



**REGULAR MEETING
OF THE
BOARD OF COMMISSIONERS
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
January 18, 2022
4:30 p.m.
BREC Administration Building
Commissioner's Room
6201 Florida Blvd
Baton Rouge, Louisiana 70806**

AGENDA

- I) CALL TO ORDER: Mr. Kahli Cohran**
- II) ROLL CALL: Mr. Theo Richards**
- III) APPROVAL OF MINUTES OF December 14, 2021 BOARD MEETING: Mr. Kahli Cohran**
- IV) PRESIDENT'S ANNOUNCEMENTS: Mr. Kahli Cohran**
- V) ADMINISTRATIVE MATTERS**
 - 1. Executive and Financial Report: Mr. Bill Deville and Executive Staff**
- VI) COMMITTEE REPORTS AND ANY ACTION THEREON**
 - 1. Finance & Executive: (no meeting held)**
 - 2. Technical, Policies & Practices: (no meeting held)**
 - 3. Audit: Mr. Matt Thomas (no meeting held)**
 - 4. Planning: (no meeting held)**
 - 5. Community Relations: Ms. Linda Perkins**
 - 6. Board Nomination:**
- VII) ACTION ITEMS**
 - 1. Consideration of approval of the Atlas Task Order Three Addendum**
 - 2. Consideration of approval of the renewal of Mansfield Oil Contract**
- VIII) ADJOURNMENT**



CAPITAL AREA TRANSIT SYSTEM

Connecting you to what matters.

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

December 14, 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 Thomas, Cohran, Lambert, Pierre, Green, Bellue and Hill. Virtually Breaux. Also present were Mr. Bill Deville, CEO; other CATS staff; and members of the public.

III. APPROVAL OF MINUTES OF November 16, 2021 BOARD MEETING: Ms. Erika Green

Ms. Pierre moved to approve the minutes of the November 16, 2021 meeting and Ms. Green seconded the motion. Ms. Green invited public comment and there was none. The motion carried unanimously with no abstentions

V. PRESIDENT'S ANNOUNCEMENTS: Ms. Erika Green

Ms. Green acknowledged and thanked Commissioner Bellue and Lambert for their years of service to the CATS Board of

Commissioners.

VI. ADMINISTRATIVE MATTERS

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

Mr. Deville acknowledged and thanked Commissioner Green for her years of service to the CATS Board of Commissioners.

OPERATIONS: Dwana Williams

Ms. Williams noted that there are currently 112 total operators, 97 active and 15 inactive for various reasons.

Ms. Williams noted that the November Operations Challenge winners were Paula King, LaTasha Carline, Bobbie Horton, Kiera Wilson, and Tammie Wilson.

The November Maintenance challenge winner will be announced in January.

The November Customer Service challenge winner was Delecia Marshall and the Customer Service Top Performer is Michelle Scott.

Ms. Williams operations performance measures less than this time last than last year but it is the third highest of the year. We saw increased ridership on three routes.

On Time Performance (OTP) lower than this time last year but higher than the past three (3) months. Traffic congestion and pressure points affect OTP.

Percentage of trips operated 93.97% down from this time last year and up the last three months. Cadet class of 13, one was fast tracked because he was a previous employee and is currently in service. Of the 12 – six (6) went with line instructors this past Tuesday (December 7, 2021). The other six (6) are doing their behind the wheel training so they can be scheduled for their third party test out between December 14th – 20th. We are looking for a new class to start January 8th.

Preventable accidents is lower than this time last year, but slightly higher than our 2.5 goal for the month.

Mileage for the month is higher than this time last year and lower than the previous month.

Mean Miles between road calls is lower than this time last year but higher than the previous month. We did not meet our 8000 goals.

We are seeing some relief with recovering some of the parts we were writing on and we have some spare parts in maintenance.

PLANNING AND PROGRAM DEVELOPMENT: Cheri Soileau
Cheri Soileau announced the planning report that was given out at the Planning Committee Meeting. If you want to go through it just send me an email. We will set up a time and we will bring in the consultants to do it and to explain everything to you. This is a snapshot of what is out there. The next step is public outreach which we will be in January and February.

The Microtransit contract was sent to River North. It's a 12 week start up process.

Public outreach is beginning on the Bus Rapid Transit in January.

Operations, Administration and Maintenance Feasibility will begin in January.

ADMINISTRATIVE UPDATES: Pearlina Thomas

Hitachi will be on site this week for in person training and also work on developing on a customer marketing plan.

Contactless payment is moving along with development of education campaign and business development.

The CATS procurement attended the LA procurement conference on scholarship.

We have some events listed from CATS Cares that we participated in last month.

We provided transportation from the Leo S. Butler center Christmas parade.

Ms. Thomas introduced the owner of Diamond Security, CATS new unarmed security services.

COMMUNICATIONS:

Continuing to engage Operations to make sure Rider Alters are updated on the website, and on social media. I'm working on yearly recaps for Mr. Deville, our staff and customers; otherwise I think everything else is covered in your packet.

TECHNOLOGY: Bill Deville, Paul Simon

The technology enterprise system is still on track with the go live for phase one scheduled with financials for the 4th quarter 2021.

Finance is completely the user acceptance testing and have begun user training. The HR phase is currently underway.

Finance: John Cutrone

John Cutrone presented the November financials and noted that the total current assets as of November 30, 2021, are current assets \$27,766,621. The total assets are \$51,841,460. The total current liabilities are \$4,889,744 and the total liabilities are \$7,164,978. The total net assets are \$44,676,482. The total liabilities and net assets are \$51,841,460.

The total operating expenses for the month of November are \$2,487,136.

The total CATS-generated operating revenues for the month as of November 30, 2021, are \$180,175. The total non-federal subsidies for the month are \$1,739,586 and the total federal subsidies are \$685,495.

The total operating revenues as of November 30, 2021 are \$2,460,031.

The net operations balance for the month as of November 30, 2021, is a deficit of (\$27,105). The net operations balance for the year is a deficit of (\$256,256).

BD if there are no questions 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 December 9th meeting in their packets and reviewed the highlights.

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

Dr. Breaux noted the committee met on December 2nd with two presentations. One presentation was regarding the updated pandemic policy and updated audit findings by the comptroller.

3. Audit: Mr. Thomas

Mr. Thomas noted the committee did not meet.

4. Planning: Mr. Cohran.

Ms. Cohran noted the minutes were in the packet.

5. Community Relations: Ms. Linda Perkins

Mr. Hill noted the committee did meet on and the minutes for December 8, 2021.

Ms. Barnes was presented the MV Report.

VIII. ACTION ITEMS

- 1. Consideration of approval of the CATS 2022 proposed budget**
Mr. Cutrone explained the proposed CATS 2022 Budget.

Mr. Thomas moved for the approval CATS 2022 proposed budget. Mr. Hill seconded the motion. Ms. Green invited public comment and there was none. A roll call vote was held. A roll call vote was held. In favor, Bellue, Cohran, Green, Hill, Thomas, Breaux, Lambert, & Pierre. Against – none Abstain - none. Absent – Perkins. The motion carried.

- 2. Consideration of approval for the P&N Purchase Order Adjustment**
Mr. Cutrone and P&N explained the purchase order adjustment for the current P&N contract.

Mr. Lambert moved the approval for the approval for the P&N Purchase Order Adjustment. Mr. Bellue seconded the motion. Ms. Green invited public comment and there was none. A roll call vote was held. In favor, Bellue, Cohran, Green, Hill, Thomas, Breaux, Lambert, & Pierre. Against – none Abstain - none. Absent – Perkins. The motion carried.

- 3. Consideration of approval for the amendment of the Intueor Contract**

Mr. Doucet explained the amendment for the current Intueor contract.

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

- 4. A resolution providing for canvassing the returns and declaring the result of the election held in the City of Baton Rouge, State of Louisiana, on Saturday, November 13, 2021, for the purpose of authorizing the renewal of the levy and collection of a 10.6 mills ad valorem tax on all the property subject to taxation within the boundaries of the City of Baton Rouge, State of Louisiana, for a period of ten (10) years, commencing with the tax collection for the year 2022, and annually thereafter, to and including the year 2031, to provide funds to be used entirely and exclusively for the purpose of improving the availability and quality of public transportation for the City of Baton Rouge, including decreasing wait times, improving the efficiency of routes, and improving signs and shelters, and to provide funds for the operation and maintenance and acquisition needs of the Capital Area Transit System to provide transportation service; and providing for other matters in connection therewith.**

President Green the resolution read into record.

