



**REGULAR MEETING  
OF THE  
BOARD OF COMMISSIONERS  
CAPITAL AREA TRANSIT SYSTEM  
AND  
PUBLIC TRANSPORTATION COMMISSION  
OCTOBER 20, 2020  
4:30 p.m.  
BREC Administration Building  
Commission Room  
6201 Florida Boulevard  
Baton Rouge, Louisiana 70806**

**AGENDA**

- I. CALL TO ORDER: Mr. Mark Bellue**
- II. ROLL CALL: Ms. Amie McNaylor**
- III. APPROVAL OF MINUTES OF AUGUST 18, 2020 MEETING: Mr. Mark Bellue**
- IV. PRESIDENT'S ANNOUNCEMENTS: Mr. Mark Bellue**
- V. ADMINISTRATIVE MATTERS**
  - 1. Executive and Financial Report: Mr. Bill Deville and Executive Staff**
- VI. COMMITTEE REPORTS AND ANY ACTION THEREON**
  - 1. Finance & Executive: Mr. Mark Bellue**
  - 2. Technical, Policies & Practices: Dr. Peter Breaux (no meeting held)**
  - 3. Audit: Mr. Kahli Cohran (no meeting held)**
  - 4. Planning: Mr. Kevin O'Gorman (no meeting held)**
  - 5. Community Relations: Ms. Linda Perkins**
- VII. ACTION ITEMS**
  - 1. Consideration of authorization to approve absences of Kahli Cohran**
  - 2. Consideration to amend paratransit services contract with MV Transportation**
  - 3. Consideration of authorization to amend employment and labor services contract with Breazeale, Sachse & Wilson, LLP**
  - 4. Consideration of authorization to execute task order for rider and stakeholder surveys with HNTB**

**VIII. PUBLIC COMMENT**

**IX. ADJOURNMENT**

**Individuals having questions regarding the meeting should contact Amie McNaylor, 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.**



CAPITAL AREA TRANSIT SYSTEM

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**PUBLIC HEARING OF THE  
BOARD OF COMMISSIONERS  
CAPITAL AREA TRANSIT SYSTEM  
AND  
PUBLIC TRANSPORTATION COMMISSION  
SEPTEMBER 22, 2020  
4:25 p.m.**

**MEETING OF THE  
BOARD OF COMMISSIONERS OF  
CAPITAL AREA TRANSIT SYSTEM  
AND  
PUBLIC TRANSPORTATION COMMISSION  
SEPTEMBER 22, 2020  
4:30 p.m.**

**CATS Administrative  
Office Building  
350 North Donmoor Avenue  
Baton Rouge, LA 70806**

## **MINUTES OF THE PUBLIC HEARING**

**I. CALL TO ORDER: Mr. Mark Bellue**

Mr. Bellue called the hearing to order and noted this was a public hearing only and no action would be taken until the board meeting.

There were no comments from the board members.

Anthony Garland of the ATU International stated that the union is not against the millage and noted it is a good thing to have for transit. The union objections are that the agency is not being run well. The issues need to be resolved and those are internal issues.

It was noted that the hearing and subsequent board meeting were being recorded and there was a live video and audio feed into the overflow room that was established to be in compliance with social distancing guidelines.

There being no further comments, the hearing adjourned.

## **MINUTES OF THE BOARD MEETING**

### **I. CALL TO ORDER: Mr. Mark Bellue**

Mr. Bellue called the meeting to order.

### **II. ROLL CALL: Ms. Amie McNaylor**

Present at the meeting were Messrs. Bellue, Breaux, Hill, Lambert, and O’Gorman and Mss. Green, Perkins, and Pierre. Mr. Cohran was absent. Also present were Mr. Bill Deville, CEO; other CATS staff; Creighton Abadie, CATS attorney; and members of the public.

### **III. APPROVAL OF MINUTES OF AUGUST 18, 2020 MEETING: Mr. Mark Bellue**

Ms. Pierre moved to approve the minutes of the August 18, 2020, meeting and Ms. Green seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

### **IV. PRESIDENT’S ANNOUNCEMENTS: Mr. Mark Bellue**

Mr. Bellue thanked those assembled for attending the meeting.

He noted that an “overflow” room had been set up to accommodate the members of the public in attendance.

Mr. Bellue reviewed the public comment process and noted that general public comments are heard at the end of the meeting.

### **V. ADMINISTRATIVE MATTERS**

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

Mr. Deville let the board know that there were some early struggles with the on-time-performance but it has improved about 10% over the least three months.

Mr. Deville shared that the agency continues to run essential lifeline service and it will be in place until January. The agency continues to monitor ridership trends, news conferences, and announcements from local and state officials.

**The COVID Task Force completed updating policies for COVID and is installing temperature checks and hand sanitizing stations will be coming next week.**

**Mr. Deville gave the operations report for Ms. Williams, who was out. It was noted that there are currently 156 total operators. There are 107 active operators. The remaining operators are out as a result of COVID-19, FMLA, and Workers' Comp.**

**Mr. Deville shared that ridership for August was 105,704. The on-time performance was 68.45%. The percentage of trips operated in August was 98.97%. The agency operated 203,556 miles. There were zero preventable accidents per 100,000 miles in August and 4,965 mean miles between road calls.**

**It was noted that the agency is hiring a Human Resources Consultant on an interim basis to work with the department. Gallagher will perform an executive search for a Human Resources Director on behalf of CATS.**

**CATS is holding a voter registration drive on September 30<sup>th</sup> and October 1<sup>st</sup> at the CATS terminal and at the Cortana Transit Center. There will also be a mask giveaway on those days.**

**Mr. Deville introduced the new CATS Planning Director Cheri Soileau. She comes to the agency with a great blend of expertise in service planning and is a certified planner with a number of years of experience in planning and MPO work.**

**Mr. Cutrone presented the August financials and noted that the total current assets as of August 31, 2020, are \$29,501,226. The total assets are \$56,132,869. The total current liabilities are \$7,864,637 and the total liabilities are \$11,360,595. The total net assets are \$44,772,274.**

**The total operating expenses for the month of August are \$1,962,991.**

**The total CATS-generated operating revenues for the month as of August 31, 2020, are \$90,712. The total non-federal subsidies for the month are \$1,481,667 and the total federal subsidies are \$1,896,482. The net operations balance as of August 31, 2020, is \$1,276,719.**

- 2. Appointment of committee to evaluate the operations of CATS: Mr. Mark Bellue**

**Mr. Bellue informed the members that he would be appointing a committee to make recommendations to the Board hopefully by the December meeting.**

**Vice-President Erika Green, Treasurer Kahli Cohran, and Board member Johnathan Hill expressed interest in serving on the committee. If anyone else is interested, he requested that the member let him know.**

**Some of the areas to be reviewed by the committee will be the flow of information between management and the board, board policy regarding authority levels for executing contracts, and the current performance measures and whether or not they need to be revised.**

**The goals and objectives of the committee will be defined by the members and they will make their presentation of recommendations to the board members and management.**

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

### **1. Finance and Executive: Mr. Mark Bellue**

**Mr. Bellue referred the members to the minutes of the September 17<sup>th</sup> meeting and shared the highlights. He noted that all the action items to be presented were heard. The millage roll forward is being brought to the board with no recommendation or action taken by the F&E Committee. All other items were unanimously recommended to the full board.**

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

**Dr. Breaux referred the members to the minutes of the September 15<sup>th</sup> meeting and shared the highlights. He noted that there were no action items. The Emergency Preparedness Policy was presented and staff indicated all other items are a work in progress.**

### **3. Audit: Mr. Cohran**

**It was noted the committee did not meet.**

### **4. Planning: Mr. Kevin O’Gorman**

**Mr. O’Gorman noted the committee met on August 21<sup>st</sup> and would be meeting again in the coming weeks.**

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

**Ms. Perkins referred the members to the minutes of the September 16<sup>th</sup> meeting and shared the highlights.**

**Mr. Cooksey informed the members that Mr. Jermaine Kelly was named MV Operator of the Quarter and will be eligible for the Operator of the Year.**

**Mr. Cooksey noted that CATS On Demand had 4,407 scheduled trips in August. Of the scheduled trips, 4,229 were completed; 32 were cancellations and 146 were no-shows.**

**Mr. Cooksey noted that 34% of the trips were subscription and 66% were demand trips. He informed the board that there was one valid complaint for the month.**

**Mr. Cooksey noted that the on-time performance for the month was 89%. It was noted that there was one road call for the month.**

**Mr. Cooksey shared that there may be an increase in ridership in October since Governor Edwards has moved the state to Phase 3.**

## **VII. ACTION ITEMS**

- 1. Consideration of authorization to purchase five support vehicles from State Contract**

**Mr. Godwin shared that the agency is seeking to purchase five Chevy Traverse vehicles to replace the aged Dodge Nitro vehicles that have been used by the Street Supervisors.**

**Mr. Lambert moved that the CEO is authorized to purchase five Chevrolet Traverse support vehicles from the State Contract for an amount not to exceed \$124,832.00 and Mr. Hill seconded the motion. Mr. Bellue invited public comment and Mr. Garland stated that the ATU submitted a pandemic policy to CATS in March and was never contacted. Mr. Bellue informed Mr. Garland that general public comments would be heard at the end of the meeting and that at this point, comments were being taken for this action item. Mr. Garland acknowledged his understanding. The motion passed unanimously with no abstentions.**

- 2. Consideration of authorization to renew graphic design services contract with Rockit Science Agency, Inc.**

**Ms. McNaylor informed the members that CATS is completing its second year with Rokit Science and the relationship has been productive and beneficial. She noted there was a summary in the member's packets of work that has been done in the last 12 months and noted that the agency pays a \$95 per hour fee for most of the work done, with the exception of photography and videography work.**

**The first year of the contract was not to exceed \$125,000 and the second year was not to exceed \$160,000. Through 11 months of the contract and projecting the cost for September, it is expected that CATS will have spent approximately \$135,000.**

**Mr. Bellue noted that he was pleased with the level of work produced, especially considering the pricing.**

**The contract is being recommended for renewal at the same cost, not to exceed \$160,000.**

**Ms. Perkins moved that the CEO is authorized to renew the graphic design services contract with Rokit Science Agency, Inc. for a period of one year and an amount not to exceed \$160,000.00 and Mr. Lambert seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously.**

**3. Consideration of authorization to enter into a contract with Hitachi for technical services**

**Ms. Thomas shared that the contract is to work on the Accelerating Innovative Mobility (AIM) grant that was awarded to CATS by the FTA. This grant will work to improve the customer experience and introduce new technology.**

**There was no solicitation for the project because the vendor relationship had to be established prior to the grant application.**

**The project has a total cost of \$300,000. The grant award was \$250,000, and the local match from CATS will be \$50,000.**

**It was noted that CATS may consider rear-entry payment methods and tap pay options.**

**Ms. Perkins moved that the CEO is authorized to enter into a contract with Hitachi for technical services related to the AIM grant and Mr. Hill seconded the motion. Mr. Bellue invited public comment and Anthony Garland asked to speak on this item.**



**Mr. Garland inquired as to why the agency would invest in rear entry payment methods when the pandemic is over and people will move back to front entry.**

**It was noted that the agency is looking at long-term rear entry payment and not just for the period of the pandemic.**

**Mr. Garland inquired why this was being pursued when there will not be an attendant in the back and Mr. Bellue shared that this is simply one consideration.**

**Shavez Smith asked when the program would be implemented and it was noted that CATS and Hitachi would come back at a later date with implementation plans. Ms. Green noted the paperwork states a timeline of September 2020-2023.**

**Mr. O’Gorman asked if CATS would be required to pay additional funds related to the project with Hitachi and Ms. Thomas said the project would require more money. The agency will continue to seek additional grant funding to maintain the project once the initial grant is expended. Ms. Thomas indicated that staff would bring any future expenditures to the Board for approval.**

**The motion passed unanimously with no abstentions.**

**4. Consideration of authorization to bind Automobile Physical Damage Coverage with renewal premium not to exceed \$74,900**

**Ms. Thomas noted that CATS is required to have terrorism coverage and the renewal of the current automobile physical damage policy covers all vehicles owned by CATS, as well as the property at 2250 through September 2021. Stone Insurance is the agency of record for this policy.**

**Mr. Lambert moved that the CEO is authorized to renew the automobile physical damage coverage for an amount not to exceed \$74,900.00 and Ms. Pierre seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously.**

**5. Consideration to amend bylaws to designate the principal office of CATS**

Mr. Abadie noted this was a housekeeping matter and it pertains to the posting of notices.

After a brief discussion, it was decided that this item would be deferred.

6. Adopt and levy the adjusted millage rate of 10.060 mills as determined at reassessment for the City of Baton Rouge for 2020 and to adopt and levy the adjusted tax millage rate of 9.600 mills as determined at reassessment for the City of Baker for 2020

Following Mr. Bellue's reading of the item, Mr. Abadie read the resolution set forth below into the record.

Mr. Abadie noted that this is not the "roll forward" item. It is the item that must be considered annually for CATS to receive its property tax revenue.

2020 was a reassessment year and since the taxable value of the property in Baton Rouge and in Baker increased, the millage rates for each are adjusted down to so that the agency receives the same amount of funds as it did the prior year. The "roll forward" up to the maximum millage rates will be considered after this item.

Ms. Pierre moved that the board adopt the following resolution and Ms. Perkins seconded the motion. Mr. Bellue invited public comment and there was none. A roll call vote was taken and voting "yes" were Messrs. Bellue, Breaux, Hill, Lambert, and O'Gorman and Mss. Perkins and Pierre. There were no "no" votes and no abstentions. Mr. Cohran and Ms. Green were absent. The motion passed unanimously by a vote of seven (7) "yes" votes and zero "no" votes.

#### **RESOLUTION**

**BE IT RESOLVED**, by the Board of Commissioners of Capital Area Transit System of the Parish of East Baton Rouge, Louisiana, in a public meeting held on September 22, 2020, which meeting was conducted in accordance with the Open Meetings Law and the additional requirements of Article VII, Section 23(C) of the Louisiana Constitution and R.S. 47:1705(B), that the following adjusted millage rates be and they are hereby levied upon the dollar of the assessed valuation of all property subject to ad valorem taxation within said Parish for the year 2020, for the purpose of raising revenue:

#### **MILLAGE**

**Capital Area Transit System**

tax in the City of Baton Rouge

10.060 mills

Capital Area Transit System  
tax in the City of Baker

9.600 mills

**BE IT FURTHER RESOLVED** that the Assessor of the Parish of East Baton Rouge, shall extend upon the assessment roll for the year 2020 the taxes herein levied, and the tax collector of said Parish shall collect and remit the same to said taxing authority in accordance with law.

7. **Adopt the increased ad valorem tax millage rate of 10.600 mills to be levied for the City of Baton Rouge for 2020 and to adopt the increased ad valorem tax millage rate of 10.600 mills to be levied for the City of Baker for 2020 (Roll Forward)**

Following Mr. Bellue's reading of the item, Mr. Abadie read the resolution set forth below into the record. He noted this is the roll forward item.

Mr. Abadie informed the members that unless the agency "rolls forward", the agency will receive the same amount of funds from property tax revenues for Baton Rouge and Baker as last year. If the agency votes to "roll forward" to its maximum mileage rate of 10.600 mills, the rate set in 2012, for Baton Rouge and for Baker, the increase in tax revenue to CATS from Baton and from Baker would be approximately \$1,075,000.

Mr. Abadie shared that the "roll forward" is not required for 2020, but it must be done prior to the next reassessment. If it is not done, the adjusted mileage rates will remain.

It was noted that many agencies are choosing to forego the roll forward given the hardships being faced by so many families related to COVID-19.

