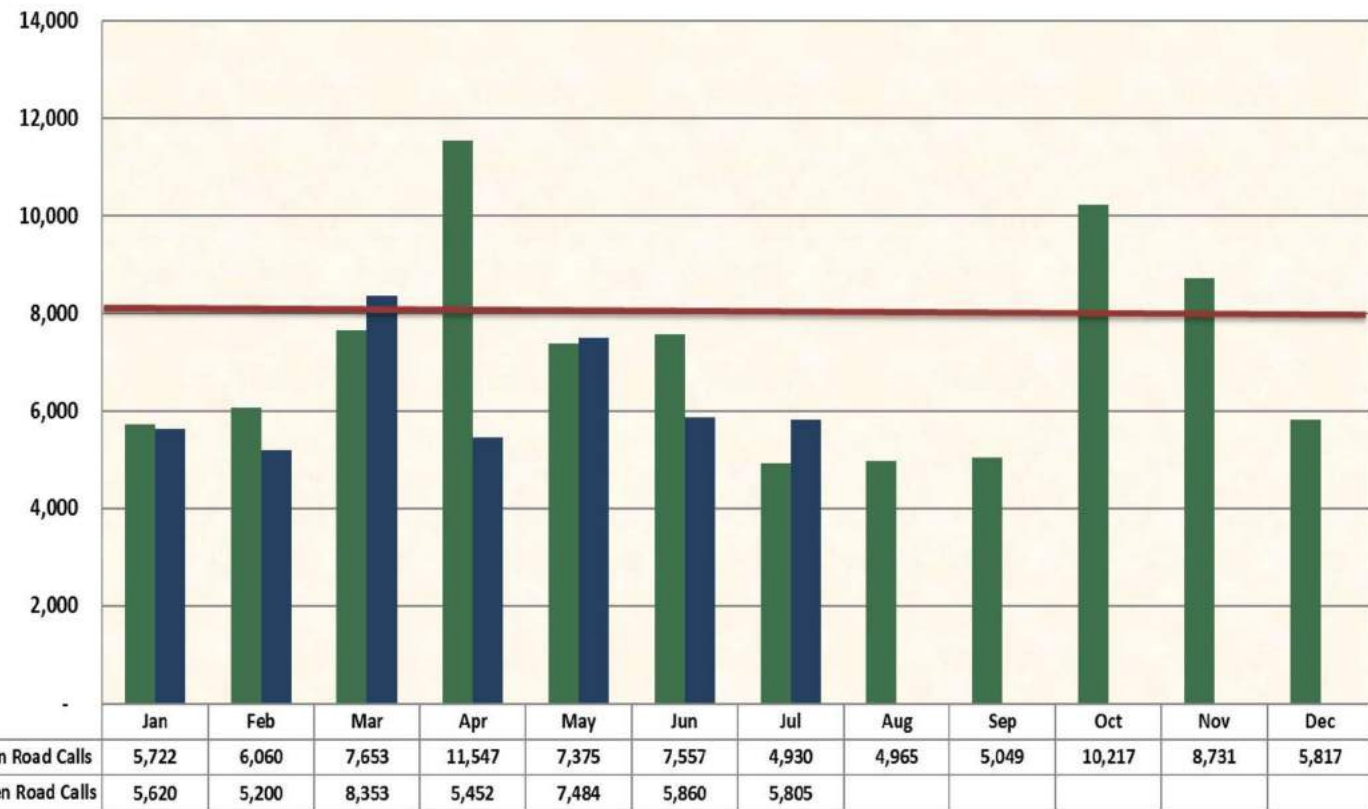


***Target Below 2.5 Preventable Accidents Per 100,000 Miles**

Mileage 2020-2021



Mean Miles Between Road Calls 2020-2021



RIDERSHIP PER ROUTE BY MONTH YEAR-TO-DATE FOR JUNE 2021

ROUTE NUMBER	ROUTE NAME	January	February	March	April	May	June	July	August	September	October	November	December	Total
8	Gus Young Ave / BRCC	2,719	1,654	2,361	2,201	2,386	2,005	1,782						15,108
10	Scenic Hwy / Southern University	2,624	2,257	3,106	1,833	2,021	1,999	1,708						15,548
11	Northside Circulator	4,210	2,972	3,603	3,056	1,901	2,225	2,166						20,133
12	Government St / Jefferson Hwy	3,525	2,551	3,191	2,698	2,623	3,298	2,816						20,702
14	Thomas Delpit Dr / Roosevelt St	3,578	3,920	4,399	3,261	2,052	2,119	2,178						21,507
15	Glen Oaks / Blount Rd / Crestworth	2,143	2,068	2,582	2,960	3,457	3,328	3,079						19,617
16	Capitol Park Shuttle	0	0	0	0	0	0	0						0
17	Perkins Rd	3,606	3,871	5,000	5,272	5,416	4,881	4,960						33,006
18	Cortana Transit Center / Tigerland	3,128	2,483	2,802	3,202	3,135	3,523	3,161						21,434
20	N. Acadian Thwy	6,542	6,011	6,719	5,749	5,026	4,938	5,056						40,041
21	Fairfields Ave	5,716	5,044	5,155	4,447	4,366	4,030	3,819						32,577
22	Winbourne Ave	5,177	4,168	4,692	3,844	3,673	3,486	3,267						28,307
23	Foster Dr	2,191	2,070	2,111	2,302	1,750	1,846	1,861						14,131
41	Plank Rd	7,433	7,207	8,968	7,859	8,266	9,452	8,147						57,332
44	Florida Blvd	11,953	9,798	12,971	14,525	14,124	14,592	14,803						92,766
46	Cortana Transit Center / L'auberge Casino & Hotel	3,814	3,236	3,648	1,571	1,039	1,050	1,159						15,517
47	Highland Rd / LSU	7,479	6,445	8,661	9,132	9,600	10,909	10,675						62,901
54	N. Airline Hwy / Southern University	4,638	3,546	4,198	2,913	3,743	4,425	4,173						27,636
57	Sherwood Forest Blvd / Greenwell Springs Rd / Siegen Ln	6,580	6,010	7,248	7,282	7,088	6,750	6,770						47,728
58	Coursey Blvd / O'Neal Ln / Ochsner	5,123	3,610	4,662	3,084	2,963	2,595	2,822						24,859
59	East Florida Blvd / O'Neal Ln / Ochsner	4,163	2,767	3,176	1,927	2,142	1,823	1,794						17,792
60	Medical Circulator	773	601	714	801	831	879	771						5,370
70	CATS Terminal / Southern University / Baker	3,156	2,316	2,664	2,628	2,298	2,115	2,389						17,566
72	Florida Blvd LIMITED	0	0	0	0	0	0	0						0
80	Southern University Shuttle	0	0	0	0	0	0	0						0

TOTAL UNLINKED TRIPS	100,271	84,605	102,631	92,547	89,900	92,268	89,356	0	0	0	0	0	0	651,578
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	January	February	March	April	May	June	July	August	September	October	November	December	Total
Number of Weekdays	19	17	23	21	20	22	22						144
Number of Saturdays	5	4	4	4	5	4	5						31
Number of Sundays	7	4	4	5	6	4	4						34
Emergency Days	0	2	0	0	0	0	0						2
Total days	31	27	31	30	31	30	31	0	0	0	0	0	211

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

7/31/2021 7/31/2020

ASSETS

Current Assets:		
Cash and Cash Equivalents	8,615,462	14,717,517
Accounts Receivable	397,389	264,287
Property Tax Receivable	19,105,113	17,122,563
Due from Governments	7,111,418	2,281,493
Inventory	702,787	276,385
Prepaid Expenses and Other Assets	77,179	168,239
Total Current Assets:	36,009,348	34,830,484
Restricted Assets:		
Cash and Cash Equivalents	3,304,671	314,704
Total Restricted Assets:	3,304,671	314,704
Net Pension Asset, Long-Term	676,430	496,897
Equipment, Net	20,643,390	20,584,079
Total Assets	60,633,839	56,226,165

LIABILITIES AND NET ASSETS

Current Liabilities		
Accounts Payable and Accrued Expenses	443,363	49,972
Accrued Payroll and Tax Liabilities	854,938	92,329
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)	8,771,962	7,009,000
Total Current Liabilities	12,107,781	9,234,652
Long-Term Liabilities		
Capital Lease Payable, Less Current Portion	1,585,098	2,193,983
Estimated Liabilities	690,136	1,301,975
Total Long-Term Liabilities	2,275,234	3,495,958
Total Liabilities	14,383,015	12,730,610
Net Assets:		
Investments in Capital Assets, Net of Related Debt	18,777,544	18,123,233
Restricted Cash and Cash Equivalents	3,304,671	314,704
Unrestricted	24,168,609	25,057,617
Total Net Assets:	46,250,824	43,495,555
Total Liabilities And Net Assets	60,633,839	56,226,165