Mr. Lambert moved the approval for the resolution. Mr. Hill seconded the motion. Ms. Green invited public comment and there was none. A roll call vote was held. In favor, Bellue, Cohran, Green, Hill, Thomas, Lambert, & Pierre. Against – none Abstain - none. Absent – Perkins & Breaux. The motion carried.

- 5. A resolution providing for canvassing the returns and declaring the result of the election held in the City of Baker, State of Louisiana, on Saturday, November 13, 2021, for the purpose of authorizing the renewal of levy and collection of a 10.6 mills ad valorem tax on all the property subject to taxation within the boundaries of the City of Baker, State of Louisiana, for a period of ten (10) years, commencing with the tax collection for the year 2022, and annually thereafter, to and including the year 2031, to provide funds to be used entirely and exclusively for the purpose of improving the availability and quality of public transportation for the City of Baker, including decreasing wait times, improving the efficiency of routes, and improving signs and shelters, and to provide funds for the operation, maintenance,**

and acquisition needs of the Capital Area Transit System to provide transportation service; and providing for other matters in connection therewith.

President Green read the resolution into record.

Ms. Pierre moved the approval for the resolution. Ms. Green seconded the motion. Ms. Green invited public comment and there was none. A roll call vote was held. In favor, Bellue, Cohran, Green, Hill, Thomas, Lambert, & Pierre. Against – none Abstain - none. Absent – Perkins & Breaux. The motion carried.

6. Consideration of authorization to settle the claims of Chekita White under the terms of the settlement and judgement payment policy adopted by the Board on July 20, 2004 as amended. (This matter might possibly be discussed in executive session. As required by the Open Meeting Law, notice is hereby given that this claim is pending in the 19th Judicial District Court and is Suit Number 678,662, Section 22; and that Chekita White is the plaintiff and Capital Area Transit System and Raquita Joseph are the defendants.)

Ms. Pierre moved to enter to executive session. Mr. Lambert seconded the motion. Ms. Green invited public comment and there was none. A roll call vote was held. In favor, Bellue, Cohran, Green, Hill, Thomas, Lambert, & Pierre. Against – none Abstain - none. Absent – Perkins & Breaux. The motion carried.

Executive session ended and the board meeting resumed at 6:15 pm

Ms. Green moved the approval for the authority to the general counsel to settle the claim with Chekita White. Mr. Thomas seconded the motion. Ms. Green invited public comment and there was none. A roll call vote was held. In favor, Bellue, Cohran, Green, Hill, Thomas, Lambert, & Pierre. Against – none Abstain - none. Absent – Perkins & Breaux. The motion carried.

IX. ADJOURNMENT

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

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

COVID-19 UPDATES: *Bill Deville*

- **Mass Transit users are still required to wear masks under national and local government mandates.**
- **CATS Leadership created and implemented PHASE II - RETURN OF OPERATIONS COVID-19 MITIGATION AND MANAGEMENT, MANDATORY VACCINATION AND MASK MANDATES - APPENDIX T – RESPONSE TO PUBLIC HEALTH EMERGENCY CAUSED BY EPIDEMIC OR GLOBAL PANDEMIC**
- The purpose of this policy is to provide a healthy and safe working environment for employee, their families and to protect the public from Covid-19 infections. Vaccination is a vital tool to reduce the presence and severity of COVID-19 cases in the workplace, in communities, and in the nation. CATS, political subdivision of the State of Louisiana has adopted this mandatory vaccination policy is to safeguard the health of our employees, their families, and the transit public from the hazard of COVID-19. This policy is consistent with the March 11, 2020 – proclamation Number 25 JBE 2020 in which the Governor declared that a statewide public health emergency existed in the State of Louisiana because of COVID-19 and authorized the appropriate state agencies to take the appropriate actions under law. In Proclamation Number 234 JBE 2021, the Governor renewed the emergency declaration for the COVID-19 Emergency as such measures were deemed necessary to protect the health and safety of the people of Louisiana.
- Though there was a reduction in the COVID-19 infection rate in the State of Louisiana and in the service area of CATS, the emergence of the Delta and **Omicron** variances prompted the Governor to declare that a public health emergency exists because of the continued threat to Louisiana citizens by COVID-19. CATS accepts this and the guidance of the Center for Disease Control, the Louisiana Department of Health, and the Office of Homeland security and Emergency Preparedness.

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Principally noting the scientific determination that vaccinations against COVID-19 is the most effective way to protect the health and safety of the people of Louisiana.

- CATS continues to comply in accordance with PROCLAMATION NUMBER 137 JBE 2021, COVID-19 PUBLIC HEALTH EMERGENCY MITIGATION MEASURES STATEWIDE MASK MANDATE, and the CDC order as found at: [https://www.cdc.gov/quarantine/pdf7Mask-Order-CDC GMIT 01-29-21-p.pdf](https://www.cdc.gov/quarantine/pdf7Mask-Order-CDC%20MIT%2001-29-21-p.pdf).
- Rear door boarding ended, and fare collections were successfully resumed in May; CATS is incrementally changing safe spacing bus loads, as compliance regulations allow, and adding frequency to major “Lifeline” route schedules, as demand picks up.
- CATS has completed its employee Covid 19 Vax survey, reviewed the results; and is now applying everchanging revised and updated government requirements to its policies, as it prepares for the December TPP board committee meeting; even as frequent changes to Covid requirements by the government continue frequently, CATS is finalizing ways to plan, develop, and implement policies and procedures it can trigger for the remainder of this Covid pandemic period, or future ones - targeting a vaccination and testing procedure that allows CATS to continue its mandated essential transit services while complying with Federal, State, and Local regulations (literally as they change with frequency due to the new Covid variant);
- Any review will then show that we have acted in accordance with the emergency declaration and proposed policies which counsel understands that CATS has put in place and need to be formalized. Note that some need HR, Operations, Communications, and other staff collaborative input to document the actual practice.
- At the December TPP Board Committee meeting, it was noted that the Counsel for Pandemic/Covid compliance program issued a compliance documentation directive for CATS Interim HR Director.
 - HR, Operations, Communications, and other staff collaborate input to *fully document* COVID-19 Policies and

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OPERATIONS: *Dwana Williams*

- There are 111 total operators, 92 actives, 19 inactive.
- The December Operations challenge winners for OTP are Latesha Carline, Paul King, Juanita Sanford, Tammie Wilson, and Al Weeden.
- Top Overall OTP 2021: Al Weeden
- Operator of the Year 2021: Cynthia V. Johnson
- The December Maintenance challenge winner for productivity is Jacob Lands.
- Maintenance Productivity of the Year 2021: James Scott.
- The December Customer Service challenge for least abandoned calls is Agnes Brown.
- The December Customer Care Top Performer is Darlene Paul.
- Customer Care of the Year 2021: Emily Maten.
- Operations and Maintenance employees collected toys a full box of that were dropped off to the Probation and Parole office on Wednesday, December 22, 2021.
- CATS is partnering with (CAPARC), Capital Area Re-Entry Coalition for Transportation.
- CATS Ambassadors 2022
- Human Trafficking Training
- Service changes scheduled January 16, 2022.
- See attached Performance Measures that reflect measures for the month.

PLANNING AND PROGRAM DEVELOPMENT: *Cheri Soileau*
SERVICE:

- Comprehensive Operational Analysis (COA)
 - Public Outreach in Late Winter/Spring 2022
- North Baton Rouge/Baker Microtransit Pilot Project
 - Contract under development
- Plank-Nicholson Bus Rapid Transit
 - North Transit Center/Station
 - Kick-off Meeting: January 13, 2022
- Operations, Administration, and Maintenance Facility Feasibility Study

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

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

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

COVID-19 Mitigation Research Grant Contactless Payment Project

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

TECHNOLOGY: *Bill Deville; Paul Simon*

- Tyler Technology Enterprise System
 - The Phase 1 - Financials of Tyler ERP implementation is LIVE. The Phase 2 - HCM(Human Resources) is continuing with data conversions and system configuration. Phase 2 HCM(HR) is still on track to go LIVE the second quarter of 2022.
- Planning, Grants, and Operations, along with AVL, Maintenance, and IT staff are seeking solutions and grant funding for scheduling/AVL software.
- Once grant funding is secured and prioritized, a Business Analytics software solicitation will get underway to procure an agency-wide tool to gather reporting data automatically from core systems in order to create improved KPI reporting that is now lacking; this is needed for better management and control of finance, personnel, transportation, and maintenance operations. The use of “dashboard” reporting is strongly desired by CEO and senior management.
- An enterprise asset management system is being looked into by Planning and Finance, along with secured funding.