There were no public comments. A roll call vote was taken. There were no "yes" votes. Voting "no" were Messrs. Bellue, Breaux, Hill, Lambert, and O'Gorman and Mss. Perkins and Pierre. Mr. Cohran and Ms. Green were absent. The motion failed by a vote of seven (7) "no" votes and zero "yes" votes.

## **RESOLUTION**

**BE IT RESOLVED**, by the Board of Commissioners of Capital Area Transit System of the Parish of East Baton Rouge, Louisiana, in a public meeting held on September 22, 2020, which meeting was conducted in accordance with the Open Meetings Law and the additional requirements of Article VII, Section 23(C) of the Louisiana Constitution and R.S. 47:1705(B), that the taxing district voted to increase the millage rates, but not in excess of the prior year's maximum rates, on all taxable property shown on the official assessment roll for the year 2020, and when collected, the revenues from said taxes shall be used only for the specific purposes for which said taxes have been levied. Said millage rates are:

Capital Area Transit System tax in the City of Baton Rouge	Adjusted Rate 10.060 mills	2020 Levy 10.600 mills
Capital Area Transit System tax in the City of Baker	9.600 mills	10.600 mills

**BE IT FURTHER RESOLVED** that the Assessor of the Parish of East Baton Rouge, shall extend upon the assessment roll for the year 2020 the taxes herein levied, and the tax collector of said Parish shall collect and remit the same to said taxing authority in accordance with law.

Since there were members of the public present to speak and since the next two items may require executive session, Mr. Lambert moved to amend the agenda to take public comments ahead of action items 8 and 9 and Ms. Perkins seconded the motion. Mr. Bellue invited public comments and there was none. The motion passed unanimously with no abstentions. Ms. Green was not present for the vote.

#### **VIII. PUBLIC COMMENT**

Mr. Garland spoke and stated that he presented a written statement to the board. The union presented a pandemic policy and nothing has been discussed since it was given to management. There should be a joint labor- management discussion.

Mr. Garland noted there is a loophole allowing the CEO to sign contracts in an amount up to \$50,000.

The union has made a records request and would like a response.

Employees are not treated with respect and the agency has bad buses that need to be addressed.

**Mr. Garland wants a forum for these issues to be handled internally.**

**Connie Drake spoke and stated it isn't fair to paint a picture that things are so bad simply because employees have been terminated. Things were never this bad for those employees when the employees were working here.**

## **IX. CONTINUATION OF ACTION ITEMS**

- 8. Consideration of authorization to settle the claims of Michael Rhines under the terms of the settlement and judgment 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 19<sup>th</sup> Judicial District Court and is Suit Number 677,953, Section 26; and that Michael Rhines is the plaintiff and Calpurnia Dotson and Capital Area Transit System are the defendants.)**

**Mr. Lambert moved that the board enter executive session to discuss the pending lawsuits in Action Items 8 and 9. Ms. Pierre seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions. Ms. Green was not present for the vote.**

**After returning from executive session, Ms. Pierre moved that the CEO is authorized to settle the claims of Michael Rhines for the sum of Fifty-Five Thousand and 00/100 (\$55,000.00) Dollars plus court costs under the terms and conditions of the settlement and judgement payment policy adopted by the Board on July 20, 2004 as amended. Mr. Lambert seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously. Ms. Green was not present for the vote.**

- 9. Consideration of authorization to settle the claims of Donnie Carey under the terms of the settlement and judgment 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 19<sup>th</sup> Judicial District Court and is Suit Number 657,491, Section 21; and that Donnie Carey is the plaintiff and Capital Area Transit System and Gloria Smith are the defendants.)**

**After returning from executive session, Ms. Perkins moved that the CEO is authorized to settle the claims of Donnie Carey for the sum of**

**Twenty Thousand and 00/100 (\$20,000) Dollars plus court costs under the terms and conditions of the settlement and judgment payment policy adopted by the Board on July 20, 2004 as amended. Mr. Lambert seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions. Ms. Green was not present for the vote.**

**X. ADJOURNMENT**

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

2250 Florida Boulevard  
Baton Rouge, LA 70802  
PHONE: 225.389.8920



## EXECUTIVE STAFF

**Bill Deville**  
Chief Executive Officer

### OCTOBER 2020 Executive Report Bill Deville and CATS Staff

#### COVID-19 UPDATES: *Bill Deville, Pearlina Thomas*

- Governor Edwards announced last week that Louisiana will stay in Phase 3 for another four weeks, through November 6<sup>th</sup>, as he cautiously and incrementally releases noted restrictions.
- The agency continues to waive fares but recognized the need to increase the nine passenger maximum capacity to a higher number, especially on certain of our higher ridership core routes.
  - Planning and Operations have begun that process, starting with a 5 day advance notification to the Union.
- Rear entry continues for those without mobility impairments until all fixed route and paratransit vehicles have operator barriers received and installed for their safety.
  - Paratransit vehicles have barriers installed.
  - Bus barriers for the remaining 28 buses have been delayed and the agency has an expected ship date of November 4<sup>th</sup>.
- CATS continues to operate its essential "lifeline" service that was designed to carry incrementally increased ridership that should remain in place through January, leading to the February service schedule plan implementation;
  - The agency continues to monitor COVID-19 status, daily ridership trends, and local news conferences and announcements from local officials and key stakeholders.
- CATS continues to enforce face coverings for customers in accordance with local and state mandates.
- The agency has installed sanitization stations at all admin facilities and has installed digital temperature check stations at employee, customer, and vendor entrances at the CATS OAM and Terminal facility, and Donmoor administrative offices;
  - A "how-to" video has been produced that lets both employees and visitors know the protocol for the temperature check stations; these have been shared and can be found on the employee portal as well as CATS social media pages.

#### OPERATIONS: *Dwana Williams*

- There are 153 total operators, and there are currently 107 active operators working. The remaining 46 operators are out as a result of COVID-19, FMLA, and Workers' Comp.
- Operations is meeting to determine what Phase 3 requirements looks like for the agency.
- See attached Performance Measures that reflect measures for the month.

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## EXECUTIVE STAFF



### AGENCY UPDATES: **Bill Deville**

- Work has begun on the 2021 budget and it will be presented to the Board for approval in December. The budget will be available on November 10<sup>th</sup> for review.
- CATS is collaborating with the Baton Rouge Center for Visual and Performing Arts, a public school in East Baton Rouge Parish, on a project to introduce transit to students.
  - In conjunction with STEAM curriculum, students will participate in a contest to draw posters that will be made into bus shelters and interior ads.
  - The grand prize winner will have two bus ads with their artwork displayed.
  - This is being done as a pilot program with the hope of including more (hopefully all) EBR public schools in the contest in the coming years.
- The seventh annual, but Covid-19, Healthy Blue Health Fair is scheduled for Friday, October 16<sup>th</sup>.
  - This will be a very scaled down version of previous health fairs because of COVID.

### HUMAN RESOURCES: **Pearlina Thomas**

- CATS has hired Amy Cannon as the Interim Human Resources Director while a search for a director is conducted by Gallagher.
- HR and Operations are working together on a plan to bring operators back into service, including various forms of training.
- HR Emotional Intelligence and supervisor training will be October 28<sup>th</sup>.

### COVID-19 TASK FORCE: **Pearlina Thomas**

- The task force presented its first installment of the major pandemic policy as an addendum to the agency's Disaster Policy. The new policy has been approved by the CEO and presented to the TPP Committee.

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

#### SERVICE:

- The current lifeline service that was implemented on April 5<sup>th</sup> is expected to be effective until the next run cut takes place in February 2021.
- The September 27<sup>th</sup> service changes were implemented and they tweaked certain routes and addressed running times and schedules.
- The agency is beginning to work on the February 2021 service change; as we move forward, we will be looking at several options which depend upon the phase of the pandemic and resource availability.
- HDR has been engaged to assist staff with performance standards for bus routes. These standards or key performance indicators, will allow staff to review and assess the viability of fixed-route service to ensure utilizing all resources in the more efficient and effective manner possible.



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## EXECUTIVE STAFF



### **CAPITAL: Cheri Soileau**

#### **BRT –**

- On-Call Program Manager Atlas Technical and the CATS Planning Director met with HNTB to get updated on the BRT project with the City-Parish.
- The BUILD Grant agreement between the City-Parish and US DOT has not yet been signed. However, discussions regarding station design and other elements have been on-going.

#### **TRANSIT CENTERS –**

- **East, Cortana** – Completed. Road repairs are underway at the Cortana Transit Center and are being done by DPW.
- **Downtown** – Federal funding is being sought to fund amenities needed for the relocation to Florida at I110 site.
- **North, LSU** – The LSU Board of Supervisors took the necessary steps at its September meeting and counsel is awaiting a response related to the transfer of funds.
- **South, Mall of Louisiana** – staff is seeking a permanent site.

**Baker Park & Ride** – CATS continues meetings with CRPC and Baker Mayor Darnell Waites. A planning study by CRPC and the City of Baker is the next step.

**Microtransit Study**- The Goodman Corporation has completed surveys with both the riders and bus operators. They are also in the process of collecting data to analyze origin/destinations throughout the planning area.

**Transit Development Plan**- HNTB is continuing to collect data and interview key staff as the first step in the organizational review task.

#### **TECHNOLOGY –**

- The Tyler Technology kick-off has taken place and training sessions are in Phase I; financials modules have been scheduled for the next three months.
- Planning and Operations, along with AVL and Maintenance staff are seeking solutions for scheduling/AVL software.
- Business Analytics solicitation is about to begin that will entail procuring an agency-wide tool to gather reporting data automatically from core systems.
- An enterprise asset management system is being sought.
- A customer service system with work rules based on customer service application is being pursued.

### **CEO NOTES: Bill Deville**

- Atlas Technology scheduled a kick off meeting with CATS CEO last week with its public engagement sub-consultant, Emergent Method conducting the interview;
- Atlas and Emergent Method will conduct its second public engagement kick off meeting with CATS management on Thursday, October 15<sup>th</sup>;
- HNTB On Call team conducted an interview with CATS CEO last week, leading strategic planning updates via staff sessions starting next week.

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## EXECUTIVE STAFF



- TGC (The Goodman Corporation), working on the microtransit project, is wrapping up some of its research with the completion of zone surveys; TGC will conduct a Procurement Workshop for CATS Procurement and Finance staff on October 30<sup>th</sup>; and a Microtransit project status meeting with CEO, CATS staff, and Atlas, is scheduled for November 4<sup>th</sup>;

**Finance: *John Cutrone***

- See attached financial report for the month.

**Capital Area Transit System  
Balance Sheet  
September, 2020**

**9/30/2020      9/30/2019**

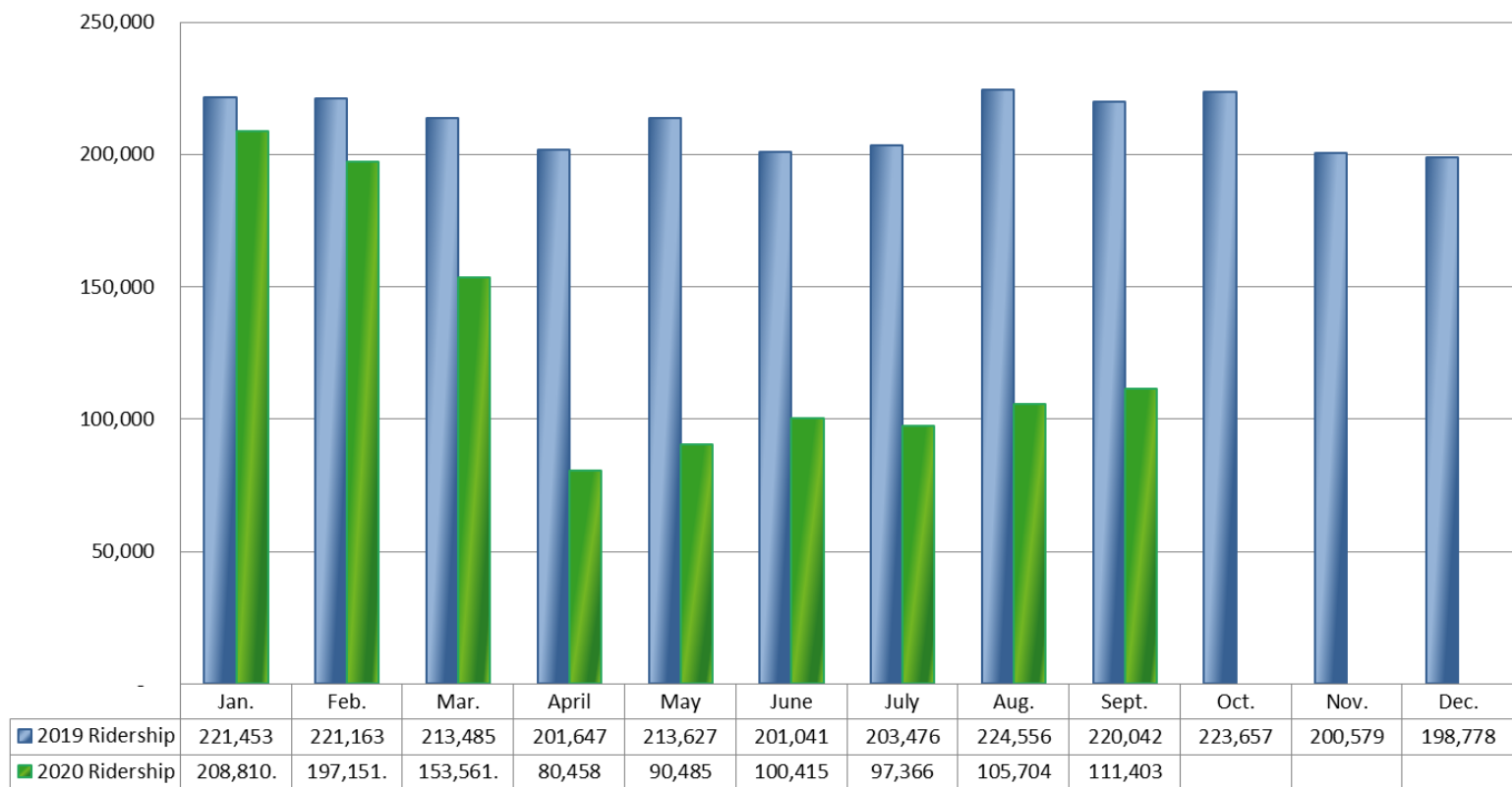
**ASSETS**

<b>Current Assets:</b>		
Cash and Cash Equivalents	10,039,980	1,105,193
Accounts Receivable	294,872	579,879
Property Tax Receivable	16,977,443	17,300,802
Due from Governments	3,322,326	339,802
Notes Receivable	0	0
Interest and Dividends Receivable	0	0
Inventory	232,688	177,495
Prepaid Expenses and Other Assets	201,586	6,414
<b>Total Current Assets:</b>	<b>31,068,894</b>	<b>19,509,585</b>
<b>Restricted Assets:</b>		
Cash and Cash Equivalents	314,688	1,755,000
Cash Reserve	3,000,000	0
<b>Total Restricted Assets:</b>	<b>3,314,688</b>	<b>1,755,000</b>
Investments	0	0
Net Pension Asset, Long-Term	496,897	1,466,268
Equipment, Net	20,491,429	27,414,951
<b>Total Assets</b>	<b>55,371,908</b>	<b>50,145,804</b>
<b>LIABILITIES AND NET ASSETS</b>		
<b>Current Liabilities</b>		
Accounts Payable and Accrued Expenses	267,985	3,986,723
Accrued Payroll and Tax Liabilities	93,136	310,216
Accrued Interest (Bus Lease)	0	0
Note Payable	0	0
Accrued Compensated Absences	751,112	424,440
Claims Payable and Related Liabilities	1,065,376	855,488
Capital Lease Payable	266,864	220,482
Deferred Revenue (Grants/Prop Tax)	4,045,666	0
Other Current Liabilities	0	0
<b>Total Current Liabilities</b>	<b>6,490,139</b>	<b>5,797,348</b>
<b>Long-Term Liabilities</b>		
Note Payable, Less Current Portion	0	0
Accrued Compensated Absences, Less Current Portion	0	0
Capital Lease Payable, Less Current Portion	2,193,983	2,788,983
Estimated Liabilities	1,301,975	3,254,871
<b>Total Long-Term Liabilities</b>	<b>3,495,958</b>	<b>6,043,854</b>
<b>Total Liabilities</b>	<b>9,986,097</b>	<b>11,841,203</b>
<b>Net Assets:</b>		
Investments in Capital Assets, Net of Related Debt	18,030,583	24,405,486
Restricted Cash and Cash Equivalents		
Unrestricted	27,355,229	13,899,116
<b>Total Net Assets:</b>	<b>45,385,812</b>	<b>38,304,602</b>
<b>Total Liabilities And Net Assets</b>	<b>55,371,908</b>	<b>50,145,804</b>

