



**REGULAR MEETING
OF THE
BOARD OF COMMISSIONERS
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
DECEMBER 15, 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 NOVEMBER 17, 2020 MEETING: Mr. Mark Bellue**
- IV. APPROVAL OF MINUTES OF DECEMBER 3, 2020 SPECIAL MEETING: Mr. Mark Bellue**
- V. PRESIDENT’S ANNOUNCEMENTS: Mr. Mark Bellue**
- VI. ADMINISTRATIVE MATTERS**
 - 1. Executive and Financial Report: Mr. Bill Deville and Executive Staff**
- VII. COMMITTEE REPORTS AND ANY ACTION THEREON**
 - 1. Finance & Executive: Mr. Mark Bellue**
 - 2. Technical, Policies & Practices: Dr. Peter Breaux**
 - 3. Audit: Mr. Kahli Cohran (no meeting held)**
 - 4. Planning: Mr. Kevin O’Gorman (no meeting held)**
 - 5. Community Relations: Ms. Linda Perkins**
 - 6. Special Committee: Mr. Johnathan Hill**
- VIII. ACTION ITEMS**
 - 1. Consideration of authorization to lease three, 30 foot electric buses**
 - 2. Consideration of authorization to execute contracts for oil and oil related products**

- 3. Consideration of authorization to extend the security services contract with Weiser Security**
- 4. Consideration of authorization to extend the claims adjuster services contract with Brown Claims Management Group LLC**
- 5. Consideration of adoption of CATS 2021 budget**
- 6. Discussion of the performance of the CEO, Mr. William J. Deville. (The board may vote to go into executive session as provided for by the Louisiana Open Meetings Law to discuss the character and professional competence of Mr. Deville.)**

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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**MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
NOVEMBER 17, 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, and Lambert, and Mss. Pierre and Perkins. Mr. O’Gorman and Ms. Green were 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 OCTOBER 20, 2020 MEETING: Mr. Mark Bellue

Ms. Perkins moved to approve the minutes of the October 20, 2020, meeting and Ms. Pierre 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.

He noted that all who speak were asked to speak clearly and loudly enough to be heard in the microphone.

Mr. Bellue shared that the board would likely enter executive session for the last action item and that all those gathered would be asked to wait in the lobby during the session.

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 Governor Edwards has extended Phase 3 through December 9th. CATS is still providing the same lifeline service.

Ms. Williams noted that there are currently 147 total operators. There are 100 active operators. The remaining 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 look like for the agency.

Ms. Williams shared that ridership for October was 114,030, and the ridership continues to grow each month. The on-time performance was 68.13%, which is higher than October 2019. The percentage of trips operated in October was 98.24%. The agency operated 204,348 miles. There were 2.4 preventable accidents per 100,000 miles in October and 10,217 mean miles between road calls.

It was noted that the operator barriers were expected to ship to CATS at the end of November.

Ms. Thomas shared that 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 of December.

CATS hosted ExxonMobil and the Capital Area United Way on November 13th for their annual “United we feed” event.

CATS submitted a grant application for the Public Transportation COVID-19 Research Demonstration Grant Program.

CATS is supporting Build Baton Rouge to honor Mr. Johnnie Jones, who was the attorney at the center of the Baton Rouge bus boycott.

Ms. Soileau shared that CATS is working with HDR to establish KPIs and it is anticipated this project will be completed in February 2021.

The Transit Development Plan and Strategic Plan being done with HNTB is being reviewed and next steps included board member and stakeholder engagement.

The February service change will address post-COVID ridership needs, and it will increase frequency on job-friendly routes.

A Service Standards Manual is being created that will address types of routes, passenger amenities, Title VI/Disparate Analysis evaluations, and ADA/Paratransit operations.

The 2021 capital budget has been submitted and Planning is working with Finance to streamline the process in the future.

The CEA for the Plank-Nicholson BRT Corridor is being submitted for approval by the CATS Board and the Metro Council.

A ferry study has been commissioned by CRPC to study the feasibility of reinstating a ferry between East and West Baton Rouge.

A Microtransit feasibility study has been conducted to address the first mile/last mile in underserved areas, with two focus areas for implementation.

Transit centers and bus shelters are being considered in various locations throughout the service area. There is an allocation of \$250,000 in the 2021 budget for 16 new shelters at key destinations and major activity centers. There are plans for another 15 shelters in 2022.

Staff is evaluating the possibility of temporarily relocating the terminal to the I/110 underpass.

CATS received \$300,000 in grant funding to analyze the highest and best use of the Florida terminal site.

Staff is seeking a suitable site for the South Baton Rouge Transit Center.

The East Baton Rouge/Cortana Transit Center needs to have upgrades to new standards with customer amenities.

There is an RFP for preliminary engineering for the Baker Park and Ride site.

The technical on-call master service agreement with Atlas Technical is augmenting staff and providing business systems support.

Emergent Method is working with CATS on strategic communications and is coordinating public engagement and outreach activities for projects that are underway. Emergent will be supporting internal and external communications needs.

Mr. Deville let the board know that he attended the November 10th meeting of the Metro Council at the request of DTD Director Fred Raiford for consideration of the CEA between CATS and the City-Parish for the Plank-Nicholson BRT Corridor.

CATS has completed its draft of the 2021 budget and it has been advertised and posted on the CATS website. The CATS Board will be asked to approve the budget at its December meeting.

CATS is participating in the LSU IFC Regional Roundtable Discussion.

CATS was presented with the “Rising Star” award by Louisiana Clean Fuels for its significant introduction of electric buses to the agency’s fleet.

Mr. Cutrone presented the October financials and noted that the total current assets as of October 31, 2020, are \$28,695,160. The total assets are \$52,782,014. The total current liabilities are \$5,013,847 and the total liabilities are \$8,509,806. The total net assets are \$44,272,208.

The total operating expenses for the month of October are \$2,771,454. There were three payrolls as well as transmission rebuilds during the month.

The total CATS-generated operating revenues for the month as of October 31, 2020, are \$47,828. The total non-federal subsidies for the month are \$1,598,203 and the total federal subsidies are \$240,970. The total operating revenues are \$1,887,002. The net operations balance as of October 31, 2020, is a deficit of \$1,113,604.

VI. COMMITTEE REPORTS AND ANY ACTION THEREON

1. Finance and Executive: Mr. Mark Bellue

Mr. Bellue referred the members to the minutes of the November 12th meeting in their packets. He noted that the first two items were recommended for approval by the committee.

Mr. Bellue let the members know that the health insurance item and the MV Transportation contract amendment were sent to the board without a recommendation.

The employment and labor services contract with Breazeale, Sachse & Wilson was recommended for approval but with a scope limited to arbitrations only.

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

Dr. Breaux noted the committee did not meet.

Dr. Breaux asked that the board consider keeping virtual meetings as an option with the rise in COVID-19 cases.

3. Audit: Mr. Cohran

It was noted the committee did not meet.

4. Planning: Mr. Kevin O’Gorman

Mr. Bellue reported for Mr. O’Gorman that the committee met on November 13th and he referred the members to the minutes in their packets.

Mr. Bellue noted that the meeting covered the service changes planned for February 2021, a capital projects update, and a program management update.

5. Special Committee: Mr. Johnathan Hill

Mr. Hill noted that the committee met on October 30th and again on November 13th.

The committee has considered several items, including communication between board members and staff, audits and triennial reports, performance measures, contract authority, and other items.

Mr. Hill shared that the staff has been very helpful and forthcoming with information requested.

The committee is on track to make recommendations in December.

6. Community Relations: Ms. Linda Perkins

Ms. Perkins referred the members to the minutes of the November 10th meeting and shared the highlights. She noted that the agency is going to resume refresher training and customer service training.

This was the second month in a row with zero pass up complaints from customers.

Barriers have been installed in CATS On Demand vehicles.

Ms. Perkins introduced Serena Thomas, the new General Manager at MV.

Ms. Thomas of MV Transportation shared that CATS On Demand had 4,316 scheduled trips in October. Of the scheduled trips, 4,308 were completed and seven were cancellations.

There was one valid complaint for the month.

The on-time performance for the month was 93%.

VII. ACTION ITEMS

1. Consideration of authorization to purchase three BYD electric buses

Mr. Godwin noted that this is the last three of the nine buses on the BYD contract.

The total cost of the three electric buses will not exceed \$2,296,245. The cost will be paid with a combination of grant funds and CATS local funds.

Mr. Lambert moved that the CEO is authorized to purchase three BYD electric buses at a cost not to exceed \$2,296,245 and Mr. Cohran seconded the motion. Mr. Bellue invited public comment and there was none. The motion carried unanimously with no abstentions.

2. Consideration of authorization to execute Cooperative Endeavor Agreement with City-Parish for Plank-Nicholson Bus Rapid Transit Corridor

Ms. Soileau noted that the proposed CEA outlines the responsibility of both CATS and the City-Parish.

The CEA was approved by the Metro Council at its November 10th meeting.

There is \$850,000 in local share funds for design services. There is a total of \$8.7 million in grant money to be paid by CATS. The project is a \$53 million project in total.

Ms. Pierre moved that the CEO is authorized to execute a Cooperative Endeavor Agreement with the City-Parish for the Plank-Nicholson Bus Rapid Transit Corridor project and Ms. Perkins seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed with Mr. Lambert abstaining.

3. Consideration of authorization to approve health insurance contract for 2021

Ms. Thomas shared that the board is being asked to approve the 2021 benefits package with a move from United Healthcare to Blue Cross Blue Shield that will lead to a reduction in cost.

Mr. Trey Little of Gallagher informed the board that there is a \$3,500 PPO plan as well as a \$2,000 PPO plan. There is also a community blue plan.

CATS and Gallagher are recommending all three plans with BCBS and the employee will have the ability to choose their preferred plan.

Dental coverage is being offered through Sunlife with no increase in cost.

Vision coverage is being offered through Sunlife at a 5% reduction in cost.

Employer paid life insurance is being offered with a move to Equitable at a 15% decrease in cost.

Voluntary life will remain the same.

Short-term disability is recommended to move to Equitable at a cost decrease and long-term disability is recommended to move to Equitable at a cost decrease.

There was an inquiry as to the COVID-19 policy and whether BCBS provided 100% coverage and Mr. Little indicated he did not know specifics of the policy as it relates to Covid. He noted that most carriers are covering the Covid test the same way.

It was noted that the dental, vision, life insurance, voluntary life, and disability coverages are locked in for two years.

Mr. Bellue moved that the CEO is authorized to execute a contract with Blue Cross Blue Shield for health insurance for 2021 and Mr. Lambert seconded the motion. Mr. Bellue invited public comment and there were comments.

Anthony Garland asked if the board had just negotiated the healthcare piece of the collective bargaining agreement. He advised the board members to look at Article 36 of the CBA and noted that is a bargaining effect of the working conditions of this body.

Yvette Rhines stated that this was not introduced to employees and asked how the board is going to approve it when the employees have not seen it. She noted that this is part of the contract that is binding between the union and the agency. No one received a phone call related to this at all.

Mr. Hill stated that he would like to hear a response from staff or counsel regarding the questions raised. Mr. Deville stated that this was an unusual situation this year with COVID-19 and the situation with employees that cannot be discussed here. Management went forward with communicating with the locals that management would let the employees know as soon as management finished negotiating with the insurance agent the best fit with the cost that was budgeted and notify them of the policy that was selected once the board approved it. Mr. Deville stated that we went into a trustee situation and he cannot get into that right now because it is legal.

Mr. Bellue noted that this motion is simply to authorize the CEO to execute the contract and that the board is not executing the contract.

Mr. Abadie stated that the board is simply authorizing the CEO to execute the contract and that the CEO would not sign the contract if there is an issue that needs to be discussed.

Mr. Hill stated that he was still uncertain and asked if the board is giving the CEO the authority to enter into the contract for health insurance for 2021.

Mr. Abadie indicated he has not involved in this process. At this time, it is his opinion that the board can make the authorization and Mr. Deville will give the board assurances that he will not enter into the contract if the contract or the process is improper.

Mr. Abadie stated that the board may defer the matter and noted the issue with deferring the item until the December board meeting is that there is an open enrollment period planned that will begin the first week or so of December. If the board waits until the next board meeting, there may be some logistical issues.

Mr. Cohran stated that his understanding from the F&E meeting was that if this is deferred, there will be a delay with employees receiving insurance cards but not coverage.

Mr. Little stated that all carriers have cutoff dates. If the agency stays with United Healthcare, there is no delay and everything stays the same, but there is an increase in cost.

Mr. Little stated that Gallagher was trying to get the best deal for the employees and CATS by finding similar offerings at lesser premiums. If CATS chooses to go with Blue Cross Blue Shield, there is a cutoff date of December 5th. If CATS does not meet that deadline, coverage will still be in effect January 1st, but members will not have their cards. Mr. Little added that if members have to go to the doctor or pharmacist before they get their cards they will have to pay out of pocket until that card is received.

Mr. Hill asked if the December 5th date was a contract date or if members have to be signed up by December 5th. Mr. Little noted that date is an internal BCBS date so BCBS has time to enter all the members and their coverages in their system.

Mr. Hill inquired as to when open enrollment was scheduled to start and Mr. Deville stated it would start immediately after we decide to sign the contract.

Mr. Deville stated that he would like to remind everyone that there have been some significant challenges with the COVID-19 epidemic and that some due dates have been moved back – federal, state, and local – but CATS does not want to face the New Year without an insurance plan and the employees having coverage. We have a tight window in the next couple of days to resolve any open questions we may have.

Mr. Deville strongly urged the board to move on this item and he would do the right thing.

Mr. Deville stated that he has talked with the international earlier in the day and will continue to talk with him and Mr. Garland after today to meet any other requirements or concerns they may have. Mr. Deville urged the board to vote now and as general counsel spoke earlier, he will hold Mr. Deville to the compliance concerns of the ATU.

Mr. Cohran requested that the members of the audience allow board members to speak and provide respect so everyone can be heard.

Mr. Bellue stated that if approved, he is requesting that the CEO consult with general counsel so that general counsel may review the matter to ensure that it is done in compliance with the contract with the union.

Mr. Bellue stated that he is willing to amend his motion to include this stipulation and Mr. Lambert approved the amended motion.

The amended motion is that the CEO is authorized to execute a contract with Blue Cross Blue Shield for health insurance benefits for 2021 and that general counsel review the contract before execution to ensure that it meets all ATU requirements.

Mr. Hill stated that he had a concern that based on Mr. Little's comment that BCBS has a cutoff date of December 5th, and according to the Executive Report, open enrollment is going to happen the first week of December. He asked if that was the first full week of December or was that December 1st, which is still a tight window.

Mr. Little responded that some of the confusion may be that he believes the union has five days to review the plan. If the plan is not approved today, then they cannot do the paperwork or submit everything to BCBS so that everyone is loaded into the BCBS system for January 1st.

Mr. Bellue noted that the original motion had been amended and asked if there was public comment on the amended motion.

Shavez Smith stated that the union was supposed to approve the health insurance policy before it got to this point. It was supposed to be negotiated between the union and management before it gets presented to the board. He stated that at this point, if the board approves this, Mr. Deville will not honor the contract.

Mr. Abadie reiterated that he was not involved in this process. He stated that the information the board has in front of it is the same information that he has in front of him. The ATU is informing the board members that they were not involved in the process and it is their claim that they are required to be involved in the process before the board makes an authorization. With this being the case, it is Mr. Abadie's recommendation that the board not take action on the item this evening. If the board is required to have a special meeting in the next couple of weeks to resolve the issue, then that should be done. At this point, to prevent any future issues going forward, it is his recommendation that these issues be resolved.

Mr. Bellue withdrew his motion and Mr. Lambert agreed.