COMMUNICATIONS: Theo Richards

- Communications is coordinating with Planning on the upcoming COA efforts as needed.
- Working with Operations on the January 16, 2022 service changes. Ensuring the website is updated correctly and schedules are in hand before the start date.
- Monitoring social media daily and responding to any inquiries.

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- Coordinating with Operations on any anticipated and real time rider alerts. Posting those alerts on social, website and eblast (as necessary).

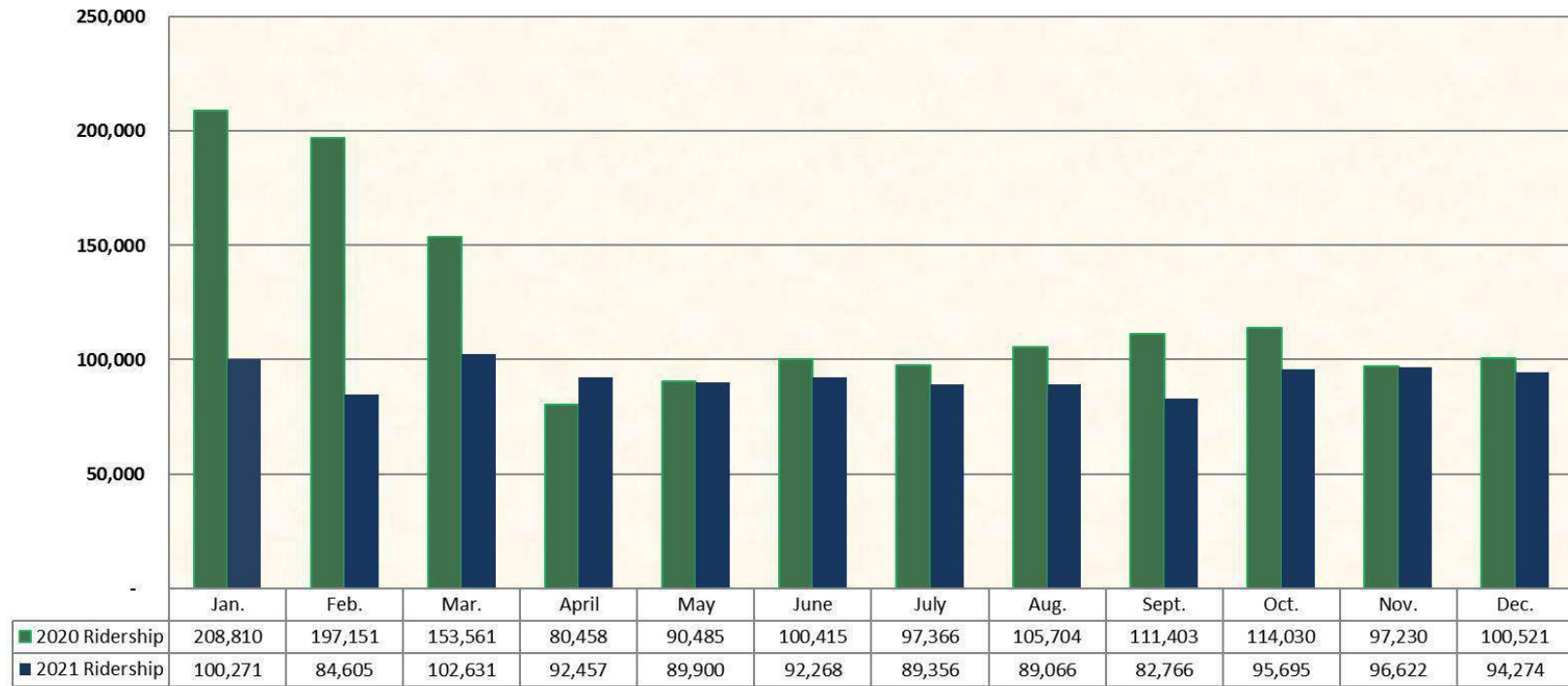
CEO NOTES: *Bill Deville*

- 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.
- BSWIlp labor counsel for CATS, General Counsel, Staff leadership, and ATU, post Millage election, are continuing efforts to resolve the remaining *outstanding* tentative agreement articles and sections.
- CATS leadership is finalizing the Microtransit contract and should have results in time for the January board meeting, or soon thereafter with marketing, startup, and other milestone dates;
- Simultaneously and now piggybacking with CATS Plank Nicholson BRT project; CATS has begun the COA process, led by Atlas and HNTB, and will soon be announcing stakeholder outreach events with opportunity for input by members of the community we serve to have a more direct hand in improving transit service; Rebranding plans will become more prominent soon and it will be labeled “SmartCATS”, as we start the process to bring CATS up to the being the best transit system in the entire region;.
- Now that CATS North Baton Rouge property transaction is completed, and the CP Build Grant is officially signed off by US DOT, the CP, DODT, HNTB, and CATS in collaboration have begin the process to make design and construction of the temporary North Transit Center become a reality – milestones and dates are forthcoming for this exciting event. is finalizing plans to implement CATS five-year Strategic Plan and ten-year Capital Improvement Investment Plan, which includes an agency reorganization and board retreat in the first quarter of 2022, to kick off the next decade of success that will make CATS one of the greatest transit systems in the region, if not the greatest.

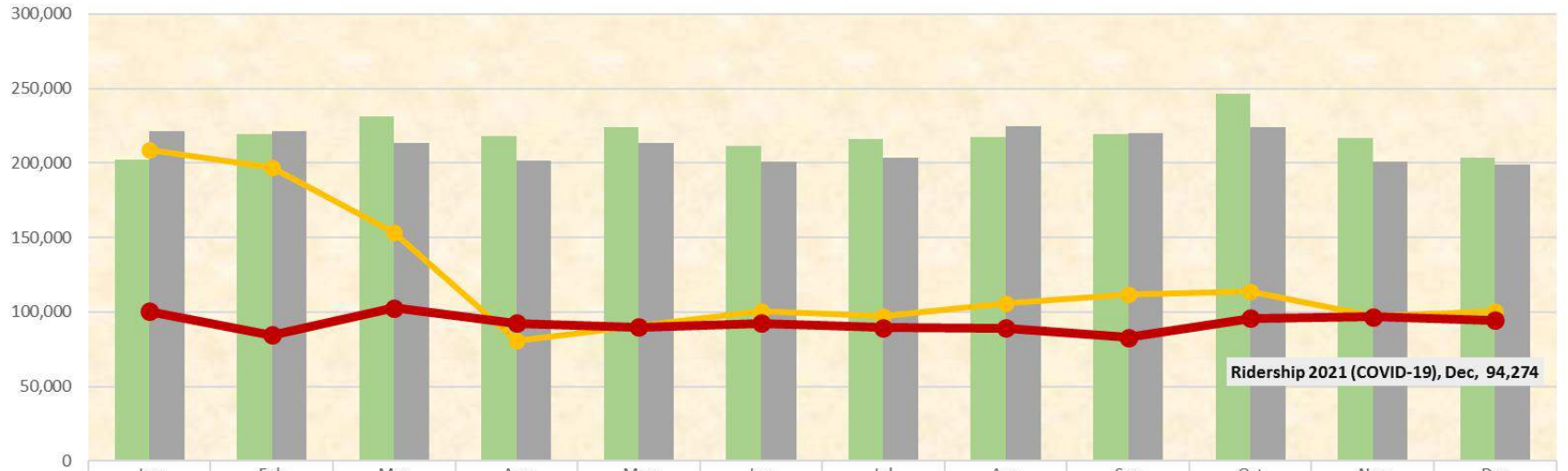
Finance: *John Cutrone*

- See attached financial report for the month.