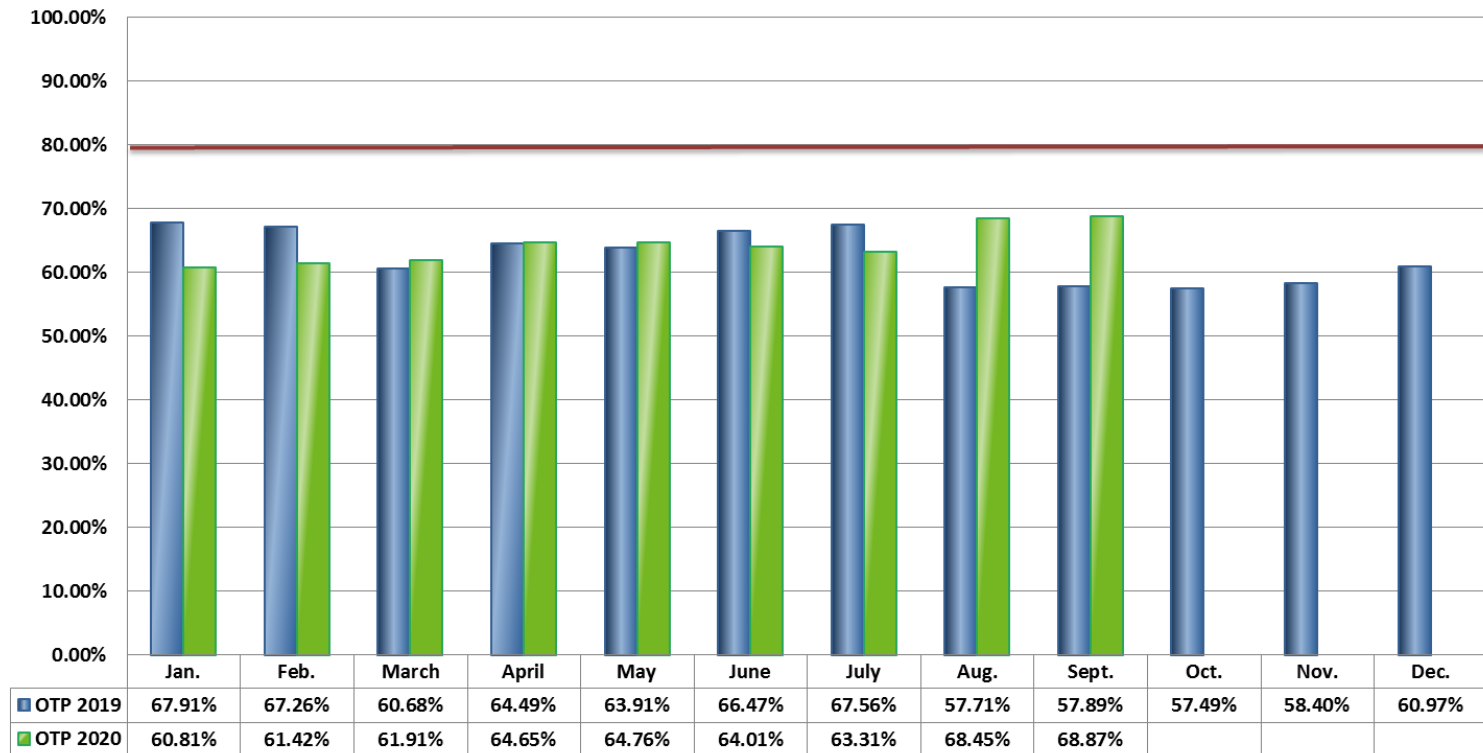
**Capital Area Transit System**  
**Statement of Operating Budget vs. Actual**  
**For the Period Ended September 30, 2020**

	Current Month			Year to Date			Approved Budget
	Budget	Actual	Variance	Budget	Actual	Variance	
<b>Operating Revenues</b>							
Passenger Paid Fares	154,262	0	(154,262)	1,388,358	364,464	(1,023,894)	1,851,144
Special Transit Fares (Contract)	19,669	0	(19,669)	177,021	81,067	(95,954)	236,028
ADA/Paratransit Revenue	0	0	0	0	44,375	44,375	0
Advertising Revenue	45,000	46,221	1,221	405,000	357,191	(47,809)	540,000
Interest Income	13,621	2,287	(11,334)	122,589	47,590	(74,999)	163,452
Other Agency Revenue	11,668	41,244	29,576	105,012	221,744	116,732	140,016
<b>Total CATS Generated</b>	<b>244,220</b>	<b>89,753</b>	<b>(154,467)</b>	<b>2,197,980</b>	<b>1,116,430</b>	<b>(1,081,550)</b>	<b>2,930,640</b>
Non Federal Revenue							
Hotel/Motel Tax	102,022	0	(102,022)	918,198	674,629	(243,569)	1,224,264
Parish Transportation Fund	45,833	137,500	91,667	412,497	412,500	3	549,996
Property Tax Revenue	1,481,667	1,481,667	0	13,335,003	13,255,136	(79,867)	17,780,004
<b>Total Non Federal</b>	<b>1,629,522</b>	<b>1,619,167</b>	<b>(10,355)</b>	<b>14,665,698</b>	<b>14,342,265</b>	<b>(323,433)</b>	<b>19,554,264</b>
Federal Operating Subsidies							
FTA - Cares Grant	0	992,502	992,502	0	17,651,475	17,651,475	0
FTA - Preventive Maintenance	256,959	366,833	109,874	2,312,631	545,918	(1,766,713)	3,083,508
FTA - Planning	8,333	0	(8,333)	74,997	41,415	(33,582)	99,996
FTA - Formula	10,924	0	(10,924)	98,316	0	(98,316)	131,088
FTA - Capital Projects	258,866	0	(258,866)	2,329,794	0	(2,329,794)	3,106,392
FTA - Electric Buses	0	0	0	0	363,604	363,604	0
<b>Total Federal Operating</b>	<b>535,082</b>	<b>1,359,335</b>	<b>824,253</b>	<b>4,815,738</b>	<b>18,602,412</b>	<b>13,786,674</b>	<b>6,420,984</b>
<b>Total Operating Revenues</b>	<b>2,408,824</b>	<b>3,068,255</b>	<b>659,431</b>	<b>21,679,416</b>	<b>34,061,107</b>	<b>12,381,691</b>	<b>28,905,888</b>
<b>Operating Expenses</b>							
Labor	919,067	733,635	185,432	8,271,603	7,247,696	1,023,907	11,028,804
Fringe Benefits	499,328	567,963	(68,635)	4,493,952	5,551,417	(1,057,465)	5,991,936
Casualty and Liability	101,166	39,655	61,511	910,494	1,260,105	(349,611)	1,213,992
Services	209,810	268,970	(59,160)	1,888,290	1,292,771	595,519	2,517,720
Purchased Transportation	203,319	111,547	91,772	1,829,871	1,148,901	680,970	2,439,828
Materials & Supplies	318,424	427,123	(108,699)	2,865,816	2,678,126	187,690	3,821,088
Utilities	23,666	11,646	12,020	212,994	145,923	67,071	283,992
Miscellaneous Expenses	125,738	57,325	68,413	1,131,642	679,458	452,184	1,508,856
Leases and Rentals	8,306	7,703	603	74,754	69,713	5,041	99,672
<b>Total Operating Expenses</b>	<b>2,408,824</b>	<b>2,225,566</b>	<b>183,258</b>	<b>21,679,416</b>	<b>20,074,110</b>	<b>1,605,306</b>	<b>28,905,888</b>
Depreciation	0	229,151	(229,151)	0	2,062,358	(2,062,358)	
<b>NET SURPLUS/(DEFICIT)</b>	<b>0</b>	<b>613,538</b>	<b>613,538</b>	<b>0</b>	<b>11,924,639</b>	<b>11,924,639</b>	

## Ridership 2019-2020



## On-Time Performance 2019-2020

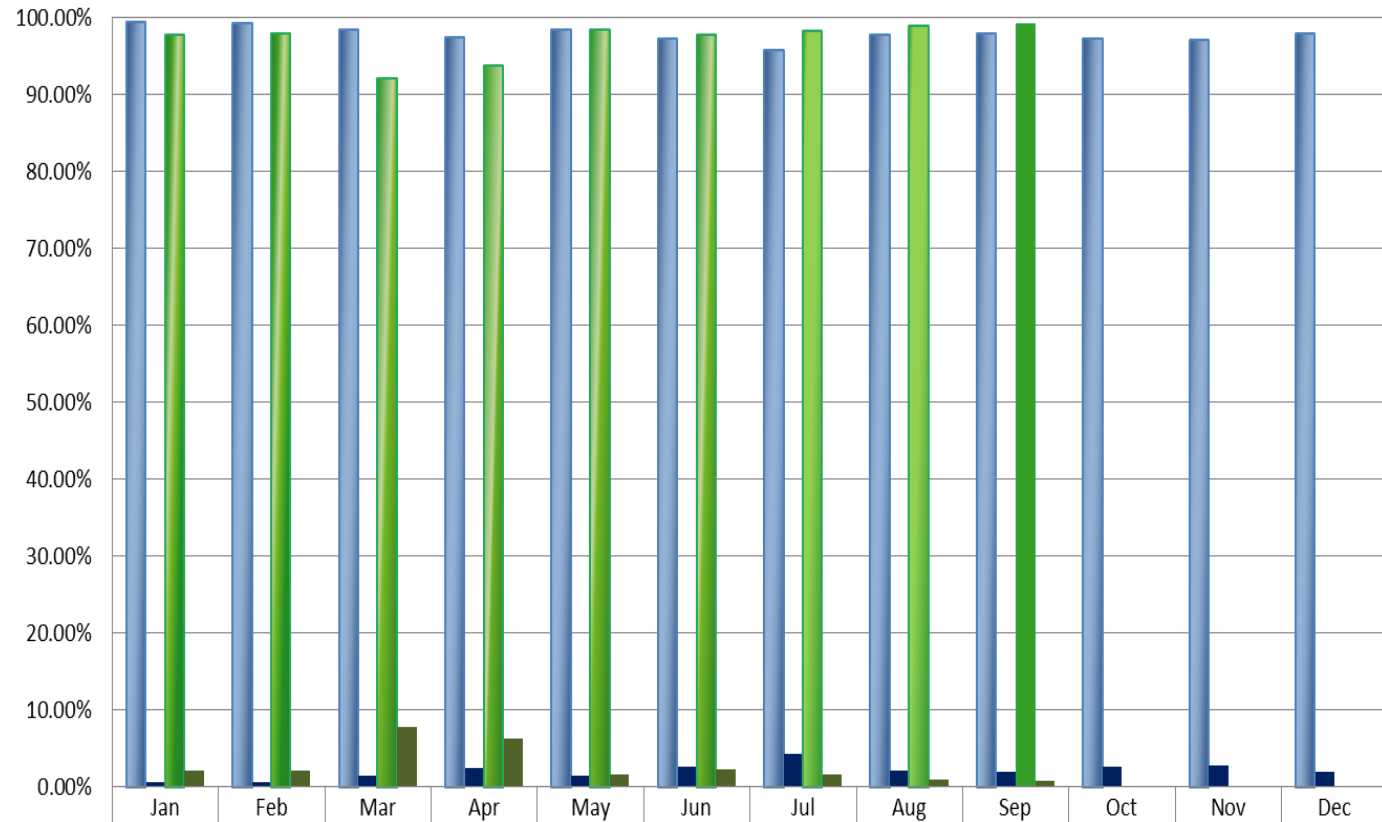


**\*Target 80% On-Time Performance**

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

## % Trips Operated 2019-2020

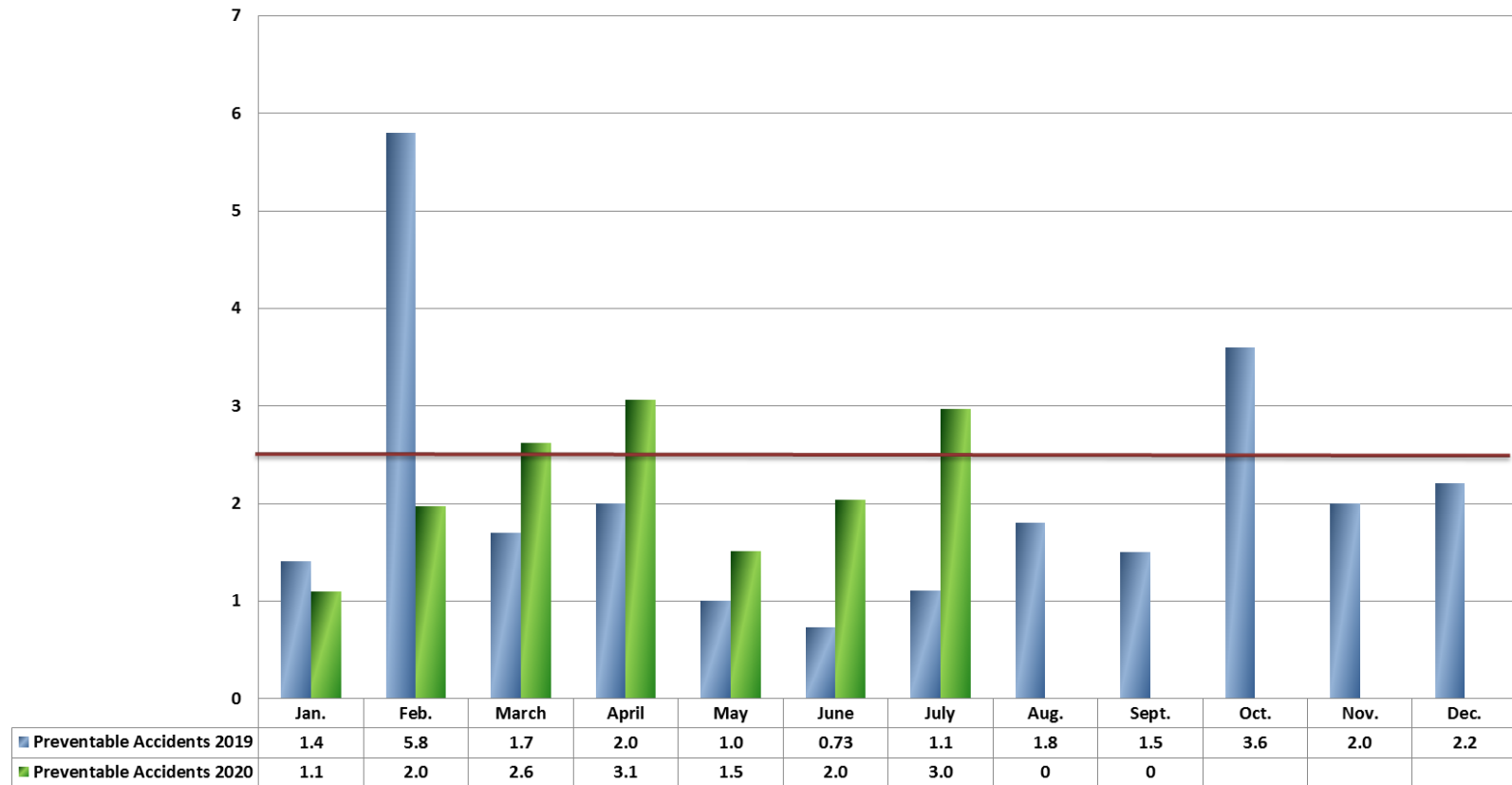
% Trips Operated



2019 % of Scheduled Bus Trips Operated	99.40%	99.30%	98.50%	97.50%	98.50%	97.30%	95.73%	97.80%	98.00%	97.27%	97.11%	97.97%
2019 % Missed Trips	0.60%	0.70%	1.50%	2.50%	1.50%	2.70%	4.27%	2.20%	2.00%	2.73%	2.89%	2.03%
2020 % of Scheduled Bus Trips Operated	97.80%	97.89%	92.13%	93.76%	98.38%	97.71%	98.32%	98.97%	99.21%			
2020 % Missed Trips	2.20%	2.11%	7.87%	6.24%	1.62%	2.29%	1.68%	1.03%	0.79%			