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

	Current Month				Year to Date				Approved Budget
	Budget	Actual	Variance	% Var	Budget	Actual	Variance	% Var	
Operating Revenues									
Passenger Paid Fares	93,362	74,156	(19,206)	-20.57%	373,448	183,623	(189,825)	-50.83%	840,258
Special Transit Fares (Contract)	10,900	2,601	(8,299)	-76.14%	54,500	18,207	(36,293)	-66.59%	109,000
ADA/Paratransit Revenue	6,560	7,482	922	14.05%	26,240	10,249	(15,991)	-60.94%	59,040
Advertising Revenue	39,667	53,306	13,639	34.38%	277,669	293,248	15,579	5.61%	476,004
Interest Income	4,997	528	(4,469)	-89.44%	34,979	5,715	(29,264)	-83.66%	59,964
Other Agency Revenue	18,950	21,185	2,235	11.79%	132,650	112,317	(20,333)	-15.33%	227,400
Total CATS Generated	174,436	159,256	(15,180)	-8.70%	899,486	623,359	(276,127)	-30.70%	1,771,666
Non Federal Revenue									
Hotel/Motel Tax	74,959	87,086	12,127	16.18%	524,713	818,083	293,370	55.91%	899,508
Parish Transportation Fund	45,833	45,833	0	0.00%	320,831	320,833	2	0.00%	549,996
Property Tax Revenue	1,466,667	1,606,667	140,000	9.55%	10,266,669	10,966,667	699,998	6.82%	17,600,004
Total Non Federal	1,587,459	1,739,586	152,127	9.58%	11,112,213	12,105,583	993,370	8.94%	19,049,508
Federal Operating Subsidies									
FTA - Formula Grants/PM	612,592	220,631	(391,961)	-63.98%	4,288,144	4,998,168	710,024	16.56%	7,351,102
FTA - Capital Projects (Project Admin)	26,667	0	(26,667)	-100.00%	186,669	211,989	25,320	13.56%	320,004
FTA - Planning	0	52,916	52,916	0.00%	343,000	292,218	(50,782)	-14.81%	686,000
Total Federal Operating	639,259	273,548	(365,711)	-57.21%	4,817,813	5,502,375	684,562	14.21%	8,357,106
Total Operating Revenues	2,401,154	2,172,390	(228,764)	-9.53%	16,829,512	18,231,316	1,401,804	8.33%	29,178,280
Operating Expenses									
Labor	965,006	887,453	77,553	8.04%	6,599,396	5,767,374	832,022	12.61%	11,329,365
Fringe Benefits	539,263	575,105	(35,842)	-6.65%	3,687,875	3,682,711	5,164	0.14%	6,382,219
Casualty and Liability	128,917	257,361	(128,444)	-99.63%	902,419	860,353	42,066	4.66%	1,547,000
Services	233,729	324,222	(90,493)	-38.72%	1,636,103	1,693,272	(57,169)	-3.49%	2,804,718
Purchased Transportation	162,500	156,371	6,129	3.77%	1,137,500	1,216,681	(79,181)	-6.96%	1,950,000
Materials & Supplies	303,751	287,640	16,111	5.30%	2,126,257	1,683,214	443,043	20.84%	3,645,000
Utilities	14,583	20,959	(6,376)	-43.72%	102,081	109,740	(7,659)	-7.50%	175,000
Miscellaneous Expenses	104,168	58,770	45,398	43.58%	729,170	552,600	176,570	24.22%	1,250,040
Leases and Rentals	7,911	7,703	208	2.63%	55,377	55,047	330	0.60%	94,938
Total Operating Expenses	2,459,828	2,575,583	(115,755)	-4.71%	16,976,178	15,620,991	1,355,187	7.98%	29,178,280
Net SURPLUS/(DEFICIT) Before Depreciation	(58,674)	(403,193)	(344,519)	-587.18%	(146,666)	2,610,325	2,756,991	1879.78%	0
Depreciation	0	229,151	(229,151)	0.00%	0	1,800,122	(1,800,122)	0.00%	
NET Operating SURPLUS/(DEFICIT)	(58,674)	(632,344)	(573,670)	977.72%	(146,666)	810,203	956,869	652.41%	0

**MEETING OF THE
FINANCE AND EXECUTIVE COMMITTEE
BOARD OF COMMISSIONERS
CAPITAL AREA TRANSIT SYSTEM AND
PUBLIC TRANSPORTATION COMMISSIONS
August 12, 2021
Virtually and at the
CATS Administrative Office
350 North Donmoor Avenue**

MINUTES

The Finance and Executive Committee met on Thursday, August 12, 2021, at 10:44 a.m. Present at the meeting were members President Erika Green (in person), Vice President Kahli Cohran, Treasurer Matt Thomas, Laurence Lambert (virtually). Also present were Bill Deville and members of CATS staff.

I. Call to Order and Establish of Quorum

The meeting was called to order by Board President Green, Theo Richards; Board Administrator verified a quorum of the committee was established.

II. President's Announcements

No President's Announcements – However, Board President Green stated she sent an email to the Board informing them of some things going on at CATS internally including the announcement of the Interim HR Director, as well as some updates regarding the upcoming millage renewal.

III. Executive Report

COVID-19 UPDATES: *Bill Deville*

- On Wednesday, July 21, 2021, the Governor renewed the public health emergency, while advising that additional mitigation measures may be necessary if the threat of the COVID-19 Delta variant (B.1.617.2) caused increases in cases and hospitalizations;
- On July 27, 2021, the Centers for Disease Control ("CDC") released recommendations that all persons, including those who are fully vaccinated, should wear masks in indoor public settings in areas where the COVID-19 transmission rate is high or substantial.
- On July 30, 2021, the CDC reissued the recommendation and also concluded that "based on emerging evidence on the Delta variant, CDC also recommends that fully vaccinated persons wear masks in public indoor settings in areas of substantial or high transmission."
- On August 2, 2021, John Bel Edwards, Governor of the State of Louisiana, issued PROCLAMATION NUMBER 137 JBE 2021, COVID-19 PUBLIC HEALTH EMERGENCY

MITIGATION MEASURES STATEWIDE MASK MANDATE, which declared a statewide mask mandate from August 4, 2021, to September 4, 2021, or as extended by any subsequent Proclamation;

- In the August 2, 2021, PROCLAMATION NUMBER 137 JBE 2021, COVID-19 PUBLIC HEALTH EMERGENCY MITIGATION MEASURES STATEWIDE MASK MANDATE issued by the Governor, local governing authorities and operators of private businesses and organizations retain the authority to issue more restrictive measures than those imposed by the State. Vaccine mandates were not excluded from this declaration.
- CATS adopts and accepts the August 2, 2021, PROCLAMATION NUMBER 137 JBE 2021, COVID-19 PUBLIC HEALTH EMERGENCY MITIGATION MEASURES STATEWIDE MASK MANDATE, and issues the following policy directive for all CATS employees and facilities: All CATS employees, Board members, visitors, contractors, vendors and the general public entering any property or vehicle owned, leased, or controlled by CATS shall be required to wear a face covering over the nose and mouth when indoors in any place outside of a private residence, except in the circumstances provided for in Subsection (B) below.
- In accordance with the order issued by the Centers for Disease Control and Prevention (CDC) on January 29, 2021, all individuals, employees, Board members, visitors, contractors, vendors, and the general public entering any property or vehicle owned leased or controlled by CATS shall wear a face covering over the nose and mouth while passengers and operators of public conveyances, ride-shares, and the corresponding transportation hubs. The CDC order is found at: https://www.cdc.gov/guarantine/pdf7Mask-Order-CDC_GMIT_01-29-21-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);

OPERATIONS: Dwana Williams

- Currently we have 122 total operators, 106 active; 16 inactive.
- The July Operations challenge winners for OTP are Cynthia V. Johnson, Tammie Wilson, Latesha Carline, Al Weeden, Quinatora Gray.
- The July Maintenance challenge winner for productivity is Brandon Thomas.
- The July Customer Service challenge for least abandoned calls is Sylvia Franklin.
- The July Customer Care Top Performer is Prestin Pleasant.
- See attached Performance Measures that reflect measures for the month.

Monthly ridership for the month of July 2021 is lower than the month of July 2020 and lower than the previous month. We are looking to see an increase in ridership now that school has started. This time last year we know the fares were free, which had an effect on ridership so again we are looking forward to seeing how the start of school will affect ridership. We also know that is the last two weeks for the month of July ridership increase. I believe it is due to parents shopping for school.

Our On Time Performance (OTP) is higher than this time last year and higher than the previous month. We had a service change July 18th of this year as we saw a difference in the times so we had to adjust some of the running times in the schedule. Now we see an increase in OTP due to some of the route changes. We had four (4) detours for the month

that impacted out OPT as well as five (5) temporary construction sites that we faced on a day to day during the week days.

B Deville – just a quick side note, Dwana and I met earlier and we're going to set up a meeting with Fred Raiford because we know the MovEBR will pick up certain areas on our routes and we want to understand the longevity of how it plays out, so we can get that and you all at a later time.

DW – We are also discussing with Cheri and her planning team how we can have back up routes in our Routematch system so we can track OTP because we cannot track OTP when we are off routes.

BD- It will be critical to know how long these detours will last, that's why we need to meet with Fred Raiford and his team.

DW - Bringing on more operators will help. We have four (4) cadets that are scheduled to be released as operators the week of September 5th. We have a class that HR and Operations are working on to schedule interviews to bring in a new class for the end of September.

Our percentage of trips operated for the month of July were at 94.84, which is lower than this time last year and lower than this time last month. We also attribute some of these numbers to the fleet issues we've had a hard time getting parts. After speaking with Gillig we were able to get some temporary parts and make some repairs to our fleet to have more of our buses up and running.

Preventable accidents per 1,000,000 miles, we are lower than this time last year and lower than the previous month. We are just making sure each operator is familiar with the 5 keys to MISES.

Mileage for the month is higher than this time last year and higher than this time last month. The mileage is higher because we have more trips and July has 31 days versus June having 30 days.

Lastly our mean miles between road calls for the month are higher than this time last year and on average for the same time last month. We are looking for our mean miles between road calls to be higher in the month of August with the repairs to some of the buses.

PLANNING AND PROGRAM DEVELOPMENT: *Cheri Soileau*

The Comprehensive Operational Analysis (COA) kicked off. We will send out a Board Pole, we want the Board to be engaged so look for some possible dates in the month of September to meet with the HNTB team and our public engagement folks on how we are going to move forward and what to expect. We will have outreach, branding and a webpage on our CATS site for that we are mobilizing for an origin and destination study and anticipating completion May 2020. It really depends on if COVID puts us back or how we proceed forward.

Microtransit – you will see a Board Action Item on the agenda next month. We are close to selecting a vendor for the Baker microtransit project. We had two vendors to submit on the RFP. We are now dotting out I's and crossing our T's. The City of Baker has been involved from the beginning. We are all excited to see this project get going.

We are tracking on-going projects for

- MOVEEBR
- City-Parish Bicycle/Pedestrian Committee
- DOTD Complete Streets Committee

ADMINISTRATIVE UPDATES: *Pearlina Thomas*

- **AIM Grant Two-Way Messaging Project**
 - 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.
 - With the completion of phase two marketing and additional communication platforms will be introduced like targeting coupons for businesses near CATS stops and special events like, Touchdown Express, Southern and LSU games, etc.
- **COVID-19 Mitigation Research Grant Contactless Payment Project**
 - The contract between CATS and Cubic Transportation Systems (Cubic) is in final negotiations with the respective lawyers. CATS and Cubic have started technical meetings to determine product installation, data management and financial collection and reporting requirements.
 - The marketing and public relations team: CATS, Cubic Transportation Systems, Clay Young Enterprise and BRoad Innovative Marketing Firm are meeting weekly to develop a multilevel marketing campaign to introduce CATS' new contactless fare collection system to our community. The first CATS – UMO partnership press event is Wednesday, August 25, 2021.
- CATS is continuing to work with Baton Rouge Community College (BRCC) to have Customer Service and Vehicle Maintenance Classes as a part of our Workforce Solutions Program.
- We are finalizing our schedule for the Critical Incidents, Conflict Resolution and De-escalation training.
- CATS Cares Community Engagement and Wellness we had a number of activities in the month of July, which we were able to make all of them including the line dancing classes, which was a great way to get employees motivated to move and get excited about exercising.
- CATS provided five (5) opportunities to participate in line dancing classes which, was a success. We have received inquiries from employees to repeat the line dancing and suggestions of other activities. We will conduct a survey to gather ideas on more activities and ways to increase employee participation.
- **CATS Cares July community engagement activities attended:**
 - District 10, Metro Councilmember Carolyn Coleman's Biking with the Badge Saturday, July 17, 2021, 3:00 – 7:00 PM at the Leo S. Butler Center 950 E. Washington Street.
 - District 5, Metro Councilmember Erika Green, Biking Back to School – Third Annual Community Bike Ride Saturday, July 30, 2021, at the Charles R. Kelly Community Center, 3535 Riley Street.