Ms. Pierre stated that her concern was that employees will have to pay out of pocket if this is deferred because employees need health coverage. That is her concern. She stated that sometimes we get caught up into "stuff" and we do not look at the big picture which is that people need health insurance now more than ever. Unless you have been impacted by this pandemic, then you truly may not understand the importance of people having healthcare. Ms. Pierre stated she has been personally impacted and she understands the need for healthcare. Ms. Pierre wished that we would all put our ego and our issues aside and work as a team to do what's best for everyone.

Mr. Bellue noted that he felt it should be pretty easy for counsel to review the matter and make sure the process is being followed, but if not, he encouraged management to meet with the union and come to an agreement quickly so the board can review the matter and in a timely manner approve the health insurance for the 2021 year.

Mr. Bellue noted that the school board also authorized BCBS for the school system and the plans look similar.

Dr. Breaux inquired as to how long it would take to get the information to the union so that they can consider it.

Mr. Deville stated that in normal times when we had not just gone through a pandemic, the union has five days to review. He stated that the clause in question is a communication clause; it is not that the union gets to decide which insurance management can decide it can afford to pay. He stated it's a formality that we go through to communicate to get them to understand what we are trying to do in terms of getting the best policy for them. It is not that we have to go to them to get permission to do what we want to do as portrayed earlier. Because of the situation right now with the trustee here one day and out the next day, what we did last time, according to the article, was that we had five days after we made a decision to notify the union of the policy and the conclusion we reached. We are going to do the same thing this time.

Mr. Deville stated that we are going to notify the union representative in the Maintenance Department, unless Mr. Garland is here, within that five day period to review what we have.

Ms. Perkins stated that it is her understanding that time is a factor and asked if the motion was for Mr. Deville to go into negotiations in reference to the insurance.

Mr. Bellue stated that was not the intent of the motion. It was to have general counsel review to make sure CATS complied with the union contract requirements before entering into the contract, but that motion has been withdrawn.

Mr. Bellue has consulted with counsel and he recommends that before we try to craft a motion that we withdraw it and come back for a special meeting if necessary.

Mr. Abadie stated that you cannot undo what has been done. If you are not following the proper procedures tonight, you cannot undo your action. It is his recommendation to not take action so as to make sure CATS is following the CBA and past practices. At this point he is not familiar with what has occurred to this point, nor is he familiar with the past practices.

Mr. Deville stated that we want our employees to have insurance in a timely manner and he doesn't think that Mr. Garland or the ATU or anyone would want our employees to not have insurance. He inquired if the board could pass a resolution pending the result of the review.

Mr. Bellue stated that he had already asked that question of counsel and Mr. Abadie still recommends not taking action tonight.

Ms. Pierre asked if we have assurances that the employees of this organization will have health insurance on January 1st. She asked what assurances we have that employees will not have to come out of pocket until they get insurance cards.

Mr. Deville stated that he can give assurances if action that general counsel disagrees with can be taken tonight.

Mr. Little guaranteed that no one would have their insurance cancelled. Employees will have to pay out of pocket and get reimbursed.

Mr. Abadie stated that the board may unfortunately have to reconvene at a special board meeting. He assured Ms. Pierre that he would work posthaste to get to the bottom of this and he hopes that the ATU and management can get together posthaste as well to come to an agreement that will allow this process be resolved quickly such that Ms. Pierre's concerns do not come to fruition.

Mr. Garland stated that open enrollment comes every year and management knew about this. There is a healthcare piece in the CBA that has to be negotiated and if there is communication with the union, we can resolve it. He stated that he is in town Monday through Friday each week. He noted that because we have this adversarial relationship, we don't communicate. But there are items in the CBA that were agreed upon by the parties and he wishes that more attention would be paid to it. It's not only the healthcare piece. It's also the pandemic policy. Those are collective bargaining issues. He is trying to inform the board and the board doesn't want to listen. Management knew about the collective bargaining piece all year long and open enrollment is not new.

4. Consideration of authorization to amend paratransit services contract with MV Transportation

Ms. Thomas noted that this item was deferred from the October meeting. She further noted that an F&E Committee member inquired

if MV received any Payroll Protection Program funding or CARES Act funding and stated that they did not because they have more than 500 employees.

MV is requesting to change the rate for their hours of service from \$46.20 per hour to \$55.44 per hour for the period of August through December 2020. The rate will revert to the original \$46.20 in January 2021.

Mr. Bellue inquired if the contract calls for any specified amount of hours to be provided or a guarantee from CATS of a certain number of hours operated.

Ms. Thomas indicated there is no guarantee of hours, but there is a stipulation that if there is a five percent change in MV operating expenses, they are allowed to ask for a change. They have had a far greater than five percent fluctuation due to the pandemic.

Mr. Abadie noted that there is a triggering mechanism that if MV's operating expenses decrease by five percent then they can renegotiate an hourly rate. The five percent change is related to MV's operating expenses.

Mr. Abadie noted that there was historical basis for the hours noted in the contract as to how many revenue service hours they would provide and what their hourly rate would be.

It was noted that the service hours were approximately 4,000 when Reliant Transportation provided the service, but after the transition to MV, the number of hours was as high as 6,000. Since the pandemic, service hours have decreased as low as 2,200 hours.

Ms. Thomas indicated that this rate increase would not affect the total value of the contract.

Mr. Bellue inquired if there was a justification for the cost increase and if MV provided any documentation and Ms. Thomas noted that this was the information that was provided.

Ms. Serena Thomas shared that MV's service hours for October 2020 were 2,564 and last October the hours were approximately 5,000. There were 2,473 revenue hours in September.

Dr. Breaux inquired if the increased rate would revert to the \$46.20 rate in January and Serena Thomas indicated it would.

Mr. Abadie noted that contract language would have to be amended to allow pandemic language to be added as a reason to request a rate change. He shared that any motion would need to include both contract language to amend the contract and a rate change amendment.

The item failed for lack of a motion.

Ms. Perkins moved to amend the agenda to take public comments ahead of executive session and Ms. Pierre seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

VIII. PUBLIC COMMENT

Shavez Smith stated that the ATU stands by its accusations regarding theft, mismanagement, compliance, and defrauding the federal government. Today we strengthen our knowledge of mismanagement based on disclosed information sent to the union by employees and former employees. There is enough information to file complaints with the FBI, DOTD, and FTA as well as complaints to the Attorney General, Ethics Board and Boards and Commissions. Media stories from the past have revealed lie after lie by the current CEO.

ATU Local 1546 as well as ATU will not be supporting the upcoming tax millage due to continuous wasteful and dysfunctional behavior. The union has no confidence in the Board or the Metro Council to provide oversight of CATS.

The board is implicit or complicit and the taxpayers, workers, and riders deserve better.

There is a contract with PLAC Enterprises, owned by Pearlina Thomas, indicating she came to CATS for a \$50,000 contract to work on the DBE program. She was paid the full amount and the program still does not exist. This is fraud. Every other transit agency has this program and is getting federal funds for it, but not CATS. She also got sued for contract fraud at the same time that she was employed by CATS and she lost and had to pay the fines.

Yvette Rhines stated that there is embezzlement of fare media, FTA grant fraud, mismanagement of daily CATS functions, and incompetence of executive officers, retaliation and intimidation of employees, and the CEO assigning contracts to friends without the proper procurement RFP and bidding regulatory process. The CAO was assigned after being charged with unethical behavior by the Louisiana State Licensing Board. These

have created a dysfunctional environment at CATS. The leadership must go to meet the new challenges. We cannot provide responsible service today so how can we adopt the complexities of BRT for tomorrow?

Melvin Sanders asked why CATS was carrying the water for its MV friends. MV was hired to provide mobility service. They are a major fixed route service provider in the US and should have planned better for this service decrease. This was a business decision and they should incur the cost of overruns. MV should be paying assessment penalties to the taxpayers for lack of contractual service obligations not rendered throughout the existence of the current contract. Friends are trying to help friends at MV.

Anthony Garland stated that working as a trustee has given him an up close view of CATS and its management. It is not a pretty picture. People of the city rely on CATS to meet the needs of their everyday lives. Essential workers rely on CATS to get to work. If the bus doesn't work, Baton Rouge doesn't work. The people have the right to expect that they will have a bus.

Management at CATS seems to have betrayed the public trust at every turn.

The union has made public records requests for hundreds of pages of information and they have been told of favoritism by previous employees.

The union has requested to receive the pandemic policy and has never received it. The union proposed an MOU for a pandemic policy and has not heard anything.

Mr. Garland is once again requesting the pandemic policy be provided to him.

Mr. Deville knows Mr. Garland's number and is able to use it for other things. His only communication with CATS is when an employee is terminated. We can talk or keep airing these issues in public.

Toye Hebert stated that very little money is being spent on PPE, buses, shelters, and proper service to the public. Most CARES Act money is being spent on contracts and consultants and operations. The poor performance must be corrected and the incompetence must end.

Mr. Bellue moved that the board enter into executive session to discuss pending arbitrations and litigation and to discuss strategy regarding the upcoming collective bargaining agreement and Ms. Pierre seconded the motion. Mr. Bellue invited public comment and there was one.

Toye Hebert asked if the persons listed on the agenda should sit in the session or if they have to leave. Mr. Bellue said everyone must clear the room.

The motion passed unanimously with no abstentions.

IX. CONTINUATION OF ACTION ITEMS

- 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 to the collective bargaining agreement.)**

Upon returning from executive session, Mr. Cohran moved that the meeting be extended past 7:00 p.m. and Ms. Perkins seconded the motion. Mr. Bellue invited public comment and there was none. The motion carried unanimously with no abstentions.

Ms. Perkins moved that the CEO is authorized to amend the employment and labor services contract with Breazeale, Sachse & Wilson, LLP for a total contract amount not to exceed \$125,000 with the scope of the contract limited to the completion of the pending arbitrations and any related matters such as EEOC claims involving the same parties to the arbitrations.

Mr. Abadie noted that the F&E Committee recommended that the contract be amended with a scope to only cover arbitrations and any related to the arbitrations.

Mr. Abadie noted that the scope of the contract itself is much broader. It called for the firm to work with CATS on employment matters to assure compliance with local, state, and federal labor law; render legal services to CATS with ongoing dealings with the Amalgamated Transit Union in negotiating and administering of the collective bargaining agreements with its employees' union (ATU Local 1546), grievance and interest arbitrations, civil rights, ADA, wage an hour, and other employment claims; general representation services, which includes general corporate services, and assisting CATS in responding to public records requests.

The arbitrations and the labor negotiations are the most prominent items. The F&E Committee recommended that the scope be limited

to the nine pending arbitrations and any related claims, such as EEOC claims.

There was no second to the motion.

Ms. Perkins stated that she wanted her motion to encompass the entire scope.

Ms. Perkins moved that the CEO is authorized to amend the employment and labor services contract with Breazeale, Sachse & Wilson, LLP, for a total contract amount not to exceed \$125,000 with the same scope as the original contract and Mr. Cohran seconded the motion. Mr. Bellue invited public comment and there was one comment. There was a roll call vote and all members present voted yes. The motion passed unanimously with no abstentions.

Mr. Garland asked if the motion was to overrule the F&E Committee or is the \$75,000 over the \$50,000 and if this was negotiated in executive session.

Mr. Bellue noted that no action took place in executive session. There is a motion on the floor that is the only action that has been taken.

Mr. Abadie noted that the F&E Committee made a recommendation, but it is only a recommendation; the board does not have to go along with the recommendation. He added that no action is not allowed to be taken in executive session. He noted that the motion is not consistent with the recommendation of the F&E Committee but the recommendation is only a recommendation.

It was noted that the total amount is not to exceed \$125,000, which covers the original \$50,000 plus an additional \$75,000.

Mr. Bellue made it clear that the total amount of the contract was a \$125,000, and that Mr. Foster assured the board he could do the arbitrations and negotiations for that amount of money.

IX. ADJOURNMENT

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



CAPITAL AREA TRANSIT SYSTEM

Connecting you to what matters.

**SPECIAL MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
DECEMBER 3, 2020
4:00 p.m.
VIRTUAL**

MINUTES

I. CALL TO ORDER: Mr. Mark Bellue

Mr. Bellue called the meeting to order.

II. ROLL CALL: Ms. Amie McNaylor

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

III. ACTION ITEMS

1. Consideration of authorization to approve health insurance contract for 2021

Mr. Bellue called the meeting to order and thanked the members for making the time to attend the virtual meeting.

Mr. Abadie read the notice for public comments for the special board meeting into the record and noted that the link to view the meeting was provided in the notice. Mr. Abadie shared that an email address was provided for members of the public to submit public comments ahead of the meeting.

Mr. Bellue informed the members that he has reviewed the health insurance proposal from Blue Cross Blue Shield and it appears to be a better plan, but any plan is going to affect individuals differently, according to their needs.

Mr. Bellue let the members know that management has made a reasonable effort to make a presentation to the members of the ATU but at this point, the union has not approved the switch from United Healthcare to BCBS, as is required under the Collective Bargaining Agreement.

There is a difference of approximately \$141,000 between the plans offered by United Healthcare and BCBC and that cost will be split with the agency paying 65% and the employee paying 35% of the cost.

Mr. Bellue stated that, without the approval from the union to switch carriers, he recommends that CATS stay with United Healthcare for insurance.

Ms. Perkins inquired as to why this change from the board meeting was being recommended. Mr. Bellue shared that a decision had not been made and this was simply his recommendation. He noted that the union contract requires approval by the union if the carrier changes.

Mr. Bellue inquired if there were any public comments submitted via email and Ms. McNaylor noted that there was one. That comment was read into the record as follows:

“To whom my concern,

At the November 24, 2020 CATS Board meeting the union witnessed representatives of BC/BS present a proposal negotiated by CATS and Gallagher as to the benefit structure of the participants of the CBA for open enrollment and new rates for 2012. The union questioned this act and advised the board and CATS of the agreed upon CBA by the parties, specifically Article 36 (sec 5).

Upon the challenge by the union we established the trustees of the parties and we had a zoom call meeting on November 27, 2020, information was forwarded by CATS to the union trustees to prepare for the zoom call. On the call was Bill DeVille, Pearlina Thomas, Anthony Garland, Gallagher, Javier Perez and Curtis Howard. The union trustees requested additional information of the CATS representatives during the call for an additional meeting on

Wednesday 12-2-2020.

In November 2019 (again late by CATS) CATS contacted the union trustees to discuss open enrollment for 2020. Shandolyn Thomas (CATS Benefits Specialist) Jim Fight (HR Director), HUB and the union trustees Yvette Rhines, George DeCuir and Shavez Smith were present and trustees (per the contract Article 36 sec 5) discussed the current rates of the health care plan. The trustees agreed to the changes and approved for open enrollment for 2020, as well, the representative from HUB presented the new health care changes to the members of 1546 at their monthly membership meeting in December 2020. This is confirmed by each person listed above.

Since the HR Director and Benefits Specialist is no longer at CATS they have, along with the CATS Board, outsourced all matters pertaining to health care Article 36 sec 5 to Gallagher. This is totally a violation of the 13c rights of the workers, as well as, working condition and the CBA approved by CATS and it's Board of Directors.

Be mindful, CATS has assumed "ALL" responsibilities and functions of the trustees to Gallagher which is totally a reversal from the experienced and knowledgeable HR personnel of last year.

There is no accountability for the non transparent, incompetent inept actions of the Executives at CATS by this Board but yet you are imposing your will on the work force covered under the CBA that you agreed to. The board is implicit and complicit with the decisions and actions of CATS.

Finally, during the zoom call yesterday December 2, 2020 the Gallagher representative informed us that they presented the new rates and plan adjustments to CATS in August of this year the union was not not informed .

SAVE CATS FROM CATS

**Respectfully
AW Garland"**

Mr. Bellue noted that if the coverage stays with United Healthcare, it can be moved to Blue Cross Blue Shield at any point during 2021. It does not have to be a full year of coverage with United.

Mr. Cohran inquired about the cost of the premium for the two plans and Mr. Bellue shared that the cost was lower for BCBS by almost \$150,000. Mr. Little of Gallagher confirmed this rate.

