



**REGULAR MEETING
OF THE
BOARD OF COMMISSIONERS
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
NOVEMBER 17, 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 OCTOBER 20, 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**
 - 5. Community Relations: Ms. Linda Perkins**
- VII. ACTION ITEMS**
 - 1. Consideration of authorization to purchase three BYD electric buses**
 - 2. Consideration of authorization to execute Cooperative Endeavor Agreement with City-Parish for Plank-Nicholson Bus Rapid Transit Corridor**
 - 3. Consideration of authorization to approve health insurance contract for 2021**

4. **Consideration of authorization to amend paratransit services contract with MV Transportation**
5. **Consideration of authorization to amend employment and labor services contract with Breazeale, Sachse & Wilson, LLP (This matter might possibly be discussed in Executive Session to discuss the pending litigation/employment arbitrations of Yvette Rhines, George Decuir, Shavez Smith, Melvin Sanders, Oscar White, Reginald Lane, Toye Hebert, Brent Mack and Gretchen Major, and strategy relating the collective bargaining agreement.)**

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

Connecting you to what matters.

**MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
OCTOBER 20, 2020**

4:30 p.m.

**BREC Administration Building
6201 Florida Boulevard
Baton Rouge, LA 70806**

MINUTES

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, Cohran, Hill, Lambert, and O’Gorman and Mss. Green and Perkins. Mrs. Pierre 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 SEPTEMBER 22, 2020 MEETING: Mr. Mark Bellue

Ms. Perkins moved to approve the minutes of the September 22, 2020, meeting and Dr. Breaux 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.

Mr. Bellue reviewed the COVID-19 restrictions in place per BREC guidelines. He noted that any members of the staff and public who wished

to attend the meeting would need to observe from the hall once the allocated seats were filled.

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 shared that the FTA is working with the State of Louisiana on a vaccine for COVID-19 to be released to the public.

Mr. Deville let the board know that Governor Edwards announced last week that Louisiana will remain in Phase 3 for another four weeks, through November 6th, as he cautiously and incrementally releases restrictions.

Mr. Deville shared that the agency has installed sanitization stations at all admin facilities and has installed digital temperature check stations at employee, customer, and visitor entrances at the CATS OAM and Terminal facility, as well as the Donmoor office. A “how-to” video has been produced that lets both employees and visitors know the protocol for the temperature check stations, and these have been shared on the agency’s social media pages and the employee portal.

Mr. Deville gave the operations report for Ms. Williams, who was out. It was noted that there are currently 153 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 September was 111,403. The on-time performance was 68.87%. The percentage of trips operated in September was 99.21%. The agency operated 196,900 miles. There were zero preventable accidents per 100,000 miles in September and 5,049 mean miles between road calls.

It was noted that CATS has hired Amy Cannon as the Interim Human Resources Director while a search for a director is conducted by Gallagher.

Human Resources and Operations are working together on a plan to bring operators back into service, including various forms of training. Human Resources Emotional Training will be October 28th.

There was discussion of ridership and an inquiry was made as to whether ridership is down because of demand or reduced service. It was noted that service has decreased 30-40% and there is an hour between buses on most routes.

Ms. Soileau noted that CATS is beginning to work on the February 2021 service change; as we move forward, the agency will be looking at several options which depend on the phase of the pandemic and resource availability.


The BUILD grant agreement between the City-Parish and the USDOT has not yet been signed, but discussions regarding station design and other elements have been ongoing.

There are roadway repairs being done by DPW underway at the Cortana Transit Center.

Federal funding is being sought to fund amenities needed for the relocation of the downtown site to Florida at I110. The agency will be looking at traffic impacts.

CATS is awaiting word from LSU regarding the wiring instructions for the transfer of funds for the North Baton Rouge property.

CATS continues meetings with CRPC and the City of Baker for the Baker Park and Ride, and a planning study by CRPC and the City of Baker is the next step.



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 for the Microtransit service.

HNTB is working to collect the data for the Transit Development Plan and will be interviewing key staff as the first step of the organizational review task.

The Tyler Technology kick-off has taken place and training sessions are in Phase I; financial 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.

Mr. Deville shared that Atlas Technical scheduled a kickoff meeting with the CATS CEO and its public engagement sub-consultant

Emergent Method. Atlas and Emergent conducted the second meeting with CATS staff on October 15th.

The Goodman Corporation is wrapping some of its research on the Microtransit project and they will be conducting a procurement workshop for CATS staff.

Mr. Cutrone presented the September financials and noted that the total current assets as of September 30, 2020, are \$31,068,894. The total assets are \$55,371,908. The total current liabilities are \$6,490,139 and the total liabilities are \$9,986,097. The total net assets are \$45,385,812.

The total operating expenses for the month of September are \$2,225,566.

The total CATS-generated operating revenues for the month as of September 30, 2020, are \$89,753. The total non-federal subsidies for the month are \$1,619,167 and the total federal subsidies are \$1,359,335. The net operations balance as of September 30, 2020, is \$613,538.

VI. COMMITTEE REPORTS AND ANY ACTION THEREON

1. Finance and Executive: Mr. Mark Bellue

Mr. Bellue noted the committee did not meet.

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

Dr. Breaux noted the committee did not meet but that they are looking forward to receiving emergency plans from staff.

3. Audit: Mr. Cohran

It was noted the committee did not meet.

4. Planning: Mr. Kevin O’Gorman

Mr. O’Gorman noted the committee did not meet but a few of the board members did have an opportunity to meet with the new Planning Director.

5. Community Relations: Ms. Linda Perkins

Ms. Perkins referred the members to the highlights of the minutes of the October 14th meeting and shared the highlights. She noted the agency only had one customer complaint and there were zero pass ups for the month.

Ms. Perkins noted that Mr. Cooksey has moved from CATS On Demand and the new manager Serena Thomas would be at the November board meeting.

VII. ACTION ITEMS

1. Consideration of authorization to approve absences of Kahli Cohran

Mr. Bellue let the board know that this is a requirement when a board member misses two of any three regularly scheduled meetings.

Mr. O’Gorman moved that the board adopt the resolution approving the absences of Mr. Cohran and Mr. Lambert seconded the motion. Mr. Bellue invited public comment and there was none. The motion carried unanimously with no abstentions.

RESOLUTION 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.

2. Consideration to amend paratransit services contract with MV Transportation

Ms. Thomas noted that CATS is requesting to change the rate from \$46.20 to \$55.44 because of the effect of the reduction in service due to COVID-19. She noted that this would not change the amount of the contract. The request is to be retroactive to January 2020.

It was noted there is no language referencing a pandemic in the contract so the contract would be amended to reflect that as a justification to amend the contract because this language was not added in 2017.

Ms. Thomas shared this amendment is needed because MV has suffered economic loss as a result of the pandemic and their service has been cut in half.

It was noted that CATS attorney Mr. Abadie has not seen the requested changes to the contract. There were questions as to whether the pandemic language was similar to other disaster language.

There was a question related to the timing of the service rate increase and whether it would revert to the original rate and Ms. Thomas indicated it would revert to the original rate in January.

There was a question as to whether Ms. Thomas had been in contact with MV regarding this proposed change and Ms. Thomas noted that she had been in contact with MV.

There was an inquiry regarding the cash flow of MV and whether they could wait an additional month and Mr. Deville indicated they can wait.

It was decided that this item would be deferred until the next board meeting.

3. Consideration of authorization to amend employment and labor services contract with Breazeale, Sachse, & Wilson, LLP

Ms. Thomas shared that the contract for the legal services of Murphy Foster was exhausted and there needed to be an increase in the amount of the contract from \$50,000 to \$125,000.

Ms. Thomas noted this was based on billable rates, the work Mr. Foster has done, and the work remaining. She shared that the firm has done additional work related to investigations and there is more work pending.

Anthony Garland made a public comment and stated that CATS has three attorneys on its payroll. The Human Resources Department is dysfunctional and the management will not let them do their job. He said that Murphy Foster is not an HR professional.

George Decuir stated that he objected to the agency spending any more of CATS money on this fee. He noted it will cost CATS already more than \$100,000 in arbitration costs plus salary. Mr. Decuir stated that the CARES Act should not be used for this.

Ms. Green inquired as to whether there is a State hourly rate scale for legal fees. It was noted that the Attorney General's Office publishes an hourly fee schedule for state agencies and that there are exceptions to that schedule.

Ms. Green asked if this original contract was within the fee range and Ms. Thomas stated it was, and she stated that the work to be done would also be within range when Ms. Green inquired.

There was no motion on this item. Mr. Bellue recommended that this item be deferred and it was requested that the staff provide more detail on the cost, comparison to legal expenses in past years, and other relevant information.

4. Consideration of authorization to execute task order for rider and stakeholder surveys with HNTB

ETC Institute will be conducting surveys for the agency, and CATS has worked with them in the past.

Ms. Perkins moved that the CEO is authorized to execute a task order for rider and stakeholder surveys with HNTB for an amount not to exceed \$78,104 and Mr. Hill seconded the motion. Mr. Lambert abstained. Mr. Bellue invited public comment and there was none. The motion passed with one abstention.

VIII. PUBLIC COMMENT

Mr. Garland spoke and stated that he could see why there was a deficit every year when the board lets Mr. Deville spend so much money. The union wants to have a public reckoning and the board is not interested.

Mr. Garland stated that looking at the triennial reports shows a deficiency in competence. He said Mr. Deville goes over budget every single year.

Mr. Garland stated that if Murphy Foster is going to do the job of Human Resources, there is no need to have an HR Department. If the agency is going to have Mr. Foster in the role of Human Resources and COO then there is no need to have those positions.

Mr. Garland stated that the agency spends 90% of the budget on consultants doing the work that should be done by people that are hired by CATS.

Mr. Garland stated that the CAO does not have a degree and she does not know what to do. She was hired as a consultant in the summer of 2019 and the financial committee warned CATS it would run a deficit by the end of the year of \$3.5 million. The agency hired Ms. Thomas for a six month period but gave her the permanent job in October and what happened to the rest of her contract? Mr. Garland stated that Ms. Thomas was being investigated by the State Licensing Board and was fined to the max for unethical practices but she is a signature on CATS accounts.

Mr. Deville stated for the record that Mr. Garland is completely wrong about the deficit remarks and he would get a report to the board between now and the next board meeting.

Yvette Rhines asked who looks into cancellations and why the board is not paying closer attention to that metric.

Ms. Rhines inquired if CATS is increasing the rate for MV for the riders or just for the consultants.

Darryl Hurst stated that CATS needs to look into the ditches near CATS bus stops. The agency needs to provide better maintenance and lighting at its stops.

Mr. Garland spoke again and reiterated the agency deficiencies.

IX. ADJOURNMENT

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

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Bill Deville
Chief Executive Officer

NOVEMBER 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 December 4th, as he cautiously and incrementally releases noted restrictions.
- Rear entry in fixed route service continues for those without mobility impairments until all fixed route and paratransit vehicles have operator barriers received and installed for their safety.
- The agency continues to waive fares in both fixed route and paratransit due to using “read door” entrance/exit for Operator safety in fixed route system.
- The Agency recognizes the need to resume fares/front door farebox entrance, as well as the growing need to increase the nine passenger maximum capacity to a higher number. This is especially true on our higher ridership core routes where the demand is incrementally increasing with the continued reopening of the state.
- Key to enabling increased capacity, and the resumption of fares, is the procurement/delivery of operator seat barriers for the protection and safety of Operators, and the continuation of 100% use of face masks by all those using CATS.
 - NEXT STEPS:
 - Planning and Operations have begun the process, to make these necessary changes, starting with a 5 day advance notification to the Union –Underway.
 - Order Operator Seat Barriers for remaining 28 buses, and Paratransit vehicles – Completed.
 - Paratransit vehicles have barriers installed – Completed.
 - Bus barriers for the remaining 28 buses have been delayed and the agency has an expected ship date of November 28th – Open.
 - After being notified of yet another delay in delivery of the operator seat barriers to the end of November, CATS has requested Procurement and Maintenance to seek alternative vendors while still complying with FTA procurement regulations for grant funding.
 - In the wake of expected spikes in Covid cases this fall and winter, CATS will continue to cautiously weigh Covid safety concerns for both operators and customers in this process.
- 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;

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however, staff has begun to plan for the February service pick, with an opportunity to plan for a return to near normal service level during 2021.

- The agency continues to monitor COVID-19 status, daily ridership trends, and local news conferences and announcements from local officials and key stakeholders.