Monthly Ridership 2020-2021

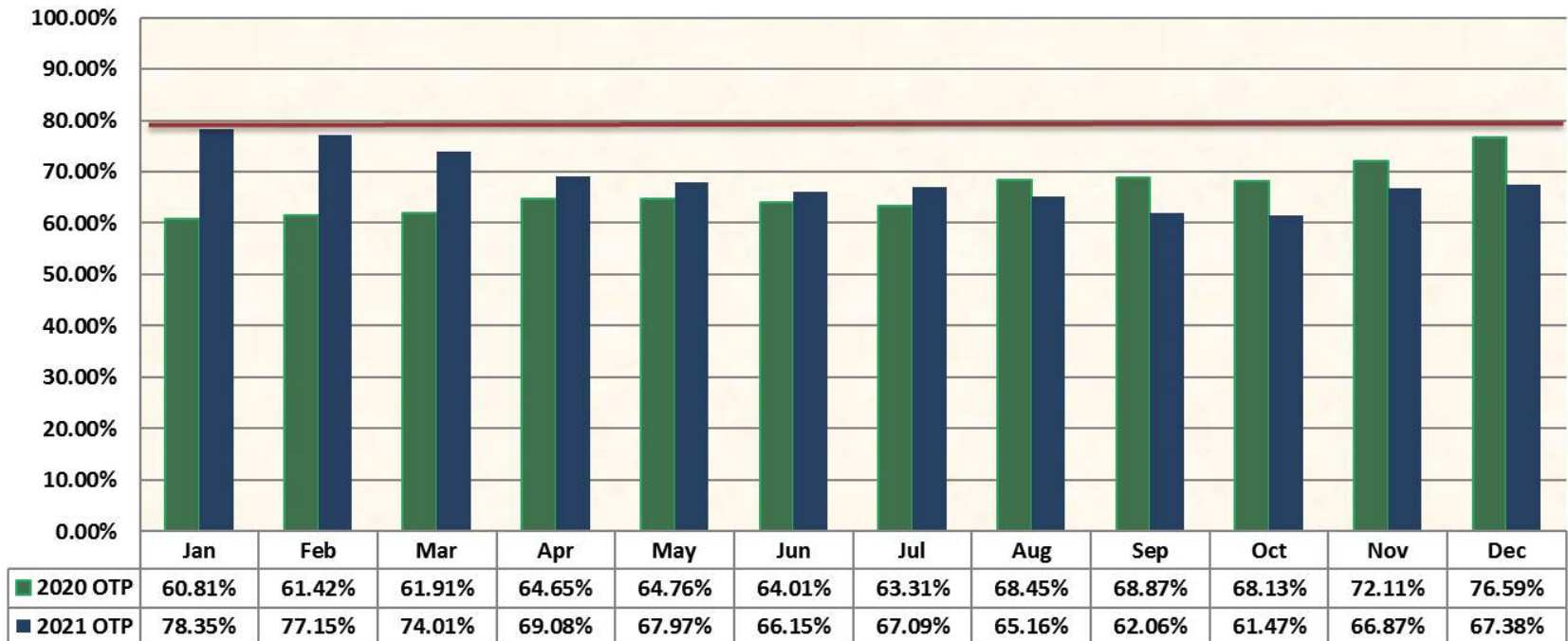


Monthly Ridership 2018-2021



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Ridership 2018	202,296	219,091	231,324	218,241	223,663	211,464	215,967	217,291	219,337	246,615	216,649	203,627
Ridership 2019	221,453	221,163	213,485	201,647	213,627	201,041	203,476	224,556	220,042	223,657	200,579	198,778
Ridership 2020 (COVID-19)	208,810	197,151	153,561	80,458	90,485	100,415	97,366	105,704	111,403	114,030	97,230	100,521
Ridership 2021 (COVID-19)	100,271	84,605	102,631	92,547	89,900	92,268	89,356	89,066	82,766	95,695	96,622	94,274

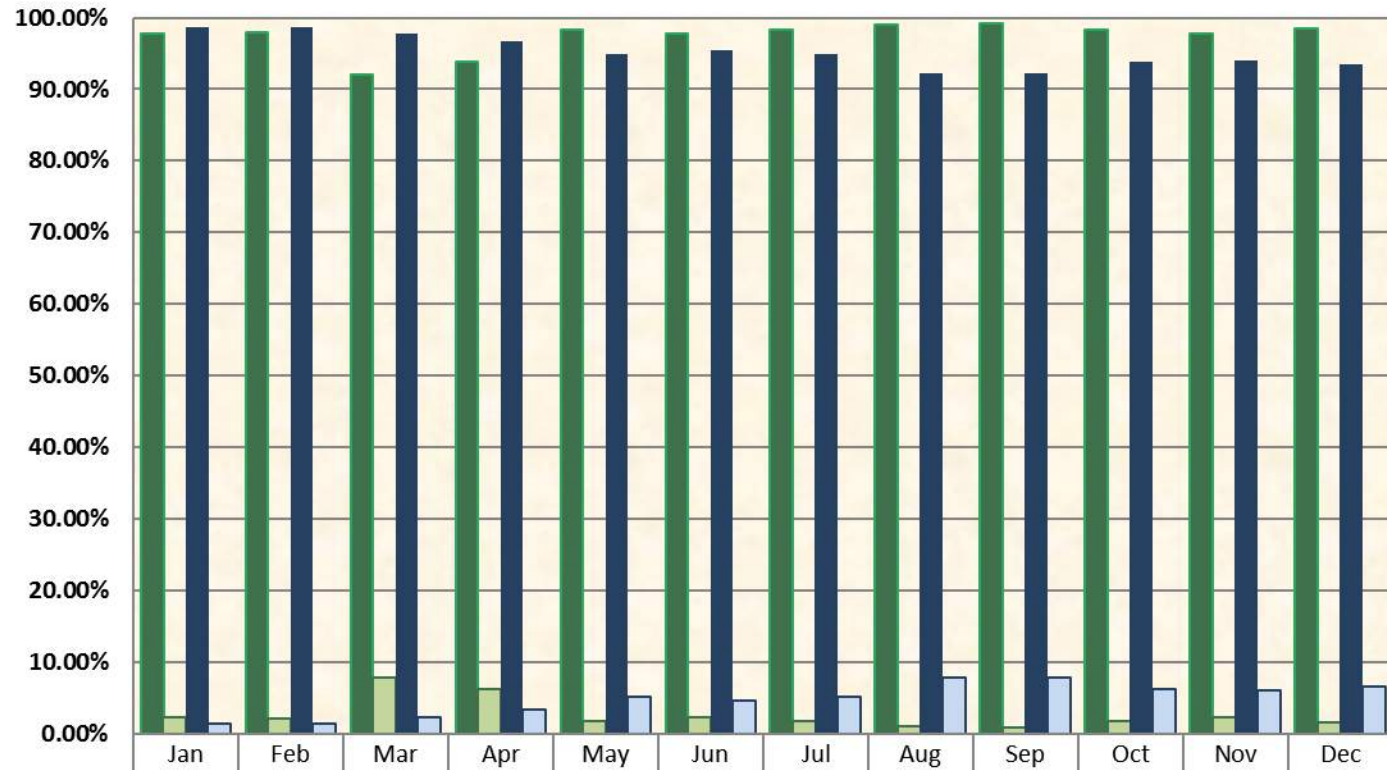
On-Time Performance 2020-2021



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

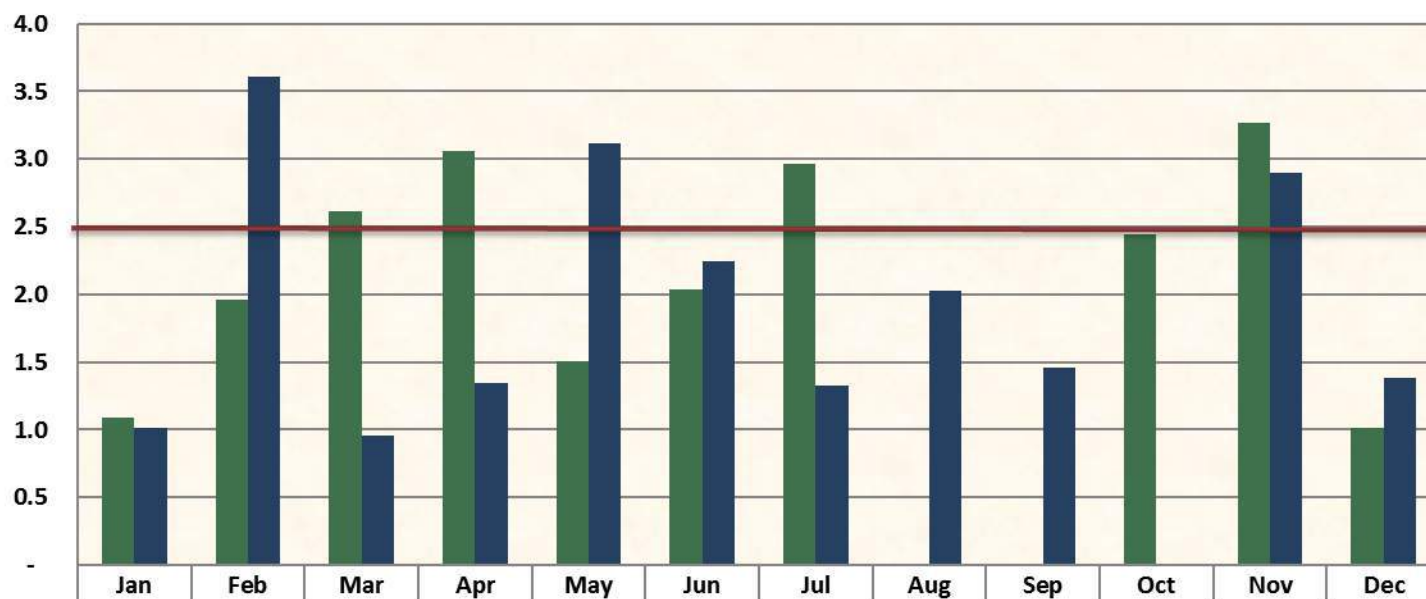
Note: On-Time performance is measured at scheduled timepoints which represent 4.89% of the total system bus stops