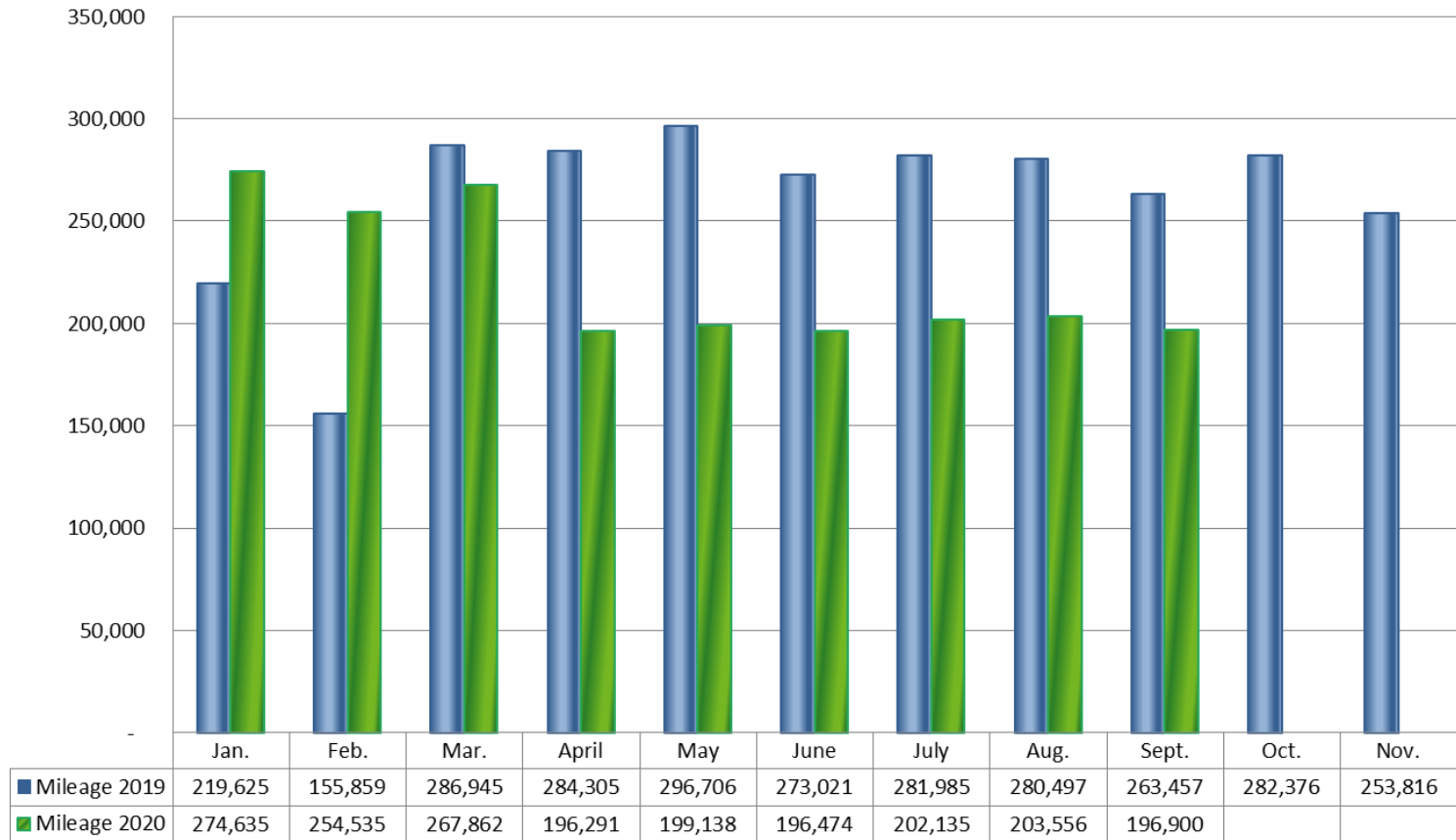
## Preventable Accidents per 100,000 Miles 2019-2020



\*Target 2.5 Preventable Accidents Per 100,000 Miles

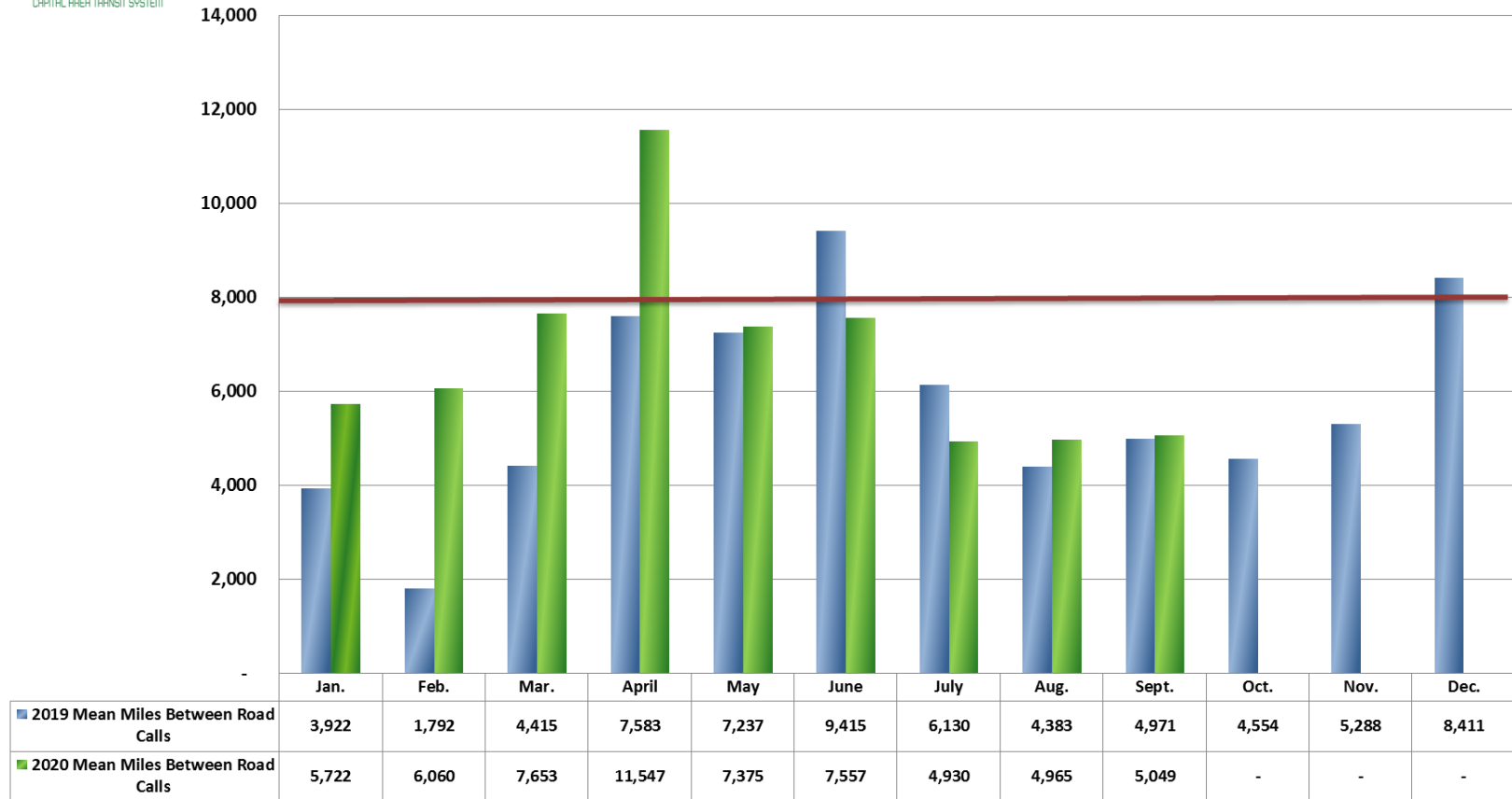


## Mileage 2019-2020





## Mean Miles Between Road Calls 2019-2020





**MEETING OF THE  
504/COMMUNITY RELATIONS COMMITTEE  
BOARD OF COMMISSIONERS  
CAPITAL AREA TRANSIT SYSTEM AND  
PUBLIC TRANSPORTATION COMMISSIONS  
OCTOBER 14, 2020  
350 North Donmoor, Baton Rouge, LA**

**MINUTES**

**The 504/Community Relations Committee met on Wednesday, October 14, 2020, at 10:30 a.m. Present at the meeting were Linda Perkins Johnathan Hill, Bill Deville, members of CATS staff, and Serena Thomas of MV Transportation.**

**I. Introduction**

**Ms. Perkins welcomed those assembled and thanked them for coming.**

**II. MV Transportation Report – Serena Thomas**

**Ms. Thomas noted that CATS On Demand had 4,321 scheduled trips in September. Of the scheduled trips, 4,307 were completed; 14 were cancellations and 133 were no-shows.**

**Ms. Thomas noted that 37% of the trips were subscription and 63% were demand trips.**

**Ms. Thomas shared that there was one valid complaint for the month.**

**Ms. Thomas noted that the on-time performance for the month was 90.7%.**

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

**There was discussion of the level of operators and Ms. Thomas let the committee know that there are currently 16 operators and 25 is the number needed. There is not a negative impact on customers as the lifeline service is still in effect. She shared that there are currently six operators in training and more are being hired.**

**III. Certifications – Karen Denman**

**Ms. Denman took a moment to thank everyone for their kindness concerning the loss of her daughter. She thanked Ms. Gordon for taking the reins in ADA/CATS On Demand in Ms. Denman's absence. She also expressed her thanks to MV for all their kindness.**

**Ms. Denman noted that there were nine applications mailed in September.**

**She noted that the certifications were on hold until MV is fully staff with operators.**

**IV. Customer service – Dwana Williams**

**Ms. Williams was participating via phone and invited Ms. Wynn and Mr. Thomas to give their reports for customer service.**

**Ms. Wynn shared there were 30 total concerns for the month and two were valid. She noted that two were related to courtesy and performance.**

**It was noted that there were zero pass-ups for the month of September.**

**Ms. Perkins congratulated the operations staff for the milestone and encouraged everyone to keep the current path.**

**V. Council on Aging Update –**

**Ms. Thomas noted that this partnership would resume once things are more settled with COVID-19.**

**There being no further business, the meeting adjourned.**

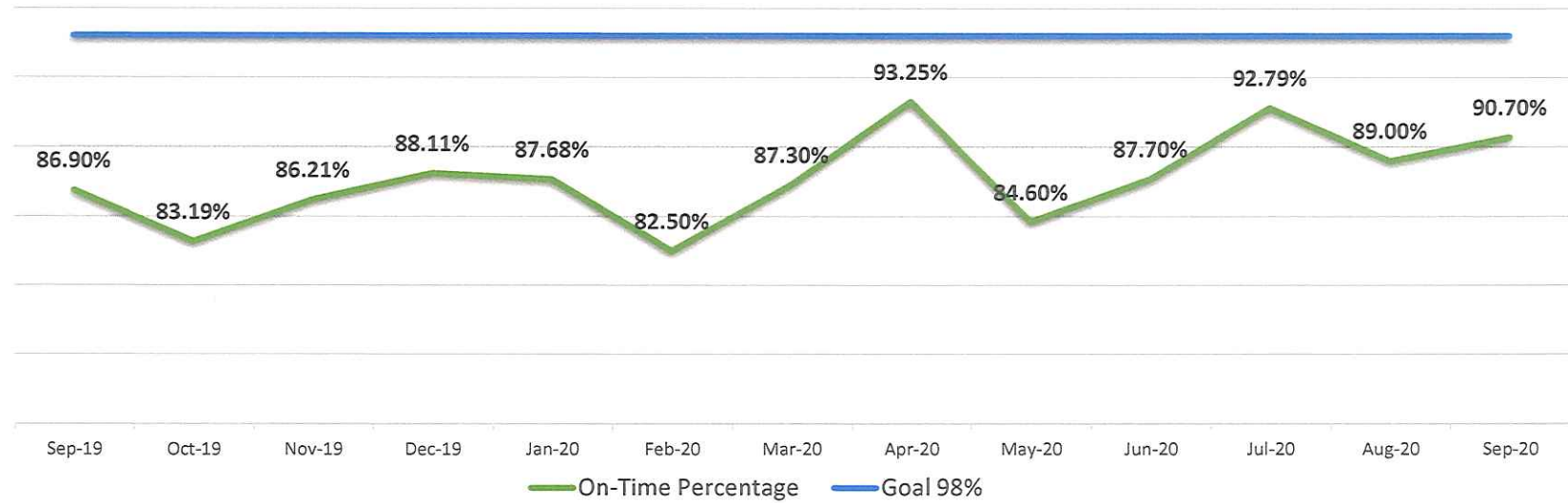
**SAMPLE RESOLUTION OF CATS BOARD OF COMMISSIONERS  
APPROVING ABSENCES OF KAHLI COHRAN**

WHEREAS, state law in Revised Statutes 48:1456E provides that a member of the CATS Board of Commissioners “shall be deemed to have abandoned his office upon failure to attend two of any three consecutive regularly scheduled meetings without an excuse approved by a resolution of the board at its next regular meeting”; and