OPERATIONS: *Dwana Williams*

- There are 147 total operators, and there are currently 100 active operators working. The remaining 47 operators are out as a result of COVID-19, FMLA, and Workers' Comp.
- Operations is meeting more frequently as the "Reopening" incrementally expands, to determine what Phase 3 requirements looks like for the agency.
- See attached Performance Measures that reflect measures for the month.

AGENCY UPDATES: *Bill Deville*

- The 2021 budget has been completed and is being advertised as is required. Staff will be working to schedule meetings with board members between now and the December F&E meeting on December 10th.
- 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.

HUMAN RESOURCES: *Pearlina Thomas*

- Staff is working with Operations to get operators back to work who have been out as a result of COVID-19.
- CATS has met with Gallagher regarding the health insurance benefits for 2021 and is making a recommendation to the board members as an action item.
- Pending approval of the recommended 2021 Health Insurance Plan by the Board Open Enrollment is slated for the first week in December 2020.
- CATS has partnered with the Urban League of Louisiana in applying for a grant as part of the One Workforce Grant Program, through the U.S. Department of Labor Employment & Training Administration. Award of this grant will provide resources to expand CATS current workforce development training and support the CATS Apprenticeship Program.

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EMERGENCY PREPARDNESS TASK FORCE: *Pearlina Thomas*

- Friday November 13, 2020, CATS played host to the “United We Feed” Event sponsored by Exxon Mobile and the Capital Area United Way. The turnout for the original giveaway of 200 food boxes was so great, an additional 100 food boxes were prepared and distributed.
- CATS submitted a grant application for the Public Transportation COVID-19 Research Demonstration Grant Program.
- CATS is supporting the marquee host, Build Baton Rouge, with the “Holding On To The Dream” luncheon and plaque unveiling to honor Mr. Jonnie Jones, Sr., for his tireless efforts to remove social injustices on Federal, State and Local levels.

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

- Key performance indicators (KPIs) –
 - A kick-off meeting was held with HDR and they will be requesting data and information for this work.
 - This is anticipated to be a three month project.
- The Transit Development Plan is being worked with HNTB and they are concluding interviews.
 - HNTB has a draft Strategic Plan (based on the current SP) for staff review and comment.
- February 2021 Service Change
 - Live date: February 28
 - Staff is examining minor modifications of some routes.
 - It is anticipated that the Capital Trolley shuttle/circulator route will be in service beginning in February 2021, based upon discussions with the Downtown Development District and Visit Baton Rouge. The Trolleys essentially have reached and surpassed their useful life, and Staff is seeking do a temporary leasing of 3 smaller 30 foot BYD electric buses in time for February – 3 demo buses are available for immediate use. The terms are extremely attractive, and grant funding is available for the temporary lease terms – length of term depends on how soon funding can be obtained to purchase/deliver trolley/electric bus replacements.
- Service Standards Manual
 - Draft for internal review and comment.
 - Manual will encompass all things service related, from types of routes operated to passenger amenities and Title VI/Disparate Analysis evaluations and ADA/Paratransit operations (does not supersede the current Paratransit manual but supplements).
- Capital Budget projects prioritized and dependent on available funding submitted for FY 2021.
- Beginning to work on capital budget process and procedures

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- Will start with the next 5 years, but ultimately include 10 years out.

CAPITAL: Cheri Soileau

- Plank-Nicholson Bus Rapid Transit
 - US DOT Grant agreement between City-Parish and FTA has not yet been signed, but it is expected soon; in most recent meetings with HNTB/CP/FTA, Region 6 was impressed with the collaboration achieved for the BUILD project with all of the stakeholders involved.
 - Property for North Transit Center
 - Agreement has been signed; funds have not been transferred but expected soon as “wiring of funds” capability is worked out with the banks involved.
- Ferry Study (with CRPC)
 - Kick-off meeting November
 - The consultant is Moffat and Nichols
- Microtransit Study
 - The Goodman Corporation has made recommendations and staff is currently evaluating the recommendations
- Emergent Method (one of 4 sub-consultants listed under the CATS/ Atlas Technical On-Call Master Service Agreement, who has a focus on organizing and implementing overall public engagement campaign for CATS capital and service improvements going forward)
 - Emergent Method staff is conducting interviews with staff and coordinating external meetings with other consultants and entities (e.g. CRPC)
 - Emergent Method staff is coordinating future public engagement activities with HNTB, The Goodman Corporation, and CATS Communications and Leadership Staff.
- Transit Centers
 - Downtown- CATS Planning Director, Atlas, and HNTB is reexamining the relocation of the terminal to the I-110 site, on a temporary basis.
 - South, Mall of Louisiana-staff is seeking a permanent site.
 - Baker Park & Ride- an request for proposal for preliminary engineering and design is being considered by CRPC subsequent to the planning study performed via CRPC.

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 in order to create those KPIs that are lacking but needed for better management and control of finance, personnel, transportation, and maintenance

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operations, and the use of “dashboard” reporting strongly desired by CEO and senior management.

- An enterprise asset management system is being sought.
- A customer service system with work rules based on customer service application is being considered.

CEO NOTES: *Bill Deville*

- Engaged new Interim HR Director and Gallagher to pick up the slack regarding a renewal or new improved health insurance plan asap, and to re-implement employee evaluation system using the Gallagher software system (formally used a “programed spreadsheet” format borrowed from another transit agency); assess HR compliance status.
- At the request of Fred Raiford/Director Transportation at the City-Parish, the CEO attended the November 10th Metro Council meeting where CATS/CP Plank Nicholson BRT BUILD Project CEA was up for vote; the motion passed unanimously and is pending CATS Board upcoming vote of same CEA.
- Organized PTASP Virtual Training – new federal requirements for transit safety as a new matter for compliance with those regulations to remain eligible for federal grant funding – by Alliance Transportation Group (ATG was contracted by state/DOTD, and without charge CATS was able to benefit by having ATG assist/guide CATS with creation and implementation of its own PTASP safety plan;).
- At the request of Councilmember (and former CATS Board President) staff met with SJB to bring resolution, as well as concluding its past CATS/BRT related contract and clean the slate for potential business going forward.
- At request of CRPC, CEO and Planning Director participated in the MPO FHWA Certification evaluation (somewhat like our Triennial Review).
- Responded to Board’s Special Committee’s inquiries/questions in preparation for the meeting with CEO and staff on Friday, November 13th.
- Responding to numerous National ATU Public Records Requests.
- Responding to a number of Advocate Public Records Requests
- Working with CATS counsel and staff in response the ADA/Wright suit filed against CATS.
- Completed final draft of CATS 2021 Budget, to be voted on by CATS board at its December board meeting.
- As reported by Planning Director, Atlas/Emergent Method organizing and preparing for Public Outreach campaign by meeting with CEO, Communications, and CATS leadership getting oriented to CATS five year Strategic Plan and five year Capital Plan and everything in between – using CEO and staff interviews and reports as part of outreach campaign preparations.
- CATS CEO participation invited by LSU IFC Regional Roundtable Discussion rescheduled (due to Hurricane Zeta), to December 3rd.

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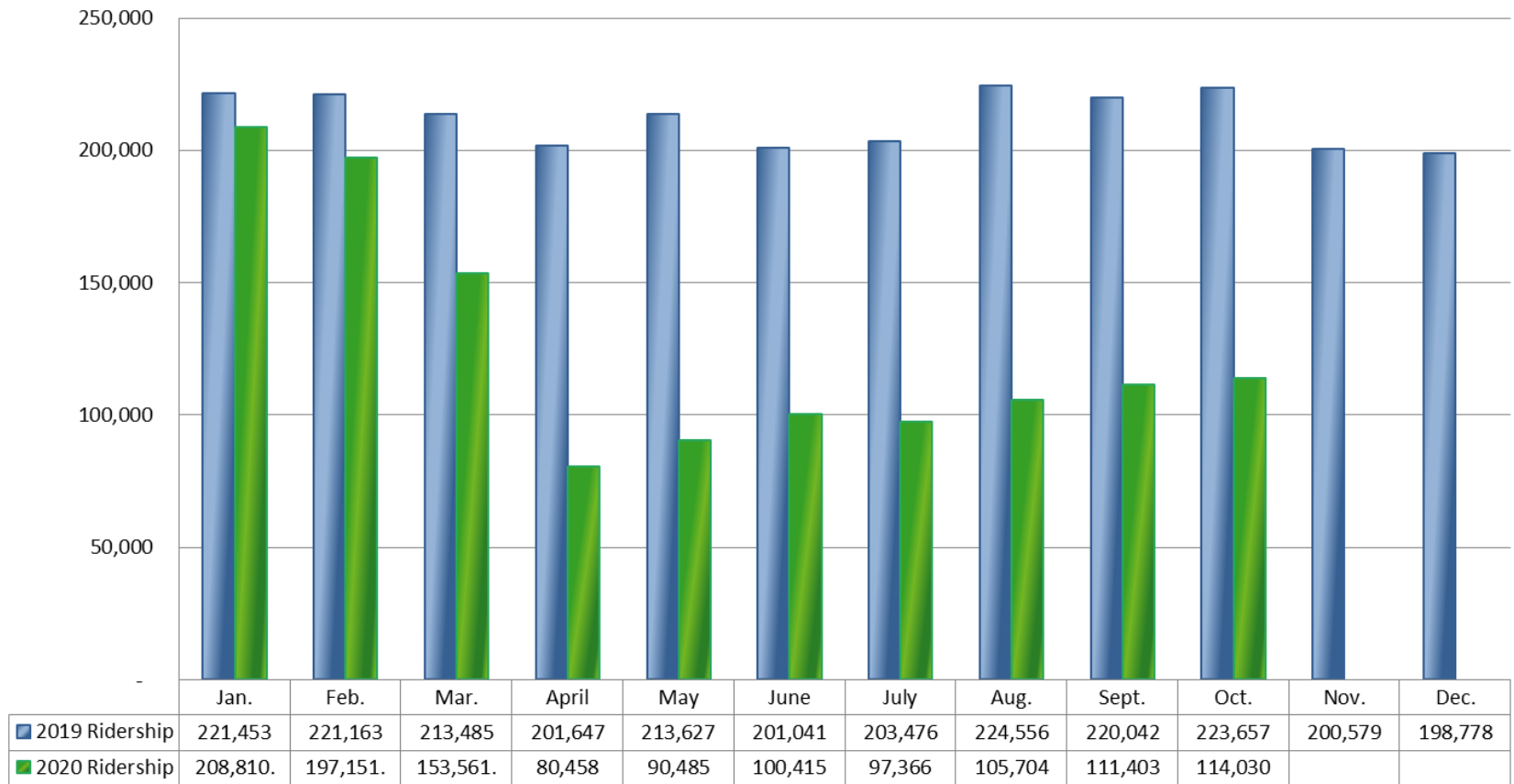


- CATS was awarded the “Rising Star” (one of several awards, and the video of the awards event can be found on their web-site) award by Louisiana Clean Fuels organization, for its significant introduction of BYD Electric Buses into the CATS Bus Rapid Transit fleet program, with nine electric buses (three delivered and in service, three more expected to be received in first quarter 2021, and staff will be requesting board approval to order the final three very soon).