Mr. Hill clarified that the plan with Blue Cross Blue Shield is less expensive but the union has not approved it. Mr. Bellue noted that was correct.

Mr. Little noted that the majority of employees would see a 7.5% increase in premium.

Mr. Abadie notified the board that there are two choices before the board at this time: the board can renew the current plan with United Healthcare or switch to a new plan with Blue Cross Blue Shield.

If the board chooses to renew the current plan with United Healthcare at an increase of \$141,000 over Blue Cross Blue Shield, CATS is not prohibited from moving to the new plan with BCBS at some point in the future.

There would be logistical issues with such a change if it were to occur, such as deductibles having to be transferred to the new carrier.

There is an option for the board to choose to approve a new plan with BCBS, but this presents legal challenges related to the Collective Bargaining Agreement. The ATU has not agreed to approve the new carrier even though there have been several discussions among union officials, CATS management, and Gallagher representatives. If the board chooses to approve this plan, CATS would be in violation of the CBA.

The ATU has made it known that they will grieve this decision, which could lead to arbitration over the matter, as well as arbitration over the alleged violation of CATS' 13(c) agreement.

The 13(c) agreement is the agreement required by the federal government to protect the rights and benefits of transit union members.

Mr. Abadie stated he believes that the last change in provider was in 2012. However, the minutes from the 2012 CATS board meeting are silent as to whether or not there was approval from the ATU.

Since that time, there have been renewals with United Healthcare, and in at least five instances, the approvals of the ATU were reflected in the CATS board minutes.

Mr. Abadie reiterated that the board may choose to renew the coverage with United Healthcare and CATS management can continue to work to reach an agreement regarding BCBS.

Mr. Little offered a point of clarification regarding the comment read into the record on behalf of Mr. Garland. He noted that the comment stated that Gallagher representatives presented a renewal cost to CATS in August, but this is not the case. As Mr. Little stated on the call with the union, Gallagher presented CATS officials with cost projections in August; Gallagher did not receive a cost for the renewal from United Healthcare until mid-September. At that time, Gallagher sought quotes and presented a proposal to CATS in mid-October.

Mr. Bellue moved that the CEO renew the current healthcare plan with United Healthcare and Mr. Cohran seconded the motion. Mr. Bellue requested a roll call vote. Voting yes were Messrs. Bellue, Breaux, Cohran, Hill, Lambert, and O’Gorman and Mss. Green and Pierre. Voting no was Ms. Perkins. The motion carried.

IX. ADJOURNMENT

Ms. Perkins moved to adjourn the meeting and Mr. Cohran 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

DECEMBER 2020 Executive Report Bill Deville and CATS Staff

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

- Governor Edwards on November 24th that the state would revert to a modified Phase 2 in light of the increase in positive cases; the restrictions are slated to be in effect until at least December 23rd.
- Operator barriers were delivered at the end of November and are being installed by the CATS Maintenance staff; Gillig was prohibited from traveling here to assist in the installation due to COVID.
- 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.
- 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; 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 advertised as is required. This item will be considered for approval as an action item.
- The CATS CEO, working with Gallagher HR Executive Search arm, interviewed candidates for the Human Resources Director position on Monday and Wednesday.

PLANNING AND PROGRAM DEVELOPMENT: *Cheri Soileau*

SERVICE:

- February 2021 service change will be bi-annual modifications to several routes, including frequency adjustments on key routes.
- April 2021 will see restart of Route 16 Capitol Park Trolley with three trolleys; this route was suspended due to COVID-19.

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EXECUTIVE STAFF

- The revised route will see increased service, which will require a disparate impact/service equity analysis, public meetings, and Metro Council approval.
 - The revised route will ensure appropriate coverage of downtown Baton Rouge and will allow employees and visitors to access a variety of places, including restaurants and attractions.
 - The time frame to review the revised route will be approximately four months beginning in December 2020, with anticipated revenue service in April 2021.
- Bus Shelter, Stop, and Passenger Amenity Standardization Plan
 - The BRT CEO was signed by the City-Parish, LaDOTD, and CATS on November 24th; coordination will begin with BRT project managers for the North Baton Rouge Transit Center and BRT stations along the Plank-Nicholson route.
 - There is continued coordination with the MoveBR program managers to ensure current and future bus stop and shelter locations are standardized.
 - As part of the Transit Development Plan update, CATS staff is currently reviewing and providing input for all relevant locations.
- The Transit Development Plan
 - A draft plan was submitted on November 30th and is currently under review
 - This is a refinement of the current Strategic Plan
 - Staff is reviewing comments from the public survey
 - Staff is reviewing and revising the process and procedures for establishing the Capital Improvement Plan
 - An introduction is anticipated to the Planning Committee for January 2021
- Service Standards Manual
 - This initiative began with the Planning Director on October 30th and an internal review is underway
 - Mictotransit – The Goodman Corporation
 - Incorporate into the Service Standards Manual as a service delivery option
 - Final draft report and recommendations expected by December 18, 2020
 - Key Performance Indicators – HDR
 - Review of past service planning metrics and implementation
 - Review of industry service standards and implementation
 - Schedule completion is slated for March 2021
 - An update is scheduled for the Planning Committee in January 2021
- National Transit Database
 - Staff is beginning to plan for the upcoming NTD requirement
 - The deadline for submission to the FTA is April 30, 2021

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- BRT presentations and technical information session requests provided by CATS Planning Director
 - Downtown Development District Commission Meeting, December 8th
 - Transport and Development (T&DI) of the Louisiana Chapter of American Society of Civil Engineers

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 and grant funding for scheduling/AVL software.
- Once grant funding is secured and prioritized, Business Analytics solicitation will begin 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 operations, and the use of “dashboard” reporting strongly desired by CEO and senior management.
- An enterprise asset management system is being looked into by Planning and Finance, along with secured funding.

CEO NOTES: *Bill Deville*

- After the Human Resources Director and Gallagher worked diligently through a COVID-impacted shortened timeline to obtain an improved health insurance renewal proposal with a change in provider, at a net reduced cost to most employees and practically the same cost to the agency; and after delays in approval to allow the ATU time to consider the change in provider/plan, and, under the advice of CATS General Counsel, because of the demands of ATU threatening to go to court (ATU claiming CATS change in insurance providers had to be approved by both ATU and CATS) if CATS board proceeded to vote to approve the improved and less costly plan, ATU threatened to file complaints. Under advice of general counsel, the board decided to continue with the current provider, recognizing that there is a cost that the ATU would cause the agency to undertake; the ATU was made aware of the increase in cost to most of its member employees; ATU wants to continue reviewing the change to its satisfaction before agreeing to change providers.
- Agency continues to respond to numerous requests for information/documents (insurance, and in general, across the board).
- CATS is responding to a number of Advocate Public Records Requests; the CEO has requested general counsel to assist in requesting more time to comply with PRR requests for his texts.
- CATS general counsel is leading the agency’s response the ADA/Wright suit filed against CATS and the City Parish and is working with the City-Parish and CATS staff going forward.

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EXECUTIVE STAFF

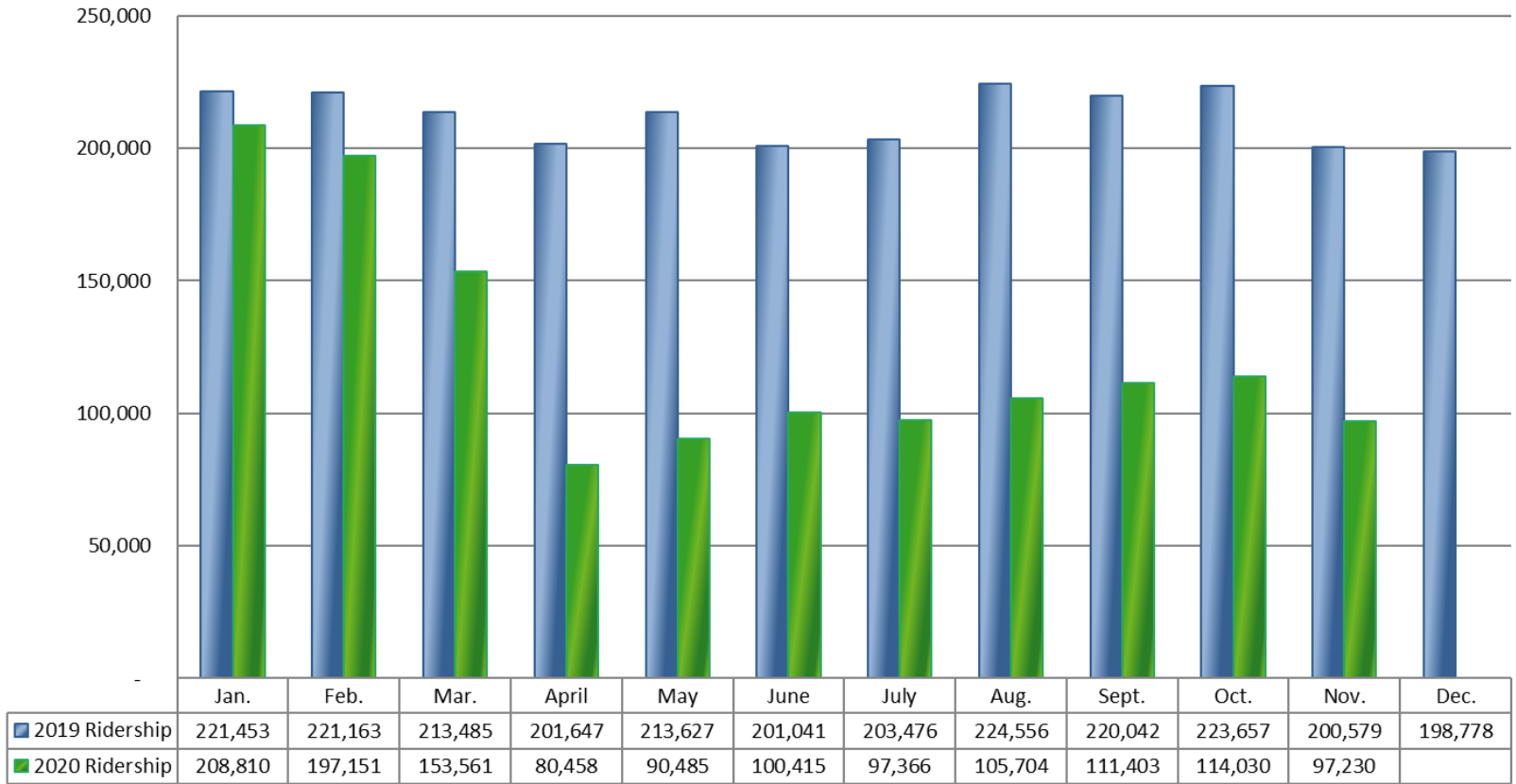


- CATS CEO participated in the LSU IFC Regional Roundtable Discussion as requested due to a need to “include needed transportation access policies in the new revised watershed boundaries created by the 100 year flood of 2016”.
- Mayor Broome held a City-Parish, CATS, Build Baton Rouge, and DOTD Cooperative Endeavor Agreement press conference to formally announce the agreement paving the way to start the major Baton Rouge/CATS nine mile BRT Corridor project.
- CATS issued a press release announcing the next major phase of its Strategic Planning process.
- CATS jointly held a special event recognizing Mr. Johnnie Jones, Sr. (101 years old/retired civil rights attorney) for his efforts playing a major role in the Baton Rouge Bus Boycott – the collaborators included East Baton Rouge Parish Mayor-President Sharon Weston Broome, Baker Mayor Darnell Waites, Build Baton Rouge, and CATS. Southern University Law Chancellor John Pierre was master of ceremony.

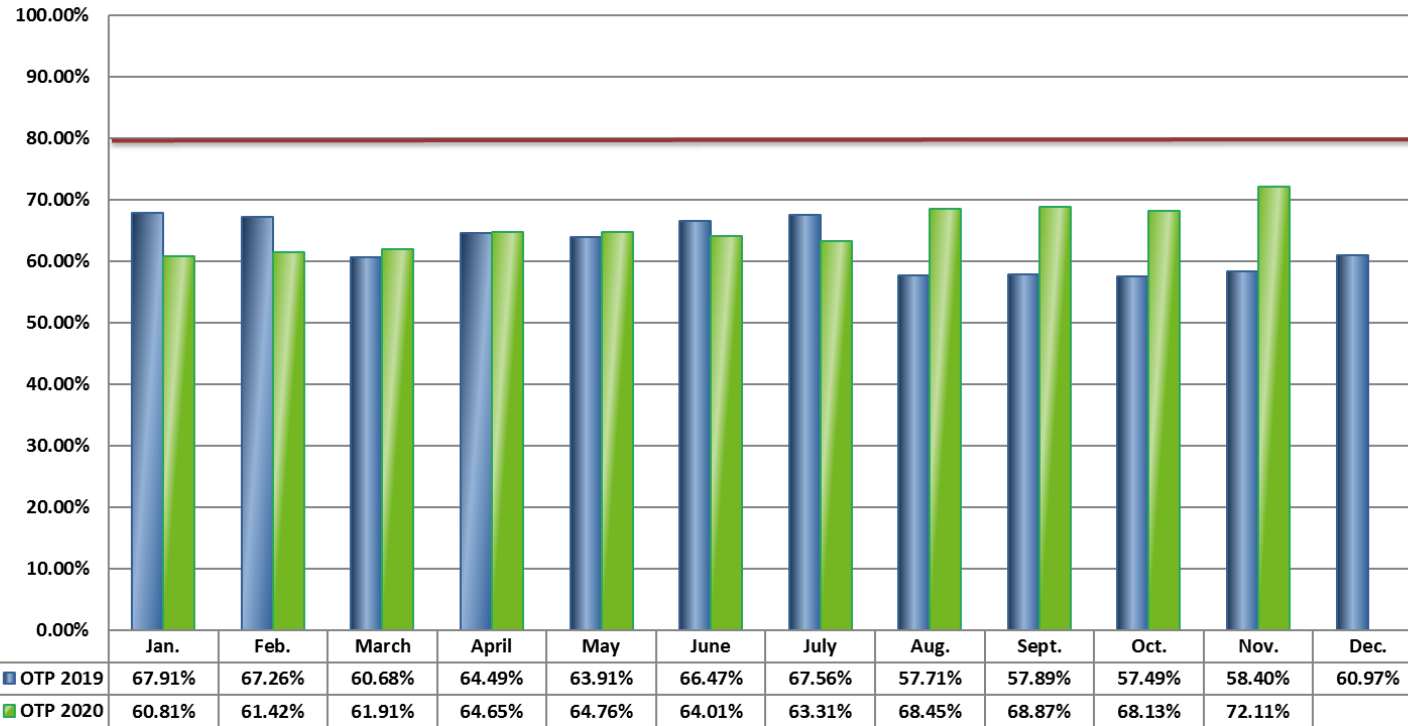
Finance: *John Cutrone*

- See attached financial report for the month and the CY2021 proposed budget.