- District 7, Metro Council District LaMont Cole Health and Fitness Expo Sunday, July 31, 2021
- National Night Out Against Crime, Tuesday, August 3, 2021
- East Baton Rouge School Supply Giveaway, Saturday, August 7, 2021
- District 7 – Pack the Sack Drive-thru School Supply Giveaway, August 10th

Upcoming events:

- CATS Cares produced the first of a series of videos to highlight CATS employees and their contributions internally and externally to positively promote the Agency. CATS Cares is launching social media platforms that will also connect to the current CATS social media to support the positive messaging for CATS Connect
- August 17, 2021, 6:30 PM – 8:30 PM An Influencers Social at the Vintage 333 Laurel Street - **THIS EVENT IS MOVED TO AUGUST 24th SAME TIME, SAME VENUE.**
- August 18, 2021 we have Sleeves Up a State Sponsored Vaccination event with Southern university
- August 25, 2021, the Media Event to launch the CATS – Cubic Transportation System’s partnership and introduce the Umo Contactless Payment app at 350 N. Donmoor
- August 25, 2021, CATS will make a presentation at the Metro Council Meeting

COMMUNICATIONS: Amie McNaylor

The CATS Connects communications team continues to meet regarding various aspects of the media campaign. Print, digital, television, and radio advertising is being finalized, as well as social media, shelter ads, and three bus wraps that will be done in the coming weeks.

We are continuing to get rider testimonials have been, and continue to be collected to be shared.

We have begun to share again the mask requirements, COVID efforts, mandates, etc., in advertising and on social media; this will continue as long as necessary in light of Governor Edwards’s new proclamation.

As Pearlina mentioned, the planned video shoot in conjunction with Hitachi highlighting the partnership between the two has been postponed due to the spike in COVID cases. When filmed, this will be another opportunity for CATS to emphasize our commitment to the future.

Members of staff will present at the Baton Rouge Lodging Association to discuss the CATS Connects campaign.

TECHNOLOGY: Bill Deville, Paul Simon

A couple point in technology before we move on the finance.

- 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 4th quarter of 2021 and Phase 2 HCM (Human Resource) on January 1st, 2022. For Finance, we are currently in the User Acceptance Testing stage which will be followed by End User Training then preparations for system go-live. On the HCM (HR) phase, we are currently running configuration and power user training, followed immediately by data conversions.

- Ms. Trina Bowie began as Interim HR Director effective August 2nd; her contract period ends no later than December 31st, 2021; She replaces Ms. Amy Cannon whose contract ran out; Ms. Bowie will be eligible to apply for the permanent HR Director position; CATS continues to work on the educational campaign and develop materials. All of the videos and testimonials we've been working on will come out soon. We plan to really get the campaign kicked up after Labor Day. Remember Election Day is October 9th and early voting starts September 25th through October 2nd.

Finance: John Cutrone

The Balance sheet, current assets \$36,009,348, Restrictive Cash Assets \$3,304,671, bringing our Total Assets to \$60,633,839, Current Liabilities \$12,107,781, Total Liabilities \$14,383,015, Bringing our Total Net Assets to \$46,250,824

Looking at the Income Statement – Operational Revenue of \$159,256 with a budget of \$174,436, the bus fare revenue is a little lower than we projected. Our Local Subsidies amounted to \$1,739,586 our Federal Subsidies amounted to \$273,548 bringing our Total Revenue to \$2,172,390 compared to a budget of \$2,401,154

Our operational revenue was \$2,575,583 for the month compared to a budget of \$2,459,828 that variance there were in the buckets of insurances and professional services. We have a lot of audit and legal bills that came through, which is what accounts for these professional services overages. On the insurance side we had the quarterly payments, the bus liability and some workers compensation higher than normal claims came through. With all of that the operational deficit was \$403,193 for the month leaving a surplus of \$2,610,325.

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

President Green – Moved to Agenda Item IV

IV. Recommended Approval to Increase the Fees for the Year 2020 Audit Services for P&N

JC – We are looking to modify the amount of the purchase order for the Audit Services in the amount of \$49,800. This was a three year proposal. Looking back at the 2018 audit the cost was \$150,000, the 2019 audit cost was \$95,000, now the 2020 audit cost is \$83,300. We are continuing to decrease the audit cost as we add more accounting staff and. When the purchase order was set up it was done so for a lower dollar amount so we're asking to increase the amount for the 2020 audit by \$49,800.

BD – If I could add with the COVID-19 pandemic affecting so many things the Agency is responsible for, we've had to ask for additional help beyond the audit functions P&N were asked to do initially. For example we were just notified yesterday that Congress wants to look at where / how each transit agency used the Cares Act resources so they will know what to ask for in the next Bill.

President Green – This is a public meeting are there any questions or comments from the public, hearing none; I'd like to ask what is the pleasure of the Board.

Commissioner Matt Thomas – I'd like to make a motion to approve the request for an increase to the purchase order for the 2020 audit services.

President Green – I second, are there any abstentions, any oppose, hearing now, the motion passes.

V. Recommended Approval of the 2nd Renewal Option for Bridgestone – Tire Lease Contract

James Godwin – in 2017 CATS and Bridgestone entered into a three (3) year contract with two (2) one (1) year renewal options. The first 3 year contract was with for a not to exceed amount of \$600,000. We're on the last one year renewal so we're asking for the Board for the permission to renew this contract for 12 months for a not to exceed amount of \$200,000.

President Green – Are there any questions or comments from the public? Hearing none, I'd like to make a motion to approve the 12 month renewal of this contract as written. Can I get a second? Commissioner Lambert and Commissioner Thomas both second the motion at the same time. Are there any opposition or abstentions? Hearing none, this motion passes.

President Green: I'll make a motion to adjourn the meeting?

Vice President Kahli Cohran seconded the motion to adjourn the Board meeting.



**MEETING OF THE
504/COMMUNITY RELATIONS COMMITTEE
BOARD OF COMMISSIONERS
CAPITAL AREA TRANSIT SYSTEM AND
PUBLIC TRANSPORTATION COMMISSIONS
July 14, 2021
Virtually via Zoom and
350 North Donmoor, Baton Rouge, LA**

MINUTES

The 504/Community Relations Committee met on Wednesday, July 14, 2021, at 10:30 a.m. Present at the meeting was Linda Perkins. Also present were Bill Deville, members of CATS staff, and Representatives of MV Transportation.

I. Introduction

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

II. MV Transportation Report – Representative Leslie Barnes

Ms. Barnes reported that scheduled trips for June were 4,537 and that service was slowly ramping up.

Recertifications are under control and there were 2 valid complaints.

There were no road calls, due to no accidents; there were 2 incidents.

On time performance was 88%; the new manager is working with dispatch and scheduling in this area, and they hope to reach 90%.

Demand service was 51% versus subscription service of 49%. Passengers per hour 1.59%; as on time performance increases, passengers per hour will also increase.

Ms. Perkins asked for a status on current employees and staff.

- Staffing / Vehicles**
 - There are 19 active operators; the goal is to have 25 operators**

- There are 10 vehicles on the property; vehicles are rotated among the 19 operators.
- Would like to run 15-16 routes a day, but can only run 10

MV is working with CATS staff to address vehicle issues.

Ms. Perkins asked if MV was able to accommodate client needs. Ms. Barnes stated that they were accommodating, but with challenges, such as timeliness.

Mr. Deville stated he met with MV management to address the vehicle issue. If MV cannot find vehicles, they will look at possibly leasing them. There was also discussion on how repairs would be handled.

III. Certifications – Lavon Gordon

Ms. Gordon reported that for the month of June, 92 applications were sent out- 65 were recertifications and 27 were new applications.

They are reviewing recertifications and updating id cards.

A total of 33 applications were mailed – 22 new applications and 11 recertifications.

Ms. Perkins inquired as to the status of opening everything to everyone. Ms. Gordon stated that they were still in need of vehicles to shuttle clients. Once they have a concrete date, the committee will be updated.

IV. Customer service / Complaints – Angella Wynn

Ms. Wynn shared that there were 48 contacts for the month of July, of which 11 were valid; of the valid contacts, 6 were performance related, 2 were pass-ups. 1 was for courtesy, and 2 were safety- related.

Commissioner Hill asked was the data used or key performance indicators. Ms. Williams stated that the data was for tracking purposes. He also asked if complaints counted against us and Ms. Williams responded that they were not, but we always strive to do better.

Customer Service – Call Center – Jimmy Thomas

Mr. Thomas reported the call center continues to experience upward trends, and increased productivity. The call center received 16466 calls, of which 15,714 were answered yielding a 95% performance level for the call center and a 5% abandonment rate. The average handle time for a call was less than 30 seconds.

Mr. Thomas introduced Ms. Sylvia Franklin as Customer Service Team Lead. Her role will be instrumental in trending the department in a positive direction. He

described Ms. Franklin as being fair, objective and helping Customer Service to provide the best service.

In addition to Mr. Thomas's comments, Ms. Williams remarked that she is pleased with the turnaround and productivity in Customer Service.

Ms. Williams also noted that we will be partnering with the Lighthouse regarding educating staff on how to handle the needs of visual and, hearing impaired clients. She will provide more feedback next month.

V. Council on Aging update – Lavon Gordon

Ms. Gordon reported that there were no new updates.

VI. CATS Engagement update – Pearlina Thomas

Ms. Thomas referenced the CATS Cares Initiative, which seeks to promote the agency in a positive manner within the community. This initiative has led to participation by CATS employees in community events such as, Biking with the Badge, Biking Back to School, engagement with civic leaders and other community events and activities.

Ms. Thomas also noted that the CATS wellness initiative seeks to promote self-care by encouraging the employee to be more active. As an example, she noted recent line dancing classes that were held. She also shared that in August, de-escalation training will be held, and this training will be made available to all employees.

Commissioner Hill asked if there was a financial incentive for employees who volunteered for community events. Ms. Thomas responded, that was possible with some restrictions; possible monies earned could be used, but this would have to be researched.

Commissioner Hill suggested that CATS collaborate with its healthcare provider when planning activities. Ms. Thomas agreed and added that the Health Wellness committee was trying to find creative ways to motivate employees.

There being no other questions or business, the meeting was adjourned.