% Trips Operated 2020-2021



2020 % Operated Trips	97.80%	97.89%	92.13%	93.76%	98.38%	97.71%	98.32%	98.97%	99.21%	98.24%	97.68%	98.49%
2020 % Missed Trips	2.20%	2.11%	7.87%	6.24%	1.62%	2.29%	1.68%	1.03%	0.79%	1.76%	2.32%	1.51%
2021 % Operated Trips	98.67%	98.64%	97.76%	96.67%	94.93%	95.44%	94.84%	92.26%	92.30%	93.87%	93.97%	93.46%
2021 % Missed Trips	1.33%	1.36%	2.24%	3.33%	5.07%	4.56%	5.16%	7.74%	7.70%	6.13%	6.03%	6.54%

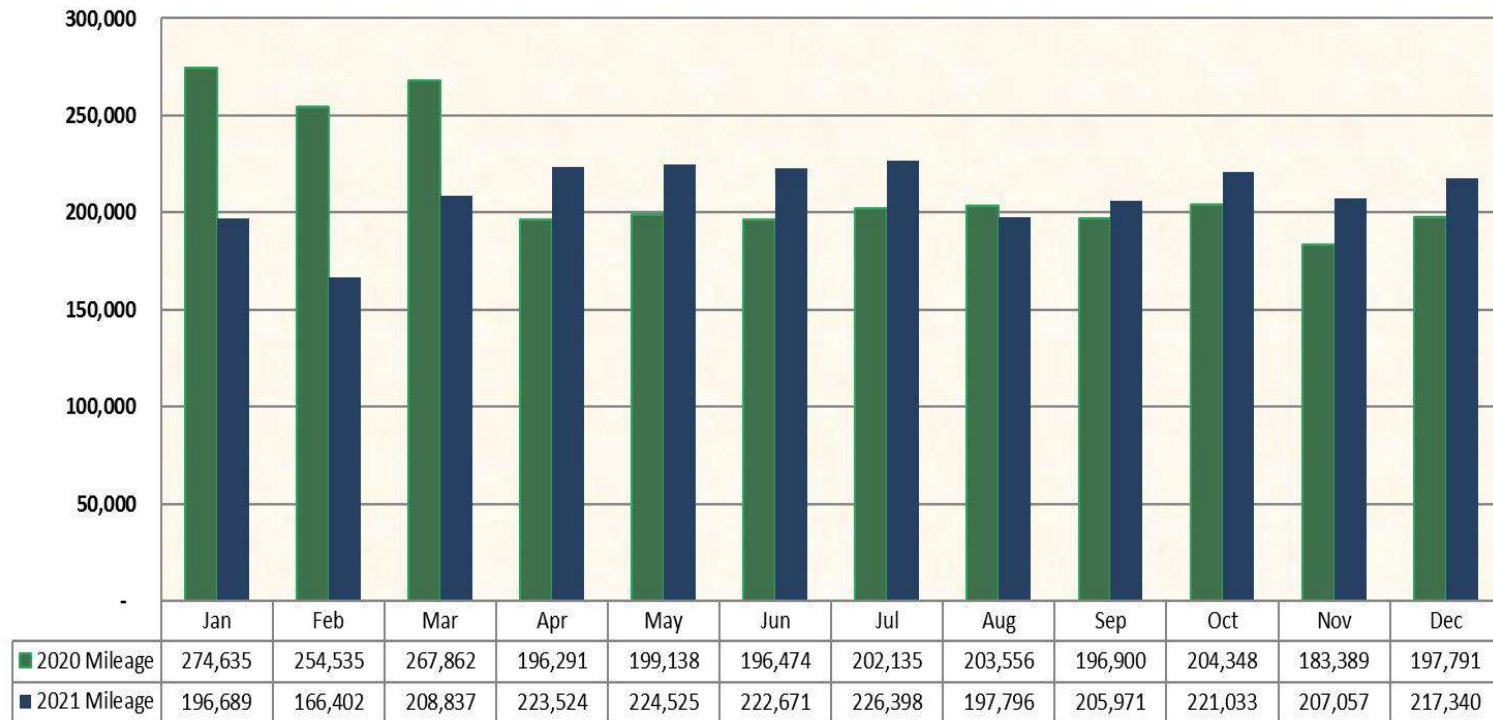
Preventable Accidents per 100,000 Miles 2020-2021



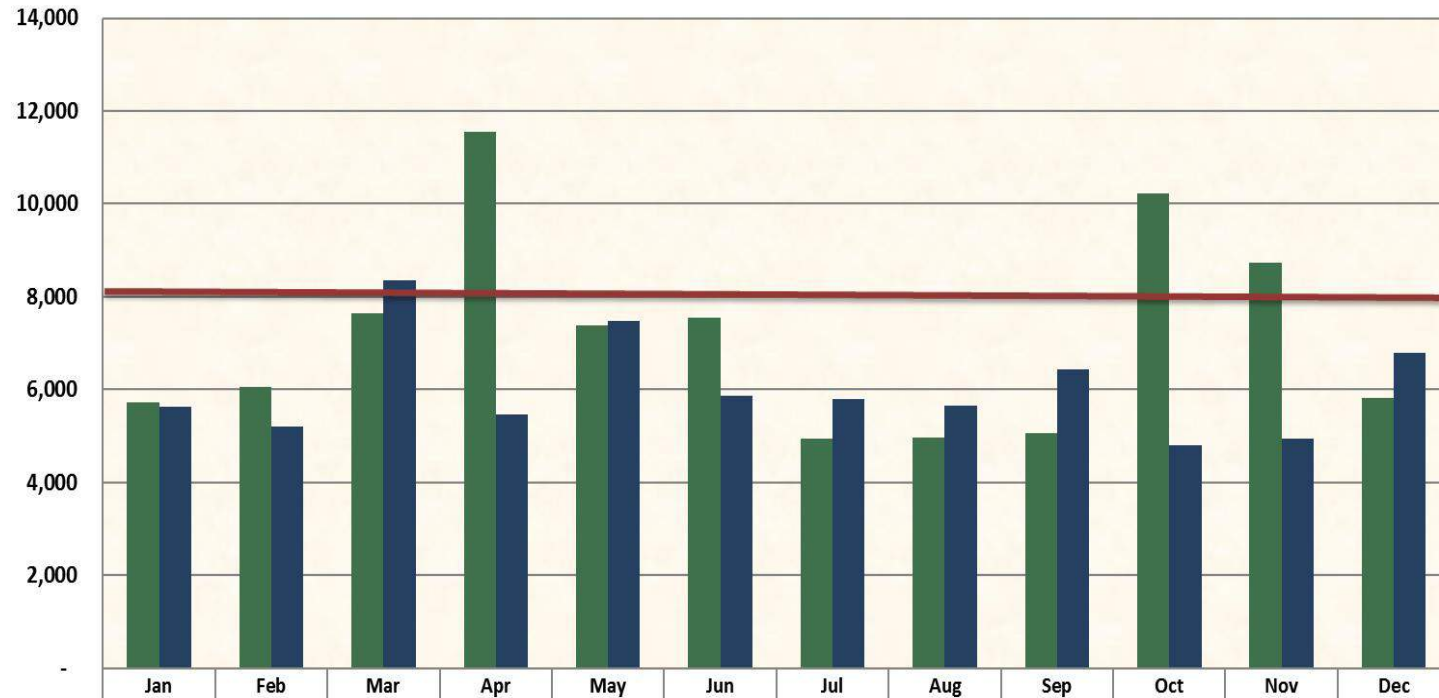
■ 2020 Preventable Accidents	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
■ 2021 Prevventable Accidents	1.1	2.0	2.6	3.1	1.5	2.0	3.0	0	0	2.4	3.3	1.0
	1.0	3.6	1.0	1.3	3.1	2.2	1.3	2.0	1.5	0	2.9	1.4