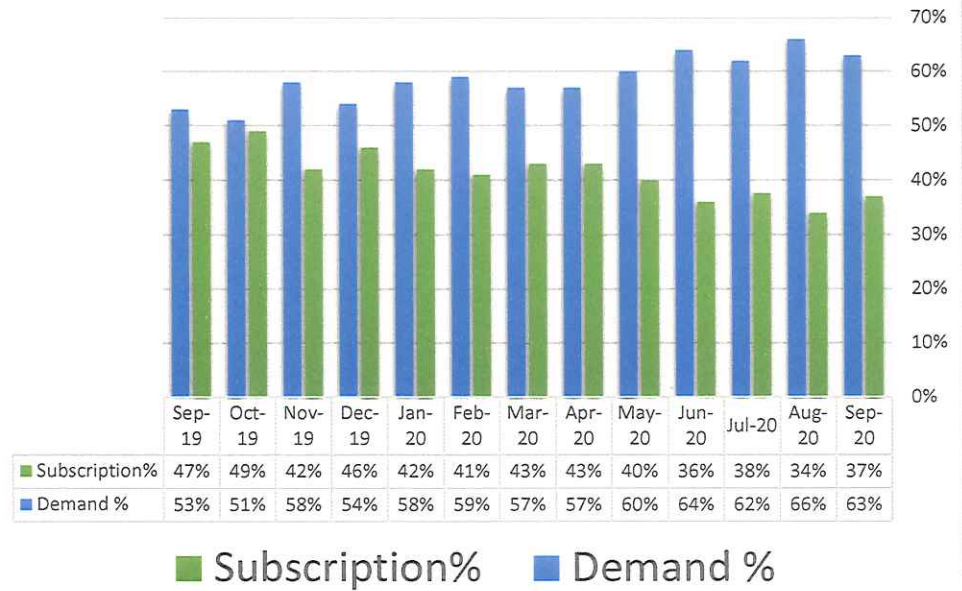
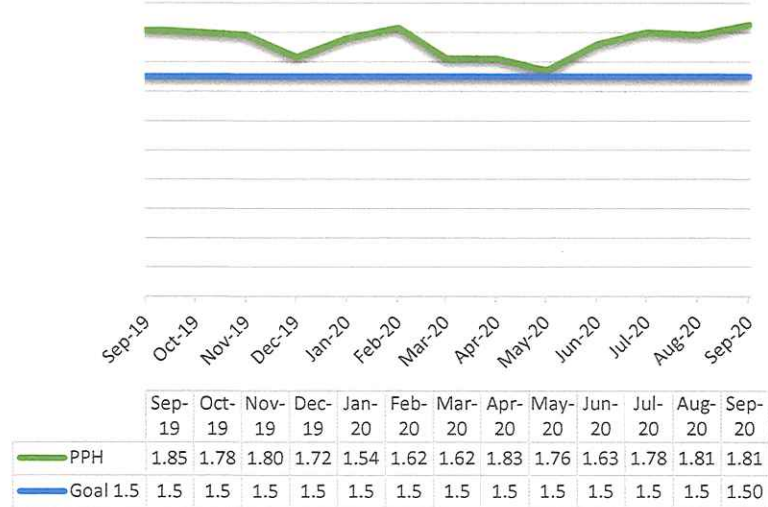
WHEREAS, it was necessary for Kahli Cohran to be absent from the board meetings held on August 18, 2020, and September 22, 2020;

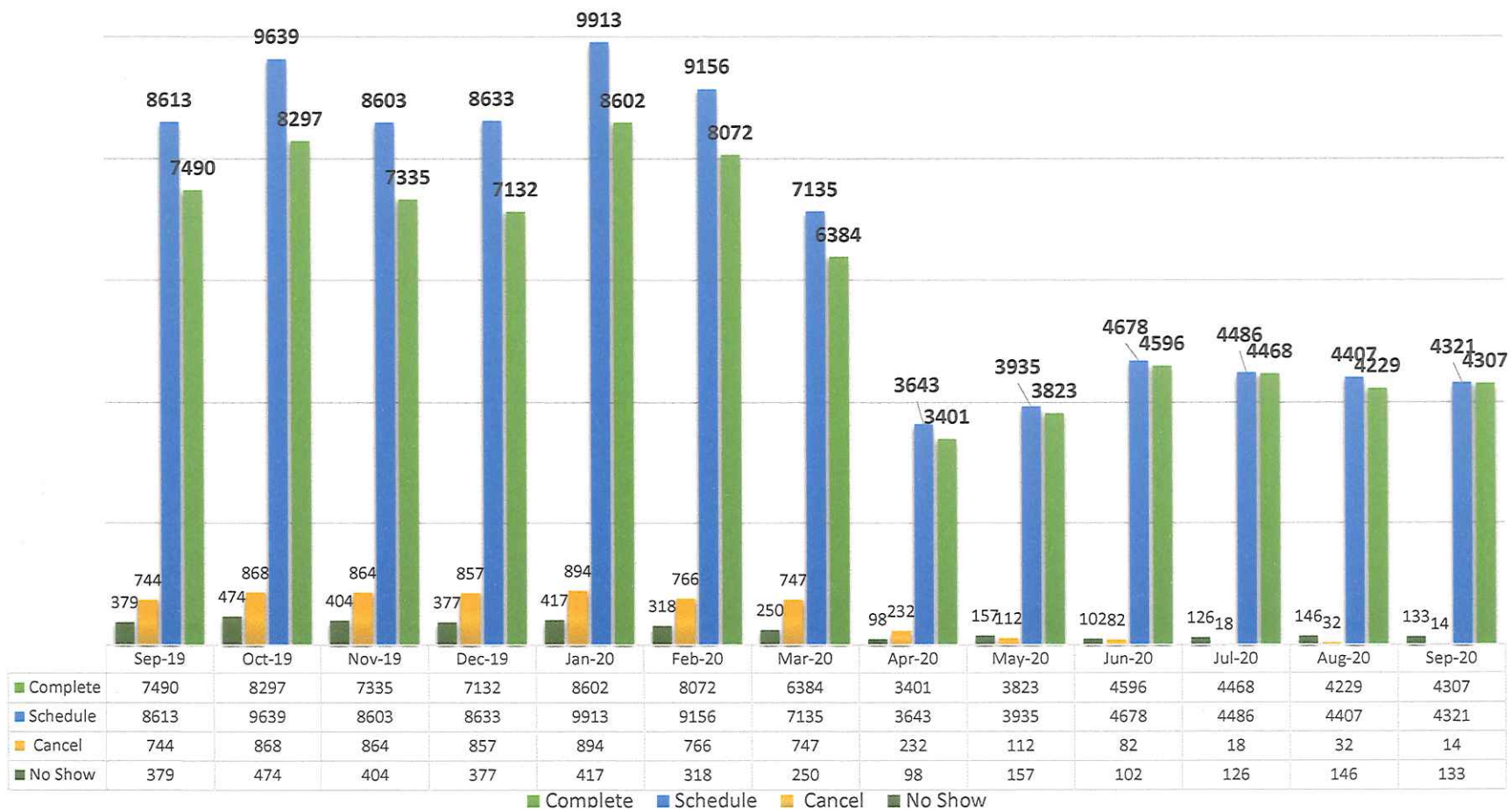
BE IT RESOLVED by the Board of Commissioners of Capital Area Transit System that it approves the absences of Kahli Cohran from its meetings held on August 18, 2020, and September 22, 2020.

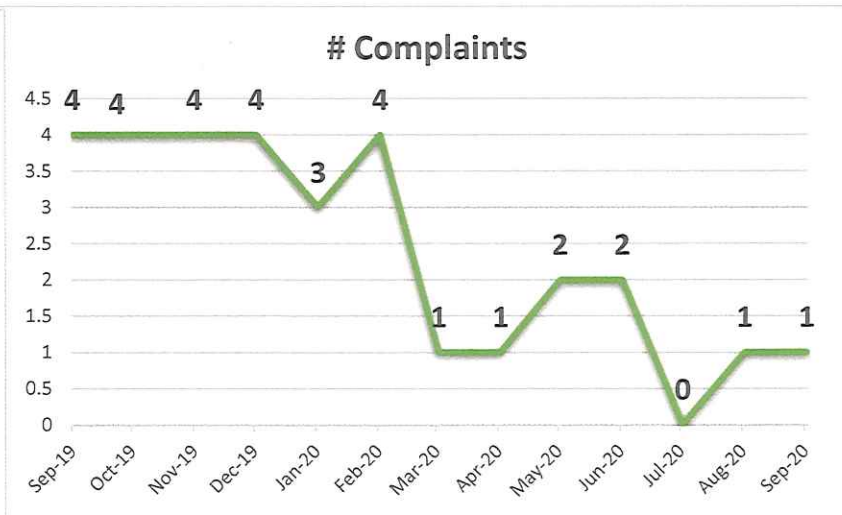
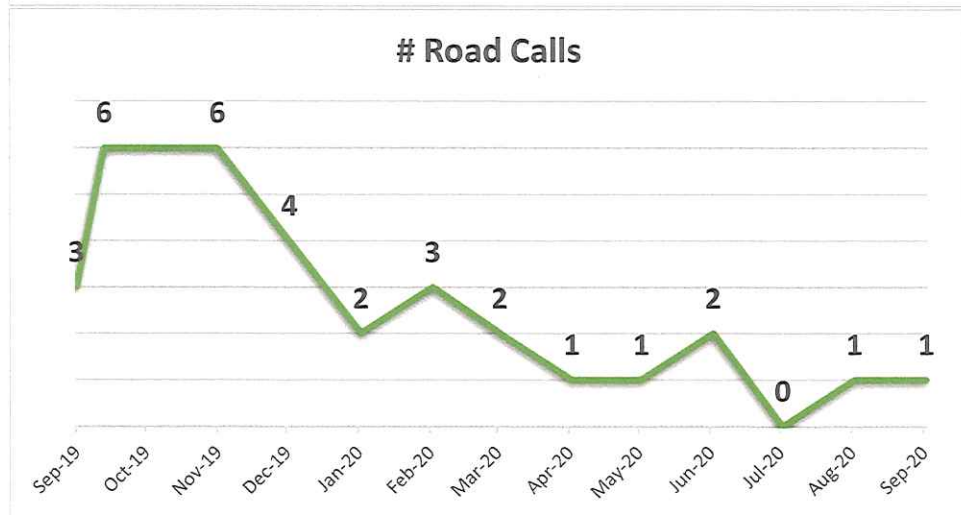
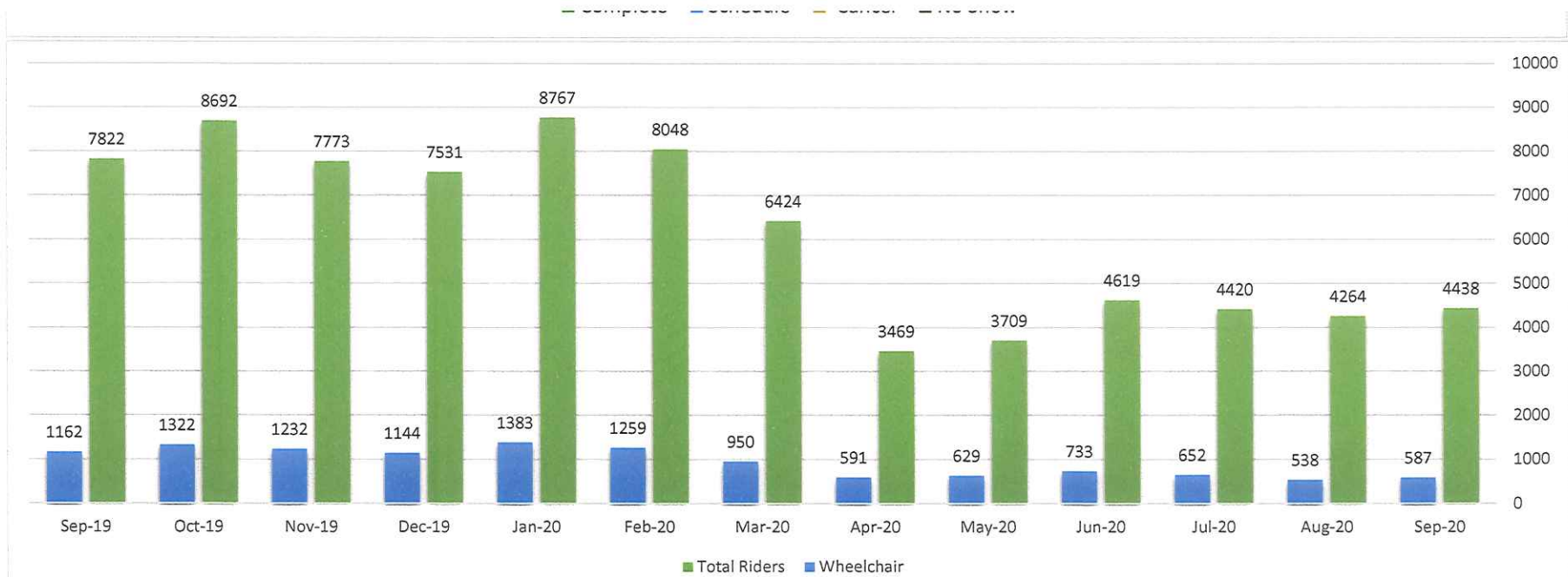
## ON TIME PERFORMANCE



## PPH/GOAL 1.5









2250 Florida Boulevard  
Baton Rouge, LA 70802  
PHONE: 225.389.8920



#### EXECUTIVE STAFF

**Pearlina Thomas**  
Chief Administrative Officer  
pthomas@brcats.com

### CATS BOARD APPROVAL REQUEST:

Date: October 20, 2020

Department requesting approval: Operations

Project Manager: Dwana Williams

Project/Contract: ADA Paratransit Services Amendment No.1

Project/Contractor: MV Contract Transportation, Inc.

Project/Contract Date(s): February 20, 2018 – May 5, 2021

Renewal options (Yes/No): Yes

Budgeted project (Yes/No): Yes

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

1. **Project/Contract Summary:** MV Transportation, Inc., to provide paratransit service for CATS in accordance with the award of Solicitation RFP # 2017-ADA-Para-005. CATS is requesting authorization to Amend the Year three (3) Revenue Hour Rates (Contract Exhibit B) amount to existing Contract, for the timeframe of August 2020 – December 2020 amount of \$46.20 to a \$55.44; with no increase to the total contract amount; due to the significant loss of revenue hours related to the Agency's modification of its fixed route services to a "Life Line Service" in response to the COVID-19 (Coronavirus) Pandemic;
2. Amend Contract Section 5. Rates and Hours of Service, 5.2 Operating Costs, It is agreed that MV will not incur any material change in the projected annual operating costs submitted by MV without the written approval of CATS (the Parties agree that a 5% increase or decrease in annual projected operating costs will be considered material for the purpose of this Section 5.2). CATS and MV will meet monthly to review trends in service operations and opening costs. It is understood by MV



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# CATS

CAPITAL AREA TRANSIT SYSTEM

Connecting you to what matters.

EXECUTIVE STAFF

and CATS that the following events could result in an increase in projected annual operating costs:

- a. In 5.2 Operating Costs, in the last sentence after the word "costs" and before the colon (:), insert the phrase "and/or increase the Hours of Service Rate for a designated time";
- b. Under 5.2 Operating Costs, add (f) Due to no actions or fault of the Agency and/or the Contractor; in the event of an act of God, including a Pandemic, where the Agency makes a modification to CATS fix route service resulting in a significant decrease in the Contractor's service hours, MV can request in writing that CATS make an adjustment to the Rates for Hours of Service for a specified time.

Project/Contract Amount: Total Contract Cost for Three (3) Years \$6,974,000

  
Project Manager Approval

  
Procurement Approval

  
Comptroller approval

  
CEO approval



**ADA PARATRANSIT SERVICES AGREEMENT  
BETWEEN  
CAPITAL AREA TRANSIT SYSTEM  
AND  
MV CONTRACT TRANSPORTATION, INC.**

**(CONTRACT AMENDMENT NO. 1)**

Reference is made to that certain **AGREEMENT**, made and entered into by and between the **Capital Area Transit System**, the public transit system for the City of Baton Rouge and a Political Subdivision of the State of Louisiana, located at **2250 Florida Blvd., Baton Rouge, Louisiana 70802** (hereinafter referred to as "**CATS**"), and **MV Contract Transportation Inc.**, (hereinafter referred to as "**MV**", **Contractor**), a Delaware corporation to provide **ADA Paratransit Services**.