**MEETING OF THE
504/COMMUNITY RELATIONS COMMITTEE
BOARD OF COMMISSIONERS
CAPITAL AREA TRANSIT SYSTEM AND
PUBLIC TRANSPORTATION COMMISSIONS
August 11, 2021
Virtually via Zoom and
350 North Donmoor, Baton Rouge, LA**

MINUTES

The 504/Community Relations Committee met on Wednesday, August 11, 2021, at 10:30 a.m. Present at the meeting was Linda Perkins. Also present were Bill Deville, members of CATS staff, and Representatives of MV Transportation.

I. Introduction

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

II. MV Transportation Report – Representative Leslie Barnes/Quintara Thomas

Ms. Barnes introduced MV Operations Manager, Quintara Thomas, who gave the MV report.

Ms. Thomas reported that scheduled trips for July were 6,759 versus 4,486 in July 2020.

There were 4 valid complaints related to manpower issues. They are working with recruitment to hire more operators.

There were no road calls.

On time performance was 86% versus 93% in July 2020; the decrease was due to high trip counts and manpower issues. Ms. Barnes noted that 2 operators left, but are part time, some operators are dropping hours to work for school board.

Demand service was 66% versus subscription service of 34%. Passengers per hour was 1.73%; Ms. Barnes noted that with manpower issues, there is a decline in OTP when trying to accommodate more rides.

Ms. Perkins asked what plans are in place to implement of rectify the driver shortage. Me. Barnes noted that they have met with MV HR; they plan to place hiring signs on vehicles; use of job websites. There is not a large pool of applicants; First Transit is the major competitor paying \$15.00per hr to our \$12.50per hr. They will be reviewing proposals for bonuses and referrals.

III. Certifications – Dwana Williams

Ms. Williams reported that for the month of July, 40 applications were sent out, of which 21 were temporary certifications

Ms. Perkins asked if certifications were open for everyone. Ms. Williams responded that existing clients do not have to come in; new applicants are still being impacted by the manpower issue.

Mr. Hill asked if there was a backlog on certifications. Ms. Williams noted that some health/physical issues do not change, therefore there is no need to come in; temporary certifications are given – everyone is being accommodated and no one is being denied service. He also suggested utilizing a “satellite” location, where client could be seen – a go to the people approach.

IV. Customer service / Complaints – Angella Wynn

Ms. Wynn shared that there were 45 contacts for the month of July, of which 8 were valid; of the valid contacts, 2 were performance related, 3 were pass-ups. 1 was for courtesy, and 2 were safety- related.

Ms. Perkins asked if there were any issues with customers wearing masks. Ms. Williams responded that the mask mandate (state & federal) has remained in place. There was a customer complaint because an operator was not wearing a mask.

Commissioner Hill asked if there was any correlation between complaints and routes. Ms. Williams responded that sometimes there is and as such, are researched and reviewed.

Customer Service – Call Center – Jimmy Thomas

Mr. Thomas reported the call center continues to experience upward trends, and increased productivity. The call center received 17,738 calls, of which 16,983 were answered yielding a 95% performance level for the call center and a 5% abandonment rate. The average handle time for a call continues to be less than 30 seconds.

V. Council on Aging update – Dwana Williams

Ms. Williams reported that there were no new updates.

VI. CATS Engagement update – Pearlina Thomas

Ms. Thomas highlighted the following:

- **The line dancing well initiative was well attended**
- **A survey will be forth coming to put the message out as it relates to other wellness activities**
- **August 17th Social Media Influencers (promote tax) - The Vintage**
- **August 25th – launch partnership between UMO (contactless fare) and CATS**
- **August 25th – presentation before Metro Council**
- **Lunch of CATS Care page**
- **Partnership with Councilwoman Coleman and Council on Aging**
- **Video shown of first CATS Care employee profile**
- **CATS participated in the following community activities**
 - **Night out Against Crime with BRPD**
 - **Back to School drives**
 - **Bike Rides - Council members – Cole, Green, Coleman**

Ms. Perkins commented that board members and employees need to be made aware of these activities. Mr. Deville stated they will be included in the executive report as a special report.

Ms. Thomas explained the difference between “education” and “advocacy”, in reference to the tax referendum. CATS sought the opinion of the Ethics Board – board members can both educate and advocate but cannot raise money.

Mr. Hill asked who was leading the education effort. Mr. Deville noted that the Communications Director, as a staffer, along with Emergent Methods and Clay Young. Ms. Thomas will inform Mr. Hill on what information can be shared. She will also send Mr. Hill the link to the weekly Thursday CATS Connect call.

Ms. Perkins also stated that many people are not aware of the upcoming election, and that there needs to be more visibility in the community.

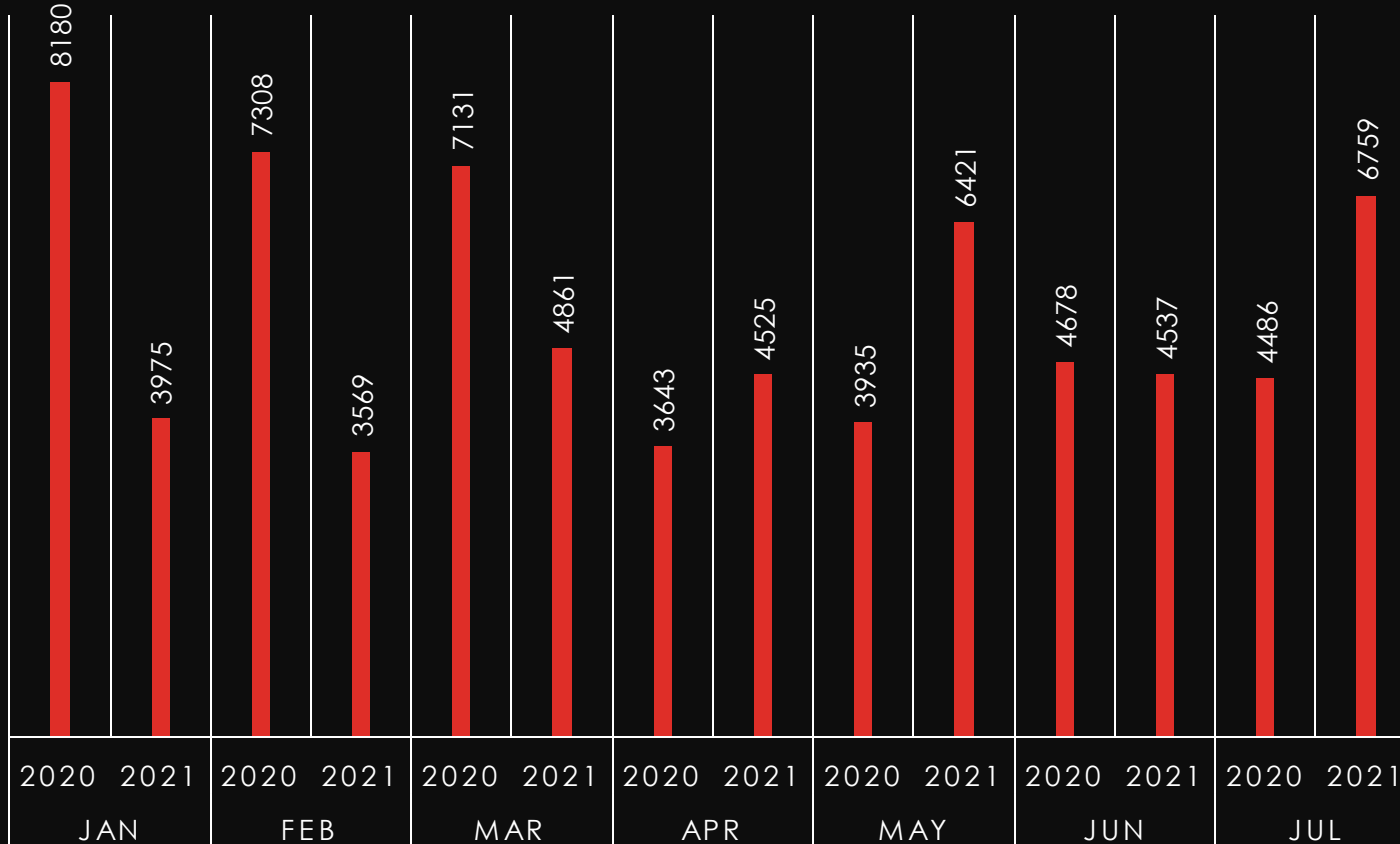
There being no other questions or business, the meeting was adjourned.