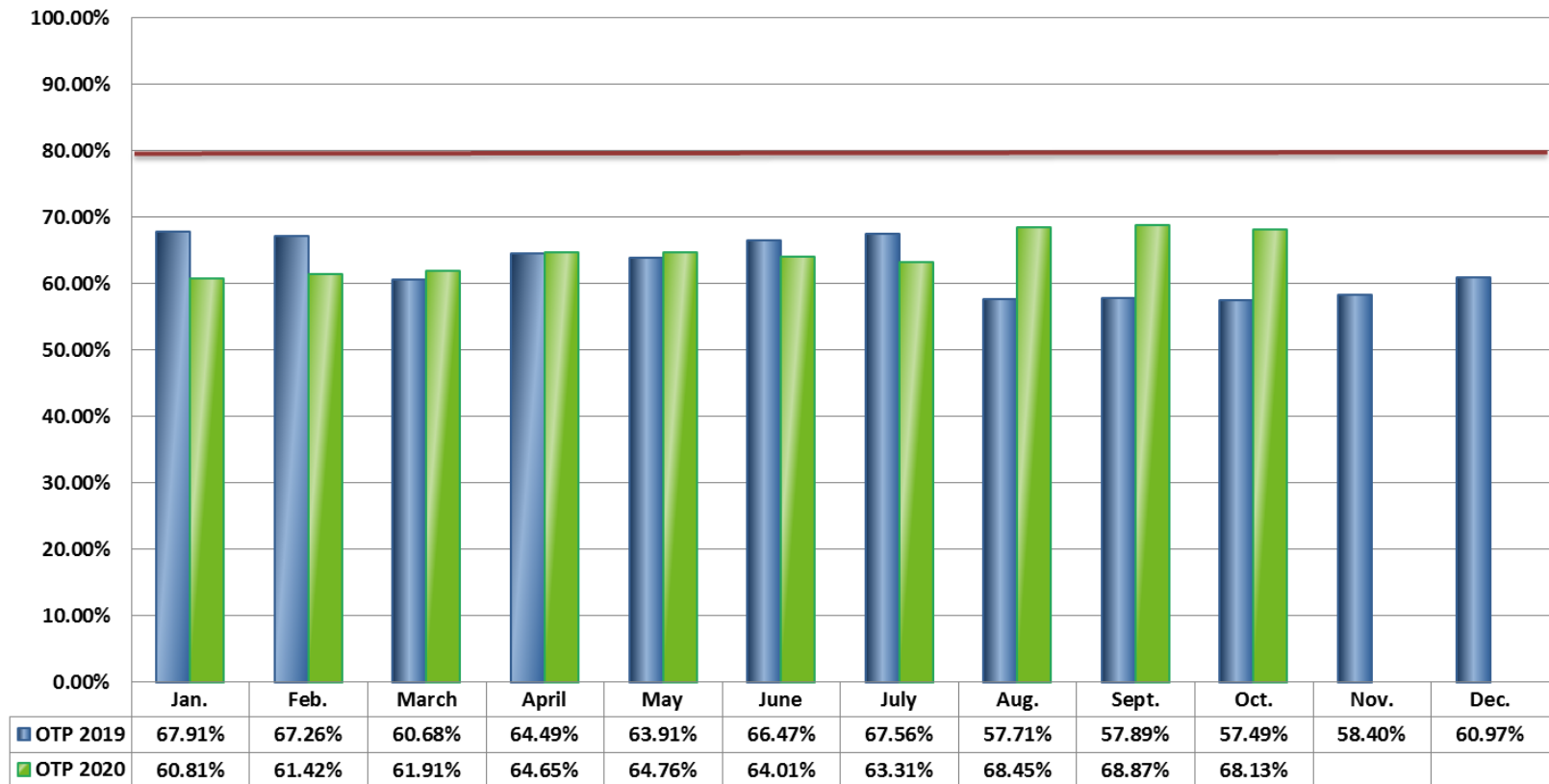
Finance: *John Cutrone*

- See attached financial report for the month.