*Target Below 2.5 Preventable Accidents Per 100,000 Miles

Mileage 2020-2021



Mean Miles Between Road Calls 2020-2021



■ 2020 Mean Miles Between Road Calls	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
■ 2021 Mean Miles Between Road Calls	5,620	5,200	8,353	5,452	7,484	5,860	5,805	5,651	6,437	4,805	4,930	6,792

DECEMBER 2021 GENFARE RECORDED RIDERSHIP AND REVENUE PER ROUTE BY TYPE OF DAY

Route Number	Route Name	RIDERSHIP				REVENUE			TOTAL	
		Weekday	Saturday	Sunday		Weekday	Saturday	Sunday	Ridership	REVENUE
8	Gus Young Ave / BRCC	1,370	127	124		\$ 683.02	\$ 67.95	\$64.95	1,621	\$815.92
10	Scenic Hwy / Southern University	1,330	141	129		\$ 901.88	\$ 84.16	\$67.40	1,600	\$1,053.44
11	Northside Circulator	2,170	86	88		\$ 1,265.70	\$ 50.70	\$52.95	2,344	\$1,369.35
12	Government St / Jefferson Hwy	2,517	192	224		\$ 1,303.53	\$ 89.46	\$96.07	2,933	\$1,489.06
14	Thomas Delpit Dr / Roosevelt St	2,258	156	136		\$ 1,327.57	\$ 69.20	\$68.15	2,550	\$1,464.92
15	Glen Oaks / Blount Rd / Crestworth	2,617	213	196		\$ 2,313.63	\$ 178.59	\$154.38	3,026	\$2,646.60
16	Capitol Park Shuttle	No service	No service	No service		No service	No service	No service	0	\$0.00
17	Perkins Rd	4,637	382	286		\$ 2,495.51	\$ 151.73	\$203.44	5,305	\$2,850.68
18	Cortana Transit Center / Tigerland	3,072	343	246		\$ 2,225.90	\$ 189.11	\$147.48	3,661	\$2,562.49
20	N. Acadian Thwy	4,069	368	294		\$ 2,693.72	\$ 163.71	\$156.51	4,731	\$3,013.94
21	Fairfields Ave	3,316	267	300		\$ 2,043.63	\$ 148.74	\$108.80	3,883	\$2,301.17
22	Winbourne Ave	2,964	233	273		\$ 1,878.38	\$ 157.63	\$150.35	3,470	\$2,186.36
23	Foster Dr	1,857	96	102		\$ 1,342.09	\$ 58.63	\$65.96	2,055	\$1,466.68
41	Plank Rd	7,038	742	438		\$ 3,927.09	\$ 414.04	\$283.16	8,218	\$4,624.29
44	Florida Blvd	13,427	1,326	856		\$ 6,848.18	\$ 665.08	\$465.93	15,609	\$7,979.19
46	Cortana Transit Center / L'auberge Casino & Hotel	1,137	121	205		\$ 856.44	\$ 77.64	\$148.98	1,463	\$1,083.06
47	Highland Rd / LSU	9,585	541	852		\$ 5,663.71	\$ 301.27	\$437.30	10,978	\$6,402.28
54	N. Airline Hwy / Southern University	4,019	354	311		\$ 2,893.64	\$ 225.85	\$205.23	4,684	\$3,324.72
57	Sherwood Forest Blvd / Greenwell Springs Rd / Siegen Ln	6,475	620	582		\$ 5,033.83	\$ 406.92	\$388.30	7,677	\$5,829.05
58	Coursey Blvd / O'Neal Ln / Ochsner	2,909	180	323		\$ 2,182.79	\$ 108.03	\$208.82	3,412	\$2,499.64
59	East Florida Blvd / O'Neal Ln / Ochsner	1,783	119	156		\$ 1,400.86	\$ 74.44	\$87.36	2,058	\$1,562.66
60	Medical Circulator	724	57	22		\$ 453.75	\$ 33.59	\$24.18	803	\$511.52
70	CATS Terminal / Southern University / Baker	1,923	137	133		\$ 1,511.87	\$ 87.53	\$87.99	2,193	\$1,687.39
72	Florida Blvd LIMITED	No service	No service	No service		No service	No service	No service	0	\$0.00
80	Southern University Shuttle	No service	No service	No service		No service	No service	No service	0	\$0.00
										\$58,724.41
	Total	81,197	6,801	6,276		\$51,246.72	\$3,804.00	\$3,673.69	94,274	\$58,724.41

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

12/31/2021 12/31/2020

ASSETS

Current Assets:		
Cash and Cash Equivalents	2,525,085	9,707,914
Accounts Receivable	375,993	318,431
Property Tax Receivable	19,068,837	16,835,476
Due from Governments	3,715,964	1,518,429
Inventory	721,264	296,000
Prepaid Expenses and Other Assets	86,492	131,898
Total Current Assets:	26,493,636	28,808,149
Restricted Assets:		
Cash and Cash Equivalents	3,513,906	309,581
Total Restricted Assets:	3,513,906	309,581
Net Pension Asset, Long-Term	676,430	496,897
Equipment, Net	19,861,228	19,927,576
Total Assets	50,545,200	49,542,203

LIABILITIES AND NET ASSETS

Current Liabilities		
Accounts Payable and Accrued Expenses	134,706	1,126,304
Accrued Payroll and Tax Liabilities	835,045	308,445
Accrued Compensated Absences	850,652	751,112
Claims Payable and Related Liabilities	706,118	1,065,376
Capital Lease Payable	152,611	608,884
Deferred Revenue (Grants/Prop Tax)	738,629	(399,335)
Total Current Liabilities	3,417,762	3,460,786
Long-Term Liabilities		
Capital Lease Payable, Less Current Portion	1,585,098	1,585,098
Estimated Liabilities	690,136	1,301,975
Total Long-Term Liabilities	2,275,234	2,887,073
Total Liabilities	5,692,995	6,347,860
Net Assets:		
Investments in Capital Assets, Net of Related Debt	18,323,519	17,733,594
Restricted Cash and Cash Equivalents	3,513,906	309,581
Unrestricted	23,014,779	25,151,169
Total Net Assets:	44,852,205	43,194,344
Total Liabilities And Net Assets	50,545,200	49,542,203