The purpose of this Amendment is to memorialize the change in the Contract price and the reasons therefore, as specified herein. **CATS and MV**, hereby AMEND their current contract to incorporate the following changes, which were approved by CATS Board of Commissioners on **October 20, 2020**:

1. Amend the Year three (3) Revenue Hour Rates (Contract Exhibit B) amount to existing Contract, for the timeframe of August 2020 – December 2020 amount of **\$46.20** to a **\$55.44**; with no increase to the total contract amount; due to the significant loss of revenue hours related to the Agency's modification of its fixed route services to a "Life Line Service" in response to the COVID-19 (Coronavirus) Pandemic;
2. Amend Contract Section 5. Rates and Hours of Service, 5.2 Operating Costs, It is agreed that MV will not incur any material change in the projected annual operating costs submitted by MV without the written approval of CATS (the Parties agree that a 5% increase or decrease in annual projected operating costs will be considered material for

the purpose of this Section 5.2). CATS and MV will meet monthly to review trends in service operations and opening costs. It is understood by MV and CATS that the following events could result in an increase in projected annual operating costs:

- a. In 5.2 Operating Costs, in the last sentence after the word “costs” and before the colon (:), insert the phrase “and/or increase the Hours of Service Rate for a designated time”;
- b. Under 5.2 Operating Costs, add (f) In the event of an act of God, including a Pandemic, where the Agency makes a modification to CATS fix route service resulting in a significant decrease in the Contractor’s service hours, MV can request in writing that CATS make an adjustment to the Rates for Hours of Service for a specified time.

Except as modified hereinabove, the terms and conditions of this Contract remain unchanged.

<b>William “Bill” Deville, CEO Capital Area Transit System</b>	<b>Date:</b>	<b>Steven D. Trinkle MV Contract Transportation, Inc.</b>	<b>Date:</b>



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PHONE: 225.389.8920



**EXECUTIVE STAFF**

**Pearlina Thomas**  
Chief Administrative Officer  
pthomas@brcats.com

**CATS BOARD APPROVAL REQUEST:**

**Date:** October 20, 2020

**Department requesting approval:** Human Resources

**Project Manager:** Pearlina Thomas

**Project/Contract:** Employment and Labor Legal Counsel

**Project/Contractor:** Breazeale, Sachse & Wilson, LLP

**Project/Contract Date(s):** April 8, 2020 – April 8, 2021

**Renewal options (Yes/No):** No

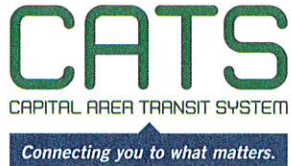
**Budgeted project (Yes/No):** \$125,000

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

**Project/Contract Summary:** Employment: render legal services to CATS on employment matters to assure compliance with Local, State and Federal Employment Laws and CATS responsibility to and engaging with employees; Labor Law: render legal services to CATS with ongoing dealings with the Amalgamate Transit Union (ATU) in negotiating and administering of the collective bargaining agreements with its employee's union (ATU LOCAL 1546), grievance and interest arbitrations, civil rights, ADA, wage and hour, and other employment claims; General Representation Services, which includes general



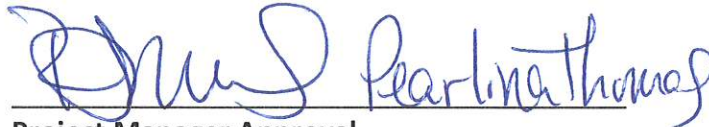
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PHONE: 225.389.8920



EXECUTIVE STAFF

corporate services, and assisting CATS in responding to Public Records Request (PPR).

Project/Contract Amount: Not to exceed \$125,000

A handwritten signature in blue ink, appearing to read "Pearlina Thomas", written over a horizontal line.

Project Manager Approval

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

Supervisor approval

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

Comptroller approval

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

CEO approval



**EMPLOYMENT AND LABOR LEGAL SERVICES AGREEMENT EXTENSION BETWEEN  
CAPITAL AREA TRANSIT SYSTEM  
AND  
BREAZEALE, SACHSE & WILSON, LLP  
(CONTRACT AMENDMENT NO. 1)**

Reference is made to that certain **AGREEMENT**, made and entered into by and between the **Capital Area Transit System**, the public transit system for the City of Baton Rouge and a Political Subdivision of the State of Louisiana, located at **2250 Florida Blvd., Baton Rouge, Louisiana 70802** (hereinafter referred to as “CATS”), and **Breazeale, Sachse & Wilson, LLP** (hereinafter referred to as “**BS&W, LLP**”, **Contractor**), located at **One America Plaza, 23<sup>rd</sup> Floor Post Office Box 3197, Baton Rouge, Louisiana 70821-3197** to provide **Employment and Labor Legal Services**.

The purpose of this Amendment is to memorialize the change in the Contract price and the reasons therefore, as specified herein. **CATS and BS&W, LLP**, hereby **AMEND** their current contract to incorporate the following changes, which were approved by CATS Board of Commissioners on **October 20, 2020**:

1. Amend the Compensation amount to existing Contract amount of **\$50,000** to add: **\$75,000**; for a total contract amount of **\$125,000**.

Except as modified hereinabove, the terms and conditions of this Contract remain unchanged.

<b>William “Bill” Deville, CEO Capital Area Transit System</b>	<b>Date:</b>	<b>Murphy Foster, III, Partner Breazeale, Sachse &amp; Wilson, LLP</b>	<b>Date:</b>



2250 Florida Boulevard  
Baton Rouge, LA 70802  
PHONE: 225.389.8920



**EXECUTIVE STAFF**

**Pearlina Thomas**  
Chief Administrative Officer  
pthomas@brcats.com

**CATS BOARD APPROVAL REQUEST:**

Date: October 20, 2020

Department requesting approval: Planning

Project Manager: Cheri Soileau

Project/Contract: Task Order #002

Project/Contractor: HNTB

Project/Contract Date(s): October 20, 2020 – July 21, 2021

Renewal options (Yes/No): No

Budgeted project (Yes/No): Yes

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

Project/Contract Summary: Consultant will provide as needed on-call services to assist CATS with all activities related to the Rider, Non-Rider Transit Stakeholder Surveys.

Project/Contract Amount: Not to exceed \$78,104

Cheri L Soileau

Project Manager Approval

Thomas Cating

Procurement Approval

[Signature]

Comptroller approval and

[Signature]

CEO approval





## TASK ORDER

MASTER SERVICES AGREEMENT CONTRACT ID #: MSA2020-002

TASK ORDER #:002

Total Task Order Amount: \$78,104

Description: Task Order Contract - On-Call Consulting Services, Solicitation #2019-On-Call Services-009

The above project task order is made and entered into as of October 20, 2020, (hereinafter referred to as **Task Order**) by and between the **Capital Area Transit System** (hereinafter referred to as **CATS**) through its Office listed in Item # 2.

AND

HNTB

(hereinafter referred to as the **Consultant**) Responsibilities and obligations pursuant to this task order will be performed by the individuals identified in Item # 1 of this task order.

**This task order is made a part of the Master Services Agreement Contract referenced above between CATS and the Consultant and will serve as the Notice to Proceed.**

### I. CATS AND CONSULTANT CONTACT INFORMATION :

CATS mailing address and telephone number for correspondence, reports and other matters relative to this contract, except as otherwise indicated, are:

CATS Project Management Office  
Attn: Cheri Soileau  
350 North Donmoor Ave  
Baton Rouge, LA 70806  
Telephone # 225-346-3262  
Email: [pthomas@brcats.com](mailto:pthomas@brcats.com)

HNTB  
Attn: John Basilica, Jr  
10000 Perkins Rowe,  
Suite 640  
Baton Rouge LA 70810  
Telephone #: 225-368-2800  
Email: [jbasilica@hntb.com](mailto:jbasilica@hntb.com)

### II. TASK ORDER DESCRIPTION:

Consultant has been selected by CATS to Rider, Non-Rider and Transit Stakeholder Surveys as outlined in Attachment A.

**III. SCOPE OF SERVICES:**

Consultant will provide as needed on-call services to assist CATS with all activities as outlined in the scope of work relating to the Rider, Non-Rider Transit Stakeholder Survey Cost Proposal. **See Attachment A**

**IV. AVAILABLE INFORMATION:**

Available information to be provided as needed. Planning documents include but not limited to:

- As detailed in the Scope of Work (Task Order #2 Valued at \$78,104)

**V. DELIVERABLES:**

- As detailed in the Scope of Work (Task Order #2 Valued at \$78,104)

**VI. PERIOD OF PERFORMANCE:**

The effective period of performance for this Task Order is through to July 21, 2021 and/or the expiration of approved funds.

**VII. COMPENSATION (PAYMENT) METHODS:**

Compensation for the work authorized herein shall be made as Lump Sum in accordance with the Master Services Agreement **MSA2020-002**: This based on the Proposed Pricing Fees/Costs submitted under On-Call Services Solicitation #2019-On-CallServices-009.

Invoices shall be submitted monthly and must include the following information:

- Master Services Agreement Contract ID:
- Task Order Number:
- CATS Project Number:
- Description of work completed

**VIII. COST LIMITATIONS**

The cost of the work performed by the Consultant pursuant to the Agreement, as authorized by this Task Order, exclusive of Fee, shall not exceed a Cost Limitation of: **\$0.**

**IX. FEE**

The Fee for performance of the work pursuant to the Agreement, as authorized by this Task Order, shall not exceed **\$78,104.**

**X. ATTACHMENT LISTING:**

ATTACHMENT A, SCOPE OF SERVICES

**IX. EXECUTION OF AGREEMENT :**

IN WITNESS WHEREOF, the parties hereto each herewith subscribe the same in duplicate on the effective date of:

**EXECUTED the \_\_\_\_\_ day of \_\_\_\_\_, 2020**

\_\_\_\_\_  
*Witness (Signature)*

\_\_\_\_\_  
**John Basilicia, Jr. Vice President  
HNTB Corporation**

\_\_\_\_\_  
*Witness (Signature)*

\_\_\_\_\_  
**William "Bill" Deville, CEO  
Capital Area Transit System**

# Rider, Non Rider and Transit Strakeholder Survey Cost Proposal

Submitted By ETC Institute

## Rider CS + Non Rider + Stakeholder Survey

Prepared: 17-Sep

1. Direct Labor	Position	Hours	Rate/Hour	Total Cost
	Principal-PM	58	\$ 79.32	\$ 4,601
	Assistant Project Manager	40	\$ 59.39	\$ 2,376
	Senior Research/Data Analysis	40	\$ 67.51	\$ 2,700
	Analyst/Supervisor-Field	112	\$ 24.00	\$ 2,688
	Office Manager - Mail Ops, Printing, Data / Call Center	68	\$ 39.50	\$ 2,686
	Support staff (Clerical - Interviewer)	238	\$ 18.00	\$ 4,284
Subtotal Direct Labor				\$ 19,335
2. Overhead @ 181.86%				\$ 35,162
3. Subcontractors	29 Routes - 4 shifts per route A plus student staffing 8-10 Interviewers (13 days of surveying + 1 day training) 6-8hr shifts Approximate TIME COVERAGE 6am - 8pm	635	\$ 24.50	\$ 15,558
Subtotal Subcontractors				\$ 15,558
4. Other Subcontractors	None		\$ -	\$ -
5. Travel	Description	# Days	Unit Cost	
	Car Rental (includes gas)	13	\$ 60	\$ 780
	Per Diem (includes hotel)	13	\$ 140	\$ 1,820
Subtotal Travel				\$ 2,600
Subtotal w/o Profit				\$ 72,654
6. Profit (10% of Items 1 and 2 only)			10.0%	\$ 5,450
All Surveys Combined- Year 1 Total				TOTAL \$ 78,104

**SEPTEMBER 2020 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	1,849	288	195		Free service	Free service	Free service	2,332	\$0.00
10	Scenic Hwy / Southern University	1,929	183	213		Free service	Free service	Free service	2,325	\$0.00
11	Northside Circulator	3,358	701	205		Free service	Free service	Free service	4,264	\$0.00
12	Government St / Jefferson Hwy	3,090	450	210		Free service	Free service	Free service	3,750	\$0.00
14	Thomas Delpit Dr / Roosevelt St	3,126	441	288		Free service	Free service	Free service	3,855	\$0.00
15	Glen Oaks / Blount Rd / Crestworth	1,823	218	112		Free service	Free service	Free service	2,153	\$0.00
16	Capitol Park Shuttle	No service	No service	No service		No service	No service	No service	0	\$0.00
17	Perkins Rd	4,403	652	255		Free service	Free service	Free service	5,310	\$0.00
18	Cortana Transit Center / Tigerland	2,411	696	377		Free service	Free service	Free service	3,484	\$0.00
20	N. Acadian Thwy	5,348	460	554		Free service	Free service	Free service	6,362	\$0.00
21	Fairfields Ave	5,137	606	354		Free service	Free service	Free service	6,097	\$0.00
22	Winbourne Ave	3,815	939	365		Free service	Free service	Free service	5,119	\$0.00
23	Foster Dr	1,756	241	146		Free service	Free service	Free service	2,143	\$0.00
41	Plank Rd	8,002	876	549		Free service	Free service	Free service	9,427	\$0.00
44	Florida Blvd	12,186	1,800	1,416		Free service	Free service	Free service	15,402	\$0.00
46	Cortana Transit Center / L'auberge Casino & Hotel	3,101	381	220		Free service	Free service	Free service	3,702	\$0.00
47	Highland Rd / LSU	9,000	1,198	498		Free service	Free service	Free service	10,696	\$0.00
54	N. Airline Hwy / Southern University	3,736	441	303		Free service	Free service	Free service	4,480	\$0.00
57	Sherwood Forest Blvd / Greenwell Springs Rd / Siegen Ln	6,123	1,010	638		Free service	Free service	Free service	7,771	\$0.00
58	Coursey Blvd / O'Neal Ln / Ochsner	4,325	455	296		Free service	Free service	Free service	5,076	\$0.00
59	East Florida Blvd / O'Neal Ln / Ochsner	3,253	307	429		Free service	Free service	Free service	3,989	\$0.00
60	Medical Circulator	794	49	24		Free service	Free service	Free service	867	\$0.00
70	CATS Terminal / Southern University / Baker	2,341	314	144		Free service	Free service	Free service	2,799	\$0.00
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		Free service	No service	No service	0	\$0.00
										\$0.00
	Total	90,906	12,706	7,791		\$0.00	\$0.00	\$0.00	111,403	\$0.00