Ridership 2019-2020



On-Time Performance 2019-2020

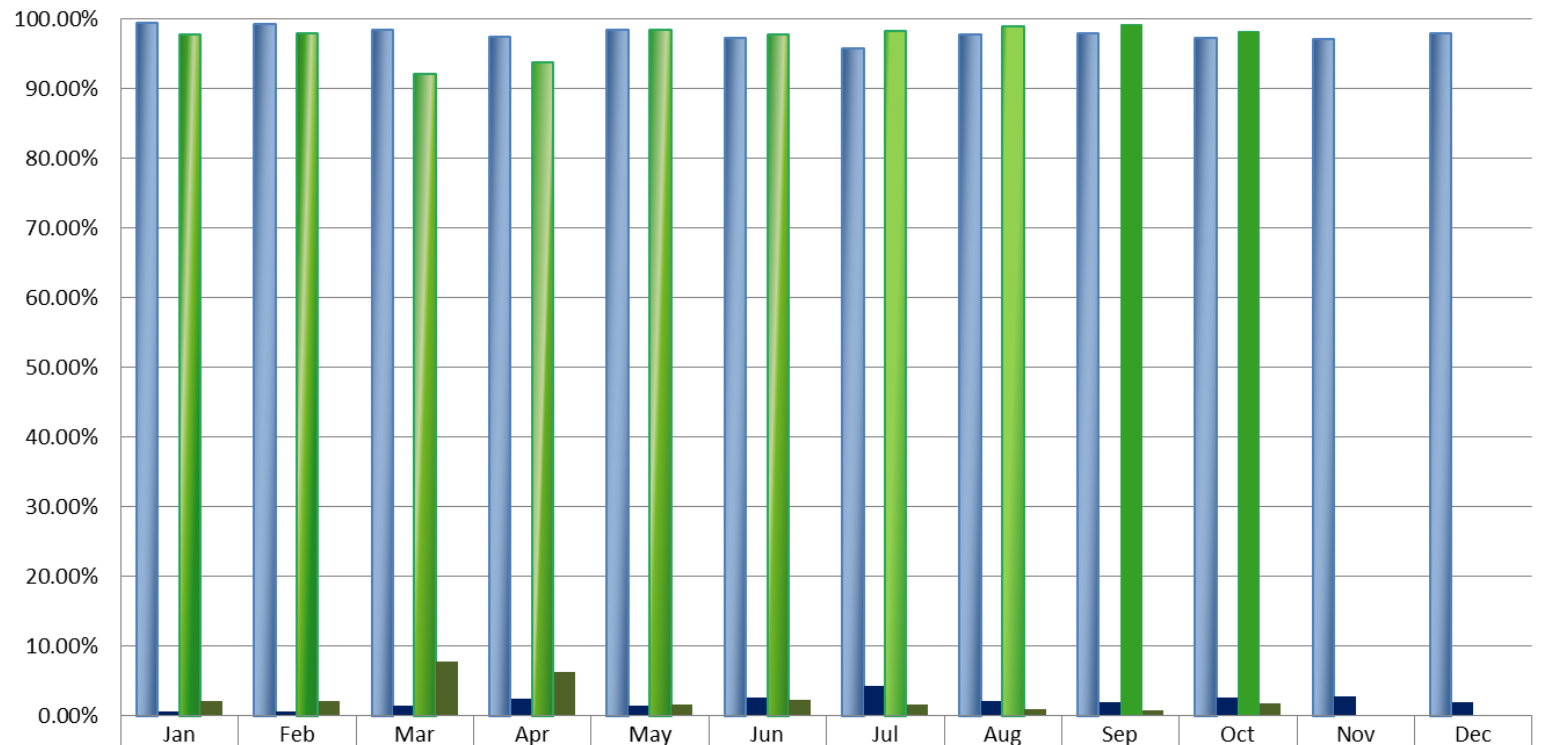


***Target 80% On-Time Performance**

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

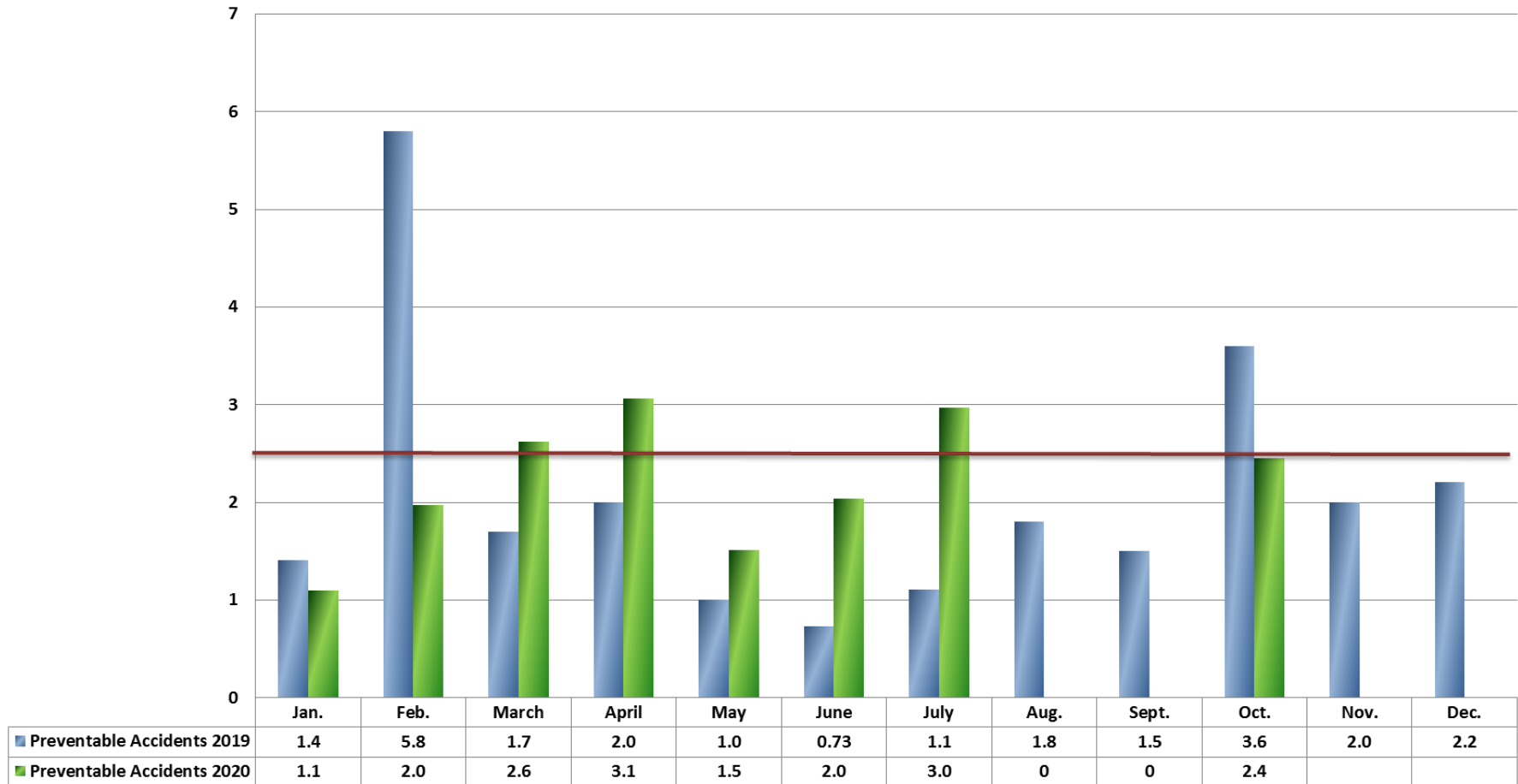
% Trips Operated 2019-2020

% Trips Operated



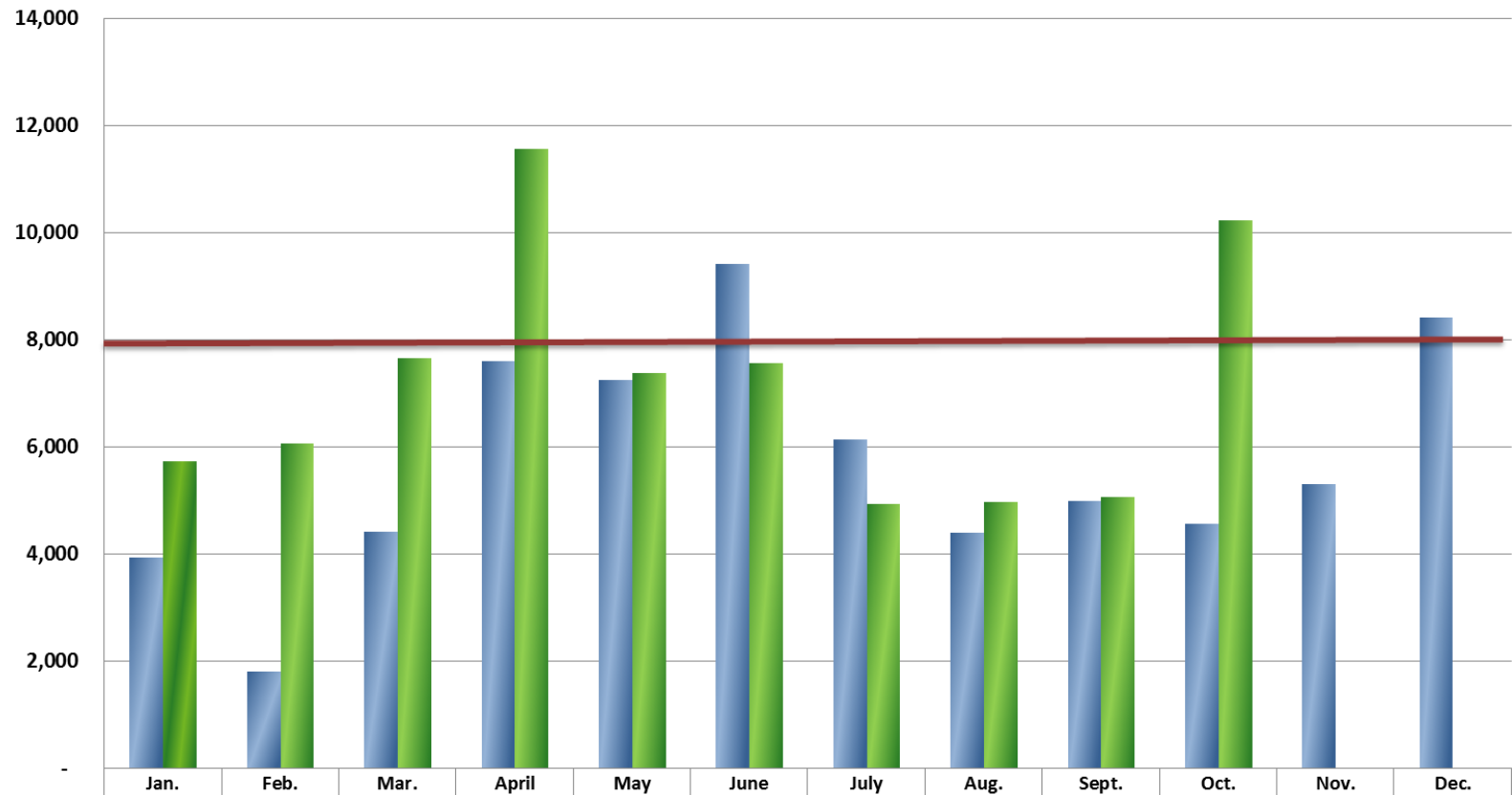
2019 % of Scheduled Bus Trips Operated	99.40%	99.30%	98.50%	97.50%	98.50%	97.30%	95.73%	97.80%	98.00%	97.27%	97.11%	97.97%
2019 % Missed Trips	0.60%	0.70%	1.50%	2.50%	1.50%	2.70%	4.27%	2.20%	2.00%	2.73%	2.89%	2.03%
2020 % of Scheduled Bus Trips Operated	97.80%	97.89%	92.13%	93.76%	98.38%	97.71%	98.32%	98.97%	99.21%	98.24%		
2020 % Missed Trips	2.20%	2.11%	7.87%	6.24%	1.62%	2.29%	1.68%	1.03%	0.79%	1.76%		

Preventable Accidents per 100,000 Miles 2019-2020



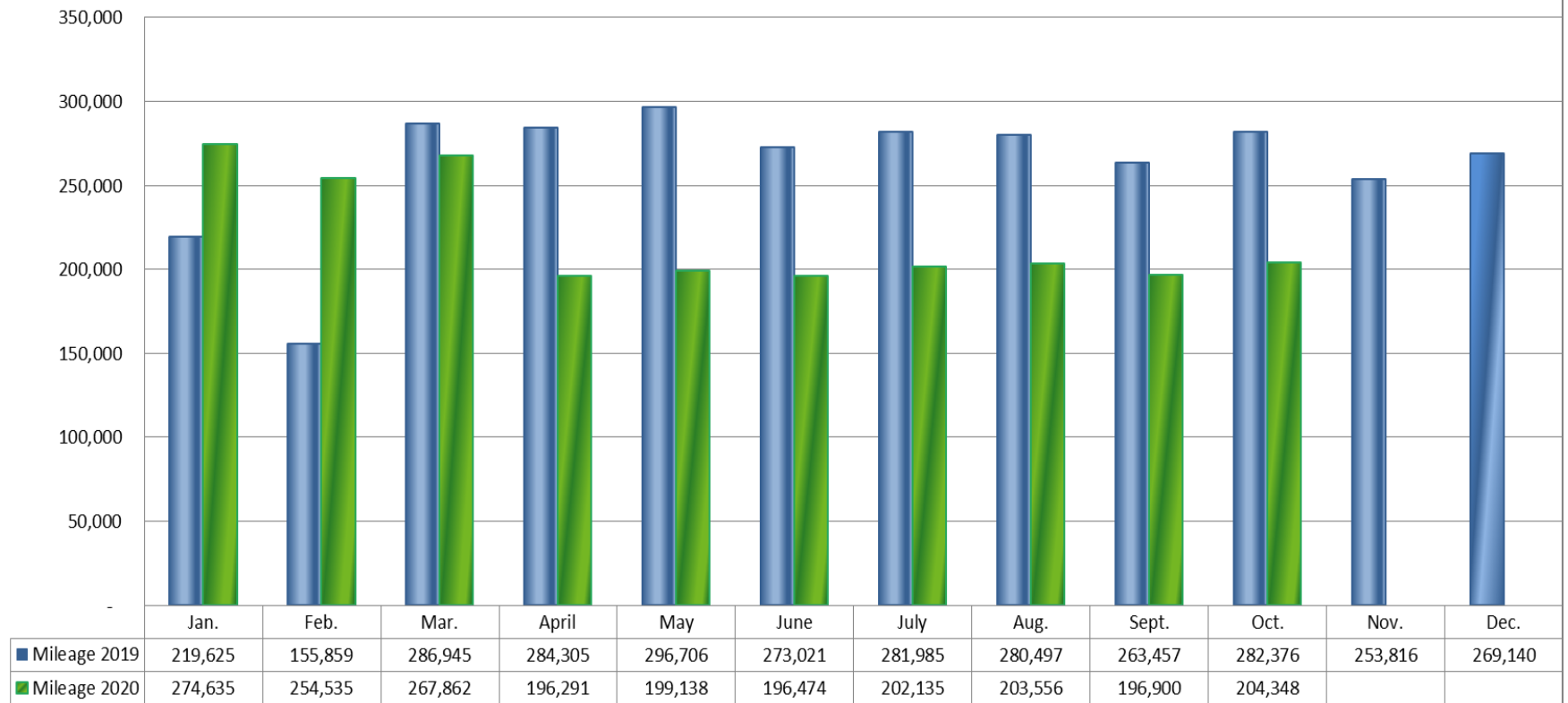
*Target 2.5 Preventable Accidents Per 100,000 Miles

Mean Miles Between Road Calls 2019-2020



	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
■ 2019 Mean Miles Between Road Calls	3,922	1,792	4,415	7,583	7,237	9,415	6,130	4,383	4,971	4,554	5,288	8,411
■ 2020 Mean Miles Between Road Calls	5,722	6,060	7,653	11,547	7,375	7,557	4,930	4,965	5,049	10,217	-	-

Mileage 2019-2020



Capital Area Transit System
Balance Sheet
October, 2020

10/31/2020 10/31/2019

ASSETS

Current Assets:		
Cash and Cash Equivalents	9,583,907	1,966,629
Accounts Receivable	307,340	640,023
Property Tax Receivable	16,866,018	17,300,802
Due from Governments	1,600,305	339,802
Notes Receivable	0	0
Interest and Dividends Receivable	0	0
Inventory	160,101	181,817
Prepaid Expenses and Other Assets	177,488	639,468
Total Current Assets:	28,695,160	21,068,542
Restricted Assets:		
Cash and Cash Equivalents	327,679	376,272
Cash Reserves	3,000,000	0
Total Restricted Assets:	3,327,679	376,272
Investments	0	0
Net Pension Asset, Long-Term	496,897	1,466,268
Equipment, Net	20,262,278	27,802,117
Total Assets	52,782,014	50,713,199
LIABILITIES AND NET ASSETS		
Current Liabilities		
Accounts Payable and Accrued Expenses	245,199	4,933,421
Accrued Payroll and Tax Liabilities	121,298	249,355
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)	2,563,999	(0)
Other Current Liabilities	0	0
Total Current Liabilities	5,013,847	6,683,186
Long-Term Liabilities		
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
Total Long-Term Liabilities	3,495,958	6,043,854
Total Liabilities	8,509,806	12,727,040
Net Assets:		
Investments in Capital Assets, Net of Related Debt	17,801,432	24,792,652
Restricted Cash and Cash Equivalents		
Unrestricted	26,470,777	13,193,507
Total Net Assets:	44,272,208	37,986,159
Total Liabilities And Net Assets	52,782,014	50,713,199

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

	Current Month			Year to Date			Approved Budget
	Budget	Actual	Variance	Budget	Actual	Variance	
Operating Revenues							
Passenger Paid Fares	154,262	0	(154,262)	1,542,620	364,381	(1,178,239)	1,851,144
Special Transit Fares (Contra)	19,669	2,518	(17,151)	196,690	83,668	(113,022)	236,028
ADA/Paratransit Revenue	0	0	0	0	44,375	44,375	0
Advertising Revenue	45,000	42,156	(2,844)	450,000	399,347	(50,653)	540,000
Interest Income	13,621	2,183	(11,438)	136,210	49,773	(86,437)	163,452
Other Agency Revenue	11,668	970	(10,698)	116,680	222,715	106,035	140,016
Total CATS Generated	244,220	47,828	(196,392)	2,442,200	1,164,259	(1,277,941)	2,930,640
Non Federal Revenue							
Hotel/Motel Tax	102,022	116,536	14,514	1,020,220	791,165	(229,055)	1,224,264
Parish Transportation Fund	45,833	0	(45,833)	458,330	412,500	(45,830)	549,996
Property Tax Revenue	1,481,667	1,481,667	0	14,816,670	14,736,803	(79,867)	17,780,004
Total Non Federal	1,629,522	1,598,203	(31,319)	16,295,220	15,940,468	(354,752)	19,554,264
Federal Operating Subsidies							
FTA - Cares Grant	0	0	0	0	17,651,475	17,651,475	0
FTA - Preventive Maintenance	256,959	240,970	(15,989)	2,569,590	786,888	(1,782,702)	3,083,508
FTA - Planning	8,333	0	(8,333)	83,330	41,415	(41,915)	99,996
FTA - Formula	10,924	0	(10,924)	109,240	0	(109,240)	131,088
FTA - Capital Projects	258,866	0	(258,866)	2,588,660	0	(2,588,660)	3,106,392
FTA - Electric Buses	0	0	0	0	363,604	363,604	0
Total Federal Operating	535,082	240,970	(294,112)	5,350,820	18,843,382	13,492,562	6,420,984
Total Operating Revenues	2,408,824	1,887,002	(521,822)	24,088,240	35,948,109	11,859,869	28,905,888
Operating Expenses							
Labor	919,067	1,140,386	(221,319)	9,190,670	8,388,082	802,588	11,028,804
Fringe Benefits	499,328	648,539	(149,211)	4,993,280	6,199,956	(1,206,676)	5,991,936
Casualty and Liability	101,166	212,018	(110,852)	1,011,660	1,472,123	(460,463)	1,213,992
Services	209,810	179,960	29,850	2,098,100	1,472,731	625,369	2,517,720
Purchased Transportation	203,319	114,274	89,045	2,033,190	1,263,175	770,015	2,439,828
Materials & Supplies	318,424	385,262	(66,838)	3,184,240	3,063,388	120,852	3,821,088
Utilities	23,666	12,950	10,716	236,660	158,873	77,787	283,992
Miscellaneous Expenses	125,738	70,361	55,377	1,257,380	749,819	507,561	1,508,856
Leases and Rentals	8,306	7,703	603	83,060	77,416	5,644	99,672
Total Operating Expenses	2,408,824	2,771,454	(362,630)	24,088,240	22,845,564	1,242,676	28,905,888
Depreciation	0	229,151	(229,151)	0	2,291,509	(2,291,509)	
NET SURPLUS/(DEFICIT)	0	(1,113,604)	(1,113,604)	0	10,811,036	10,811,036	



**MEETING OF THE
504/COMMUNITY RELATIONS COMMITTEE
BOARD OF COMMISSIONERS
CAPITAL AREA TRANSIT SYSTEM AND
PUBLIC TRANSPORTATION COMMISSIONS
NOVEMBER 10, 2020
350 North Donmoor, Baton Rouge, LA**

MINUTES

The 504/Community Relations Committee met on Wednesday, November 10, 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. She let Ms. Williams know that the committee was keeping her in their prayers for the loss of her father.

II. MV Transportation Report – Serena Thomas

Ms. Thomas noted that CATS On Demand had 4,316 scheduled trips in October. Of the scheduled trips, 4,308 were completed and 7 were cancellations.

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 for a customer who was on the van for too long; this is a result of the dispatch office scheduling an additional trip.

There was discussion of the level of operators and Ms. Thomas let the committee know that there are currently 17 operators and 25 is the number needed. There is a training class that is slated to begin on November 30th.