Ridership 2019-2020



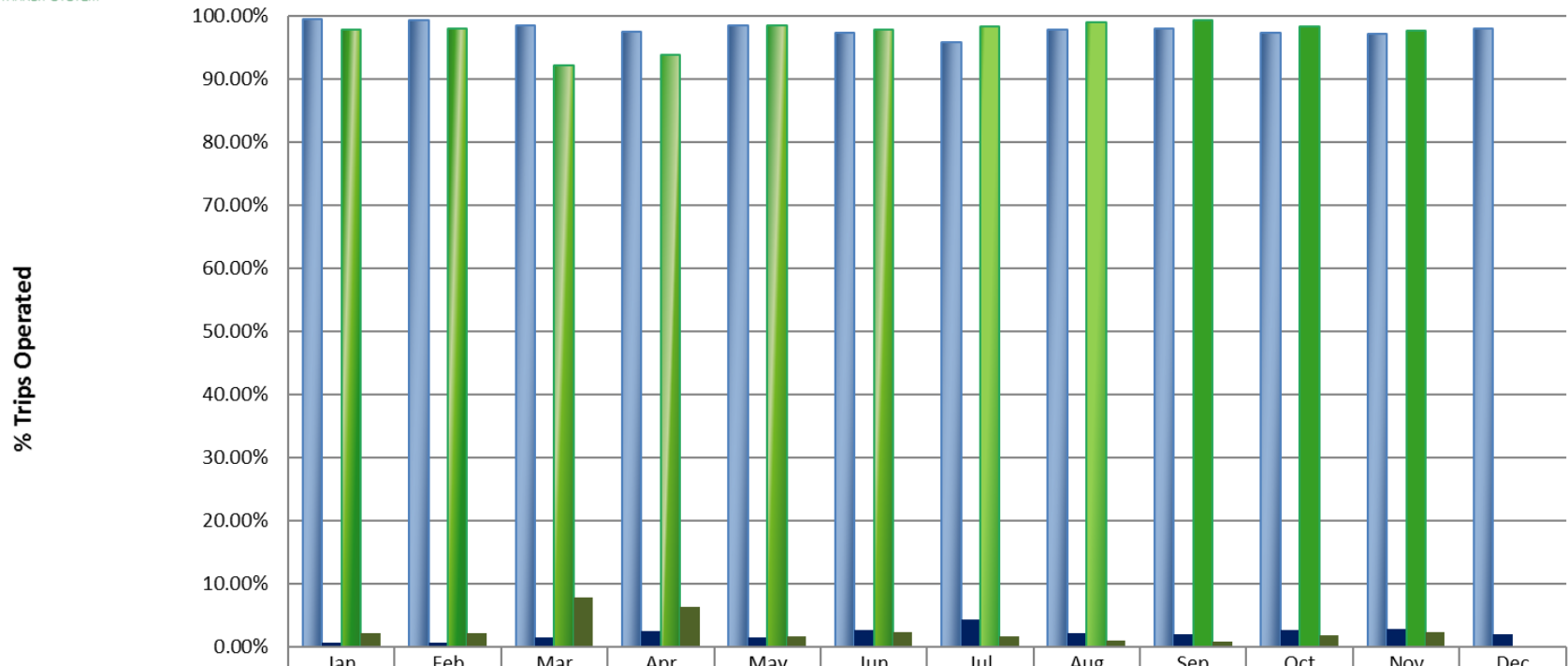
On-Time Performance 2019-2020



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

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

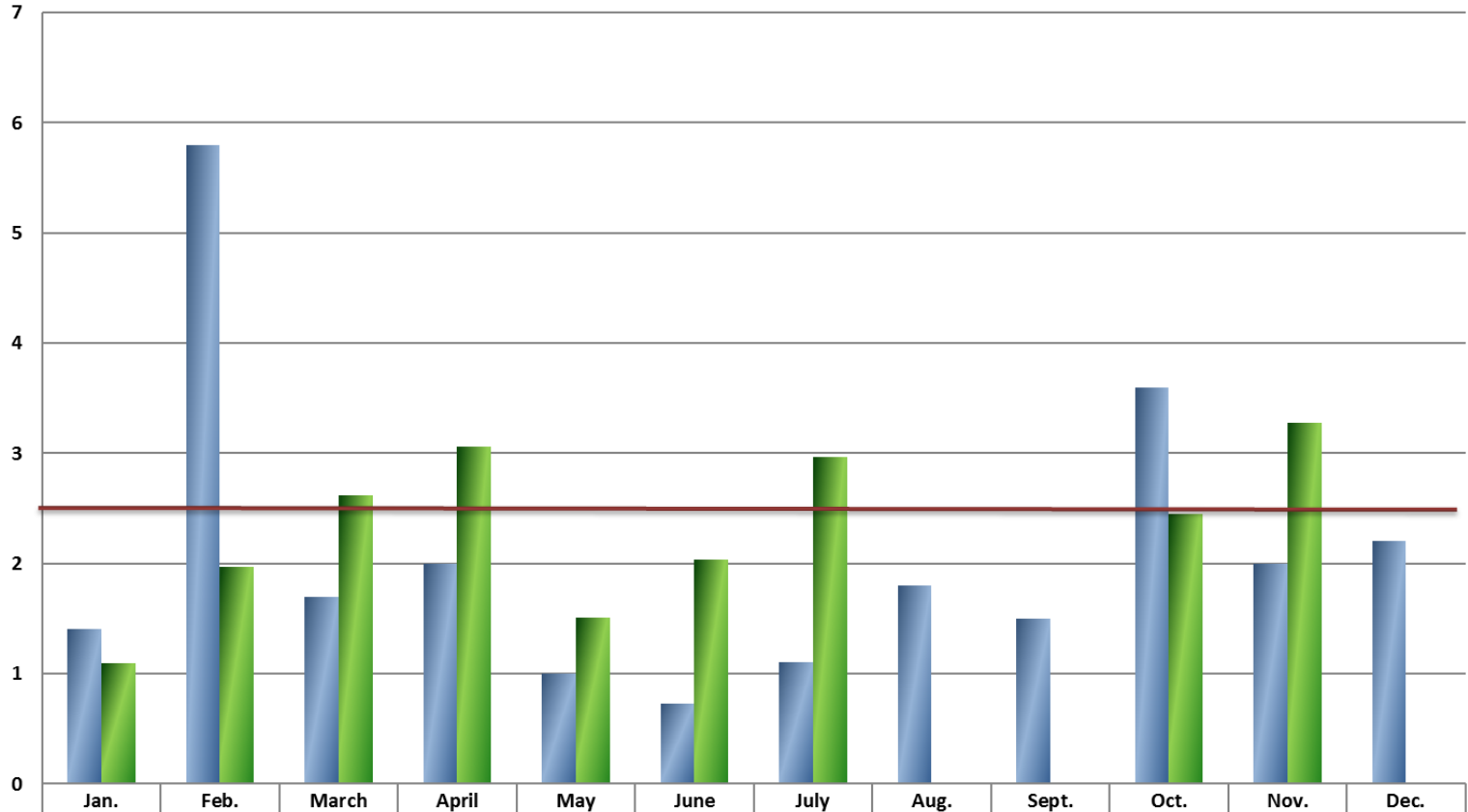
% Trips Operated 2019-2020



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
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%	97.68%	
2020 % Missed Trips	2.20%	2.11%	7.87%	6.24%	1.62%	2.29%	1.68%	1.03%	0.79%	1.76%	2.32%	



Preventable Accidents per 100,000 Miles 2019-2020

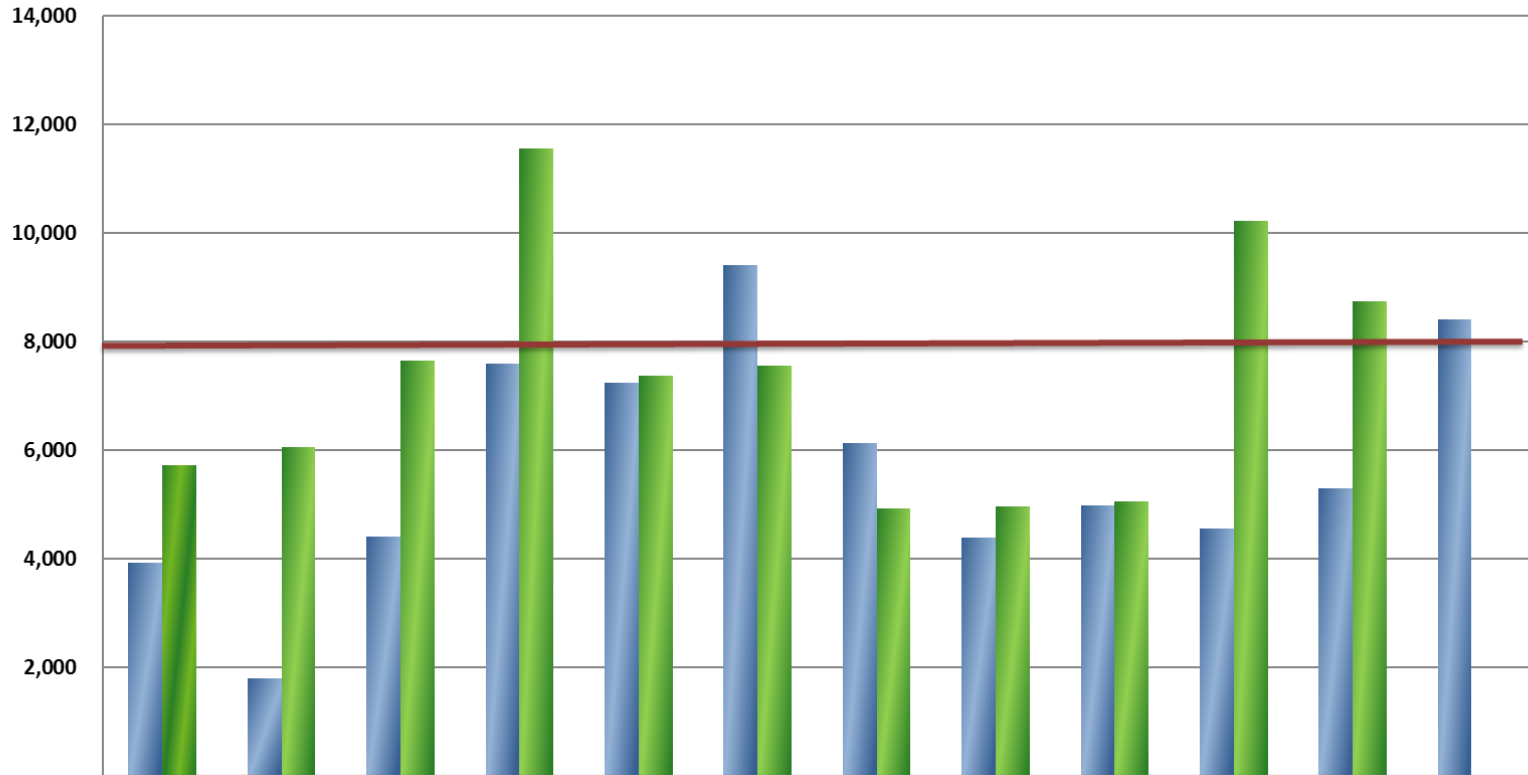


	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
■ Preventable Accidents 2019	1.4	5.8	1.7	2.0	1.0	0.73	1.1	1.8	1.5	3.6	2.0	2.2
■ Preventable Accidents 2020	1.1	2.0	2.6	3.1	1.5	2.0	3.0	0	0	2.4	3.3	

*Target 2.5 Preventable Accidents Per 100,000 Miles

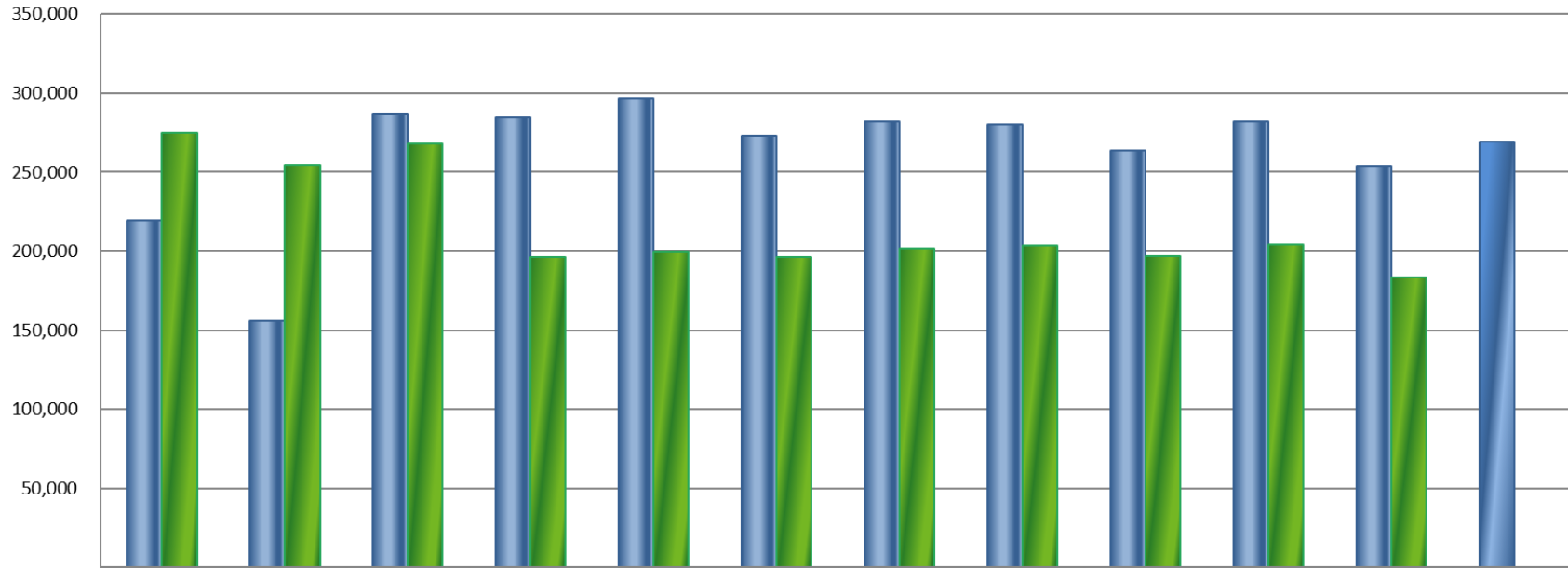


Mean Miles Between Road Calls 2019-2020



	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	8,731	-

Mileage 2019-2020



	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
■ Mileage 2019	219,625	155,859	286,945	284,305	296,706	273,021	281,985	280,497	263,457	282,376	253,816	269,140
■ Mileage 2020	274,635	254,535	267,862	196,291	199,138	196,474	202,135	203,556	196,900	204,348	183,389	

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

	Current Month			Year to Date			Approved Budget
	Budget	Actual	Variance	Budget	Actual	Variance	
Operating Revenues							
Passenger Paid Fares	154,262	0	(154,262)	1,696,882	364,381	(1,332,501)	1,851,144
Special Transit Fares (Contract)	19,669	2,513	(17,156)	216,359	86,181	(130,178)	236,028
ADA/Paratransit Revenue	0	0	0	0	44,375	44,375	0
Advertising Revenue	45,000	42,156	(2,844)	495,000	441,503	(53,497)	540,000
Interest Income	13,621	1,877	(11,744)	149,831	51,650	(98,181)	163,452
Other Agency Revenue	11,668	423	(11,245)	128,348	223,480	95,132	140,016
Total CATS Generated	244,220	46,970	(197,250)	2,686,420	1,211,570	(1,474,850)	2,930,640
Non Federal Revenue							
Hotel/Motel Tax	102,022	253,863	151,841	1,122,242	1,045,028	(77,214)	1,224,264
Parish Transportation Fund	45,833	0	(45,833)	504,163	412,500	(91,663)	549,996
Property Tax Revenue	1,481,667	1,481,667	0	16,298,337	16,218,470	(79,867)	17,780,004
Total Non Federal	1,629,522	1,735,530	106,008	17,924,742	17,675,998	(248,744)	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	271,692	14,733	2,826,549	1,058,580	(1,767,969)	3,083,508
FTA - Planning	8,333	0	(8,333)	91,663	41,415	(50,248)	99,996
FTA - Formula	10,924	0	(10,924)	120,164	0	(120,164)	131,088
FTA - Capital Projects	258,866	178,086	(80,780)	2,847,526	541,690	(2,305,836)	3,106,392
FTA - Electric Buses	0	0	0	0	0	0	0
Total Federal Operating	535,082	449,778	(85,304)	5,885,902	19,293,160	13,407,258	6,420,984
Total Operating Revenues	2,408,824	2,232,278	(176,546)	26,497,064	38,180,728	11,683,664	28,905,888
Operating Expenses							
Labor	919,067	708,267	210,800	10,109,737	9,096,349	1,013,388	11,028,804
Fringe Benefits	499,328	540,597	(41,269)	5,492,608	6,740,553	(1,247,945)	5,991,936
Casualty and Liability	101,166	59,290	41,876	1,112,826	1,531,413	(418,587)	1,213,992
Services	209,810	209,186	624	2,307,910	1,681,918	625,992	2,517,720
Purchased Transportation	203,319	202,990	329	2,236,509	1,466,165	770,344	2,439,828
Materials & Supplies	318,424	300,089	18,335	3,502,664	3,363,477	139,187	3,821,088
Utilities	23,666	12,326	11,340	260,326	171,199	89,127	283,992
Miscellaneous Expenses	125,738	190,721	(64,983)	1,383,118	940,540	442,578	1,508,856
Leases and Rentals	8,306	7,703	603	91,366	85,119	6,247	99,672
Total Operating Expenses	2,408,824	2,231,168	177,656	26,497,064	25,076,733	1,420,331	28,905,888
Depreciation	0	229,151	(229,151)	0	2,520,660	(2,520,660)	
* NET SURPLUS/(DEFICIT) *	0	(228,042)	(228,042)	*	10,583,335	10,583,335	