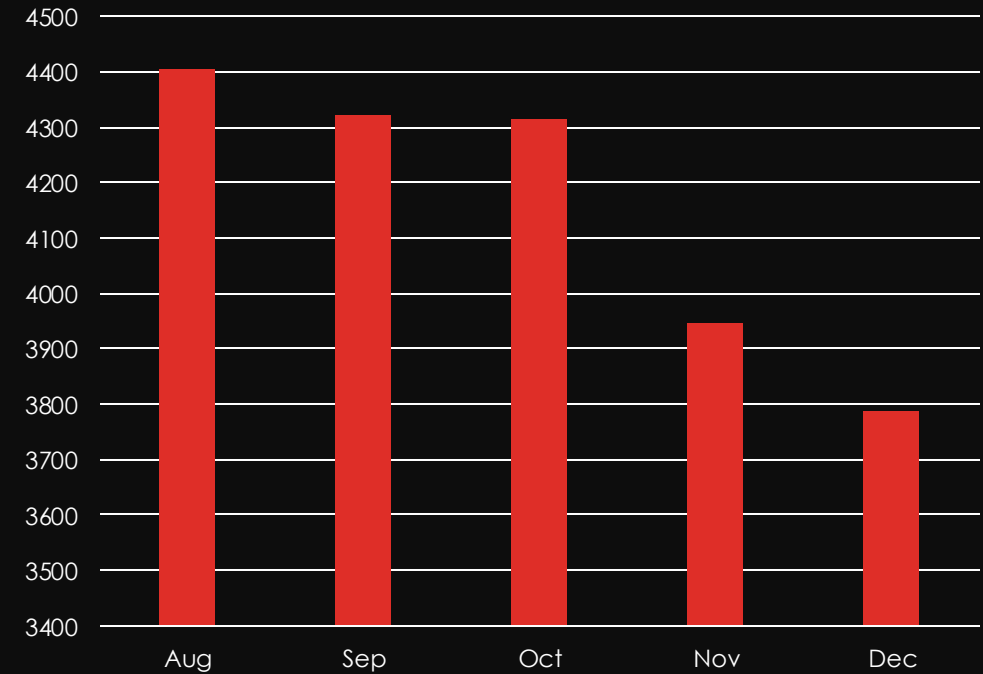
MV TRANSPORTATION

12 MONTH ROLLING SERVICE REPORT

SCHEDULED TRIPS

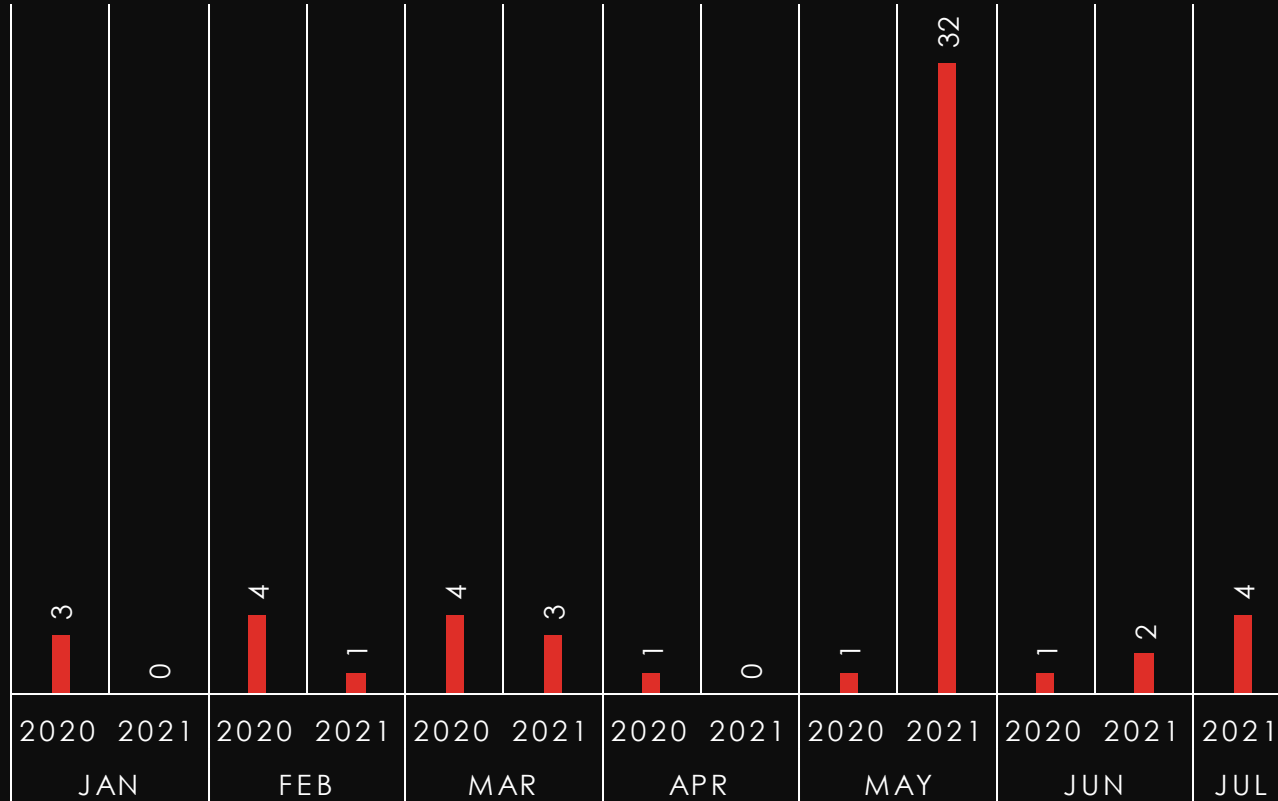


**January – July
2020 VS 2021**

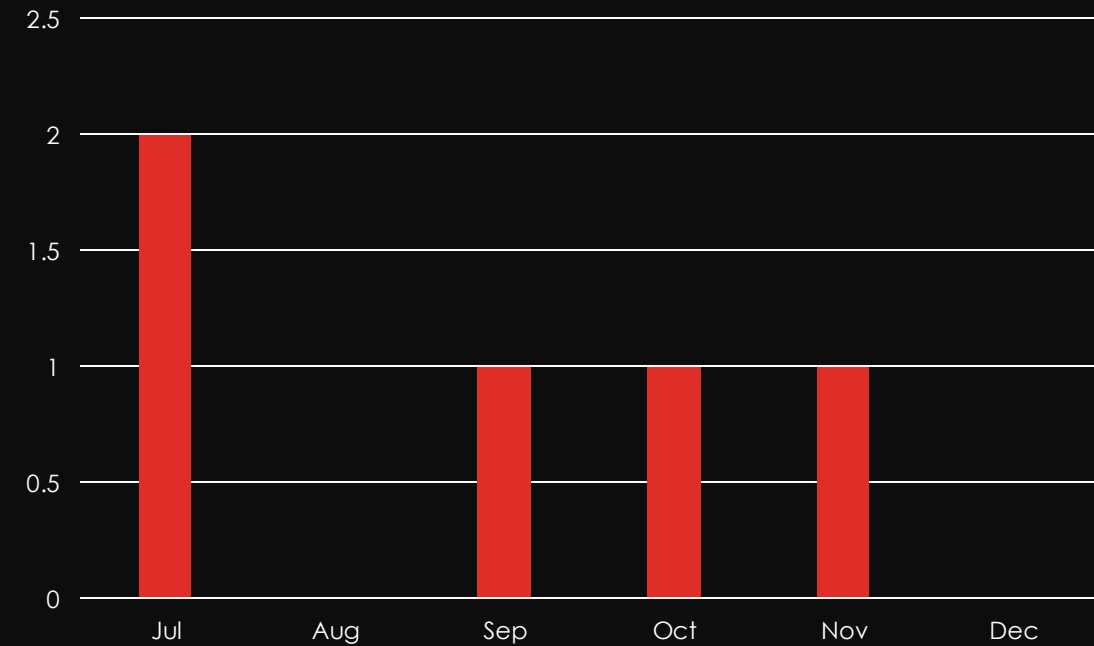


12 MONTH ROLLING

COMPLAINTS

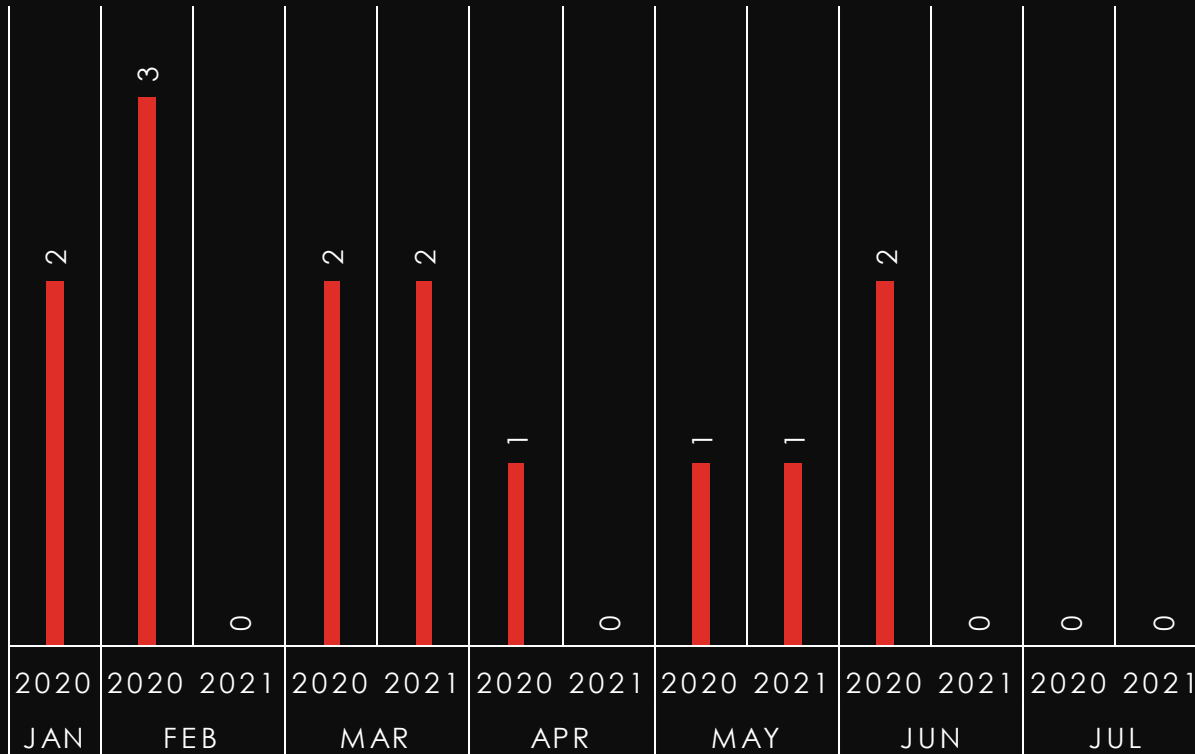


**January – July
2020 VS 2021**

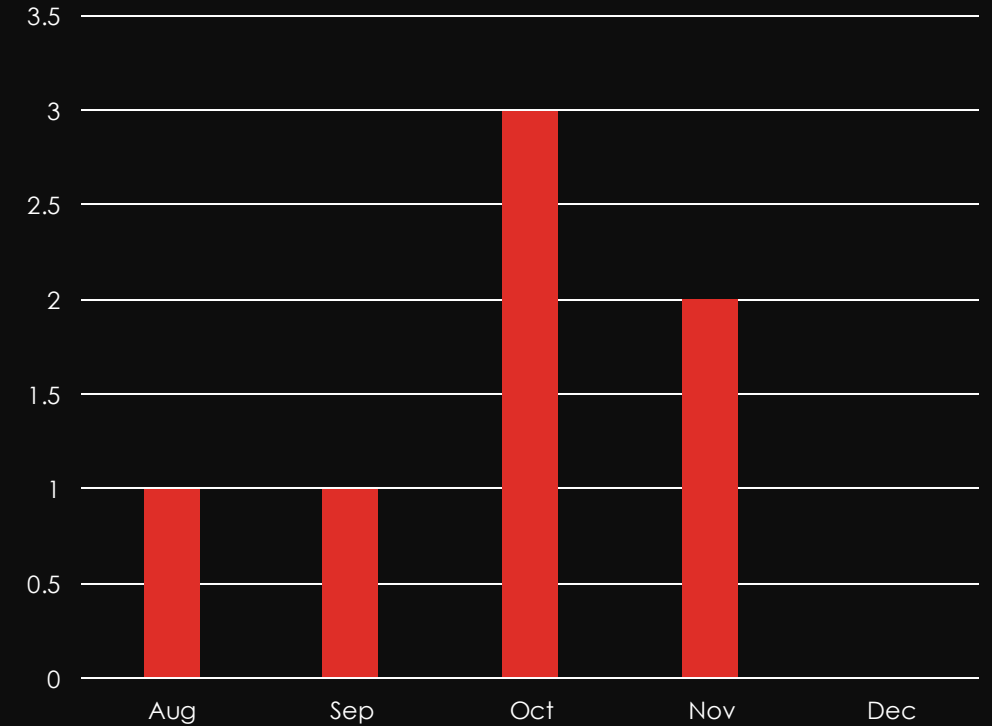


12 MONTH ROLLING

ROAD CALLS

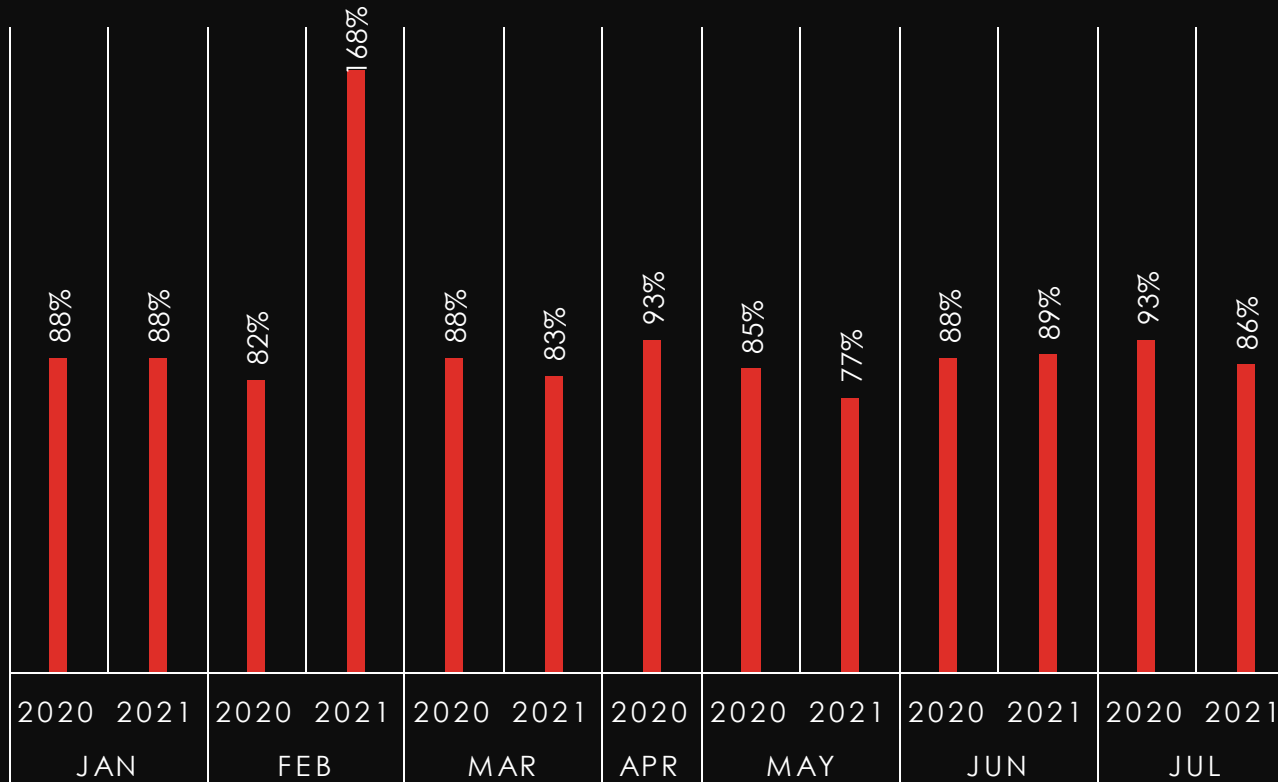


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2020 VS 2021**

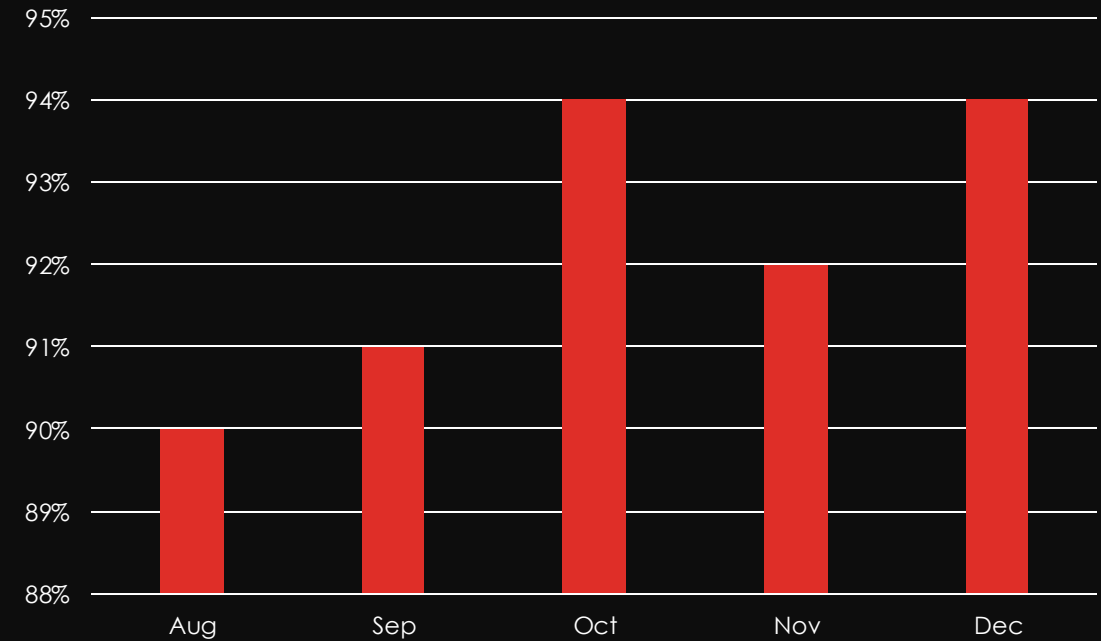


12 MONTH ROLLING

ON TIME PERFORMANCE

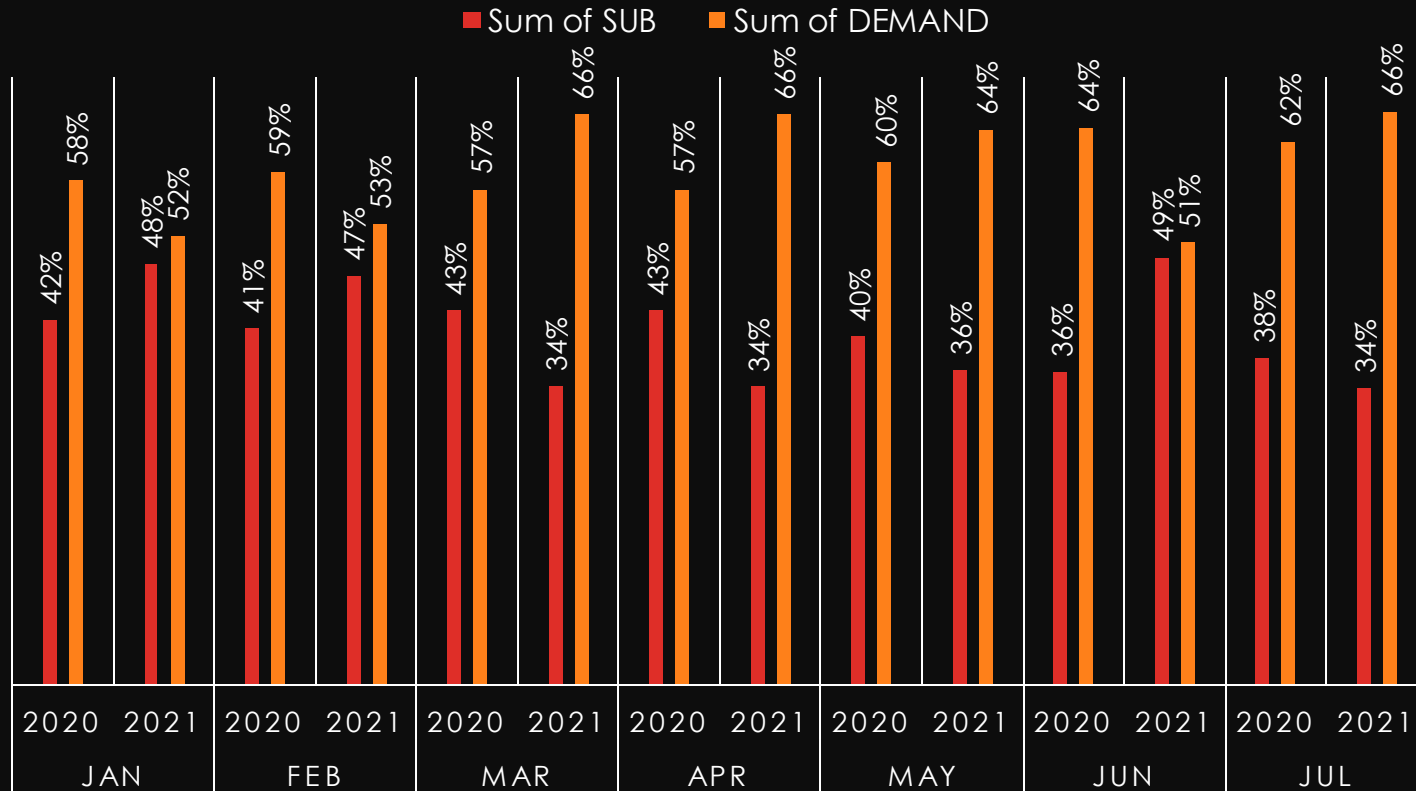


**January – July
2020 VS 2021**

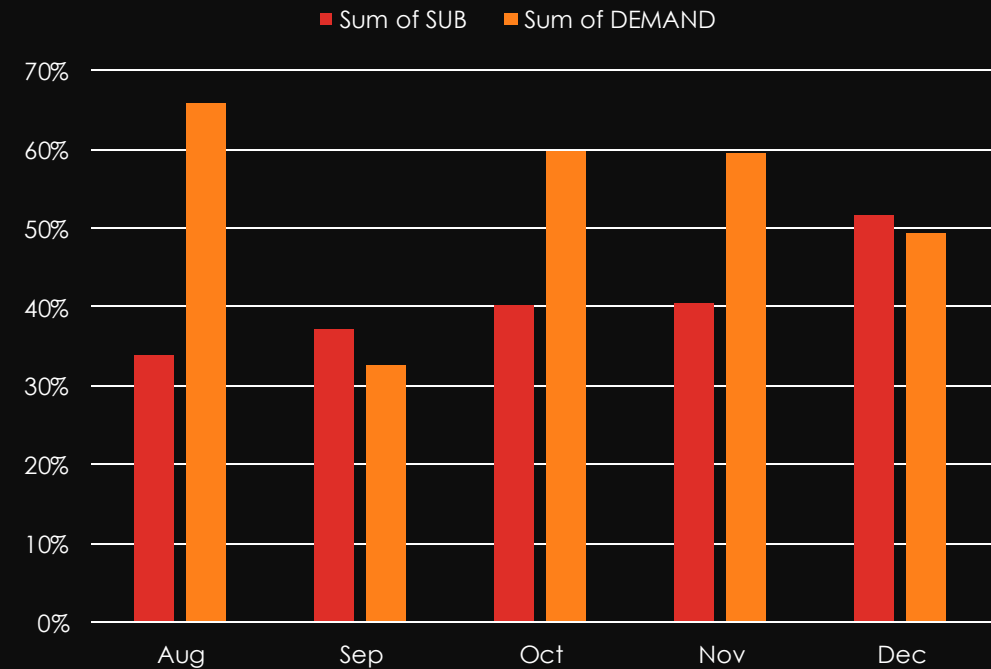


12 MONTH ROLLING

SUBSCRIPTIONS VS DEMAND

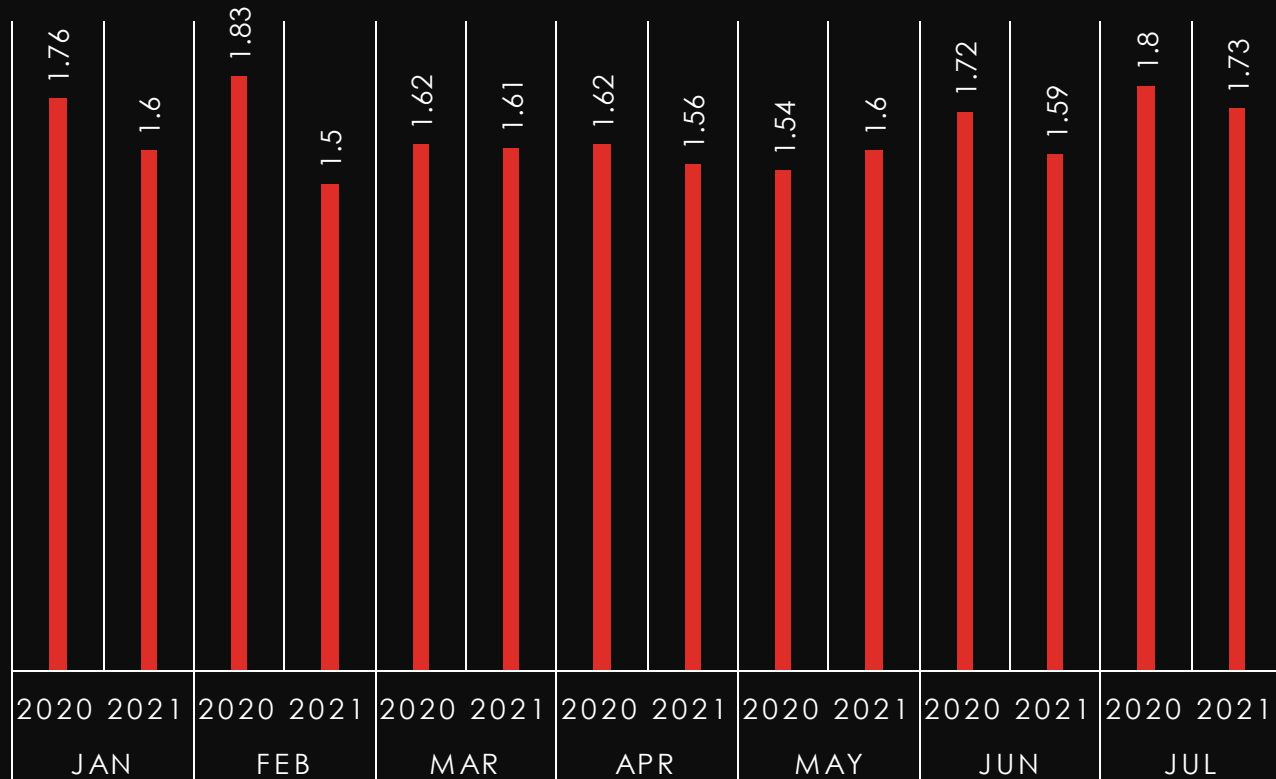


**January – July
2020 VS 2021**

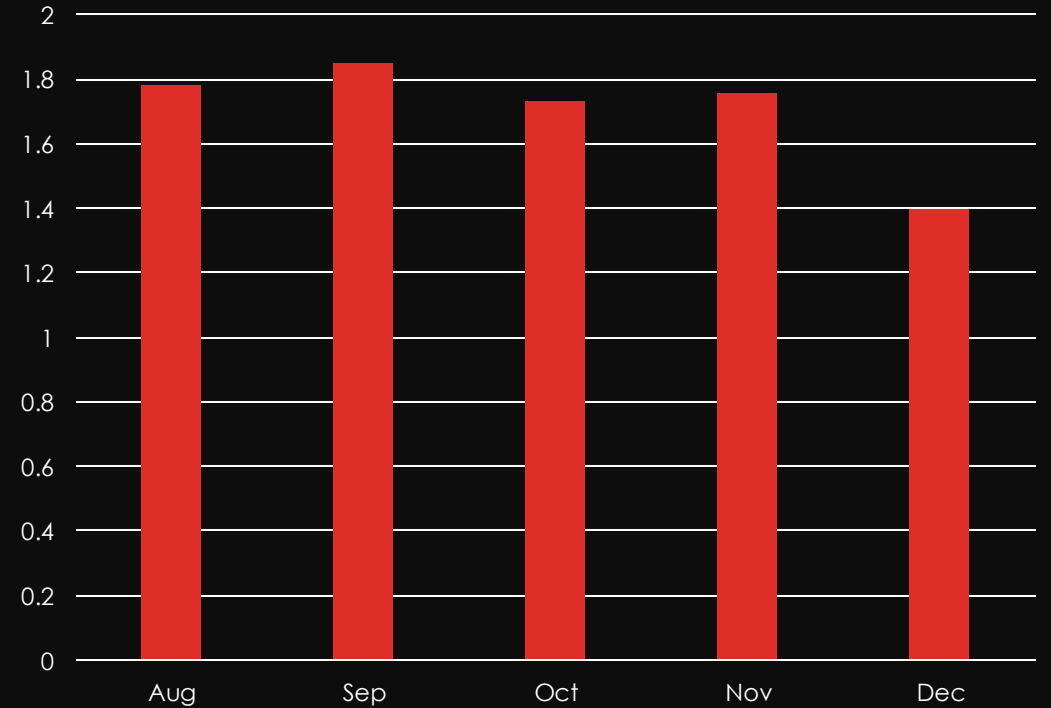


12 MONTH ROLLING

PPH- GOAL 1.5



**January – July
2020 VS 2021**



12 MONTH ROLLING

2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920

EXECUTIVE STAFF

John Cutrone
Comptroller
jcutrone@brcats.com



CATS BOARD APPROVAL REQUEST: Additional Audit Services

Date: August 17, 2021

Department requesting approval: Finance

Project Manager: John Cutrone