III. Certifications – Dwana Williams

Ms. Williams gave the report for Ms. Denman and noted that there were seven applications mailed in October. There were 25 temporary certifications for the month and there were zero recertifications.

Ms. Williams let the committee know that CATS would be restarting refresher training with operators soon and almost immediately with customer service and ADA.

IV. Customer service – Dwana Williams

Ms. Wynn shared there were 54 total contacts for the month and nine were valid. She noted that one was related to courtesy and eight were performance issues: two late buses, two for safety, and four were full capacity and other complaints.

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

Ms. Wynn let the committee know there were also two commendations for the month.

There was discussion centered on the capacity and Mr. Deville shared that CATS is looking into increasing capacity on high volume routes, four in particular. There have been multiple delays in receiving operator barriers that will allow the agency to being front boarding and fare collections once again.

There are four high volume routes that are candidates to have their capacity increased by placing buses on those routes that already have the barriers installed. The challenge is working with the comfort level of operators.

There was discussion regarding fare collections and when they would resume. Mr. Deville noted it would happen once the barriers have been installed in the entire fleet.

There was an inquiry as to the contingency plan if the barriers are delayed again and Mr. Deville stated there was a possibility of getting barriers from other properties that have a surplus.

It was noted there were 27,489 total calls in the month of October and there were three representatives working each day with an 85% average for the call center.

It was noted that abandoned calls are high and there was discussion on that topic.

Questions were asked concerning the capabilities of the phone system and what it can do to help customers and the agency.

Ms. Perkins asked Ms. Williams to share information related to cancellations that were mentioned at the October board meeting by former employees. Ms. Williams let the committee know that cancellation may occur for various

reasons, including but not limited to: no operator available, no vehicle available, relief issues, inclement weather, incidents, accidents, buses running behind schedule, train on tracks, reroutes, or road construction.

Ms. Williams noted that if a trip is running more than 30 minutes late, it is considered “cancelled” but that does not mean the whole route is cancelled; rather simply that one trip on the route is cancelled, and it will be resumed with the next scheduled bus trip.

It was noted that customers either being reluctant or refusing to comply with the face covering requirement account for many of the incidents that lead to on-time issues.

It was requested that there be research into best practices in the industry related to face covering compliance be done and reported.

V. Council on Aging Update –

Ms. Thomas noted that CATS has a meeting schedule with the COA in the coming weeks to restart this project.

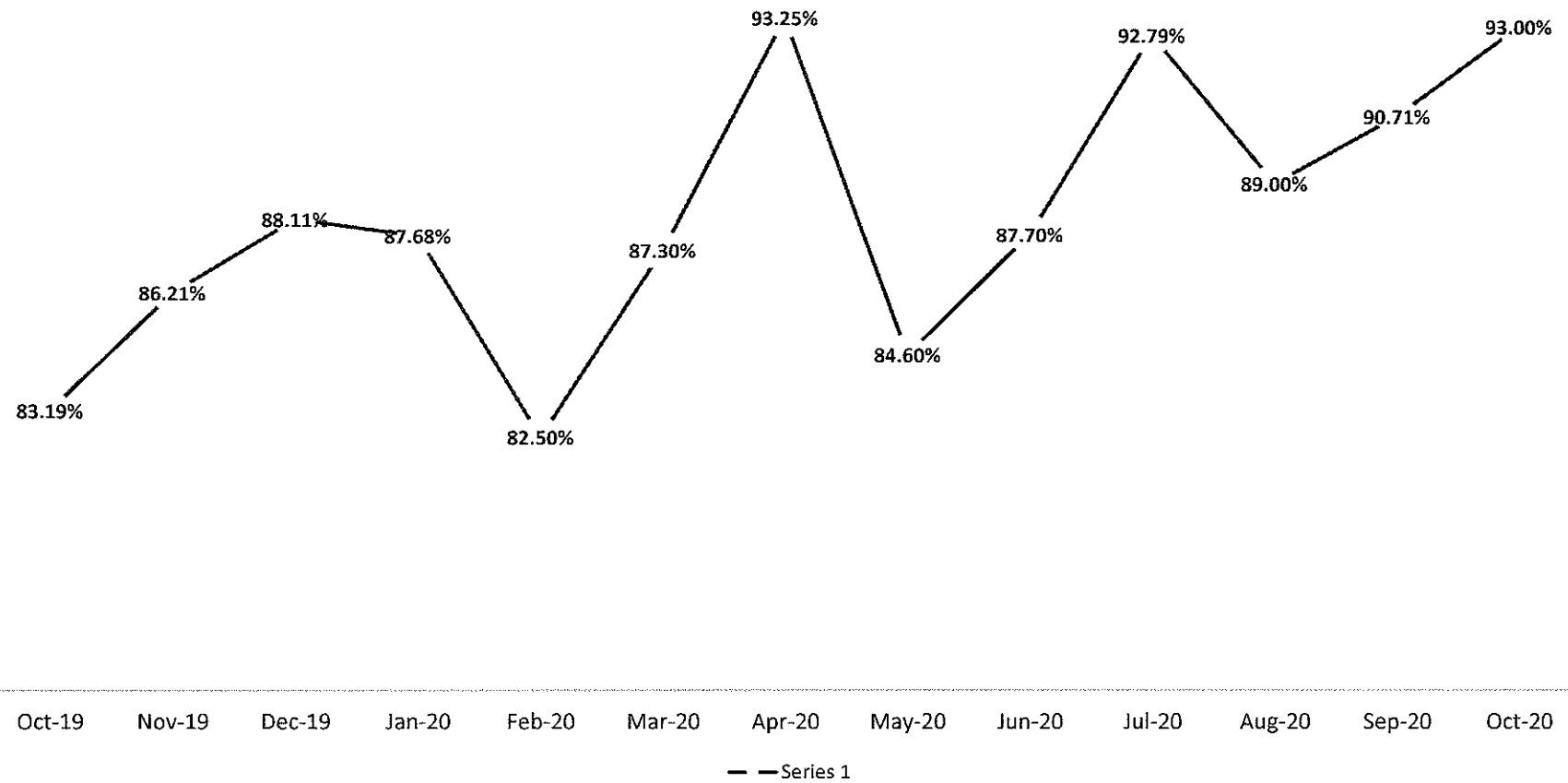
Mr. Deville shared that CATS was presented with the Rising Star award from Louisiana Clean Fuels at their annual gala. The award is in recognition of the agency’s commitment to transitioning to an electric fleet.

Mr. Hill requested that a standing item be added to the agenda to review the events that have taken place during the month so they can be shared with the committee.

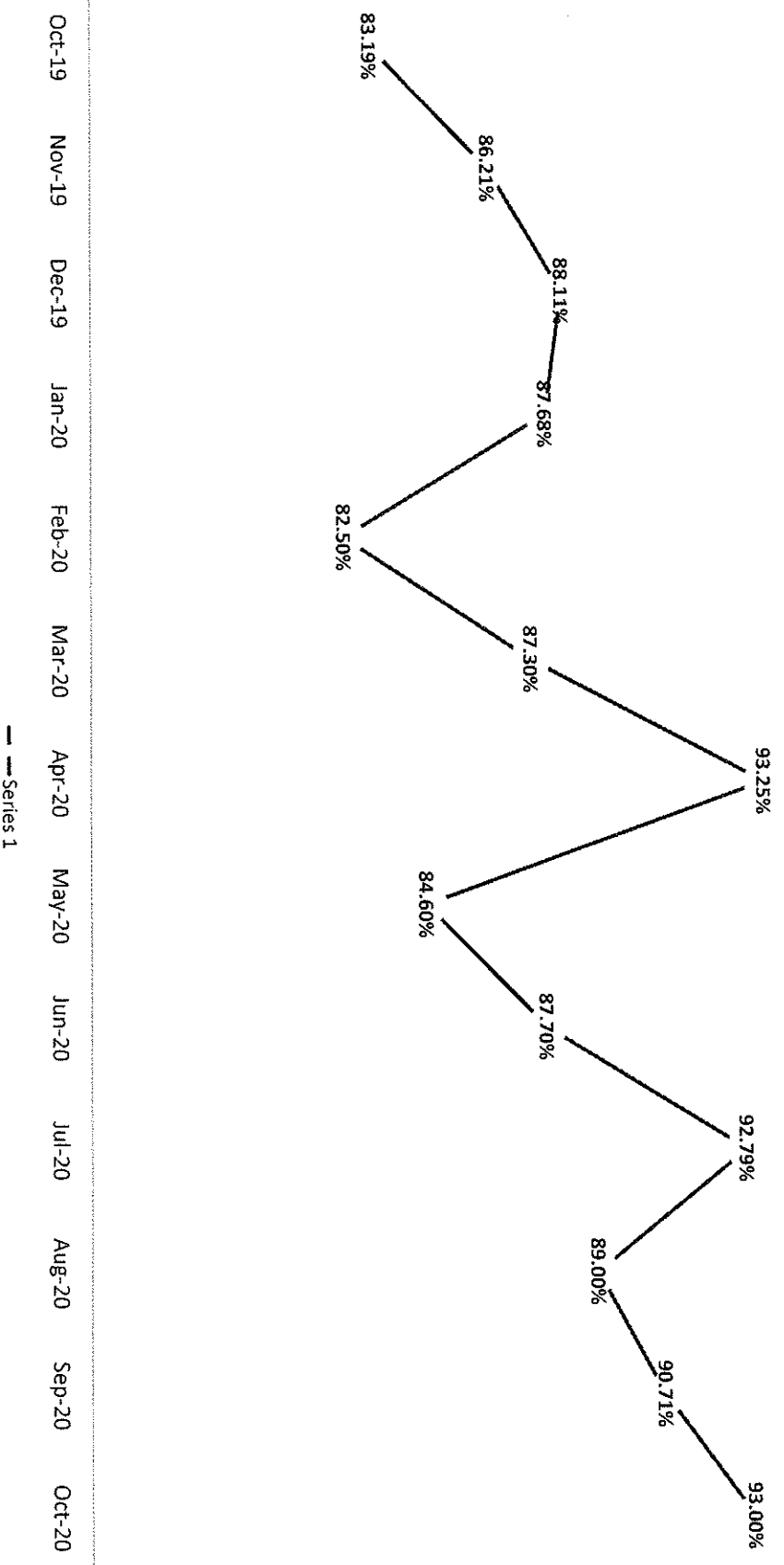
There being no further business, the meeting adjourned.

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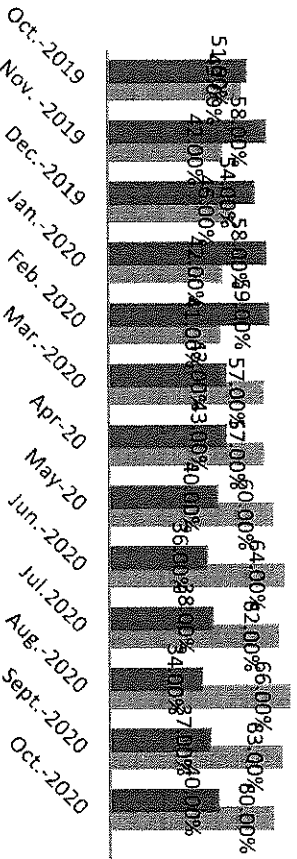
ON-TIME PERFORMANCE