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

	Current Month				Year to Date				Approved Budget
	Budget	Actual	Variance	% Var	Budget	Actual	Variance	% Var	Budget
Operating Revenues									
Passenger Paid Fares	93,362	70,274	(23,088)	-24.73%	840,258	551,697	(288,561)	-34.34%	840,258
Special Transit Fares (Contract)	10,900	12,726	1,826	16.75%	109,000	51,462	(57,538)	-52.79%	109,000
ADA/Paratransit Revenue	6,560	0	(6,560)	-100.00%	59,040	38,371	(20,669)	-35.01%	59,040
Advertising Revenue	39,667	89,188	49,521	124.84%	476,004	632,941	156,937	32.97%	476,004
Interest Income	4,997	229	(4,768)	-95.41%	59,964	7,437	(52,527)	-87.60%	59,964
Other Agency Revenue	18,950	42,892	23,942	126.34%	227,400	303,771	76,371	33.58%	227,400
Total CATS Generated	174,436	215,309	40,873	23.43%	1,771,666	1,585,679	(185,987)	-10.50%	1,771,666
Non Federal Revenue									
Hotel/Motel Tax	74,959	87,086	12,127	16.18%	899,508	1,253,511	354,003	39.36%	899,508
Parish Transportation Fund	45,833	45,833	0	0.00%	549,996	550,000	4	0.00%	549,996
Property Tax Revenue	1,466,667	1,606,667	140,000	9.55%	17,600,004	19,000,000	1,399,996	7.95%	17,600,004
Total Non Federal	1,587,459	1,739,586	152,127	9.58%	19,049,508	20,803,511	1,754,003	9.21%	19,049,508
Federal Operating Subsidies									
FTA - Formula Grants/PM	639,257	1,105,876	466,619	72.99%	7,671,106	7,367,927	(2,152,328)	-28.06%	7,671,106
FTA - Planning	171,500	0	(171,500)	-100.00%	686,000	434,718	(251,282)	-36.63%	686,000
Total Federal Operating	810,757	1,105,876	295,119	36.40%	8,357,106	7,802,645	(1,901,046)	-22.75%	8,357,106
Total Operating Revenues	2,572,652	3,060,770	488,118	18.97%	29,178,280	30,191,836	3,469,062	11.89%	29,178,280
Operating Expenses									
Labor	932,203	808,265	123,938	13.30%	11,329,365	9,864,769	1,464,596	12.93%	11,329,365
Fringe Benefits	572,072	759,681	(187,609)	-32.79%	6,382,219	6,857,123	(474,904)	-7.44%	6,382,219
Casualty and Liability	128,913	158,475	(29,562)	-22.93%	1,547,000	1,482,554	64,446	4.17%	1,547,000
Services	233,699	388,482	(154,783)	-66.23%	2,804,718	3,724,033	(919,315)	-32.78%	2,804,718
Purchased Transportation	162,500	156,778	5,722	3.52%	1,950,000	1,994,059	(44,059)	-2.26%	1,950,000
Materials & Supplies	303,739	487,961	(184,222)	-60.65%	3,645,000	3,386,029	258,971	7.10%	3,645,000
Utilities	14,587	21,022	(6,435)	-44.11%	175,000	224,821	(49,821)	-28.47%	175,000
Miscellaneous Expenses	104,198	69,671	34,527	33.14%	1,250,040	1,035,781	214,259	17.14%	1,250,040
Leases and Rentals	7,917	7,703	214	2.70%	94,938	85,859	9,079	9.56%	94,938
Total Operating Expenses	2,459,828	2,858,039	(398,211)	-16.19%	29,178,280	28,655,028	523,252	1.79%	29,178,280
Net SURPLUS/(DEFICIT) Before Depreciation	112,824	202,731	89,907	79.69%	0	1,536,808	3,992,314	0.00%	0
Depreciation	0	229,151	(229,151)	0.00%	0	2,945,877	(2,945,877)	0.00%	
NET Operating SURPLUS/(DEFICIT)	112,824	(26,420)	(139,244)	-123.42%	0	(1,409,069)	1,046,438	0.00%	0



**MEETING OF THE
504/COMMUNITY RELATIONS COMMITTEE
BOARD OF COMMISSIONERS
CAPITAL AREA TRANSIT SYSTEM AND
PUBLIC TRANSPORTATION COMMISSIONS
January 12, 2022
350 North Donmoor, Baton Rouge, LA**

MINUTES

The 504/Community Relations Committee met on Wednesday, January 12, 2022, at 10:30 a.m. Present at the meeting was Linda Perkins. Also present were Bill Deville, members of CATS staff, and Representatives of MV Transportation.

I. Introduction

Mrs. Perkins welcomed everyone gathered for the January Community Relations Committee Meeting. Ms. Perkins wished everyone a healthy, prosperous and visionary New Year.

II. MV Transportation Report – Representative Leslie Barnes

Ms. Barnes noted there were 6054 trips scheduled for the month of December 2021 verse 3788 in 2020. There was one valid complaint for the month of December. With the work of the shop there were zero road calls. The on-time performance was 93% for 2021 verses 94% for 2020. In addition, the subscription service as at 62% and demand was 38% for December. Lastly, the passenger per hour was 1.16. Commissioner Perkins asked if there was a still a need for drivers. Ms. Barnes noted we are still hiring drivers. The need is 25 drivers and we are at 23 drivers.

III. Certifications – Karen Denman

Ms. Denman noted Cats on Demand would resume in person certifications and re-certifications for Cats on Demand applicants in February. 15 applications were mailed out for the month of December. 30 applications granted temporary ridership. 301 applicants were granted temporary ridership for 2021. Seven people need to be recertified.

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

Ms. Wynn noted for the month of December there were 25 contacts and four were valid. One was performance and three were pass ups. Ms. Wynn also noted the route performance for each route and there was one commendation. Ms. Franklin noted the call center was offered 17,399 and answered 16,614. In addition, the monthly average for productivity exceeded the goal of 94% by 95.49%.

V. Council on Aging update – Karen Denman

Ms. Denman reported the COA under Covid restrictions and has no updates. Commissioner Perkins agreed to have it removed from the agenda until an update can be provided.

VI. CATS Engagement update – Theo Richards

Mr. Rights noted CATS Customer Service and Dispatch received on-site workshop at CATS December 16th. CATS is working with Hitachi and Operations on developing SOP for the software. CATS is underway with the development of a marketing plan for customer engagement.

VIII. Comprehensive Operational Analysis - Cheri Soileau

and Public Engagement “SmartCATS”

Ms. Soileau introduced the SmartCATS concept the committee and Lynn with HNTB. Lynn discussed with the community the nine community engagement locations the COA will be based at. These locations range from Baker, to SU, Medical district, Siegen Lane, and more. There will be a bus at each location with a selfie machine capturing Q&A to use for the COA. In addition, Lynn encouraged the commissioners to provide any feedback or engagement opportunities for her team.

Meeting is adjourned.

2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920



CATS BOARD APPROVAL REQUEST:

Date: January 18, 2022

Department Requesting Approval: Planning

Project Manager: Cheri Soileau, AICP

Project: Atlas Technical Consultants, LLC
Master Service Agreement: MSA2020-01
Task Order 3-Addendum

Contract/P.O.: #2020218

Budget: and Funding Source:

		Total	ARP Grant *	Local
December 2021 Request	Task Order 3	\$585,000	\$585,000	\$0
December 2021 Approved		\$111,385	\$111,385	\$0
January 2022 request	Remaining	\$473,615	\$473,615	\$0

Project/Task Order Date: January 18, 2022-December 7, 2022

Renewal Options (Yes/No): Yes

Grant(s) Funded (Yes/No): Yes *American Recovery Plan

Project Summary:

Atlas Technical Consultants has been the on-call program manager for CATS since July 2020. The support given include the following:

- Capital projects review, coordination, and prioritization of projects.
- Capital projects funding review and gap analysis to include funding sources and project allocation of those financial resources.
- Rolling Stock inventory review and procurement replacement forecast.
- On-Call Consultant task order coordination and participation of Strategic Plan Updates, Transit Development Plan, Micro-transit Study, and Service Planning Metrics for CATS service network.
- Bus Rapid Transit (BRT) project coordination and participation of project agency Cooperative Endeavor Agreements, CATS local and

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Baton Rouge, LA 70802
PHONE: 225.389.8920



grant funding allocations, and technical review and coordination of North Transit Center and BRT stations.

- Stakeholder coordination with City-Parish East Baton Rouge, City of Baker, and the Capital Region Planning Commission MPO for CATS' initiatives.
- Public Outreach and Strategic Communication Services for CATS Connect education campaign.
- Assistance with strategies for three (3) grants-Areas of Persistent Poverty, Route Restoration, and 5339 Bus and Bus Facilities Competitive grants.

Task Order 2 will be exhausted at the end of November 2021. Staff requests execution of Task Order 3. Task Order 3 Addendum will be in effect for 12 months and not to exceed \$473,615. This will allow Atlas to continue with as-needed staff augmentation, program planning and management support, technical assistance and review, public outreach support, and CIP implementation, especially since the Plank-Nicholson Bus Rapid Transit project will begin public outreach early 2022.

This is an on-call contract and can be terminated, per the Master Services Agreement, with a 30-day notice or if the services are no longer needed.

Project Task Order Amount: Remaining Task Order Amount Not-To-Exceed \$473,615

A handwritten signature in blue ink, reading "Cheri L. Gore", is written over a horizontal line.

Project Manager/Planning Director Approval

A handwritten signature in blue ink, reading "Thomas Catung", is written over a horizontal line.

Procurement Approval

A handwritten signature in blue ink is written over a horizontal line.

Finance Approval

A handwritten signature in blue ink is written over a horizontal line.

CEO Approval

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Baton Rouge, LA 70802
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CATS BOARD APPROVAL REQUEST:

Contractor: Mansfield Oil Company of Gainesville, INC
(aka Fueltrac, Inc.)

Contract / P.O. #

Date: December 17, 2021

Department requesting approval: Maintenance

Project Manager: James Godwin

Project/Contract: Automated Fuels and Oils Dispensing Services –City
Parish Contract A14-0280

Project/Contract Date(s): Renew Mansfield Oil Contract – January 1,
2022 through June 30, 2022

Renewal options (Yes/No): Yes

If yes, what year/ option: Yes – (6) Six Months Extension

Budgeted project (Yes/No): Yes

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

Project/Contract Summary: CATS was invited by the city of Baton Rouge to participate as a separate named entity in their Automated Fuel Dispensing Services RFP- Solicitation #A14-0280 for diesel and gasoline fuels. This solicitation was led by the city of Baton Rouge (City- Parish C-P) and was competitively advertised and later awarded to Fueltrac, Inc. Prior to the award of contract, CATS Procurement participated on the C-P proposal evaluation selection committee and in the recommendation to award a contract to Fueltrac Inc.