Project/Contract: Postlethwaite & Netterville-Audit Services

Project/Contract Date(s): 1/1/2019 Thru 12/31/2021

Renewal options (Yes/No): No

If yes, what year/option: Amendment #3

Budgeted project (Yes/No): Yes

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

Project/Contract Summary: Annual Financial Audit - This is the third proposed amendment for this contract. Audit Calendar Year ending 2020

CATS is requesting Board Approval for Amendment #3 is for an increase in Financial Audit fees for 2020 of \$49,800. The 2020 Financial Audit Fees are as follows:

Base Audit Fee -	\$33,500
Prep of December 31, 2020, Financial Statements -	\$13,000
Meeting/calls to follow-up and review audit status -	\$11,400
Pension Plan additional procedures -	\$6,000
SEFA preparation/reconciliation/CARES Act understanding -	\$5,000
Compensated absences calculation and reconciliation -	\$3,500
Additional work on legal claims liability -	\$4,400
NTD Reporting-	\$6,500
Total Amended Audit Fee for CYE 12/31/2020	\$83,300

The original contract value for Audit Services was \$97,000

2018 Financial Audit \$31,500	Amendment #1 \$119,500	TOTAL \$151,000
2019 Financial Audit \$32,000	Amendment #2 \$63,000	TOTAL \$95,000
2020 Financial Audit \$33,500	Amendment #3 Request \$49,800	TOTAL \$83,300