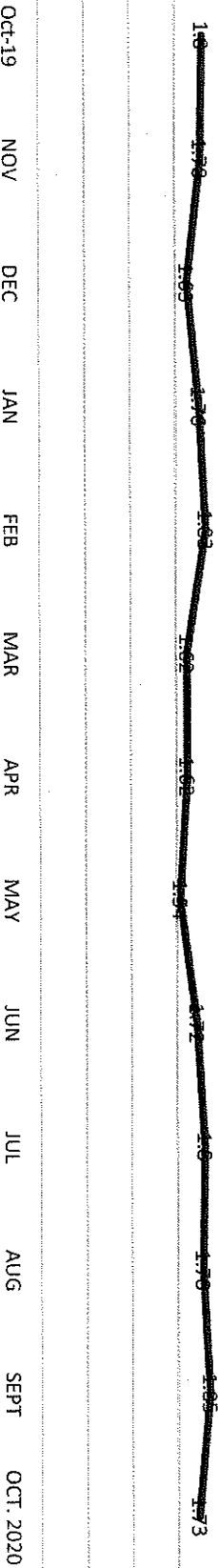
ON-TIME PERFORMANCE

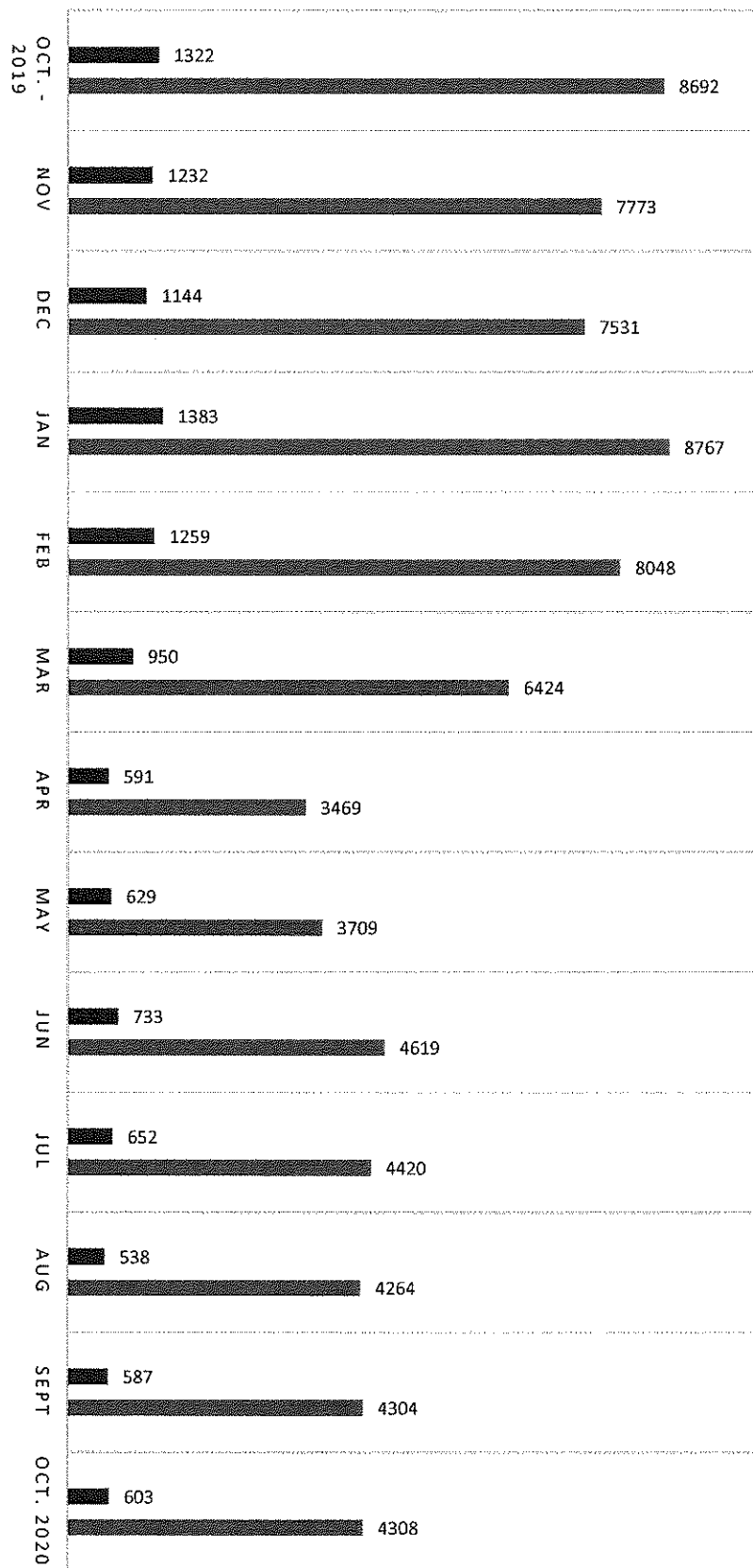


SUB vs DEMAND



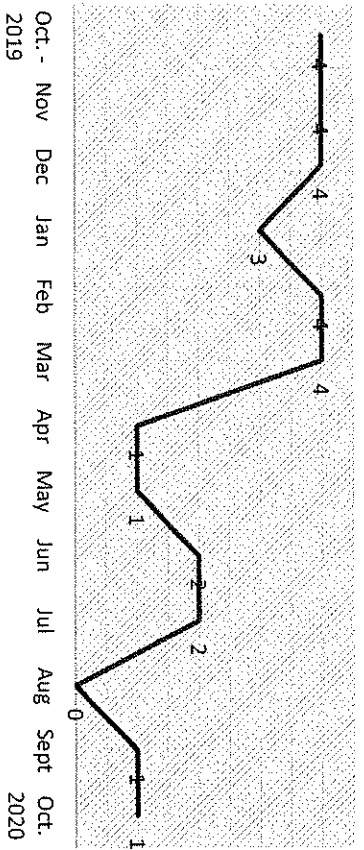
PPH - GOAL 1.5



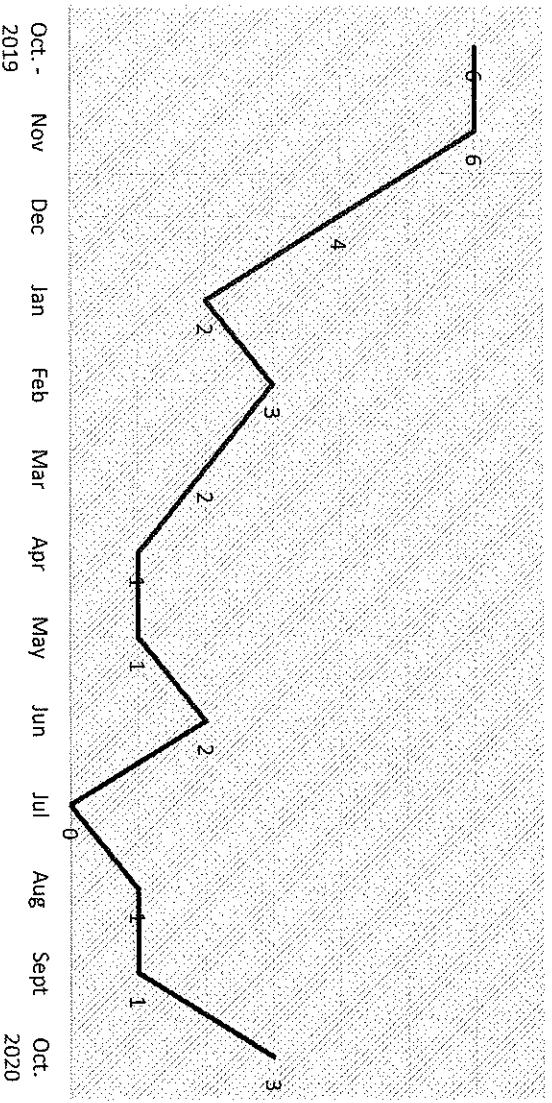


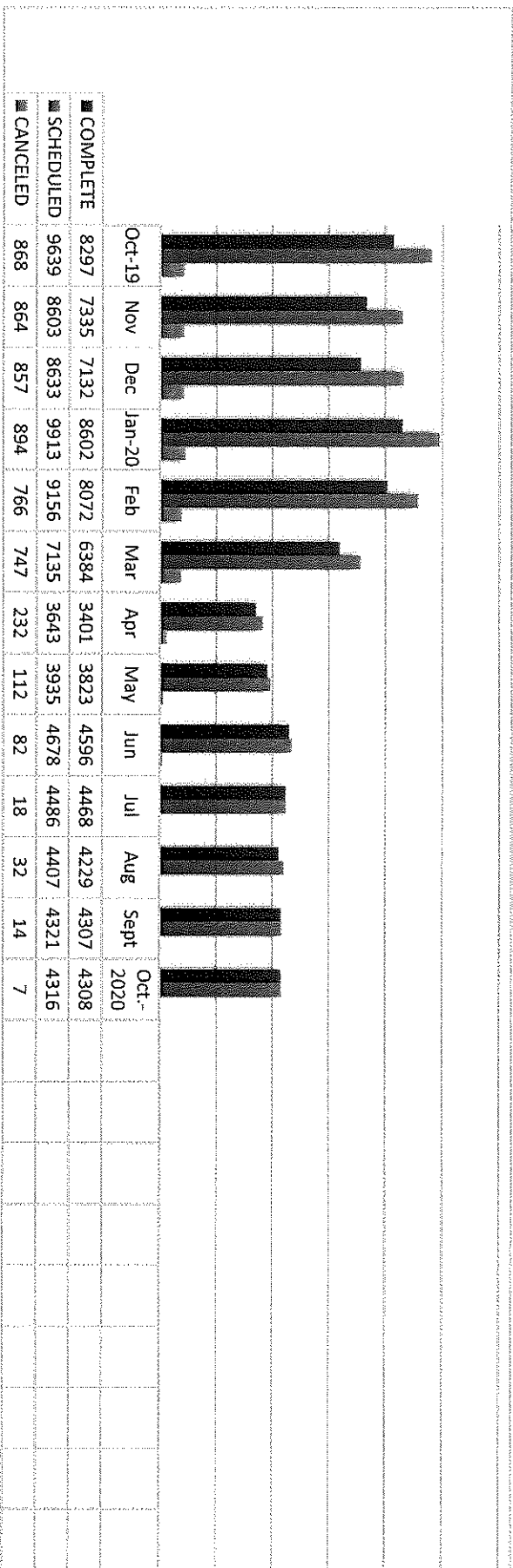
■ Wheelchair ■ Total Riders

COMPLAINTS



ROAD CALLS





2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920

CATS

CAPITAL AREA TRANSIT SYSTEM

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CATS BOARD APPROVAL REQUEST:

Contract/P.O. # TBD

Date: November 03, 2020

Department requesting approval: Maintenance

Project Manager: James Godwin

Project/Contract: To Purchase (3) BYD Electric Buses

Project/Contract Date(s): March 6, 2018 (original contract)

Renewal options (Yes/No): Yes. The original contract was for an option of up to nine (9) buses and six (6) has been purchased. This is for the remaining last three (3) buses off the BYD contract.

Budgeted project (Yes/No): Yes

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

Project/Contract Summary: This is for last the three (3) BYD electric buses. This is been purchased from the Baton Rouge Louisiana 35' Solicitation #2017-ElecBus-003. The net cost for the bus is \$765,415.

These buses are for fixed- route vehicle replacement.

Project/Contract Amount: Not to exceed \$2,296,245.00



Project Manager Approval



Supervisor approval



Procurement approval



CEO approval

Rhonda Kimbel
Procurement Analyst
rkimbel@brcats.com

brcats.com

Exhibit - C PRICE SHEET / BID FORM

Solicitation #2017-ElecBus-003
(Revised 10/6/2017)

Thirty-Five (35) Foot Extended Battery Range Electric Buses Electric Bus Bid Price Sheet

Item #	Description / Commodity	Unit Measure	Unit Price	Extended Total Price
1	35 Ft - Electric Bus Extended Battery	3 buses	\$ 765,415.00	\$2,296,245.00
2	Training Maintenance/Mechanic (3 days)	1 lot	\$ 0.00	\$0.00
3	Training Operator/Driver (2 days)	1 lot	\$ 0.00	\$0.00

Training Price for line items 2 & 3 shall be based on ITB requirements as described in Part VI-Training (ITB Page 83)

Turn Key - In-House Charging Station

Item #	Description / Commodity	Unit Measure	Unit Price	Extended Total Price
4	Turn-Key In-House Charging Station: *Qty: 3	Each	\$28,333.33	\$85,000.00
	*(State Quantity above whether bidding 1 charger or 3. Per Change #31, on this Addendum #3			
5	In-House Charging Training (for 10 employees)	1 lot	\$0.00	\$0.00

Training Price for line item 5 shall be based on ITB requirements as described in Section 10.9 (ITB Page 72)

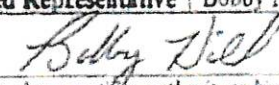
6	TOTAL BASE BID PRICE (Items 1-5)	Extended Total Price	\$2,381,245.00
---	---	-----------------------------	-----------------------

NOTE: The Contract Award will be based on the lowest priced responsive and responsible bidder and will also be evaluated on the above Line Item 6 Pricing for Optional Purchases (Items 7 & 8) below will not be included in the award evaluation which may or may not be purchased during the contract period

Bus Delivery within 12 month (365 days) ARO	Guaranteed Delivery Schedule
Delivery of all three (3) buses must be within 12 months ARO (after receipt of order) or less.	By signing below and submitting a bid in response to this ITB, the bidder agrees to act in good faith and meet the delivery schedule of 12 months ARO and as further described and outlined in this ITB.