* NET SURPLUS : Cash reserve; Insurance claims; Litigation; Capital Improvements/Grants; Restricted Reserve; Contingency; COVID-19

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

11/30/2020 11/30/2019

ASSETS

Current Assets:		
Cash and Cash Equivalents	8,865,765	260,748
Accounts Receivable	310,525	686,814
Property Tax Receivable	16,845,088	17,300,802
Due from Governments	862,789	339,802
Notes Receivable	0	0
Interest and Dividends Receivable	0	0
Inventory	168,941	106,515
Prepaid Expenses and Other Assets	155,377	116,449
Total Current Assets:	27,208,486	18,811,130
Restricted Assets:		
Cash and Cash Equivalents	320,181	546,031
Cash Reserve	3,000,000	0
Total Restricted Assets:	3,320,181	546,031
Investments	0	0
Net Pension Asset, Long-Term	496,897	1,466,268
Equipment, Net	20,048,684	27,849,838
Total Assets	51,074,249	48,673,267
LIABILITIES AND NET ASSETS		
Current Liabilities		
Accounts Payable and Accrued Expenses	239,334	5,114,640
Accrued Payroll and Tax Liabilities	89,024	280,330
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)	1,082,332	0
Other Current Liabilities	0	0
Total Current Liabilities	3,494,042	6,895,380
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	6,990,000	12,939,234
Net Assets:		
Investments in Capital Assets, Net of Related Debt	17,587,838	24,840,373
Restricted Cash and Cash Equivalents		
Unrestricted	26,496,411	10,893,659
Total Net Assets:	44,084,249	35,734,033
Total Liabilities And Net Assets	51,074,249	48,673,267



Connecting you to what matters.

**MEETING OF THE
FINANCE AND EXECUTIVE COMMITTEE
BOARD OF COMMISSIONERS
CAPITAL AREA TRANSIT SYSTEM AND
PUBLIC TRANSPORTATION COMMISSIONS
DECEMBER 10, 2020
Virtually and
CATS Administrative Office
350 North Donmoor Avenue**

MINUTES

The Finance and Executive Committee met on Thursday, December 10, 2020, at 10:30 a.m. Present at the meeting were members Mark Bellue (physically), Kahli Cohran (physically), Erika Green (virtual), and Laurence Lambert (virtual). Also present were Bill Deville, Creighton Abadie, and members of CATS staff.

I. Call to order and establishment of quorum

Mr. Bellue welcomed those assembled and thanked everyone for joining the meeting. He requested a roll call vote to establish quorum.

II. President's Announcements

There were no President's announcements.

III. Executive Report and Financials

Mr. Deville shared that Governor Edwards reverted Louisiana to a modified Phase 2 until at least December 23rd in light of the increase in positive COVID-19 cases.

Ms. Williams noted that there are currently 147 total operators. There are 100 active operators. The remaining operators are out as a result of COVID-19, FMLA, and Workers Comp. There are 30 operators out due to issues related to COVID-19.

Ms. Williams let the committee know that ridership for November was 97,230; this is similar to the ridership in July 2020. There were six Sunday

schedules in November with the Veterans Day holiday, there was an increase in COVID-19 cases, there was no service on Thanksgiving Day, and there were several days with inclement weather. All of these factors contributed to the decrease in ridership for the month.

The on-time performance for the month was 72.11%. This is the highest the on-time performance has been. Operations continues monitoring individual routes on a daily basis. The department began tracking individual operator performance on November 30th to determine what tools are needed to help operators increase their performance. It was requested that individual performances be retroactively tracked and reported back to the Board.

The percentage of trips operated in November was 97.68%. The agency operated 183,389 miles, which is indicative of the service provided. There were 3.3 preventable accidents per 100,000 miles in November, and there were 8,731 mean miles between road calls.

Ms. Williams shared that Smith System training would begin in January to address the increase in preventable accidents.

The committee members commended management for improving the on-time performance and the empirical tracking that is being done.

There was discussion of the number of operators available and it was noted that operators who had been out as a result of COVID-19 issues (sick family member, child not in school, etc.) were returning to work and that 17 operators have returned to work. This will aid in the continued improvement in performance.

Ms. Soileau let the members know that the February 2021 service change will address biannual modifications to several routes, including frequency adjustments on key routes.

Ms. Soileau noted that the Capitol Park Trolley Route 16 is tentatively scheduled to resume in April 2021, and the route will be operated with three trolleys. This route was suspended due to COVID-19. The revised route will see increased service, which will require a disparate impact/service equity analysis, public meetings, and Metro Council consideration for approval. The revised route will ensure appropriate coverage of downtown Baton Rouge and will allow employees and visitors access a variety of places. The time frame to review the revised route will be approximately four months beginning in December 2020, with tentative anticipated revenue service in April 2021.

This service is slated to be provided with 30 foot electric buses that the agency hopes to lease, with the approval of the board at the December meeting.

Ms. Soileau shared that any changes to service will occur incrementally so they are done thoughtfully and deliberately to ensure the best chance for success.

Mr. Cohran requested to see the implementation strategy for service changes. He noted that he has requested this information in the past. Mr. Cohran requested that a more in-depth discussion take place in the upcoming Planning Committee meeting.

Ms. Soileau noted that CATS will begin making service changes in February and September annually.

Mr. Lambert stressed the importance of collaboration with the City-Parish and MovEBR relative to planned service changes. He noted that there are several projects currently in the works and emphasized the need to be part of those discussions in the beginning so work does not have to be undone and redone.

It was noted that Ms. Soileau is working with HNTB and they are meeting with representatives from the City and MovEBR on the various projects.

Mr. Lambert noted that this was the first he was hearing of leasing vehicles and noted he had questions.

He inquired if there was ridership to support resuming the downtown circulator, especially given the constraints with lower operator numbers and reduced service.

Mr. Lambert inquired as to the cost of the route. Mr. Cohran echoed the questions and noted he would also like to receive that information.

Ms. Williams noted that the vehicles would be used not only to service the circulator route but also supplement other routes when needed.

Mr. Bellue recommended tabling the rest of the conversation related to the lease of the vehicles to the action item later in the meeting.

Mr. Cutrone presented the November financials and noted that the total current assets as of November 30, 2020, are \$27,208,486. The total assets are \$51,074,249. The total current liabilities are \$3,494,042 and the total liabilities are \$6,990,000. The total net assets are \$44,084,249.

The total operating expenses for the month of November are \$2,231,168.

The total CATS-generated operating revenues for the month as of November 30, 2020, are \$46,970. The total non-federal subsidies for the month are \$1,735,530 and the total federal subsidies are \$449,778. The net operations balance as of November 30 2020, is a deficit of \$228,042.

Mr. Bellue inquired as to how the CARES Act money was acquired and what was eligible to be covered. Mr. Cutrone shared that the agency had to apply for the funds. These funds have been used to cover operations and some capital costs as well as payroll. The funds were fully expended and there is no money remaining from the CARES Act funding.

The CARES Act funding was used to replenish the board restricted reserve of \$3 million.

There is a cash balance of \$8,865,765, and that is mostly due to CARES Act funding.

Mr. Cutrone noted that accounts payable are less than previous years as a result of COVID-19.

IV. Recommend approval to lease three, 30 foot electric buses

Mr. Godwin shared that the agency is seeking to lease three, 30 foot electric buses for use on the downtown circulator. These leased buses will temporarily replace the existing trolleys during the production period for three new replacement trolley buses.

The existing trolleys have exceeded their useful life and are now unreliable and mechanically problematic.

The temporary replacement buses will be leased at a cost of \$4,290 per month for each trolley, plus delivery costs for an amount not to exceed \$375,000 for the two-year period.

Mr. Cohran asked if a feasibility study had been conducted for the route and stressed that if this was going to be done, it needed to be done correctly.

Mr. Abadie informed the members that CATS is required to either go to the State Bond Commission or include a non-appropriation clause in the contract for any leases or lease-purchases. He noted that the process to go before the State Bond Commission is a months-long one.

Mr. Cohran inquired if there was an immediate need to proceed with the lease and if delaying the approval would hinder the timeline to implement the route. It was noted that there were originally four vehicles available and now there are only three, so there is a risk that the vehicles will not be available if the approval is delayed.

Mr. Lambert had to leave the meeting but requested that he be provided with route ridership and cost information before taking action on the approval.

It was recommended that the committee send the item to the full board with no recommendation pending receipt of the requested information.

V. Recommend approval to enter into contracts for oil and oil related products

Mr. Godwin let the committee know that there are two contracts to purchase oil and oil related products. The products include synthetic transmission fluid, wheel grease, gear oil, antifreeze, diesel exhaust fluid, and engine oil.

Staff is recommending that a contract be awarded to Lard Oil for antifreeze, synthetic transmission fluid, and diesel exhaust fluid in an amount not to exceed \$70,045.000.

Staff is recommending that a contract be awarded to Central Oil for gear oil, motor oil, and wheel grease in an amount not to exceed \$36,204.00.

It was noted that these are recommended new contracts, not renewals, as a result of the recent ITB's.

Mr. Cohran moved that the full board authorize the CEO to execute contracts with Lard Oil for antifreeze, synthetic transmission fluid, and diesel exhaust fluid in an amount not to exceed \$70,045.000 and with Central Oil for gear oil, motor oil, and wheel grease in an amount not to exceed \$36,204.00. Ms. Green seconded the motion. Mr. Bellue invited public comment and there was none. The motion passed unanimously with no abstentions.

VI. Recommend approval of renewal of security services contract with Weiser Security

Ms. Thomas noted that staff is recommending a renewal of the security services contract with Weiser Security for one year.

Mr. Abadie informed the committee that he was not aware if the contract had an available renewal option. He noted that the procurement

information included in this month's meeting packet indicated that the original contract was for three years with up to two, one-year renewals, and that the contract was executed in 2016. If that information is accurate, there is not a renewal option available to execute. He noted that he has not seen the contract and therefore cannot offer an opinion.

Mr. Bellue stressed the importance of having general counsel review all contracts before they reach the board members to ensure they are accurate and ready to be presented.

It was recommended that this item be sent to the full board with no recommendation.

VII. Recommend approval of renewal of third-party administrator contract with Brown Claims

Ms. Thomas shared that staff is recommending the contract with Brown Claims be extended for a period of one year.

There was discussion concerning the rates and the increase in rates due to the CPI language in the existing contract. It was noted that Brown Claims is requesting an increase in the rates in accordance with the increase in the CPI.

Mr. Bellue moved that the full board authorize the CEO to extend the contract with Brown Claims for claims adjustment services for a period of one year at a cost that included an increase in rates mutually agreed to by both parties in accordance with the increase in the consumer price index. Mr. Cohran seconded the motion. Mr. Bellue invited public comment and there were none. The motion carried unanimously with no abstentions.

VIII. Recommend approval of CATS 2021 proposed budget

Mr. Cohran shared that he was asking that the committee send the budget to the full board with no recommendation as he still had questions to be answered.

Mr. Bellue requested that Mr. Cutrone present the budget in the event there were any questions by the committee members.

Mr. Cutrone noted that the agency is proposing a 2021 budget with revenues and expenses of \$34,478,280.

The operating revenues are budgeted at \$29,178,280 and capital projects are budgeted at \$5,300,000.

Mr. Cutrone shared that there are only nominal changes to the budget given the uncertainty surrounding COVID-19 and a return to previous service and work levels.

The passenger fare revenue is projected at 50% of the 2020 budgeted amount given the fact that the agency has not resumed fare collection. Once operator barriers are installed in all vehicles, the agency hopes to begin fare collections again.

Mr. Cutrone noted that there is a \$3 million carryover in available preventive maintenance grant funds due to the CARES Act funding.

It was noted that the Maintenance Department went from three shifts to two shifts in 2020 and that there are quite a few buses reaching 350,000-400,000 miles with an impending need for engine and transmission replacements.

Mr. Cutrone shared that the agency used CARES Act funding to pay for maintenance and did not utilize 5307 grant money.

Mr. Deville let the members know that the agency should know by the end of the first quarter of 2021 what, if any, additional grant funding is available for COVID-19 related costs.

It was noted that the property tax is largely collected in January annually and there are smaller amounts paid over the ensuing months as property tax bills are paid. The property tax revenue is conservatively estimated at \$17,600,000 given the current climate of uncertainty.

The purchased transportation costs are down as a result of COVID-19 and decreased service from MV for CATS On Demand.

Miscellaneous expenses generally cover expenses from the administrative side and do not include operations or maintenance costs.

Mr. Abadie informed the members that they will be asked to adopt a resolution to approve the budget at the board meeting. That resolution will contain language detailing the CEO's authority to change line items within the budget without board approval. In past years, the CEO has had the authority to change line items within a 10% variance without board approval. The proposed budget will have that language.

It was recommended that this item be sent to the full board with no recommendation.

There being no further business, the meeting adjourned.



**MEETING OF THE
TECHNICAL, POLICIES, AND
PRACTICES COMMITTEE
BOARD OF COMMISSIONERS
CAPITAL AREA TRANSIT SYSTEM AND
PUBLIC TRANSPORTATION COMMISSIONS
DECEMBER 11, 2020
Virtual and
350 North Donmoor
Baton Rouge, LA 70806**

MINUTES

The Technical, Policies, and Practices Committee met virtually and in-person on Friday, December 11, 2020, at 1:00 p.m. Dr. Breaux was present (virtually) and there was no quorum. Also present were Bill Deville and members of CATS staff.

- I. Discussion of internal policies to be implemented:
 - a. CATS Internal Communications Policy
 - b. CATS Public Engagement Policy
 - c. CATS Pandemic Policy – Admin
 - d. CATS Work from Home Policy

Mr. Deville asked Dr. Breaux to table the discussion of the four internal policies as they are not yet ready to be implemented. He noted that the pandemic has affected many things at the agency.

He shared that some staff members worked diligently to have the policies prepared but they have not been completely reviewed at this point.

It was noted that a special committee meeting will need to be called in January to discuss these policies once they are finalized.

Mr. Deville thanked Dr. Breaux for his understanding.

- II. Recommend approval of CATS Board Communication Policy

Mr. Deville asked Ms. McNaylor to provide an overview of the policy.

Ms. McNaylor shared that the policy was created based on a request from the Special Committee of the Board that was looking into several aspects of the

agency. That committee is comprised of Erika Green, Kahli Cohran, and is chaired by Johnathan Hill.

The committee inquired as to the policy for board members to communicate with staff and vice versa; it was noted that there has been a long standing practice that had not been memorialized.

The Board Communication Policy outlines various components, including the fact that board members should communicate directly with the CEO or the Assistant Secretary to reach staff members, and staff members should do the same.

The policy addresses the need for confidential communication to be shared and the best way to accomplish that.