2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920

EXECUTIVE STAFF

CATS

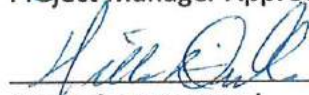
CAPITAL AREA TRANSIT SYSTEM

Connecting you to what matters.

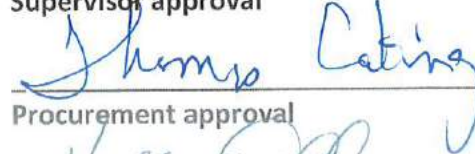
Project/Contract Amount: Not to exceed \$329,300.00




Project Manager Approval



Supervisor approval



Procurement approval



CEO approval

2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920



CATS BOARD APPROVAL REQUEST:

Contract / P.O. # TBD

Date: August 1, 2021

Department requesting approval: Maintenance

Project Manager: James Godwin

Project/Contract: 2nd Renewal for Bridgestone- Tire Lease Contract

Project/Contract Date(s): September 1, 2021 thru August 31, 2022

Renewal Options (Yes/No): Yes, 2nd year renewal, orig. PO#2017056

Budgeted project (Yes/No): Yes

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

Project/Contract Summary: Ref: ITB 2017-Tires-004

CATS and Bridgestone America Tires entered into a three year contract with up to two (2), 12 months annual renewals, with the board approval back in 2017. The first three years of the contract was not to exceed \$600,000.00. CATS is requesting that the board approve the last 12 months' annual renewal of this contract.