Optional Purchases				
Item #	Description / Commodity	Unit Measure	Unit Price	Total Price
7	En-Route Charging Station (Refer to Addendum #3, Change #3)	1 lot	See Attached Spreadsheet for Unit Price Breakdown	\$680,000.00
8	En-Route Charging Training (for 10 employees)	1 lot	\$0.00	\$0.00

Optional Purchases may or may not be purchased during the contract period

Company Name	BYD Motors, Inc.
Name & Title of Authorized Representative	Bobby Hill, Vice President of Sales
Signature: 	Date: 10/17/2017

The signature above certifies authority to bind a contract on behalf of the bidding company
The signature above confirms that the bidding company can meet the requirements in this ITB

Reg 5682

INTERGOVERNMENTAL COOPERATIVE ENDEAVOR AGREEMENT

Between the THE CITY OF BATON ROUGE and PARISH OF EAST BATON ROUGE And CAPITAL AREA TRANSIT SYSTEM

THIS AGREEMENT, made and executed in multiple originals on this ____ day of November, 2020, by and between the City of Baton Rouge and Parish of East Baton Rouge, through its Mayor-President ("City-Parish"), and the Capital Area Transit System, through its Chief Executive Officer, William Deville, ("CATS"), both political subdivisions of the State of Louisiana, to serve the public as hereinafter provided;

WHEREAS, Article VII, Section 14 (C) of the Constitution of the State of Louisiana provides that for a public purpose, the state and its political subdivisions may engage in cooperative endeavors with each other; and

WHEREAS, CATS is the entity within East Baton Rouge Parish charged with the responsibility of operating the public transportation system; and

WHEREAS, the parties have a vested interest in improving the public transportation system within East Baton Rouge Parish; and

WHEREAS, the City-Parish was the applicant for and recipient of a USDOT Better Utilizing Infrastructure to Leverage Development (BUILD) Grant for the planning and construction of BRT system along the Nicholson Drive, Florida Boulevard, Plank Road and Airline Highway corridors; and

WHEREAS, the parties previously entered into two Cooperative Endeavor Agreements dated ____ and October 16, 2019 to cooperate with each other, and jointly fund, preconstruction activities for the project including the redefinition of the project from a modern streetcar to a BRT, advancing the National Environmental Policy Act (NEPA) and preliminary design processes for the project; and

WHEREAS, the redefinition, environmental clearance and preliminary engineering phases of the project are complete and accepted by USDOT and FTA; and

WHEREAS, the use of multiple funding sources to deliver this project demonstrates the commitment by the parties and stakeholder groups to work together for the benefit of the citizens and epitomizes the best tenants of local, state and federal cooperation and burden sharing, and

WHEREAS, the use of multiple funding sources to deliver this project allows the City-Parish to exceed the local match share required of the BUILD Grant award; and

WHEREAS, an additional Cooperative Endeavor Agreement is required for constructing and operating the project along as was defined in the BUILD Grant application and will be formalized in the grant agreement between the City-Parish and FTA; and

NOW THEREFORE, in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

ARTICLE I

The City-Parish and CATS will cooperate to fund the design, construction, and operation of the project.

ARTICLE II

The City-Parish and CATS acknowledge this Cooperative Endeavor Agreement is to act as an outline of the general duties of the parties, contingent upon any requirements of the BUILD Grant award and funding, which may require amendments to this Cooperative Endeavor Agreement.

ARTICLE III

The City-Parish shall assume the following duties and obligations pursuant to this Cooperative Endeavor Agreement:

1. With the cooperation of CATS, conduct necessary preconstruction and limited construction phase services for the project at a cost of approximately \$6,900,000.
2. Funding, planning, design, construction and startup testing of the project;
3. Management of the initial construction of the project as provided by the public bidlaw;
4. Maintenance of the completed roadway and public right of way areas; and

ARTICLE IV

CATS shall assume the following duties and obligations pursuant to this Cooperative Endeavor Agreement:

1. Cooperate with the City-Parish to support the implementation of the project;
2. Cooperate with the City-Parish in the design of the project improvements, including but not limited to bus way alignment, bus stations, off board fare collection facilities, platform level boarding improvements, and other transit-related aspects of the project;
3. Pay the City-Parish a mutually agreed upon fee for cost share of any related project costs for the North Transfer Center, BRT vehicles, vehicle contingency, and preconstruction professional services as outlined in the Plank-Nicholson BRT Capital Funding exhibit;
4. Pay the City-Parish \$850,000 for preconstruction phase services, on a reimbursable invoice schedule from federal grant funds;
5. Pay the City-Parish, at a mutually agreed upon time, for its cost share in support of the North Transfer Center construction cost and BRT vehicles, estimated to be \$8,765,000;
6. Upon completion of the project, operate and maintain the buses, loading platforms, North Transfer Center and off board fare collection facilities.

ARTICLE V

It is expressly understood and agreed by and between the parties hereto that this Cooperative Endeavor Agreement is wholly conditioned upon the actual receipt by the City-Parish of funds granted by FTA or other state and federal agencies for this project. If grant funds are not timely forthcoming, the City-Parish may, at its sole discretion, terminate this contract and agreement, and the City-Parish shall not be liable for

payment of work or services performed by CATS under or in connection with this contract after such date of termination.

THUS DONE AND SIGNED by the respective parties on the respective dates as are hereinafter set out in the presence of the under signed competent respective witnesses.

IN WITNESS WHEREOF, the Parties have caused these presents to be executed by their respective officers thereunto duly authorized as of the day and year first above written.

**CITY OF BATON ROUGE and PARISH OF EAST
BATON ROUGE**

WITNESSES:

By: _____

Its: _____

CAPITAL AREA TRANSIT SYSTEM

WITNESSES:

By: _____

Its: _____



November 13, 2020

VIA Email

William J Deville
Chief Administrative Officer
Capital Area Transit System
pthomas@brcats.com

Dear Perlina:

I hope that his note finds you doing well. We very much appreciate our partnership with CATS and hope that you and the entire CATS family are safe and secure. As a follow up to our email exchange, I wanted to formally respond to the board questions regarding MV and CARES funding.

As a company of greater than 500 employees, MV did not qualify for any Payroll Protection Program funding. We have over 15,000 employees nationwide so did not have any path to secure PPP funding. With regard to the CARES \$25 Billion transit funding, MV also did not directly qualify. All CARES transit funds were made directly to the agencies such as CATS. MV's only path to funding is through the agencies.

The request we have made of CATS is consistent with requests we have made of our clients nationwide to take into account both reduced ridership and the reduced passengers / vehicle to accomodate physical distancing. Please let me know if you or the board have any other questions. Again, we appreciate your partnership.

Regards,

Steven D Trinkle
SVP SE Region
MV Transit
Cell: 828 386 8576
steven.trinkle@mvtransit.com

CC: Serena Thomas- MV General Manager

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

2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920

CATS

CAPITAL AREA TRANSIT SYSTEM

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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.

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

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: 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

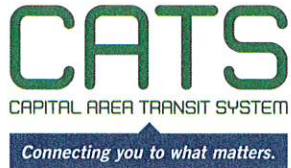
Renewal options (Yes/No): No

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 Amalgamated 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

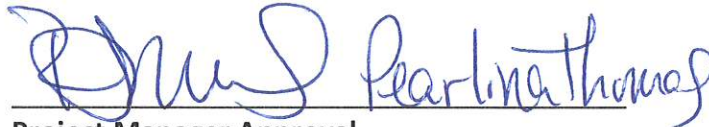
2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920



EXECUTIVE STAFF

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

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



Project Manager Approval



Supervisor approval



Comptroller approval



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, 23rd 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.

William “Bill” Deville, CEO Capital Area Transit System	Date:	Murphy Foster, III, Partner Breazeale, Sachse & Wilson, LLP	Date:

2020 Contracts Authorized by CATS CEO

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

November 2020

Description	Vendor Name	Amount	Start Date	End Date	CEO Approved	Services Provided	Comments
Advisor to Senior Management for Strategic Guidance	S W Leader, Inc.	\$50,000	6/01/20	6/01/21	06/20	Advisor to CATS Senior Management relating to Strategic Guidance & Planning PO 2020212	CEO will direct consultant to work in coordination with CATS Transit Planner/Scheduler and Micro transit Project Manager, and COO staff, to review for immediate implementation during remainder of the COVID-19 (Coronavirus) pandemic and post pandemic period
Advisor to Senior Management for Strategic Guidance	Aries 2.0 Management Group, LLC	\$50,000	4/10/20	4/10/21	04/20	Advisor to Senior Management for Strategic Guidance PO 2020173	Develop internal framework with management staff to include courses of action, timelines, progress milestones and monitoring processes to address CATS' mission critical objectives. Interface with CATS' Senior Management Team by providing on call services on as needed bases to achieve mission objectives
Consultant to CATS CEO	New Age Industries	\$50,000	3/1/20	12/31/20	03/20	Professional Services - Paul Tolliver (Consultant to CATS/CEO) PO 2020117	Senior Advisor to CATS Senior Management in the areas of: Technology, Operations, BRT Programing, Capital Improvement Program and other duties assigned by the CEO
Federal Grants Guidance	Stephanie Pulley	\$50,000	4/7/20	4/7/21	04/20	Federal Grants Strategic Guidance PO 2020151	Services will include grant strategic guidance, as well as procurement and accounting strategies
Federal Grants Strategic Guidance	Sullivan Bosworth LLC	\$50,000	2/10/20	2/10/21	02/20	Federal Grants Strategic Guidance PO2020073	Strategic Guidance for grant identification and grant management processes
Government Relations Consulting	Southern Strategy Group of LA	\$50,000	1/1/20	12/31/20	01/20	Services relating to Governmental Affairs, Relations and Educational Services (lobbying) PO 2020010	Support and strategy guidance for Governmental Relations and Educational Services

2020 Contracts Authorized by CATS CEO

(includes CEO approved procurements between \$20,000 to \$50,000)
November 2020

Description	Vendor Name	Amount	Start Date	End Date	CEO Approved	Services Provided	Comments
Legal Services To Amend and Create Policies and Procedures	Broussard Dispute Resolutions	\$50,000	5/1/20	4/30/21	05/20	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
Consultant to CATS CEO. Support for Maintenance, Operations including Bus Inspection	ESA Management & Engineering Consultant	\$50,000	12/24/19	12/24/21	12/19	<i>Support for Maintenance, Operations including Bus Inspection</i>	Support required to ensure rolling stock needs are assessed and requirements in the procurement process are followed and properly documented
Executive Search Services for CATS Human Resources Director	Gallagher Benefits Services, Inc.	\$26,250	09/01/20	11/30/20	09/20	<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

2020 Contracts Authorized by CATS CEO

(includes CEO approved procurements between \$20,000 to \$50,000)
November 2020

Description	Vendor Name	Amount	Start Date	End Date	CEO Approved	Services Provided	Comments
Body Temperature Screening Stations	General Informatics, LLC	\$32,865	09/10/20	10/02/20	09/20	<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
Human Resources Consultant	Amy Tullos Cannon	\$41,800	09/21/20	03/20/21	09/20	<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
Compliance Training, NTD Support and Procurement periodic on demand support	The Goodman Corporation	\$49,500	08/01/20	03/31/21	10/06/20	<i>Compliance, Procurement and NTD Support</i>	Temporary Support as workload has increased to ensure CATS addresses matters before we move forward with increased work efforts
Planning-Key Performance Indicator	HDR Engineering	\$49,973	10/28/20	03/21/21	10/28/20	<i>Service Planning Metrics & Industry Performance Measures</i>	Deliverables are: Service Planning Technical Memorandum, Service Standard Document and Project Management Meeting as well as support with documents relating to meetings

CATS Procurement Listing for CATS Board

**November 17
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
A								
A&E Design Services BRT Stations Plank Rd & Fla Blvd. 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	Future BRT work will not be completed via this contract. 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.
A&E Design Services Transit Amenities & Related Equip PR #934 RFQ 2019- AmenitiesDesign-005	A&E Design Services	Reich Landscape Architecture	Approx Cost \$180,000	6/20/19	6/19/2024	06/15/19	RFQ for Design Services for Transit Amenities and Related Equipment	Future BRT work will not be completed via this contract. 8/9/19- Executed Contract 4/17/19 – Proposals were received by Procurement, and PEC evaluated proposals and recommend an award at the June 2019 Board meeting for \$180,000. 3/28/19 – RFQ was solicited. Proposals due at 10:00am on 4/17/19. Will include Shelters, Kiosks, Landscapes, etc. Design consultant will also assist CATS with the construction bids in determining the lowest responsive bidder in meeting the technical specifications.
A&E Design Services NBR Transit Ctr 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.
Audit Services CATS & Pension 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.