The contract fuel prices are based on the weekly published Oil Price Information Services (OPIS) plus an administrative consignment "mark-up" fee of \$0.039 which has remained the same since the inception of the contract, plus applicable taxes. The calculation is OPIS + Mark-up + Applicable Taxes = Price Per Gallon (PPG).

Utilizing an automatic fuel dispensing service allow CATS to only pay for the amount of diesel fuel actually used, rather than the gallons dumped into CATS on-site two (2) 10,000 gallon tanks. This contract also allows CATS to obtain

Rhonda Kimbel
Procurement Analyst
rkimbel@brcats.com

brcats.com

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gasoline fuel for service cars, small Para-transit vans, lawn equipment, etc., from the designated City Parish DPW maintenance lots. The price for gasoline is calculated the same way as described above for diesel, except that the fuel tank location is not located on CATS premises. Billing is kept separate for CATS for payment purposes and tax exemption status.

CATS participated in the original contract from November 1, 2014 through March 31, 2016 and 5 renewals since then, from April 1, 2016 Through March 31 2021. The solicitation contains language that allows contract renewals up to seven (7) years or thru October 31, 2021. The City of Baton Rouge and Mansfield has extended the contract till June 30, 2022

Recommendation to Renew Contract:


The City of Baton Rouge has approved the renewal of this contract for an additional six 6 months for the period of January 1, 2022 thru June 30, 2022 (see attached info.). CATS must follow the same terms and conditions and renewal periods as the City Parish if we continue participation in this contract.

CATS has found this contract to be an advantageous partnership with the City Parish and with Mansfield Oil. Therefore, CATS is recommending the renewal of the contract for an additional 6 months for the period **of January 1, 2022 through June 30, 2022.**

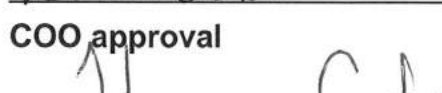
Project/Contract Amount: Not to exceed \$1,200,000.00



Project Manager Approval




Supervisor approval



COO approval



Procurement approval



CEO approval

**STATE OF LOUISIANA
PARISH OF EAST BATON ROUGE**

**Amendment Number 2
Emergency Contract - Statewide Fleet Fuel and Repair/Maintenance Service
File Number W 92327 G**

Be it known, that effective upon approval by the Director of State Procurement, as evidenced by the Director's signature on this document, the State of Louisiana (hereinafter sometimes referred to as "State") and Mansfield Oil Company of Gainesville, Inc. located at 1025 Airport Parkway SW, Gainesville, GA 30501 (hereinafter sometimes referred to as "Contractor") do hereby enter into this Amendment Number 2 to the Emergency Contract - Statewide Fleet Fuel and Repair/Maintenance Service, File Number W 92327 G, under the following terms and conditions through the undersigned and duly authorized representatives of each respective party.

Change to Term of Contract:

The Emergency Contract Term shall begin December 27, 2020 and end June 30, 2022.

All other terms and conditions of the identified contract remain the same. The identified contract, the Emergency Contract and all amendments constitute the entire Agreement between the State and the Contractor. Any other oral or written communications between the parties before or after its execution shall not alter its effects, unless the change or modification is in writing and signed by authorized representatives of the State and the Contractor. In the event of a conflict between the terms and conditions of the identified contract, the Emergency Contract and this Amendment Number 2, the terms and conditions of this Amendment Number 2 shall prevail.

THUS DONE AND SIGNED AT Mansfield oil company, Inc on this 15 day of December, 2021, and, IN WITNESS WHEREOF, the Contractor has executed this Amendment Number 2.

WITNESSES' SIGNATURES:
SIGNATURE:

DocuSigned by:
Rebecca Chalmers
STATE OF LOUISIANA
DocuSigned by:
Dawn McDonald
AC0AC6FDAMBAB6...

MANSFIELD OIL COMPANY OF GAINSVILLE, INC.

DocuSigned by:
By: Dan Luther
6F31B4F0F2B8FC...
Title: VP, Government Sales

THUS DONE AND SIGNED AT Baton Rouge, LA on this 15 day of December, 2021, and, IN WITNESS WHEREOF, the State has executed this Amendment Number 2.

WITNESSES' SIGNATURES:

DocuSigned by:
Christina B...
DocuSigned by:
Rita Adams
F353AFCE0C043A...

STATE OF LOUISIANA SIGNATURE:

DocuSigned by:
By: Delicia M. Sanner
6F31B4F0F2B8FC...
Tom Ketterer
Director of State Procurement

Rhonda Kimbel

From: Dexter S. Stewart <DSStewart@brla.gov>
Sent: Friday, December 17, 2021 7:43 AM
To: Rhonda Kimbel
Subject: FW: City of BR- State of LA Contract- Update Extension through June 30, 2022 Attached

PLEASE BE CAUTIOUS

THIS EMAIL WAS SENT FROM OUTSIDE OF YOUR ORGANIZATION

See message below.

Go to this link:

https://wwwcfprd.doa.louisiana.gov/OSP/LaPAC/eCat/dsp_eCatSearchLagov.cfm

Contract is the 4400008141

From: Dawn McDonald <DMcDonald@mansfieldoil.com>
Sent: Wednesday, December 15, 2021 4:17 PM
To: Dexter S. Stewart <DSStewart@brla.gov>
Cc: Dawn McDonald <DMcDonald@mansfieldoil.com>
Subject: RE: City of BR- State of LA Contract- Update Extension through June 30, 2022 Attached

*****EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.*****

Yes see below

Re: Statewide Fleet Fuel & Repair/Maintenance
Contract Number 4400008141 T Number 92327

Dawn McDonald | Government Services, Mansfield Energy Corp
o) 678-207-3811 | c) 225-485-3427 | dmcdonald@mansfieldoil.com
w) www.mansfield.energy

From: Dexter S. Stewart <DSStewart@brla.gov>
Sent: Wednesday, December 15, 2021 3:57 PM
To: Dawn McDonald <DMcDonald@mansfieldoil.com>
Subject: RE: City of BR- State of LA Contract- Update Extension through June 30, 2022 Attached

Do you have the 44000XXXXX state contract number?

I want to make sure our agencies utilize the correct one.

From: Dawn McDonald <DMcDonald@mansfieldoil.com>
Sent: Wednesday, December 15, 2021 2:57 PM
To: Dexter S. Stewart <DSStewart@brla.gov>

Cc: Michelle Lignieres <MLignieres@mansfieldoil.com>; Dawn McDonald <DMcDonald@mansfieldoil.com>
Subject: RE: City of BR- State of LA Contract- Update Extension through June 30, 2022 Attached

*****EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.*****

Hi Dexter,

We just completed another 6 month extension for the State of LA good through June 30th, 2022 see attached. Hope you have a wonderful holiday and we wish you much joy!

Thank you for your continued business.

Sincerely,

Dawn McDonald | Government Services, Mansfield Energy Corp
o) 678-207-3811 | c) 225-485-3427 | dmcDonald@mansfieldoil.com
w) www.mansfield.energy

From: Dexter S. Stewart <DSSStewart@brla.gov>
Sent: Tuesday, November 23, 2021 12:24 PM
To: Dawn McDonald <DMcDonald@mansfieldoil.com>
Subject: RE: State of LA Contract- Update Extension

We will have to wait till near year end; closing of the 2021 financials before allocating into 2022; accounting / finance will give us the green light to proceed.

From: Dawn McDonald <DMcDonald@mansfieldoil.com>
Sent: Tuesday, November 23, 2021 12:20 PM
To: Dexter S. Stewart <DSSStewart@brla.gov>
Cc: Dawn McDonald <DMcDonald@mansfieldoil.com>
Subject: State of LA Contract- Update Extension

*****EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.*****

Hi Dexter,

I just received update from the State of LA Office of State Purchasing that they will be sending us another 6 month extension thru June 30, 2022 will receive by December 10th, 2021. Do you want to extend you PO accordingly?

Dawn McDonald | Government Services, Mansfield Energy Corp
o) 678-207-3811 | c) 225-485-3427 | dmcDonald@mansfieldoil.com
w) www.mansfield.energy

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