Project/Contract Amount: Not to exceed \$200,000.00



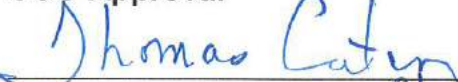
Project Manager Approval



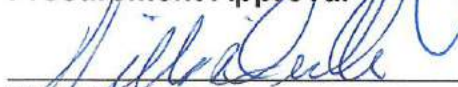
Supervisor Approval



COO Approval



Procurement Approval



CEO Approval

Rhonda Kimbel
Procurement Analyst
rkimbel@brcats.com

brcats.com

CATS Procurement Listing for CATS Board

**August 17th
2021**

Yellow = Action Item / needs Board Approval now

Blue = Projects Pending Board Action within 1 to 3 months

Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
A								
A&E Design Services Transit Amenities & Related Equip PR #934 RFQ 2019- AmenitiesDesign-005	A&E Design Services	Reich Landscape Architecture	Approx Cost \$180,000	6/20/19	6/19/2024	06/15/19	RFQ for Design Services for Transit Amenities and Related Equipment	Future BRT work will not be completed via this contract. 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.
Audit Services CATS & Pension External Audit Services	Service Contract	Postlethwaite & Netterville	Contract Value with increase for CYE 2020 \$329,300	Jan 2019	Dec 2021	06/23/20	External Audit Services	Request 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 total of \$95,000</u> 7/16/19 – Board approved additional \$119,500 for CATS CYE 2018 to initial \$31,500 for <u>new 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.
C								
Claims Adjuster Bus Fleet Liability & Worker Comp	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	12/15/20 Board approved extension until 12/31/21. New RFP being developed. 06/23/20 Board Approved to extend. Period Extension thru 12/31/20 allowing time to formulate <u>new RFP</u> . 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

**August 17th
2021**

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Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
D								
Drug & Alcohol 3rd Third Party Adm D & A Services for Safety Sensitive	Services New RFP	IHSN 6 th 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	Preparing to execute agreement via state contract with new vendor in 4 th qtr 2021. 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.
F								
Financing Bus Finance Lease /Purchase (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.
Fuel Diesel and Gasoline Joint C-P & CATS Contract Approved thru 10/31/2021 7 th 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.	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

**August 17th
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
G								
Graphic Design Services	Service	Rockit Science	\$160,000 Maximum 2 st Renewal \$160,000 Maximum 1 st Renewal \$125,000 Maximum per year	10/1/20 10/1/19 10/1/18	9/30/21 9/30/20 9/30/19	9/22/20 9/17/19 09/18/18	Assist CATS in creating and executing marketing programs, incl. marketing strategies and designs to increase CATS ridership base, build and maintain a positive brand in the community, and showcase the accomplishments of the Agency.	Board Approved 09/22/20. 9/17/19 – Board approved 1 st renewal through 9/30/20 for Strategic Creative Consulting Services under this contract. 9/18/18 – Board Approved. 7/27/18 - An RFP solicitation was sent to 52 graphic design firms. CATS received 5 proposals which were evaluated by the Proposal Evaluation Committee (PEC). Highest scoring firm is Rockit Science, with contract award recommendation to be in the amount of \$125,000 for 12 months, with the option for up to four (4) twelve-month renewals.
H								
HVAC Upgrade 2250 Florida Blvd	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.
I								
Insurance Auto Physical Damage Policy	Services	Stone Agency	\$74,900	9/20	09/21	09/22/20	Auto damage including terrorism coverage	Board Approved so Accounting has addressed this matter.
Information Technology ASA Firewall	Materials & Services State Contract	Transformyx	\$75,424	8/21	08/24	06/15/21	Networking and Services for Firewall replacement	Request Approved for Networking and Services for Firewall Replacement. Hardware and software.

CATS Procurement Listing for CATS Board

**August 17th
2021**

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Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
L								
Legal Services Employment Law	Services	Breazeale, Saches & Wilson, LLP	\$125,000	04/08/20	04/08/21	11/17/20	Contract Increase by \$75,000 Legal Services relating to Employment and Labor Matters. PO2020177	04/18/21 New contract is being formulated for consideration. 11/17/20 Board Approved Contract increase by \$75,000. Services to include: Employment Law, including legal services with ongoing dealings with the Amalgamate Transit Union (Local 1546) in negotiating and administering of the collective bargaining agreements with its employee's union, grievance and interest arbitrations, civil rights, ADA, wage and hour, and other employment claim. Other services will be supplies per direction of the CEO.
O								
Oil Products	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	Board Approved. Prior year vendor is being replaced. 12/01/20 – Bid Opening. Provided here for the Boards information since this went out in one Invitation to Bid but awarded to 2 different vendors based on the lowest bid for specific products.
On-Call Services RFP PR # 2019-On-CallServices-	Consulting	The Goodman Corporation	\$160,000	08/01/20	07/31/21	07/21/20	TO 001 Sub-Area Planning approach for transit options	Task order 001 issued for \$160,000..Board Approved up to \$160,000. This task includes technical analysis, public outreach, alternatives, and implementation plan for micro-transit service.
On-Call Services RFP PR # 2019-On-CallServices-	Consulting	Atlas Technical Consultants	\$354,770	08/03/20	12/31/21	07/21/20	TO 001 for Program Management. General Administrative Support, Project Development, Delivery and Planning Services for 5 year Capital Improvement and Investments Plan	Period of Performance Extended to 12/31/21. Task order 001 issued for \$354,770.Board Approved up to \$354,770.This task will provide administrative support for project development & planning for capital improvement plan.

CATS Procurement Listing for CATS Board

**August 17th
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
On-Call Services RFP 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 Administrative Support, Project Development, Delivery and Planning Services for 5-year Capital Improvement and 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.
On-Call Services RFP 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.
On-Call Services RFP 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.
On-Call Services RFP 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

August 17th
2021

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Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
P								
Paratransit Services ADA	Service	MV Contract Transp.	NTE \$2,324,667 1 st 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 st 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.
S								
Security Guard Services	Service	Weiser Security Services, Inc.	Approx. \$237,000 annual cost	Extension approved & rebid 3rd quarter 2021 2 nd of 2 renewals 1/1/19 1 st of 2 one-year renewals	12/31/21 12/31/20	12/15/20 1/21/2020	24/7 - Security Guard Services at CATS 2250 Florida Blvd. location.	Contract Signed 01/06/21. Rebid 2021 still pending. 12/15/20 Board Approved to extend for 1 year starting 01/01/21. 3/1/2020 – Contract renewed. 11/13/18 - Board approved 11/8/18 – F&E Committee approved to move to full Board. Board Approved original award on 1/15/16 – Security contract awarded to Weiser Security Services, Inc. 3-year contract with 2 options to renew for 12-months each.
Software ERP System 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.
Software RouteMatch Services	Service	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

August 17th 2021		Yellow = Action Item / needs Board Approval now					Blue = Projects Pending Board Action within 1 to 3 months	
Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
T								
Tire Lease for Buses (Maintenance) Contract for 3 years thru 8/31/20 w/2 one year renewals thru 8/31/22	Material Supply ITB	Bridgestone Americas Tire Operations, LLC	2 nd option year estimated cost is \$200,000 per year 1 st option year estimated cost is \$204,800 per year \$600,000 (est cost for 3 years) -----	09/01/21 9/01/20 09/1/17	08/31/22 8/31/21 08/31/20	1/21/20 07/18/17	Tire lease for buses	Requesting Board Approval to exercise 2 nd of 2 one year options. 08/18/20 Board Approved to exercise 1 st 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.
Technical Innovation Services	Service	Cubic Transport Systems, Inc	Not To Exceed \$215,000	7/01/21	06/30/22 (3) 1 yr options	06/15/21	System to improve and grow CATS fixed routes.	Board Approved 06/15/21. Contactless Fare collection system as part of the Covid-19 Mitigation Research Grant.
V								
Vehicles Electric Buses (3) (35ft) w/Extended Battery Range and install 3 electric charging stations	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 rd Order 12/20/2019 – 2 nd order 01/16/18	12/31/23 3 rd Order 12/20/20 – 2 nd 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 nd order arrived in 2021. PO Issued 11/18/20 for 3 rd and final order. 11/17/20 Board Approved request for 3 rd order for 3 buses. 3 rd Order Deliver anticipated in 2023. 12/20/19 – 2 nd 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 st 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.
Vehicles Diesel Buses (7) 35ft Delivery 2023 & 2024 <i>8 buses Delivered Nov/Dec 2018</i>	Rolling Stock ITB	Gillig, LLC 35 ft diesel	\$3,489,166 final order. 2021 for 7 buses for delivery in 2023 & 2024 3 rd order. Purchase of 8 buses 56 Buses will be	2021	2024 8 buses delivery in Nov/Dec 2018	1/22/21 Board Approved To purchase 12 buses	Final 7 Buses- Delivery 2023 and 2024	2 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. 1/3/19 – Procurement was notified that all 8 buses have been received by CATS Maintenance. 7/21/17 P.O. sent to Gillig – 7/17/17 – Pending P.O. / will be issued this week to Gillig for 8 buses. Waiting on Buy Am info from

CATS Procurement Listing for CATS Board

**August 17th
2021**

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Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
<i>*orders as needed – on going until contract expires</i>			ordered over 5 years thru 2020 36 less 8 = 28 Assignments left on the bid			on 12/20/16 week of 7/17/17		them before sending P.O. The delivery date is 16 months. 4/11/17 – Awaiting approved PR from CEO to issue PO for 8 buses (on hold). 3/21/17 – Update: P.O. pending since board approval in Dec. 2016.P.O. changed to reflect the purchase of 8 buses instead of 12.
Vehicles 3-Electric Buses - Lease for 2 years	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.
Vehicle Bus Cameras	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.
W								
Website Re-Design	Website Services	Covalent Logic	\$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 nd 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)

August 2021

Description	Vendor Name	Amount	Start Date	End Date	CEO Approved	Services Provided	Comments
Advisor to Senior Management for Strategic Guidance	S W Leader, Inc.	\$50,000	6/01/20	6/01/21	06/20	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
Advisor to Senior Management for Strategic Guidance	Aries 2.0 Management Group, LLC	\$50,000	4/10/20	4/10/21	04/20	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
Consultant to CATS CEO	New Age Industries	\$50,000	3/1/20	12/31/20	03/20	Professional Services - Paul Tolliver (Consultant to CATS/CEO) PO 2020117	Senior Advisor to CATS Senior Management in the areas of: Technology, Operations, BRT Programing, Capital Improvement Program and other duties assigned by the CEO
Federal Grants Guidance	Stephanie Pulley	\$50,000	4/7/20	4/7/21	04/20	Federal Grants Strategic Guidance PO 2020151	Services will include grant strategic guidance, as well as procurement and accounting strategies
Federal Grants Strategic Guidance	Sullivan Bosworth LLC	\$50,000	2/10/20	2/10/21	02/20	Federal Grants Strategic Guidance PO2020073	Strategic Guidance for grant identification and grant management processes
Government Relations Consulting	Southern Strategy Group of LA	\$50,000	1/1/21	12/31/21	03/08/21	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)

August 2021

Description	Vendor Name	Amount	Start Date	End Date	CEO Approved	Services Provided	Comments
Legal Services To Amend and Create Policies and Procedures	Broussard Dispute Resolutions	\$50,000	5/1/21	4/30/22	05/21	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
Consultant to CATS CEO. Support for Maintenance, Operations including Bus Inspection	ESA Management & Engineering Consultant	\$50,000	12/24/19	12/24/21	12/19	<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
Litigation Support Services	Lyons Research Group	\$50,000	02/19/21	02/19/22	02/19/21	<i>Support Litigation as directed by CATS</i>	Support with investigations as directed by CATS.

2021 Contracts Authorized by CATS CEO

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

August 2021

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