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C								
Claims Adjuster Bus Fleet Liability & Worker Comp	Service Contract New RFP	Brown Claims Management Group Adjuster Claim Services Bus Liab&W C	Refer to updated Hourly Rates for renewal period 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 (original 5 year contract for Adjustor Claim Services, Investigations, Fleet Liability and Workers Comp claims). 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.
Compliance Assistance 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.
D								
Drug & Alcohol 3rd Third Party Adm D & A Services for Safety Sensitive	Services New RFP	IHSN 6 th extension	\$25,000 Estimated for 3 years	5/1/20 Extension from 05/01/2020	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.
F								
Financing Bus Finance Lease /Purchase (10 Gillig Buses)	Bus financing for 7 years through 2024	Banc of America Public Capital Corp (Scottsdale, AZ)	Finance 10 Gillig Diesel Buses for 7 years.	04/17	10/24	3/21/17	Capital Bus Lease/Purchase Finance 10 Gillig Buses Pay over 7 year period. Total Cost: \$4,217,800 2 payments of \$328,137 per year = \$656,273 per yr	3/21/17 – Board approved financing of 10 Gillig buses. 3/16/17 - F&E approved item to move to full board for approval. Financing is for 10 Gillig Buses. 2/8/17 – RFP solicited to multiple financial institutions. Proposals due back 3/2/17. Inquiries due here by 2/20/17 with our responses out via Addendum on 2/23/17.

CATS Procurement Listing for CATS Board

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Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
Fuel Diesel and Gasoline Joint C-P & CATS Contract Approved thru 3/31/2021 5th 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 th 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.
G								
Graphic Design Services	Service	Rockit Science	\$160,000 Maximum 2 st Renewal \$160,000 Maximum 1 st Renewal \$125,000 Maximum per year	10/1/20 10/1/19 10/1/18	9/30/21 9/30/20 9/30/19	9/22/20 9/17/19 09/18/18	Assist CATS in creating and executing marketing programs, incl. marketing strategies and designs to increase CATS ridership base, build and maintain a positive brand in the community, and showcase the accomplishments of the Agency.	Requesting Board Approval 09/22/20. 9/17/19 – Board approved 1 st renewal through 9/30/20 for Strategic Creative Consulting Services under this contract. 9/18/18 – Board Approved. 7/27/18 - An RFP solicitation was sent to 52 graphic design firms. CATS received 5 proposals which were evaluated by the Proposal Evaluation Committee (PEC). Highest scoring firm is Rockit Science, with contract award recommendation to be in the amount of \$125,000 for 12 months, with the option for up to four (4) twelve-month renewals.
Generators-Procurement	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.

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Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
Generators – Installation	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.
I								
Insurance Auto Physical Damage Policy	Services	Stone Agency	\$74,900	9/20	09/21	09/22/20	Auto damage including terrorism coverage	Board Approved so Accounting has addressed this matter.
L								
Legal Services <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.
O								
Oil Products (Motor oils) and Antifreeze	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.

CATS Procurement Listing for CATS Board

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Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
On-Call Services RFP PR # 2019-On-CallServices-	Consulting	The Goodman Corporation	\$160,000	08/01/20	07/31/21	07/21/20	TO 001 Sub-Area Planning approach for transit options	Task order 001 issued for \$160,000.Board Approved up to \$160,000. This task includes technical analysis, public outreach, alternatives, and implementation plan for micro-transit service.
On-Call Services RFP PR # 2019-On-CallServices-	Consulting	Atlas Technical Consultants	\$354,770	08/03/20	12/31/20	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.
On-Call Services RFP 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.
On-Call Services RFP PR # 2019-On-CallServices	Consulting	HNTB	\$78,104	10/20/20	07/21/21	10/20/20	TO 002 Rider, Non-Rider Transit Stakeholder Surveys	10/20/20 Approved by Board. Task Order 002 issued 10/28/20.
P								
Paratransit Services ADA	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.
Planning and Scheduling	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.
S								
Security Guard Services	Service	Weiser Security Services, Inc.	Approx. \$237,000 annual cost	2 nd of 2 renewals 1/1/19 1 st 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.

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Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
Software ERP System Software	Services	Tyler Technologies Solutions	New price \$822,803.00 first 5 years (Options for 3 years)	08/01/20	7/31/25 (potential 8 year contract thru 2028)	12/17/19	ERP Software	Contract executed by CATS. Board Approved on 12/17/19. Awarded to Tyler Technologies Solution. 12/13/19- Received negotiation prices from Tyler, new price is \$822,803.00 for 5 year term w/option to extend for 3 years. 12/6/19 – Emailed letter for Intent to Recommend Award to Tyler Technologies.
Software ERP Implementation Services	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.
Software RouteMatch Services	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.
T								
Tire Lease for Buses (Maintenance) Contract for 3 years thru 8/31/20 w/ 2 one year renewals thru 8/31/22	Material Supply ITB	Bridgestone Americas Tire Operations, LLC	1 st option year estimated cost is \$200,000 per year \$600,000 (est cost for 3 years) -----	9/01/20 09/1/17	1 st 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 st 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.
Technical Innovation Services	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.

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V								
Vehicles (21) ADA Paratransit Vans Driver Protection Systems	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.
Vehicles Electric Buses (3) (35ft) w/Extended Battery Range and install 3 electric charging stations	Rolling Stock	BYD America 3 Electric Buses and install 3 electric charging stations	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	12/20/2020 3 rd Order 12/20/2019 – 2nd order 01/16/18	12/31/23 3 rd Order 12/20/20 – 2 nd order 01/16/23 Contract can be used for the next 5 years from the date of award	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.	11/17/20 Requesting Board Approval being requested for 3 rd order for 3 buses. 12/20/19 – 2 nd order for 3 buses-Board Approved and buses ordered expected to arrive by 12/20. 1/16/18 – Board approved award to BYD for 1 st order of 03 buses. 1/12/18 - F&E meeting – CATS recommended an award of contract for the purchase of 3 electric 35 foot buses to the lowest priced and responsive bid submitted by BYD. F&E voted to move the item to full board for approval. CATS Received bids from BYD, New Flyer and Proterra.
Vehicles Electric Bus Charges	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.
Vehicles Diesel Buses (8) 35ft <i>Delivery Schedule Nov/Dec 2018 16 to 18 month Delivery period *orders as needed – on going until contract expires</i>	Rolling Stock ITB	Gillig, LLC 35 ft diesel Per bus price + added amenities \$417,227.20 total order \$5,006,726.40	3 rd order. Purchase of 8 buses 56 Buses will be ordered over 5 years thru 2020 36 less 8 = 28 Assignments left on the bid	P.O. has been issued	8 buses delivery in Nov/Dec 2018	Board Approved To purchase 12 buses on 12/20/16 week of 7/17/17	Bus unit price: \$421,780 ea Total P.O. : \$5,061,362.40	1/3/19 – Procurement was notified that all 8 buses have been received by CATS Maintenance. 7/21/17 P.O. sent to Gillig – 7/17/17 – Pending P.O. / will be issued this week to Gillig for 8 buses. Waiting on Buy Am info from them before sending P.O. The delivery date is 16 months. 4/11/17 – Awaiting approved PR from CEO to issue PO for 8 buses (on hold). 3/21/17 – Update: P.O. pending since board approval in Dec. 2016. Per management, the P.O. will be changed to reflect the purchase of 8 buses instead of 12 and will be sent later this week.

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Vehicles Bus Driver Protective Systems	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 December.
Vehicles ADA Paratransit Vans 12- passenger Elkhart	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.
Vehicles Support SUVs 5- Chevrolet Traverse support vehicles	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
W								
Website Re-Design	Website Services	Covalent Logic	\$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 th . Contract Award Recommendation is scheduled to be on 12/20/16 Board meeting agenda.

OCTOBER 2020 COMPARED TO OCTOBER 2019

#	ROUTE NAME	2020		2019		DIFFERENCE	
		RIDERSHIP	REVENUE	RIDERSHIP	REVENUE	RIDERSHIP	REVENUE
8	Gus Young Ave / BRCC	2,920	\$ -	3,688	\$ 1,656.20	-768	\$ (1,656.20)
10	Scenic Hwy / Southern University	3,121	\$ -	9,007	\$ 4,294.44	-5,886	\$ (4,294.44)
11	Northside Circulator / 72nd Ave / Scotlandville	5,244	\$ -	4,342	\$ 2,927.18	902	\$ (2,927.18)
12	Government St / Jefferson Hwy	3,908	\$ -	7,316	\$ 2,892.09	-3,408	\$ (2,892.09)
14	Thomas Delpit Dr / Roosevelt St	4,025	\$ -	5,974	\$ 3,114.02	-1,949	\$ (3,114.02)
15	Blount Rd / Crestworth (began service 02/24/2019)	2,480	\$ -	2,532	\$ 1,591.62	-52	\$ (1,591.62)
16	Capitol Park Shuttle	0	Free service	208	Free service	-208	\$ -
17	Perkins Rd	5,117	\$ -	10,981	\$ 5,550.69	-5,864	\$ (5,550.69)
18	Tigerland / Cortana Mall	2,816	\$ -	8,336	\$ 4,675.97	-5,520	\$ (4,675.97)
20	North Acadian Thwy	9,265	\$ -	10,108	\$ 5,744.81	-843	\$ (5,744.81)
21	Fairfields Ave	6,256	\$ -	8,273	\$ 4,593.27	-2,017	\$ (4,593.27)
22	Winbourne Ave	5,238	\$ -	8,719	\$ 4,986.26	-3,481	\$ (4,986.26)
23	Foster Dr	1,677	\$ -	4,985	\$ 3,111.09	-3,308	\$ (3,111.09)
41	Plank Rd	8,121	\$ -	21,352	\$ 11,832.26	-13,231	\$ (11,832.26)
44	Florida Blvd	13,230	\$ -	28,773	\$ 13,733.46	-15,543	\$ (13,733.46)
46	Gardere / LOL / L'auberge (ended service 02/23/2019)	0	\$ -	0	\$ -	3,968	\$ -
46	Cortana / Gardere / L'auberge (began service 02/24/2019)	3,968	\$ -	8,433	\$ 5,853.48	-4,465	\$ (5,853.48)
47	Highland Rd / LSU	10,136	\$ -	26,049	\$ 13,086.52	-15,913	\$ (13,086.52)
50	Glen Oaks Circulator (ended service 02/23/2019)	0	\$ -	0	\$ -	0	\$ -
52	Baker Circulator (ended service 02/23/2019)	0	\$ -	0	\$ -	0	\$ -
54	Airline Hwy North / Southern University / Metro Airport	5,185	\$ -	12,534	\$ 7,412.17	-7,349	\$ (7,412.17)
55	East Florida Blvd / SF BREC (ended service 02/23/2019)	0	\$ -	0	\$ -	0	\$ -
56	Mall to Mall / Drusilla Ln / Tara Blvd (ended service 02/23/2019)	0	\$ -	0	\$ -	0	\$ -
57	Sherwood Forest Blvd / Greenwell Springs Rd	8,767	\$ -	17,160	\$ 12,006.50	-8,393	\$ (12,006.50)
58	Coursey Blvd / O'Neal Ln / Ochsner	5,033	\$ -	5,330	\$ 3,145.45	-297	\$ (3,145.45)
59	East Florida Blvd / O'Neal Ln / Ochsner	3,609	\$ -	5,387	\$ 3,637.59	-1,778	\$ (3,637.59)
60	Medical Circulator	795	\$ -	1,236	\$ 527.30	-441	\$ (527.30)
70	CATS Terminal / Southern University / Baker	3,119	\$ -	4,952	\$ 3,292.98	-1,833	\$ (3,292.98)
72	Florida Blvd Limited Stops	0	\$ -	6,346	\$ 2,280.53	-6,346	\$ (2,280.53)
80	Southern University Shuttle	0	Free service	1,636	Free service	-1,636	\$ -
103	Airport / Downtown Express (ended service 02/23/2019)	0	\$ -	0	\$ -	0	\$ -

TOTAL PASSENGERS & REVENUE	114,030	\$ -	223,657	\$121,945.88	-105,659	-\$121,945.88
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