There are references to media relations, committee meetings, informal communications, and other features.

Dr. Breaux inquired as to the process to have the policy approved by the Board, given the fact that the F&E Committee meeting has already occurred. Ms. McNaylor noted that the policy can be added to the board meeting agenda without prior recommendation from the F&E Committee.

In the event the policy is not taken at the December meeting, it can be brought to the January F&E Committee meeting and the January board meeting.

Dr. Breaux indicated he was comfortable taking the policy to the board in December for consideration of approval. He noted that he would review the policy posthaste and make Ms. McNaylor aware as quickly as possible if there was a change in the decision to present the policy to the board in December.

It was noted that a meeting date for January would be set and shared with the committee members.

There being no further business, the meeting adjourned.



**MEETING OF THE
504/COMMUNITY RELATIONS COMMITTEE
BOARD OF COMMISSIONERS
CAPITAL AREA TRANSIT SYSTEM AND
PUBLIC TRANSPORTATION COMMISSIONS
DECEMBER 9, 2020
350 North Donmoor, Baton Rouge, LA**

MINUTES

The 504/Community Relations Committee met on Wednesday, December 9, 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 noted that this would likely be her last meeting as her term ends on December 31st.

Ms. Perkins shared that it has been her honor and pleasure to serve on the CATS Board of Commissioners and to work on the Community Relations Committee.

She let the members know that she would remain active in championing the cause of CATS.

She noted that she worked in public relations and government relations for 38 years at AT&T and is grateful for the time she has had working with CATS.

Mr. Deville thanked Ms. Perkins for her dedication, engagement, hard work, and sincerity throughout her tenure. He noted that she has been very engaged since she first joined the Board, and she has made his work easier as a result of her commitment.

Mr. Hill thanked Ms. Perkins for her guidance during his first year as a commissioner. He shared that it has been a pleasure to serve with Ms. Perkins and she has always been available and willing to entertain his queries.

II. MV Transportation Report – Serena Thomas

Ms. Thomas noted that CATS On Demand had 3,945 scheduled trips in November and 3,777 were completed.

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

Ms. Thomas noted that the on-time performance for the month was 92.3%.

There was discussion of the CATS On Demand operator workforce and Ms. Thomas noted that they are short staffed by 10 operators. She stated that it has been a challenge to keep operators.

The workforce shortage has not affected service yet as the trips are still low, but there will be issues when the service levels increase.

It was noted that CATS is looking to resume service with the Arc, which could be affected if there are not enough operators.

III. Certifications – Dwana Williams

Ms. Denman noted that there were no applications mailed in November; there has been a decline in the number of application requests, but people may be getting applications from the website.

When there are enough operators to run service, CATS On Demand will begin certifying customers again.

There were 15 customers given temporary certification in November.

To date, there have been 52 applications mailed, 59 certifications, and 206 temporary certifications. The temporary certifications are a result of not seeing customers because of COVID-19.

Ms. Denman reiterated that ridership remains low due to COVID-19 restrictions and that MV is struggling to find operators.

There is a request to purchase additional ADA vehicles in the 2021 budget.

Mr. Deville noted that the MV paratransit services contract is up for renewal in February and staff is starting to look at that contract.

IV. Customer service – Dwana Williams

Ms. Wynn shared there were 32 total contacts for the month and five were valid. She noted that three were performance related – one late and two safety – one customer was passed up, and one courtesy complaint.

There were two commendations for November.

Ms. Perkins inquired about cancellations and Ms. Williams noted that there are not as many cancellations as it may seem.

Ms. Williams clarified that when a trip is cancelled, it does not mean an entire route or day is cancelled; it means that a particular trip/time was missed.

Ms. Williams shared that there are many reasons a trip may be cancelled, including no operator, vehicle not available/breakdown, road construction/reroute, trains on tracks, accidents, and/or incidents.

When a trip is cancelled, there may be another vehicle coming to replace it, or the trip may be missed and will be recovered on the next trip.

Ms. Williams noted that letters were mailed to operators in November have them come back to work from COVID, and 17 operators have returned. This will help with on-time performance and cancellations.

Mr. Thomas noted that the call center received 23,947 calls and 20,506 were answered. He shared that CATS was closed on Thanksgiving Day and there were four days in the month where the power was out and there were phone issues.

The call center staff will resume soft skills training in January.

Mr. Thomas noted that Dispatch is very good at communicating when a trip is behind or cancelled and they give thorough information to share with customers.

V. Council on Aging update – Pearlina Thomas

Ms. Thomas noted that CATS would reach out to the council in January.

VI. CATS Engagement update – Pearlina Thomas

Ms. Thomas noted there would not be a Christmas party this year because of COVID. Something will be done for employees on December 22nd.

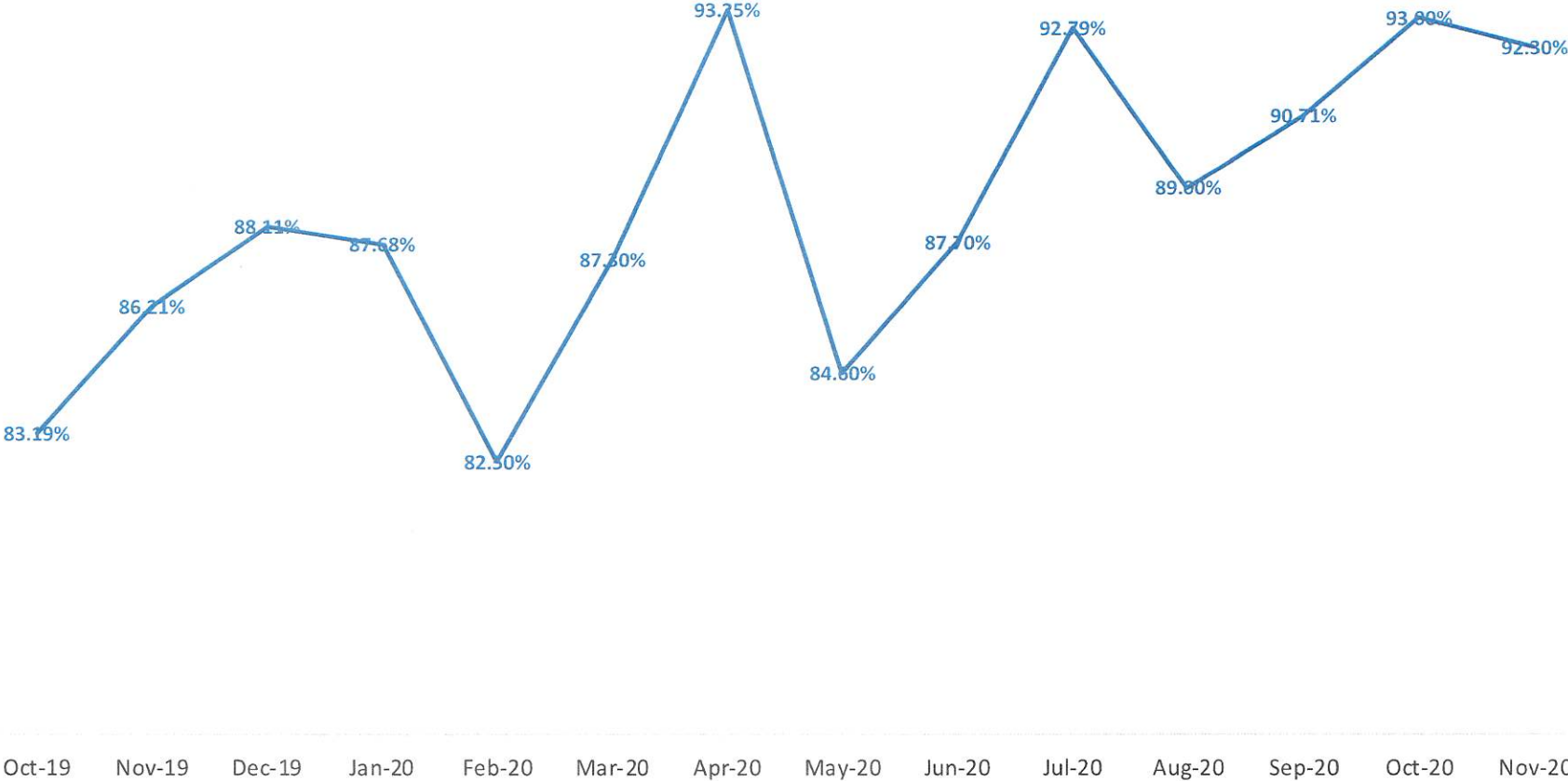
Ms. Perkins asked Mr. Richards to discuss his appearance in the newspaper and he shared that he has joined the advisory board for City Year, where he was a founding member.

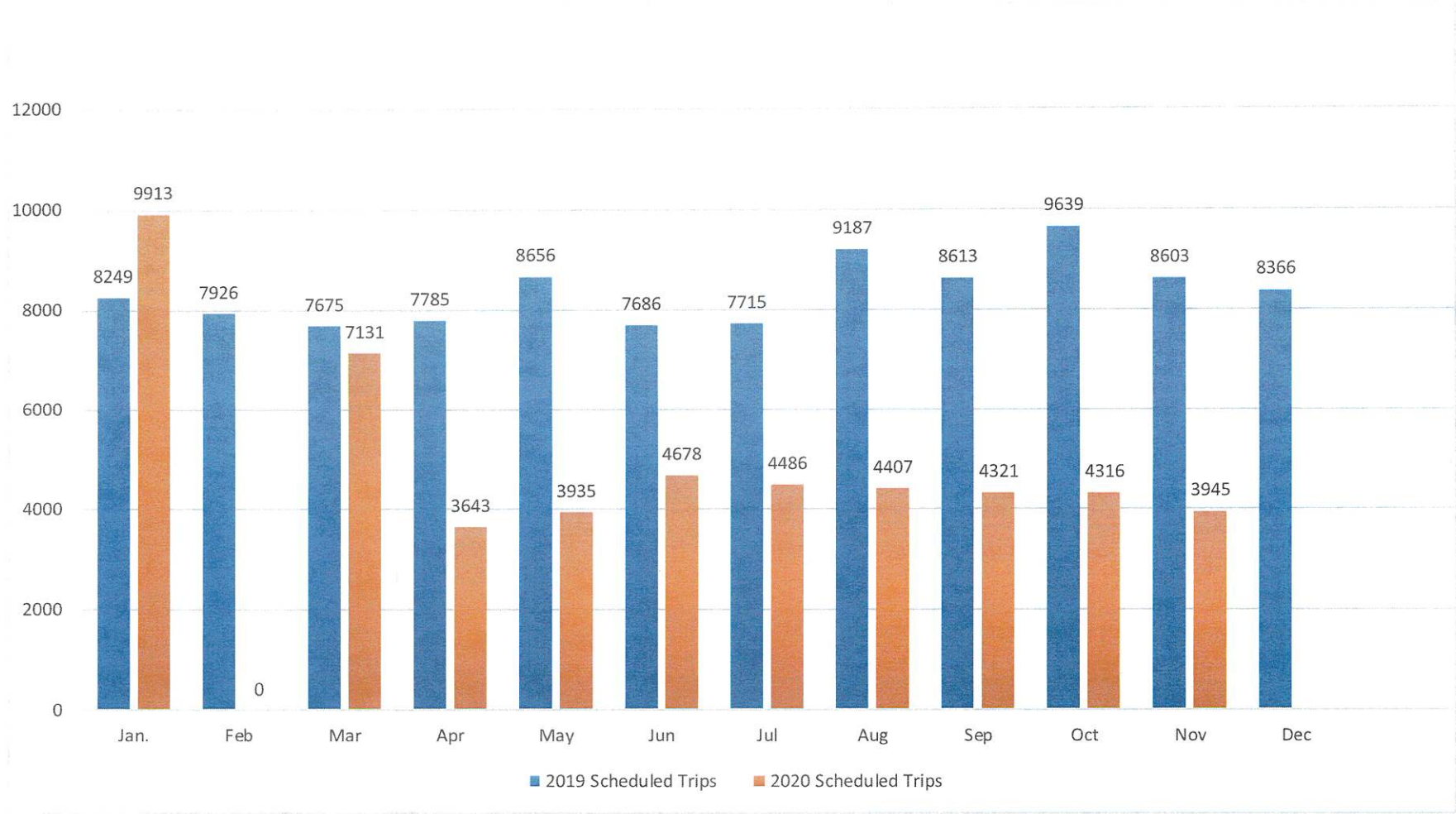
Mr. Deville noted that CATS joined Mayor-President Sharon Weston Broome, Build Baton Rouge, and DOTD for a press conference and signing of the Cooperative Endeavor Agreement for the BRT project.

The event honoring Mr. Johnnie Jones, Sr., for his efforts during the Civil Rights movement was well received and Mr. Jones was very worthy of the honor. Mr. Hill did an excellent job at the last minute when he was asked to speak at the event.

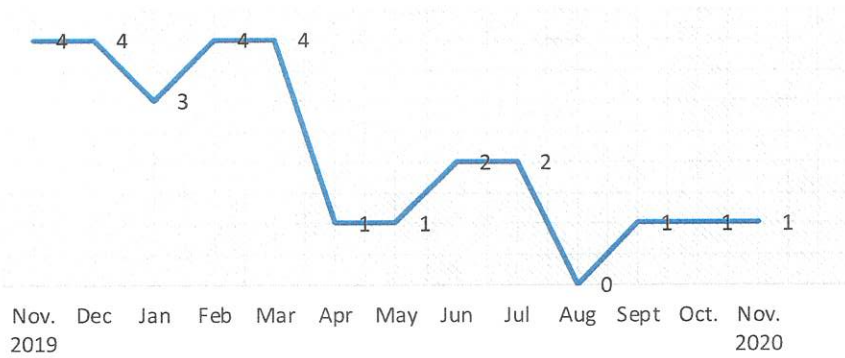
There being no further business, the meeting adjourned.

ON-TIME PERFORMANCE

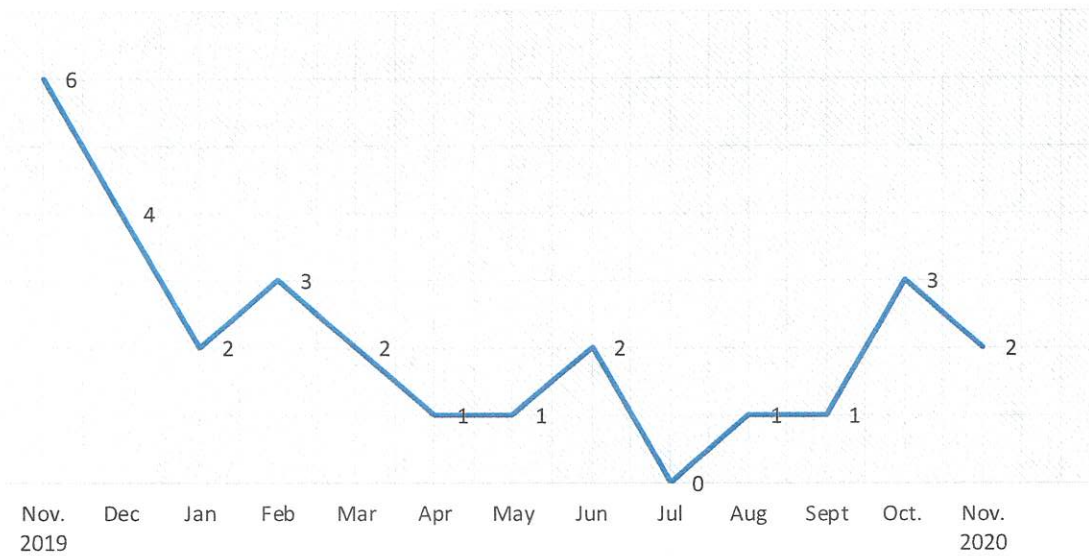




COMPLAINTS



ROAD CALLS



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Baton Rouge, LA 70802
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BOARD MEMBERS

Mark Bellue
President

Erika Green
Vice President

Kevin O’Gorman
Treasurer

**Antoinette Earthly-
Pierre**
Secretary

Dr. Peter Breaux
Member

Johnathan Hill
Member

Laurence Lambert
Member

Kevin O’Gorman
Member

Linda Perkins
Member

CAPITAL AREA TRANSIT SYSTEM BOARD OF COMMISSIONERS SPECIAL COMMITTEE RECOMMENDATIONS

During the September 2020 meeting of the Capital Area Transit System (CATS) Board of Commissioners (Board), the Board appointed a special committee to evaluate the operations of the agency. The committee consists of Vice-President Green, Mr. Cohran, and Mr. Hill. The committee was tasked with making recommendations in the following areas, but not limited to:

- Any recommended changes to the board’s authority level for approval of contracts
- Any recommendations that would improve communications between the board and CATS’ administration
- Any recommended changes to performance measures and/or how they are tracked or presented to the board

The committee met on Friday, October 30th and Friday, November 13th to discuss these matters in addition to other items raised by the committee members.