**RIDERSHIP PER ROUTE BY MONTH YEAR-TO-DATE FOR SEPTEMBER 2020 W/ LSU TIGER TRAILS**

ROUTE NUMBER	ROUTE NAME	January	February	March	April	May	June	July	August	September	Total
8	Gus Young Ave / BRCC	2,795	3,253	2,275	1,896	2,358	2,579	2,661	2,764	2,332	22,913
10	Scenic Hwy / Southern University	7,425	7,648	5,623	1,999	1,718	1,886	1,908	2,098	2,325	32,630
11	Northside Circulator	3,640	4,092	2,922	2,774	3,241	3,578	3,642	3,744	4,264	31,897
12	Government St / Jefferson Hwy	7,328	6,667	5,944	2,022	2,932	3,538	3,058	4,275	3,750	39,514
14	Thomas Delpit Dr / Roosevelt St	5,404	4,355	4,469	2,625	2,798	3,212	3,188	3,375	3,855	33,281
15	Glen Oaks / Blount Rd / Crestworth	2,874	2,522	2,039	1,553	1,966	2,268	1,701	1,852	2,153	18,928
16	Capitol Park Shuttle	85	107	12	3	0	0	0	0	0	207
17	Perkins Rd	10,567	9,755	7,962	3,355	3,696	4,282	4,747	4,944	5,310	54,618
18	Cortana Transit Center / Tigerland	8,013	7,100	5,590	2,998	2,851	3,087	2,894	3,281	3,484	39,298
20	N. Acadian Thwy	9,843	8,830	7,238	4,510	5,167	5,816	5,126	6,074	6,362	58,966
21	Fairfields Ave	7,667	7,121	5,184	4,441	4,987	5,149	5,344	5,524	6,097	51,514
22	Winbourne Ave	7,597	8,082	6,264	2,753	3,271	3,637	3,676	4,498	5,119	44,897
23	Foster Dr	4,980	4,166	3,549	1,996	1,747	1,746	2,375	2,025	2,143	24,727
41	Plank Rd	20,580	18,950	13,993	7,906	8,317	8,597	9,217	9,221	9,427	106,208
44	Florida Blvd	27,321	26,347	21,148	12,002	14,032	14,837	13,940	14,991	15,402	160,020
46	Cortana Transit Center / L'auberge Casino & Hotel	6,980	6,743	5,163	3,148	3,548	4,338	3,832	3,694	3,702	41,148
47	Highland Rd / LSU	25,105	24,055	17,072	7,187	7,955	9,112	9,316	9,778	10,696	120,276
54	N. Airline Hwy / Southern University	11,603	10,692	8,345	3,876	4,051	3,919	3,890	4,232	4,480	55,088
57	Sherwood Forest Blvd / Greenwell Springs Rd / Siegen Ln	15,956	15,530	11,383	5,577	6,974	7,540	7,044	7,611	7,771	85,386
58	Coursey Blvd / O'Neal Ln / Ochsner	5,384	4,632	3,542	2,478	3,146	4,549	3,528	5,021	5,076	37,356
59	East Florida Blvd / O'Neal Ln / Ochsner	5,267	5,047	3,892	2,348	2,941	3,424	3,140	3,617	3,989	33,665
60	Medical Circulator	1,304	969	706	411	726	663	587	686	867	6,919
70	CATS Terminal / Southern University / Baker	4,647	4,323	3,999	2,302	2,063	2,658	2,552	2,399	2,799	27,742
72	Florida Blvd LIMITED	5,612	4,537	4,232	298	0	0	0	0	0	14,679
80	Southern University Shuttle	833	1,628	1,015	0	0	0	0	0	0	3,476

<b>LSU</b>	<b>Tiger Trails (operated by First Transit)</b>	<b>94,927</b>	<b>123,276</b>	<b>68,559</b>	<b>0</b>	<b>0</b>	<b>2,213</b>	<b>3,767</b>	<b>9,334</b>	<b>26,608</b>	<b>328,684</b>
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<b>TOTAL UNLINKED TRIPS</b>	<b>303,737</b>	<b>320,427</b>	<b>222,120</b>	<b>80,458</b>	<b>90,485</b>	<b>102,628</b>	<b>101,133</b>	<b>115,038</b>	<b>138,011</b>	<b>1,474,037</b>
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	January	February	March	April	May	June	July	August	September	Total
Number of Weekdays	21	19	22	21	20	22	23	21	21	190
Number of Saturdays	4	5	4	4	5	4	3	5	4	38
Number of Sundays	6	5	5	5	6	4	5	5	5	46
Emergency Days	0	0	0	0	0	0	0	0	0	0
Total days	31	29	31	30	31	30	31	31	30	274
Holiday(s)	New Years Day	Mardi Gras		Good Friday	Memorial Day		Independence Day		Labor Day	
	Martin Luther King Jr Day			Lifeline Service						

# SEPTEMBER 2020 COMPARED TO SEPTEMBER 2019

#	ROUTE NAME	2020		2019		DIFFERENCE	
		RIDERSHIP	REVENUE	RIDERSHIP	REVENUE	RIDERSHIP	REVENUE
8	Gus Young Ave / BRCC	2,332	\$ -	3,295	\$1,486.23	-963	\$ (1,486.23)
10	Scenic Hwy / Southern University	2,325	\$ -	8,978	\$4,477.13	-6,653	\$ (4,477.13)
11	Northside Circulator	4,264	\$ -	4,548	\$2,927.57	-284	\$ (2,927.57)
12	Government St / Jefferson Hwy	3,750	\$ -	7,608	\$3,515.18	-3,858	\$ (3,515.18)
14	Thomas Delpit Dr / Roosevelt St	3,855	\$ -	6,104	\$2,973.61	-2,249	\$ (2,973.61)
15	Glen Oaks / Blount Rd / Crestworth	2,153	\$ -	3,239	\$2,031.58	-1,086	\$ (2,031.58)
16	Capitol Park Shuttle	0	\$ -	62	\$0.00	-62	
17	Perkins Rd	5,310	\$ -	11,061	\$5,585.64	-5,751	\$ (5,585.64)
18	Cortana Transit Center / Tigerland	3,484	\$ -	8,398	\$4,487.00	-4,914	\$ (4,487.00)
20	N. Acadian Thwy	6,362	\$ -	9,747	\$5,588.66	-3,385	\$ (5,588.66)
21	Fairfields Ave	6,097	\$ -	8,004	\$4,412.66	-1,907	\$ (4,412.66)
22	Winbourne Ave	5,119	\$ -	8,580	\$4,876.46	-3,461	\$ (4,876.46)
23	Foster Dr	2,143	\$ -	4,865	\$3,005.54	-2,722	\$ (3,005.54)
41	Plank Rd	9,427	\$ -	21,224	\$12,027.67	-11,797	\$ (12,027.67)
44	Florida Blvd	15,402	\$ -	27,914	\$13,326.62	-12,512	\$ (13,326.62)
46	Cortana Transit Center / L'auberge Casino & Hotel	3,702	\$ -	7,474	\$5,146.80	-3,772	\$ (5,146.80)
47	Highland Rd / LSU	10,696	\$ -	25,336	\$12,983.04	-14,640	\$ (12,983.04)
54	N. Airline Hwy / Southern University	4,480	\$ -	12,083	\$7,446.24	-7,603	\$ (7,446.24)
57	Sherwood Forest Blvd / Greenwell Springs Rd / Siegen Ln	7,771	\$ -	16,095	\$11,486.49	-8,324	\$ (11,486.49)
58	Coursey Blvd / O'Neal Ln / Ochsner	5,076	\$ -	4,839	\$2,818.71	237	\$ (2,818.71)
59	East Florida Blvd / O'Neal Ln / Ochsner	3,989	\$ -	6,031	\$4,013.14	-2,042	\$ (4,013.14)
60	Medical Circulator	867	\$ -	1,280	\$645.70	-413	\$ (645.70)
70	CATS Terminal / Southern University / Baker	2,799	\$ -	5,162	\$3,297.95	-2,363	\$ (3,297.95)
72	Florida Blvd LIMITED	0	\$ -	5,957	\$2,118.92	-5,957	
80	Southern University Shuttle	0	\$ -	2,158	\$0.00	-2,158	\$ -

<b>TOTAL RIDERSHIP &amp; REVENUE</b>	<b>111,403</b>	<b>\$ -</b>	<b>220,042</b>	<b>\$120,678.54</b>	<b>-108,639</b>	<b>-\$118,559.62</b>
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## CATS Procurement Listing for CATS Board

October 20 2020

Yellow = Action Item / needs Board Approval now

Blue = Projects Pending Board Action within 1 to 3 months

Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
<b>A</b>								
<b>A&amp;E Design Services</b> <b>BRT Stations</b> <b>Plank Rd &amp; Fla Blvd.</b> PR #775	A&E Design Services	SJB Group, LLC	Approx Cost \$323,000	Estimated Date: TBD (18 mo)	Estimated Date: TBD (18 mo)	11/13/18	RFQ for Design Services for BRT Stations on Plank Rd & Fla Blvd. to include new transit facilities	Stop work issued 03/20/20. 11/8/18 – F&E Committee approved to move to full Board. 10/25/18 – CATS received final offer in the amount of \$322,544.55 from SJB. 10/10/18 – Evaluations still ongoing. 8/2/18 – New RFQ is advertised and notification sent to vendor list, posted on CATS website. Proposal Opening Date: 8/29/18.
<b>A&amp;E Design Services</b> <b>Transit Amenities &amp; Related Equip</b> PR #934 RFQ 2019- AmenitiesDesign-005	A&E Design Services	Reich Landscape Architecture	Approx Cost \$180,000	6/20/19	6/19/2024	06/15/19	RFQ for Design Services for Transit Amenities and Related Equipment	8/9/19- Executed Contract 4/17/19 – Proposals were received by Procurement, and PEC evaluated proposals and recommend an award at the June 2019 Board meeting for \$180,000. 3/28/19 – RFQ was solicited. Proposals due at 10:00am on 4/17/19. Will include Shelters, Kiosks, Landscapes, etc. Design consultant will also assist CATS with the construction bids in determining the lowest responsive bidder in meeting the technical specifications.
<b>A&amp;E Design Services</b> <b>NBR Transit Ctr</b> PR #1307	A&E Design Services	TBD	Approx Cost TBD	TBD	TBD	TBD	RFQ for Design Services for the North Baton Rouge Transit Center	4/1/19 – <i>On hold</i> at this time per CATS Management. Firm to undertake the development of a series of 4 major bus transfer centers, where NBR Transit Center is one. To feature bus parking bays, canopy structures, driver's lounge, enclosed passenger facilities, bike racks, trash receptacles, lighting, safety bollards, kiosks and ticket machines, etc.
<b>Audit Services</b> <b>CATS &amp; Pension</b> External Audit Services	Service Contract	Postlethwaite & Netterville	\$279,500	Jan 2019	Dec 2021	06/23/20	External Audit Services	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.
<b>C</b>								
<b>Claims Adjuster</b> <b>Bus Fleet Liability &amp; Worker Comp</b>	Service Contract New RFP	Brown Claims Management Group Adjuster Claim Services Bus Liab&W C	Refer to updated Hourly Rates for renewal period 3/1/19 thru 2/29/20	Extension from 03/01/2020  Renewal: 3/1/19	Extension until 12/31/2020.  2/29/20	06/23/20	Board Approved renewal period of 3/1/18 – 2/28/19 ( <i>original 5 year contract for Adjustor Claim Services, Investigations, Fleet Liability and Workers Comp claims</i> ). Seeking renewal thru 2/29/20	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

October 20 2020

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Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
<b>Compliance Assistance</b> FY2019 FTA Comprehensive Oversight Review	Consulting Services	Pierlott & Associates	\$144,349 current value after Amendment of \$96,492	12-24-18	Extended to 03/31/21	05/21/19	Consultant to assist with preparing FTA Triennial 2019 to include tasks: Corrective Action Support, Post-Review Assistance for Oversight Review	08/18/20 – Contract Extension for Period ending 03/31/21..No increase in contract value. 11/18/19- Contract Extended for Period of Performance only until 04/30/20. 05/21/19 Board approved funds of \$96,492. Original value of \$47,857was executed on 2/05/19 by CEO.
<b>D</b>								
<b>Drug &amp; Alcohol 3<sup>rd</sup> Third Party Adm</b> D & A Services for Safety Sensitive	Services New RFP	IHSN  6 <sup>th</sup> extension	\$25,000 Estimated for 3 years	5/1/20  Extension from 05/01/2020	12/31/20 Extension until 12/31/20	6/23/20	FTA mandated Third Partying Administrator services for Drug & Alcohol /substance abuse services for safety sensitive employees. Witten Contract PO 2019052	Targeting making award by 12/20. 06/23/20 Board Approved. Period Extension thru 12/31/20 allowing time to formulate <u>new RFP</u> . Estimated cost to be \$25,000 for a 3 year contract. 3/18/19 CATS extended 12-month renewal with IHSN with only a \$0.50 increase on drug tests. Contract originated in 2012.
<b>F</b>								
<b>Financing Bus Finance Lease /Purchase</b> (10 Gillig Buses)	Bus financing for 7 years through 2024	Banc of America Public Capital Corp (Scottsdale, AZ)	Finance 10 Gillig Diesel Buses for 7 years.	04/17	10/24	3/21/17	Capital Bus Lease/Purchase Finance 10 Gillig Buses Pay over 7 year period. Total Cost: \$4,217,800 2 payments of \$328,137 per year = \$656,273 per yr	3/21/17 – Board approved financing of 10 Gillig buses. 3/16/17 - F&E approved item to move to full board for approval. Financing is for 10 Gillig Buses. 2/8/17 – RFP solicited to multiple financial institutions. Proposals due back 3/2/17. Inquiries due here by 2/20/17 with our responses out via Addendum on 2/23/17.
<b>Fuel Diesel and Gasoline</b> Joint C-P & CATS Contract Approved thru 3/31/2021  5 <sup>th</sup> renewal	Materials City Parish	Mansfield Oil  (was assigned by FuelTrac) Via City Parish solicitation. Contract for Diesel and Gasoline	Approx. annual cost \$1.9m  Oil Price Info Serv OPIS + \$ 0.039 adm fee + tax = price per gal (ppg)	3/31/20  Initial start date of contract 11/01/14 C-P Metro Council approved award to FuelTrac on 8/13/14	03/31/21 5 <sup>th</sup> renewal  PO2020079 Current 2 year contr w/5 one year renewals available thru 2021		City Parish included CATS in 2014 fuel solicitation as a separate entity to participate in the fuel dispensing system.	Renewal - 2/7/20 - See Board Request Listing for this annual renewal. 3/19/19 – Board approved. Renewal contract sent out. 3/14/19 – F&E Approved. 2/8/19 – City Parish has renewed for one year and notified CATS. This will go to March Board. 10/3/18 – Received notification that Mansfield Oil was assigned contract by FuelTrac, approved by City Parish. 3/26/18 – Contract was finalized and signed with Fueltrac and the C-P Purchase was copied on all correspondence. 3/20/17 – Board Approved for renewal period of 4/1/18 thru 3/31/19. See CEO Letter Recommending Renewal Contract. 3/21/17 – Board approved renewal of contract. 3/21/17 – Contract needs Board Approval for renewal period of 4/1/17 thru 3/31/18. See CEO Letter Recommending Renewal Contract.

## CATS Procurement Listing for CATS Board

October 20 2020

Yellow = Action Item / needs Board Approval now

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Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
<b>G</b>								
<b>Graphic Design Services</b>	Service	Rockit Science	\$160,000 Maximum 2 <sup>nd</sup> Renewal \$160,000 Maximum 1 <sup>st</sup> 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.	Requesting Board Approval 09/22/20. 9/17/19 – Board approved 1 <sup>st</sup> renewal through 9/30/20 for Strategic Creative Consulting Services under this contract. 9/18/18 – Board Approved. 7/27/18 - An RFP solicitation was sent to 52 graphic design firms. CATS received 5 proposals which were evaluated by the Proposal Evaluation Committee (PEC). Highest scoring firm is Rockit Science, with contract award recommendation to be in the amount of \$125,000 for 12 months, with the option for up to four (4) twelve-month renewals.
<b>Generators-Procurement</b>	Materials State Contract	ARRCO Power Systems	\$92,117	Delivery expected 08/17/20	Generators 08/31/20 Switch Pending delivery	6/23/20	150 KW Generator & 350 KW Generator at 2250 Florida Blvd. Power Office and Fueling Station. Switch for 350 Donmoor.	Delivered and installed 2 generators 08/20. Grant funded. Allows continued operations in the event of a power outage. Generators and Installation est. \$170,000. Final cost anticipated to be \$135,917.
<b>Generators – Installation</b>	Public Works Bid	TBD for installation	\$43,800	08/17/20	2 Generators 08/31/20 Switch Pending delivery	6/23/20	150 KW & 350 KW Generator at 2250 Florida Blvd. Power Office and Fueling Station. Switch only install at Donmoor.	Generator Installation completed 08/20. Switch at Donmoor install pending. Award made 7/31/20. Grant available to fund. Allows continued operations in the event of a power outage. Generators and Installation was estimated at \$170,000. Final anticipated to be less than \$155,000.
<b>I</b>								
<b>Insurance Auto Physical Damage Policy</b>	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.
<b>L</b>								
<b>Legal Services</b> <i>Contract is thru 5/18/20</i>	Services	Abadie Law Firm, APLC	Monthly Retainer Fee + hourly rates apply.	5/19/19	5/18/22	02/19/19	Three (3) year Legal Services Contract Approved by CATS board on 2/19/2019	2/19/19 – Board approved new 3-year contract. No changes from last year.

## CATS Procurement Listing for CATS Board

October 20 2020

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Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
<b>O</b>								
<b>Oil Products (Motor oils) and Antifreeze</b>	Materials ITB	Miguez Fuel (\$49,169.90)  Petro Choice (\$40,390.00)  Sun Coast (\$17,398.00)	2020 renewals are all under \$50k per vendor.	1/1/2020	12/31/20	CATS CEO is able to approve, as threshold is below Board amount of \$50,000 for each contract	Current contracts will expire 12/31/2020.  2017 Contract Renewal options available up to four (4) successive one (1) year periods or through 1/16/22. Price adjustment based on the PPI at time of the renewal. Vendor needs to provide PPI calculations for increase.	10/06/20 - Process underway to rebid. Based on rebid, CEO may be able to sign POs. Before the Board in case any award is above \$50K. 4/14/20 - All 3 PO's emailed to Vendors. (CEO approved) 4/16/19 - Board approved. 4/2/19 - ITB for antifreeze and motor oil to be awarded, where the antifreeze will be awarded to Miguez Fuel (for a total of \$15,000), who currently contracts with CATS for hydraulic turbine oil, diesel exhaust fluid (at a total of \$36,670). Contract for remainder of CY2019 will be \$51,670. Motor Oil will be awarded to Petro Choice for a total of \$34,620, within the CEO's threshold of \$50,000.
<b>On-Call Services RFP</b> PR # 2019-On-CallServices-	Consulting	Atlas Technical Consultants	\$354,770	08/03/20	12/31/20	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	Task order 001 issued for \$354,770. Board Approved up to \$354,770. This task will provide administrative support for project development & planning for a capital improvement plan.
<b>On-Call Services RFP</b> PR # 2019-On-CallServices-	Consulting	The Goodman Corporation	\$160,000	08/01/20	07/31/21	07/21/20	TO 001 Sub-Area Planning approach for transit options	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.
<b>On-Call Services RFP</b> PR # 2019-On-CallServices-0	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.
<b>P</b>								
<b>Paratransit Services ADA</b>	Service	MV Transp.	3 year contract amount \$6,975,000	5/6/18 3 yr contract w/ 2 one year renewals	4/30/21 (potential 5 year contract thru 2023)	2/20/18	Contracted Para-Transit Service Provider	2/20/18 - Board approved award to MV. 1/16/18 - Board deferred until Feb Board meeting. 1/12/18- F&E meeting Based on the Proposal Evaluation Committee results; CATS recommends an award of contract to MV Transportation as CATS paratransit services contractor.

## CATS Procurement Listing for CATS Board

October 20 2020

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Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
<b>Planning and Scheduling</b>	Consulting	Arthur Gaudet	\$125,000	02/01/20	02/01/21	6/23/20	Planning & Scheduling Assistance	Contract Amended. Current value \$125,000, 6/20.
<b>S</b>								
<b>Security Guard Services</b>	Service	Weiser Security Services, Inc.	Approx. \$237,000 annual cost	2 <sup>nd</sup> of 2 renewals 1/1/19 1 <sup>st</sup> of 2 one-year renewals	12/31/20	1/21/2020	24 /7 - Security Guard Services at CATS 2250 Florida Blvd. location.	Scope will be revised. Rebid as warranted. 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.
<b>Software ERP System</b> Software	Services	Tyler Technologies Solutions	New price \$822,803.00 first 5 years (Options for 3 years)	08/01/20	7/31/25 (potential 8 year contract thru 2028)	12/17/19	ERP Software	Contract executed by CATS. Board Approved on 12/17/19. Awarded to Tyler Technologies Solution. 12/13/19- Received negotiation prices from Tyler, new price is \$822,803.00 for 5 year term w/option to extend for 3 years. 12/6/19 – Emailed letter for Intent to Recommend Award to Tyler Technologies.
<b>Software ERP Implementation Services</b>	Service	Intueor Consulting	\$147,500	08/01/20	12/31/21	6/23/20	ERP Software Implementation Services –	Contract has been executed by CATS. 5/5/20-3 Bids were opened and evaluated. 4/7/20- RFP Effort Started.
<b>Software RouteMatch Services</b>	Service	RouteMatch	One year of tech support, warranties, & maintenance coverage \$117,500	8/1/20	7/31/21	6/23/20	Tech Support, Maintenance & Warranty Coverage for AVL, APC & AVA Sys	Period Ending 07/31/21 has been paid, 07/31/20. Negotiated down to \$117,500/yr. 1 Option year, at same price to 7/31/22 9/17/19 - Board approved 12-month renewal for \$165,052. Renew warranty services contract through 7/31/20. Board Approved on 7/17/18 to renew tech support and warranty coverage for AVL, APC & AVA Systems from 8/1/18 thru 7/31/19.
<b>T</b>								
<b>Tire Lease for Buses (Maintenance)</b> Contract for 3 years thru 8/31/20 w/ 2 one year renewals thru 8/31/22	Material Supply ITB	Bridgestone Americas Tire Operations, LLC	1 <sup>st</sup> option year estimated cost is \$200,000 per year  \$600,000 (est cost for 3 years) -----	9/01/20  09/1/17	1 <sup>st</sup> of 2 on 1 options 8/31/21  8/31/20	08/18/20  1/21/20	Tire lease for buses	Board Approved to exercise 1 <sup>st</sup> of 2 one year options. Extended thru 8/31/21. Estimated \$200,000 for 1 year. 1/24/2020- Order has been placed. 1/21/2020- Board approved. 1/10/20- Submit Board approval request.

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<b>Technical Innovation Services</b>	Service	Hitachi	Not To Exceed \$300,000	09/01/20	8/31/23  (2 1 yr options)	09/22/20	Multi-channel messaging with passengers. Mobile ticketing options. System to provide data collection. All to improve the rider;s experience.	80% Funding provided via AIM Grant.
<b>V</b>								
<b>Vehicles (21) ADA Paratransit Vans Driver Protection Systems</b>	Materials	Creative Bus Sales State Contract	\$25,560	06/11/20	09/30/20	6/23/20	21 Protective Van Protective Systems to protect drivers	All received in September 2020 and being installed. Order placed 6/26/20. 6/23/20 Board Approved. Cares Act Funded.
<b>Vehicles Electric Buses (3) (35ft) w/Extended Battery Range and install 3 electric charging stations</b>	Rolling Stock	BYD America 3 Electric Buses and install 3 electric charging stations	Total Bid Price for 3 buses and 3 charging stations \$2,381,245 Approx unit cost for one bus and one charging station \$791,748	12/20/2019 – 2nd order  01/16/18	12/20/20 – 2nd order  01/16/23 Contract can be used for the next 5 years from the date of award	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.	12/20/19 – 2 <sup>nd</sup> order for 3 buses-Board Approved and buses ordered expected to arrive by 12/20. 1/16/18 – Board approved award to BYD for 1 <sup>st</sup> order of 03 buses. 1/12/18 - F&E meeting – CATS recommended an award of contract for the purchase of 3 electric 35 foot buses to the lowest priced and responsive bid submitted by BYD. F&E voted to move the item to full board for approval. CATS Received bids from BYD, New Flyer and Proterra.
<b>Vehicles Electric Bus Charges</b>	Rolling Stock PO Change Order	BYD America 2 Electric charging stations	\$56,667	06/11/20	09/01/20	6/23/20	2 Chargers for BYD Electric Buses	Order placed 6/24/20. Tracking with hopes of receipt in October.
<b>Vehicles Bus Driver Protective Systems</b>	Materials	Gillig, LLC 28 Driver Protection Systems	\$137,400	06/11/20	08/31/20	6/23/20	28 Driver Protective Systems for Diesel Buses	Order placed 6/26/20. 6/23/20 Board Approved. Cares Act Funded. Tracking with hopes of receipt the first week of November.

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<b>Vehicles ADA Paratransit Vans 12- passenger Elkhart</b>	Rolling Stock	Creative Bus Sales – State Contract	\$265,130	1/31/2020	07/31/20	1/21/2020	To purchase (4) Elkhart Coach EC-II ADA Paratransit Vans, 12 – passenger to replace currently operated and maintain goal plan for an average 3 years.	All received in September 2020. Change Order of \$5,005 approved by Board 6/23/20. Order placed for this CO 06/26/20. 1/24/2020- Order has been placed. 1/21/2020- Board approved. Note: Barriers added via Care Act for these 4 units. CO for \$5,005 reflected in amount to the left. Anticipated delivery early Augst.
<b>Vehicles Support SUVs 5- Chevrolet Traverse support vehicles</b>	Rolling Stock	Gerry Lane Chevrolet	\$124,832	9/23/2020	12/31/20	09/22/20	To purchase (5) Chevrolet Traverse SUVs to replace (5) 2019 Dodge Ntro support vehicles.	Order placed 09/23/20 with a 90 day delivery promised. Grant available for these replacement units
<b>W</b>								
<b>Website Re-Design</b>	Website Services	<b>Covalent Logic</b>	\$16,000 Change Order value  Estimate ReDesign \$87,000 plus Hosting Fees \$4,000/yr	08/01/20  01/01/17	07/31/21  07/31/20 3 years w/2 one year renewals available	07/21/20  12/20/16	Extension of contract for added functionality and annual hosting fee.  Original Website Re-Design - includes Hosting and Software Services	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 by F&E to Covalent Logic, who scored highest among 3 proposals received. 11/10/16 – RFP has been solicited to multiple potential proposers. Proposals will be due by November 30 <sup>th</sup> . Contract Award Recommendation is scheduled to be on 12/20/16 Board meeting agenda.

## 2020 Contracts Authorized by CATS CEO

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

October 2020

Description	Vendor Name	Amount	Start Date	End Date	CEO Approved	Services Provided	Comments
<b>Advisor to Senior Management for Strategic Guidance</b>	<b>S W Leader, Inc.</b>	<b>\$50,000</b>	<b>6/01/20</b>	<b>6/01/21</b>	<b>06/20</b>	Advisor to CATS Senior Management relating to Strategic Guidance & Planning PO 2020212	CEO will direct consultant to work in coordination with CATS Transit Planner/Scheduler and Micro transit Project Manager, and COO staff, to review for immediate implementation during remainder of the COVID-19 (Coronavirus) pandemic and post pandemic period
<b>Advisor to Senior Management for Strategic Guidance</b>	<b>Aries 2.0 Management Group, LLC</b>	<b>\$50,000</b>	<b>4/10/20</b>	<b>4/10/21</b>	<b>04/20</b>	Advisor to Senior Management for Strategic Guidance PO 2020173	Develop internal framework with management staff to include courses of action, timelines, progress milestones and monitoring processes to address CATS' mission critical objectives. Interface with CATS' Senior Management Team by providing on call services on as needed bases to achieve mission objectives
<b>Consultant to CATS CEO</b>	<b>New Age Industries</b>	<b>\$50,000</b>	<b>3/1/20</b>	<b>12/31/20</b>	<b>03/20</b>	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
<b>Employment and Labor Legal Services</b>	<b>Breazeale, Sachse &amp; Wilson, LLP</b>	<b>\$50,000</b>	<b>4/8/2020</b>	<b>4/8/21</b>	<b>04/20</b>	Legal Services relating to Employment and Labor Matters. PO2020177	Legal services to include representation in the following areas: Employment Law : render legal services to CATS on employment matters to assure compliance with Local, State and Federal Employment Laws and CATS responsibility to and engaging with employees; Labor Law: render legal services to CATS with ongoing dealings with the Amalgamate Transit Union (ATU) in negotiating and administering of the collective bargaining agreements with its employee's union (Amalgamate Transit Union Local 1546), grievance and interest arbitrations, civil rights, ADA, wage and hour, and other employment claim. Other services will be supplies per direction of the CEO



## 2020 Contracts Authorized by CATS CEO

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

October 2020

Description	Vendor Name	Amount	Start Date	End Date	CEO Approved	Services Provided	Comments
<b>Federal Grants Guidance</b>	<b>Stephanie Pulley</b>	<b>\$50,000</b>	<b>4/7/20</b>	<b>4/7/21</b>	<b>04/20</b>	Federal Grants Strategic Guidance PO 2020151	Services will include grant strategic guidance, as well as procurement and accounting strategies
<b>Federal Grants Strategic Guidance</b>	<b>Sullivan Bosworth LLC</b>	<b>\$50,000</b>	<b>2/10/20</b>	<b>2/10/21</b>	<b>02/20</b>	Federal Grants Strategic Guidance PO2020073	Strategic Guidance for grant identification and grant management processes
<b>Government Relations Consulting</b>	<b>Southern Strategy Group of LA</b>	<b>\$50,000</b>	<b>1/1/20</b>	<b>12/31/20</b>	<b>01/20</b>	Services relating to Governmental Affairs, Relations and Educational Services (lobbying) PO 2020010	Support and strategy guidance for Governmental Relations and Educational Services
<b>Legal Services To Amend and Create Policies and Procedures</b>	<b>Broussard Dispute Resolutions</b>	<b>\$50,000</b>	<b>5/1/20</b>	<b>4/30/21</b>	<b>05/20</b>	Legal Services to amend & create Policies & Procedures Agreements. PO#2020176	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



## 2020 Contracts Authorized by CATS CEO

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

October 2020

Description	Vendor Name	Amount	Start Date	End Date	CEO Approved	Services Provided	Comments
<b>Consultant to CATS CEO. Support for Maintenance, Operations including Bus Inspection</b>	<b>ESA Management &amp; Engineering Consultant</b>	<b>\$50,000</b>	<b>12/24/19</b>	<b>12/24/21</b>	<b>12/19</b>	<i>Support for Maintenance, Operations including Bus Inspection</i>	Support required to ensure rolling stock needs are assessed and requirements in the procurement process are followed and properly documented
<b>Executive Search Services for CATS Human Resources Director</b>	<b>Gallagher Benefits Services, Inc.</b>	<b>\$26,250</b>	<b>09/01/20</b>	<b>11/30/20</b>	<b>09/20</b>	<i>6 step search process to bring qualified candidates to CATS for the hire of a Human Resources Director</i>	Due to the level of this position, this effort has been outsourced
<b>Body Temperature Screening Stations</b>	<b>General Informatics, LLC</b>	<b>\$32,865</b>	<b>09/10/20</b>	<b>10/02/20</b>	<b>09/20</b>	<i>Covid -19 Body Temperature Stations for Donmoor and Florida Blvd. Key entry points</i>	Local vendor provided. Covid-19 testing with immediate reading that is relayed internally
<b>Human Resources Consultant</b>	<b>Amy Tullos Cannon</b>	<b>\$41,800</b>	<b>09/21/20</b>	<b>03/20/21</b>	<b>09/20</b>	<i>Support and guidance relating to Human Resources</i>	Need generated by the departure of the CATS Human Resources Director. Relation can be terminated if warranted with short notice