Based on the committee meeting discussion and documentation provided by staff the Special Committee offers the following:

- 1) **Contracts under \$50K** – The committee reviewed the list of current contracts under \$50K which the CEO has authorization to execute without board approval. There appeared to be several contracts with minimal scopes and vague deliverables.

Recommendation: All contracts to be executed under \$50K should be presented to the Finance & Executive Committee and legal counsel for awareness and discussion prior to execution. This should include a detailed scope and deliverables with a definitive termination date. Additionally, a template should be drafted by legal counsel for utilization. Lastly, a bi-yearly review should be conducted of the contracts to ensure the deliverables are being met.

- 2) **Communication with the Board of Commissioners** – Communication between CATS administration and the Board takes place on an “as-needed basis.”

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BOARD MEMBERS

Recommendation: CATS leadership should take a proactive approach informing board members on agenda items and items that could be considered sensitive and confidential in nature which includes finding the best way to share all necessary documentation. Additionally, the administration should ensure legal mandates, policies, and procedures are followed prior to presenting items to the board. An official Board Communication Policy was drafted and will be offered to the Board for approval.

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BOARD MEMBERS

- 3) **Legal Counsel's Role with the Agency and Board** – After interviews and observations it was noted that the role of the legal counsel(s) appears to be vague and there is concern as to whom legal(s) counsel is answerable to.

Recommendation: Clearly outline the role and duties of legal counsel(s) for the agency and Board of Commissioners, respectively. Additionally, consider adding legal counsel(s) to the agency's organizational chart.

- 4) **Chief Executive Officer & Contractual Responsibilities** – There are several pending items that fall under the preview of the CEO that need a plan of action to address.

Recommendation: CATS Board of Commissioners should consider an executive session to evaluate the performance of the CEO.

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CATS BOARD APPROVAL REQUEST:

Contract / P.O. #

Date: December 3, 2020

Department requesting approval: Maintenance

Project Manager: James Godwin

Project/Contract: Lease 3 30' BYD Electric Buses

Budgeted project (Yes/No): Yes

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

Project/Contract Summary: CATS proposes to lease (3) Three 30' low floor electric transit buses from BYD for a period of up to 2 years (24 months) for use in the downtown circulator (Route 16). These leased buses will temporarily replace the existing trolley buses during the production period for three new replacement trolley buses. These buses will be fully compliant with FTA requirements for buses procured with federal funding.

The existing trolley buses have exceeded their useful life and have become unreliable and mechanically problematic. The temporary replacement buses will be leased at a cost of \$4290 per month each plus delivery costs for an amount up to but not to exceed \$375,00 for the two year period.

The documentation and request for board authorization for the purchase of three new Trolley buses will be submitted at a future board meeting.

Project/Contract Amount: Not to exceed \$375,000.00

A handwritten signature in blue ink, appearing to read "James Godwin", is written over a horizontal line.

Project Manager Approval

Rhonda Kimbel
Procurement Analyst
rkimbel@brcats.com

brcats.com

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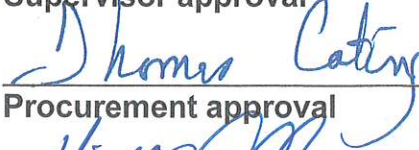
CATS

CAPITAL AREA TRANSIT SYSTEM

Connecting you to what matters.



Supervisor approval



Procurement approval



CEO approval

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CATS BOARD APPROVAL REQUEST:

Contract / P.O. #

Date: December 3, 2020

Department requesting approval: Maintenance

Project Manager: James Godwin

Project/Contract: Oil and Oil Related Products

Budgeted project (Yes/No): Yes

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

Project/Contract Summary:

These two contracts are to purchase Oil and Oil Related Products. The products are synthetic transmission fluid, wheel grease, gear oil, antifreeze, DEF fluid, and engine oil. This is a one year contract with the option of CATS and acceptance by the contractor, this contract may be renewed for four (4) additional one year periods. The price after that one (1) year fixed period shall be bid price plus/minus and change which will be calculated based on the following formula which utilizes the U.S. Department of Labor/Bureau of Labor Statistics - Producer Prices Index (PPI). These product when out on an (ITB) and will be awarded by Jan 1, 2021 with the Board approval. CATS is requesting that the Board approval a contract with **Lard Oil** to purchase Antifreeze, Synthetic Tran. Fluid and DEF (Diesel Exhaust Fluid). In the amount **not to exceed \$70,045.00** Just as a note for the Board CATS will be entering into a contract with **Central Oil** to purchase Gear oil, Motor oil and Wheel Grease. In the amount **not to exceed \$36,204.00**.

Project/Contract Amount: Both contract not to exceed their stated amount above. Lard Oil \$70,045.00 and Central Oil \$36,204



Project Manager Approval

Rhonda Kimbel
Procurement Analyst
rkimbel@brcats.com

brcats.com

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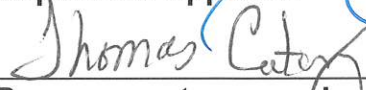
CATS

CAPITAL AREA TRANSIT SYSTEM

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Supervisor approval



Procurement approval



CEO approval

CATS - Invitation to Bid (ITB)
OIL & OIL RELATED PRODUCTS – Solicitation #2020-OilProducts-006
 (Bid Opening – December 1, 2020 – 10:00 am)

BID TAB SHEET

	Bidding Vendor Name	Item 1 Antifreeze Per Gallon 6,000	Item 2 Gear Oil Per Gallon 495	Item 3 Motor Oil Per gallon 5,100	Item 4 Synthetic Transmission Fluid Per Gallon 500	Item 5 Diesel Exhaust Fluid Per Gallon 20,000	Item 6 Wheel Grease Per pound 1,800
1	Lard Oil \$70,045.00	\$5.50	\$8.38	\$6.21	\$30.09	\$1.10	\$2.95
		\$33,000.00	\$4,148.10	\$31,671.00	\$15,045.00	\$22,000.00	\$5,310.00
2	Central Oil \$36,204.00	\$5.80	\$6.80	\$5.50	No Bid	\$1.15	\$2.66
		\$34,800.00	\$3,366.00	\$28,050.00	0	\$23,000.00	\$4,788.00
3	Sun Coast	\$6.81	\$12.69	\$13.40	\$33.48	\$1.80	\$3.65
		\$40,875.00	\$6,280.31	\$16,740.00	\$16,740.00	\$36,000.00	\$6,572.81
4	Mansfield Oil	No Bid	No Bid	No Bid	No Bid	\$1.25	No Bid
		0	0	0	0	\$25,092.00	0
5	O'Rourke	\$6.30	\$9.79	\$6.00	\$21.39 <i>Not approval By Keith</i>	No Bid	\$3.03
		\$38,000.00	\$4,846.05	\$30,600.00	\$10,695.00	0	\$5,454.00

CATS - Invitation to Bid (ITB)
OIL RELATED PRODUCTS – Solicitation #2020-OilProducts-006
BID RECAP / PRICING SHEET

Red = lowest price responsive and responsible bid

Product Items	Item 1	Item 2	Item 3	Item 4	Item 5	Item 6
<i>Prior Year Estimated Usage</i>	6,000	495	5,100	500	20,000	1,800
Antifreeze (per gallon)						
Vendor Bid Price	5.50	8.38	6.21	30.09	1.10	2.95
Est Annual Cost	\$33,000			\$15,045	\$22,000	
1 Lard Oil	5.80	6.80	5.50	No Bid	1.15	2.66
2 Central Oil		Est Annual Cost \$3,366	Est Annual Cost \$28,050			Est Annual Cost \$4,788
3 Sun Coast	6.81	12.69	13.40	33.48	1.80	3.65
4 Mansfield Oil	No Bid	No Bid	No Bid	No Bid	1.25	No Bid
5 O'Rourke	6.30	9.79	6.00	21.39	No Bid	3.03
				<i>Lowest price bid, but product bid does not meet Voith requirements</i>		
Recommend Award	Recommend Award to Lard Oil	Recommend Award to Central Oil	Recommend Award to Central Oil	Recommend Award to Lard Oil	Recommend Award to Lard Oil	Recommend Award to Central Oil
Est Product Values	\$33,000	\$3,366	\$28,050	\$15,045	\$22,000	\$4,788

Annual Contract Estimated Value: Approximately: \$106,249.00

NOTE: All product quality determinations were reviewed and made by James Godwin, CATS Maintenance Assist. Director, using the Material Safety Data Sheets (MSDS) requirements and the recommended level of quality specific to the transit bus manufacturer.

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EXECUTIVE STAFF

Pearlina Thomas
CATS Interim CAO
p.thomas@brcats.com

CATS BOARD APPROVAL REQUEST:

Contractor: Weiser Security - P.O. #2018051

Date: December 15, 2020

Department requesting approval: Procurement

Project Manager: Pearlina Thomas

Project/Contract: Weiser Security Services

Project/Contract Date(s): January 1, 2021 through December 31, 2021

Renewal options (Yes/No): No

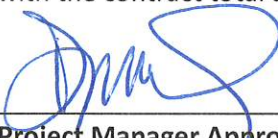
If yes, what year/option: Request to Extend Existing Contract

Budgeted project (Yes/No): Yes

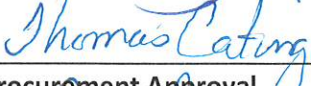
Grant(s) Funded (Yes/No): No

Project/Contract Summary: The purpose of this summary is to document the satisfactory contract performance of Weiser Security Services, Inc., over the past five (5) years and to ensure the appropriate procurement procedures are taken in an effort to recommend a renewal and extension of this contract.

This contract expires December 31, 2020, with no renewal options. However, management request the authority to extend this contract for the duration of one (1) year from January 1, 2021 through December 31, 2021, to allow the time to issue an RFP. All other terms and conditions of the above reference contract remain the same with the contract total amounting to **\$236,841.36**.



Project Manager Approval



Procurement Approval



Comptroller Approval



CEO Approval



Security Guard Services (Unarmed) Contract

Capital Area Transit System And Weiser Security Services, Inc. (3rd Contract Renewal)

THIS AGREEMENT is 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, **2250 Florida Blvd., Baton Rouge, Louisiana 70802** (hereinafter referred to as "CATS"), and **Weiser Security Services, Inc.** (a private security firm), **4845 Jamestown Ave., Suite 101, Baton Rouge, LA 70808** (hereinafter referred to as "Contractor or Weiser"), to provide **Unarmed Security Guard Services** and do hereby agree to renew the contract for twelve (12) months in accordance with the original contract (2015-SecGuard-005) approved by the CATS Board of Commissioners on December 15, 2015 as follows:

1. **3rd Contract Renewal Team** – The parties confirm that, the original contract and two (2) renewal options expires December 31, 2020. However, CATS Management requested and received authorization from its Board of Commissioners to extend this contract to allow CATS the opportunity to issue an RFP for Unarmed Security Services. **The renewal contract term will be for twelve (12) months, beginning on January 1, 2021 and ending on December 31, 2021.**
2. **Other Contract Provisions Not Affected.** All contract provisions not specifically amended by this renewal document shall remain in full force and effect.
3. **Authority of CATS to Execute Renewal Contract.** The parties note the authority of the undersigned representatives to execute the renewal contract, which was approved by the CATS Board of Commissioners at the regular scheduled meeting on December 15, 2020.

<hr/> William "Bill" Deville, CATS CEO	Date:	<hr/> Thomas Summerville, Vice President, Weiser Security Services, Inc.	Date:
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Baton Rouge, LA 70802
PHONE: 225.389.8920



CATS BOARD APPROVAL REQUEST:

Contract/P.O. Brown Claims Management
Date: December 15, 2020

Department requesting approval: Risk Management

Project Manager: Pearlina Thomas

Project/Contract: Claims Adjustment Services

Project/Contract Date(s): January 1, 2021 thru December 31, 2021

Renewal options (Yes/No): No, Extension allowing time to Rebid

If yes, what year/option:

Budgeted project (Yes/No): Yes

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

Project/Contract Summary: Extension allowing the preparation of a New RFP.

Purpose:

The purpose of this summary is to document the satisfactory Contract Performance by Brown Claims over the past years and to ensure the appropriate procurement procedures are taken in an effort to recommend a renewal and extension of this contract.

Background and Procurement Contract Awards:

Aug 2010 thru Aug 2015 - Original Contract: The Adjuster Claims Services contract was awarded to Brown Claims Services, Inc. through an RFP competitive process. CATS received five (5) proposals, and through an evaluation process, Brown Claims Management Group, LLC was selected as the contractor who best met CATS needs, price and otherwise. The original contract was effective for an initial term of three (3) years w/two (2) one-year renewal options available (or a total of 5 years) through August 2015.

Thomas Cating
Procurement Manager
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Aug 2015 to Aug 2016 - Contract Renewal & Extension: CATS assigned Project Manager determined that it was in the best interest of CATS to renew and extend the Brown Claims Services, Inc. contract for an additional one year thru August 2016. CATS allowed Brown Claims, in accordance with the original RFP, to apply the Consumer Price Index (CPI), which resulted in a slight price increase. The new prices were compared to the prices received in 2010 from the four (4) other proposals, and Brown Claims Management Group, LLC were still significantly lower. Although we advertised the original RFP to get competitive pricing, Louisiana Public Bid Law does not require service contracts to be competitively solicited. Federal procurement laws are not applicable because we do not use any federal money in this type of project. Therefore, CATS issued a contract renewal and extended the contract period through August 2016. (Refer to Table 1 below for Brown Claims price changes from 2010 thru 2018).

Aug 2016 to Aug 2017 - Contract Renewal & Extension: CATS assigned Project Manager once again determined that it was in the best interest of CATS to renew and extend the Brown Claims contract for another year through August 2017. Again the CPI was applied, which resulted in a slight increase again. The new prices were compared to the prices received in 2010 from the four (4) other proposals and Brown

Claims' prices were once again significantly lower. CATS issued a contract renewal and extended the contract period through August 2017. (Refer to Table 1 below for Brown Claims price changes from 2010 thru 2018).

Aug 2017 to Feb 2018 - Contract Renewal & Extension: The current CATS assigned Project Manager determined that it was in the best interest of CATS to renew and extend the contract for a six (6) month duration instead of one year. The six (6) month period was to allow the Project Manager to fully evaluate the performance of the contractor and enable him to make a determination if it was in the best interest of CATS to issue a new RFP for these services. Brown Claims was in agreement with this decision and was willing to renew at the same prices from the prior year and extend the contract through Feb 2018. (Refer to Table 1 below for Brown Claims price changes from 2010 thru 2018).

Feb 2018 to Feb 2019 - Contract Renewal & Extension: The current CATS assigned Project Manager and CAO determined that it was in the best interest of CATS to renew and extend the contract for a duration of one (1) year through February 2019. With this renewal, CATS allowed Brown Claims, in accordance with the original RFP, to apply the Consumer Price Index (CPI), which resulted in a slight price increase (1.35%) to the Adjuster Hourly Rate, the Clerical Hourly Rate and the File Origination Fee; all of the other services pricing remained the same in accordance with the original 2010 RFP pricing. The new

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prices were compared to the prices received in 2010 from the four (4) other proposals and Brown Claims Management Group, LLC was found to be lower than the second lowest proposer in the original 2010 RFP. The performance of the contractor was evaluated as satisfactory and the best interest of CATS to continue. Brown Claims Services was in agreement with this decision and extended the contract through Feb 2019. Brown Claims Services, Inc. also legally changed their name to Brown Claims Management Group, LLC. (Refer to Table 1 below for Brown Claims price changes from 2010 thru 2019 renewal).

Feb 2019 to Feb 2020 – Contract Renewal & Extension: The current CATS assigned Project Manager has determined that it is in the best interest of CATS to renew and extend the contract for a duration of one (1) year through February 2020. With this renewal, CATS has allowed Brown Claims, in accordance with the original RFP, to apply the Consumer Price Index (CPI), which will result in a slight price increase (2.23%) to the Adjuster Hourly Rate, the Clerical Hourly Rate and the File Origination Fee; all other services pricing will remain the same in accordance with the 2010 RFP pricing. The proposed renewal prices were again compared to the prices received in 2010 from the four (4) other proposals and Brown Claims Management Group, LLC's hourly Adjuster Rate was found to be 19.77% lower than the second lowest proposer in the original 2010 RFP. The performance of the contractor has been evaluated as satisfactory and in the best interest of CATS to continue. (Refer to Table 1 below for Brown Claims price changes from 2010 thru 2019 renewal).

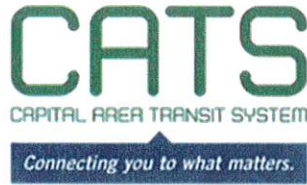
Feb 2020 to Dec 2020: It has been determined by CATS' Risk Management and Procurement Departments that it is in the best interest of the Agency, to remain in compliance with the competitive procurement recommendation of the Federal Transportation Authority, that a RFP for Third Party Administrator and Claims Adjuster Services be advertised before the end of the first quarter of 2021.

Project Manager Approval

Procurement Approval

Comptroller Approval

CEO Approval



Adjuster Claims Services

Capital Area Transit System
And
Brown Claims Management Group, LLC
(CONTRACT AMENDMENT #2 – Extended Period)
 December 15, 2020

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 **Brown Claims Management Group, LLC**, 9404 Interline Avenue, Baton Rouge, La 70809 (hereinafter also referred to as “Contractor”), to provide **Adjuster Claims Services for bus fleet liability and workers compensation claims**.

The purpose of this Amendment is to define the changes in the Contract and the reasons therefor, as specified herein. **CATS** and **Brown Claims Management Group, LLC** hereby AMEND their current contract to incorporate the following changes.

1. Extend Period of Performance twelve (12) months. The term shall now be for **January 1, 2021 and ending December 31, 2021**. Reference Purchase Order **#2019014**.

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

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> William “Bill” Deville, CEO Capital Area Transit System	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date:	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Steven L. Brown Brown Claims Management Group LLC	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Date:
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OPERATING AND CAPITAL BUDGET
FOR THE YEAR ENDING DECEMBER
31, 2021



Capital Area Transit System

Operating Budget

For the Year Ending December 31, 2021

Operating Revenues

Description	2021 Budget	2020 Budget	Dollar Variance
Operating Revenue			
Passenger Paid Fares	870,256	1,726,698	(856,442)
Special Transit Fares (Contract)	82,002	243,330	(161,328)
ADA/Paratransit Revenue	59,041	117,144	(58,103)
Advertising Revenue	476,009	540,000	(63,991)
Interest Income	56,969	163,453	(106,484)
Other Agency Revenue	227,399	140,012	87,387
Total CATS Generated	1,771,676	2,930,637	(1,158,961)
Non Federal Revenue			
Hotel/Motel Tax	899,505	1,224,264	(324,759)
Parish Transportation Fund	550,000	550,000	0
Property Tax Revenue	17,600,000	17,780,000	(180,000)
Total Non Federal	19,049,505	19,554,264	(504,759)
Federal Operating Subsidies			
FTA - Preventive Maintenance	7,351,099	6,189,898	1,161,201
FTA - Project Administration	320,000	0	320,000
FTA - Planning	686,000	100,000	586,000
FTA - JARC/New Freedom	0	131,085	(131,085)
Total Federal Operating	8,357,099	6,420,983	1,936,116
Total Operating Revenues	29,178,280	28,905,884	272,396
FTA - Capital Projects	5,300,000	3,106,386	2,193,614
TOTAL SOURCES OF REVENUE	34,478,280	32,012,270	2,466,010

Budget Assumptions:

*Governor's Phases 3 Reopening Continues throughout 2021 (Alternative budgets for reduced services/operations under consideration should pandemic re-occur)

*Revenues does not account for potential 2021 federal legislation for CARES 3 or HERO bill approval by Congress

*Capital Budget accounts for 2021 ramping up of CATS 5 Year Capital Budget due to 2021 available federal grant funding

*2021 Operating Budget \$29,178,280

*2021 Capital Budget \$5,300,000

Capital Area Transit System

Operating Budget

For the Year Ending December 31, 2021

Operating Expenses

Description	2021	2020	Dollar
	Budget	Budget	Variance
Operating Expenses			
Labor	11,329,365	11,653,980	(324,615)
Fringe Benefits	6,382,219	6,939,752	(557,533)
Labor and Fringe Benefits	17,711,584	18,593,732	(882,148)
Casualty and Liability	1,547,000	1,805,525	(258,525)
Services & Capital Expenses	2,804,718	1,917,114	887,604
Purchased Transportation	1,950,000	2,408,825	(458,825)
Materials & Supplies	3,645,000	2,926,174	718,826
Utilities	175,000	291,200	(116,200)
Miscellaneous Expenses	1,250,040	792,020	458,020
Leases and Rentals	94,938	171,294	(76,356)
Total Operating Expenses	29,178,280	28,905,884	272,396
FTA - Capital Projects	5,300,000	3,106,386	2,193,614
TOTAL Operating/Planning/Capital	34,478,280	32,012,270	2,466,010
NET BALANCE (+/-)	0.00	0.00	

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CONTACT

Bill Deville
Chief Executive Officer
bdeville@brcats.com

CY2021 Capital Area Transit System Budget Proposal

Although we project to finish the current year below the 2020 operational expense budget by nearly 5 percent, there are several items that we wanted to address and properly keep everyone apprised. As a result of the pandemic, COVID-19 has brought upon both new challenges and opportunities that will be addressed as we present the 2021 Budget. The following budget statement anticipates CATS continuing with its “Lifeline” service with incremental service improvements in service anticipated during 2021.

CATS 2021 Budget Operating Revenues consists of three major components: Direct Operating Revenues, Non-Operating (Non-Federal) Revenues, and Federal Operating Revenue Subsidies (Grants). Total 2021 Operating Revenues amount to \$29,178,280. Capital grants and match revenue outlay for 2021 are projected at \$5,300,000. Total Operating and Capital Budget combined amount to \$34,478,280 for 2021.

CATS 2021 Budgeted Operating Expenses amount to \$29,178,280. CATS Capital Outlay for 2021 is projected to be \$5,300,000. Total Operating and Capital Budget expenditures are expected to total \$34,478,280, providing a “balanced budget” as required by state law.

CATS CY2021 Budget, as presented, represents a stand-still “baseline” operating budget anticipating operating revenues to be reduced by nearly 50% - Covid impact projected. This revenue gap is made up primarily with a combination of FTA 5307 grant and Property Millage revenues. Staff, and the general consensus among regional peer transit agencies, believes *that CATS may need to revise its CY2021 budget by the end of the first quarter of 2021 ...if the Covid condition worsens* (in which case, furloughs/layoffs may considered to occur going forward) as further reductions in service may be required.

The condition just described is our worst case scenario whereby the expected funding via **the Congressional HEROS Act (CARES 3) legislation is not included in this 2021 budget.**

If the HEROS Act is passed by Congress in 2021, then CATS will be seeking to revise its 2021 Budget to reflect the anticipated date/time the HEROS Act/Funding amount and availability takes effect. CATS staff will then come back to the board to present a revised budget for 2021. Please note, in spite of delays caused by the Covid Pandemic through most of 2020, CATS will resume moving forward with its Capital programs and projects to the tune of **capital outlays totaling about \$5.3 million for 2021.**

Those Capital programs and projects include plans for:

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CONTACT



- Enterprise Resource Planning software system.
- Fleet replacement.
- Bus stop shelters
- BRT Planning
- On Call support services
- 2250 OAM Facility and Transfer Center Assessments

Regarding CATS current 2020 Budget:

It should be noted that **no budget amendment was warranted for the current 2020 budget.** Expenses did not increase, nor did the loss of revenues exceed ten percent. To the contrary, the **CARES ACT actually filled the gap where there was a loss in revenues for 2020, or where additional expenditures were required...**even allowing CATS to replace, to some extent, badly needed cash reserves depleted in earlier lean years.

It should be noted that the Federal CARES Act, while approved by Congress in late March, 2020, was retroactive to January, 2020, and allowed 100% grant funding with no match required because of the world wide pandemic crisis...Transit Agencies were encouraged to use CARES funding first.

While there is a great need for CATS to continue working hard and smart in seeking more funds from its usual more reliable funding sources, there is also a need in obtaining new sources of revenue to help fund CATS long term Capital Investment Improvement Plan. It can be said, however, the influx of cash provided by the CARES Act was material and timely. CATS was able to move and reallocate property millage tax and some other revenues (about \$14 million) into cash reserves for the following:

- Shortage from operational revenues due to COVID
- Insurance claims & litigation reserves
- Operational contingency reserve
- Replenish restricted cash reserves used prior years
- Future capital improvement/grants match

CONCLUSION – Management respectfully requests board approval 2021 Budget, anticipating a possible return upon completing 2021 first quarter.

NOVEMBER 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	2,177	297	263	Free service	Free service	Free service	2,737	\$0.00
10	Scenic Hwy / Southern University	1,789	196	169	Free service	Free service	Free service	2,154	\$0.00
11	Northside Circulator	3,669	439	107	Free service	Free service	Free service	4,215	\$0.00
12	Government St / Jefferson Hwy	2,589	526	350	Free service	Free service	Free service	3,465	\$0.00
14	Thomas Delpit Dr / Roosevelt St	2,690	329	297	Free service	Free service	Free service	3,316	\$0.00
15	Glen Oaks / Blount Rd / Crestworth	1,697	234	204	Free service	Free service	Free service	2,135	\$0.00
16	Capitol Park Shuttle	No service	No service	No service	No service	No service	No service	0	\$0.00
17	Perkins Rd	2,896	684	401	Free service	Free service	Free service	3,981	\$0.00
18	Cortana Transit Center / Tigerland	1,982	118	411	Free service	Free service	Free service	2,511	\$0.00
20	N. Acadian Thwy	5,878	884	914	Free service	Free service	Free service	7,676	\$0.00
21	Fairfields Ave	4,189	503	657	Free service	Free service	Free service	5,349	\$0.00
22	Winbourne Ave	3,946	567	392	Free service	Free service	Free service	4,905	\$0.00
23	Foster Dr	1,654	207	150	Free service	Free service	Free service	2,011	\$0.00
41	Plank Rd	6,185	827	136	Free service	Free service	Free service	7,148	\$0.00
44	Florida Blvd	8,372	968	1,055	Free service	Free service	Free service	10,395	\$0.00
46	Cortana Transit Center / L'auberge Casino & Hotel	2,929	319	373	Free service	Free service	Free service	3,621	\$0.00
47	Highland Rd / LSU	7,521	1,366	700	Free service	Free service	Free service	9,587	\$0.00
54	N. Airline Hwy / Southern University	3,779	435	338	Free service	Free service	Free service	4,552	\$0.00
57	Sherwood Forest Blvd / Greenwell Springs Rd / Siegen Ln	4,762	1,004	533	Free service	Free service	Free service	6,299	\$0.00
58	Coursey Blvd / O'Neal Ln / Ochsner	3,867	325	398	Free service	Free service	Free service	4,590	\$0.00
59	East Florida Blvd / O'Neal Ln / Ochsner	2,865	273	314	Free service	Free service	Free service	3,452	\$0.00
60	Medical Circulator	519	66	13	Free service	Free service	Free service	598	\$0.00
70	CATS Terminal / Southern University / Baker	2,077	269	187	Free service	Free service	Free service	2,533	\$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		78,032	10,836	8,362	\$0.00	\$0.00	\$0.00	97,230	\$0.00

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

ROUTE NUMBER	ROUTE NAME	January	February	March	April	May	June	July	August	September	October	November	December	Total
8	Gus Young Ave / BRCC	2,795	3,253	2,275	1,896	2,358	2,579	2,661	2,764	2,332	2,920	2,737		28,570
10	Scenic Hwy / Southern University	7,425	7,648	5,623	1,999	1,718	1,886	1,908	2,098	2,325	3,121	2,154		37,905
11	Northside Circulator	3,640	4,092	2,922	2,774	3,241	3,578	3,642	3,744	4,264	5,244	4,215		41,356
12	Government St / Jefferson Hwy	7,328	6,667	5,944	2,022	2,932	3,538	3,058	4,275	3,750	3,908	3,465		46,887
14	Thomas Delpit Dr / Roosevelt St	5,404	4,355	4,469	2,625	2,798	3,212	3,188	3,375	3,855	4,025	3,316		40,622
15	Glen Oaks / Blount Rd / Crestworth	2,874	2,522	2,039	1,553	1,966	2,268	1,701	1,852	2,153	2,480	2,135		23,543
16	Capitol Park Shuttle	85	107	12	3	0	0	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	5,117	3,981		63,716
18	Cortana Transit Center / Tigerland	8,013	7,100	5,590	2,998	2,851	3,087	2,894	3,281	3,484	2,816	2,511		44,625
20	N. Acadian Thwy	9,843	8,830	7,238	4,510	5,167	5,816	5,126	6,074	6,362	9,265	7,676		75,907
21	Fairfields Ave	7,667	7,121	5,184	4,441	4,987	5,149	5,344	5,524	6,097	6,256	5,349		63,119
22	Winbourne Ave	7,597	8,082	6,264	2,753	3,271	3,637	3,676	4,498	5,119	5,238	4,905		55,040
23	Foster Dr	4,980	4,166	3,549	1,996	1,747	1,746	2,375	2,025	2,143	1,677	2,011		28,415
41	Plank Rd	20,580	18,950	13,993	7,906	8,317	8,597	9,217	9,221	9,427	8,121	7,148		121,477
44	Florida Blvd	27,321	26,347	21,148	12,002	14,032	14,837	13,940	14,991	15,402	13,230	10,395		183,645
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	3,968	3,621		48,737
47	Highland Rd / LSU	25,105	24,055	17,072	7,187	7,955	9,112	9,316	9,778	10,696	10,136	9,587		139,999
54	N. Airline Hwy / Southern University	11,603	10,692	8,345	3,876	4,051	3,919	3,890	4,232	4,480	5,185	4,552		64,825
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	8,767	6,299		100,452
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	5,033	4,590		46,979
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	3,609	3,452		40,726
60	Medical Circulator	1,304	969	706	411	726	663	587	686	867	795	598		8,312
70	CATS Terminal / Southern University / Baker	4,647	4,323	3,999	2,302	2,063	2,658	2,552	2,399	2,799	3,119	2,533		33,394
72	Florida Blvd LIMITED	5,612	4,537	4,232	298	0	0	0	0	0	0	0		14,679
80	Southern University Shuttle	833	1,628	1,015	0	0	0	0	0	0	0	0		3,476

LSU	Tiger Trails (operated by First Transit)	94,927	123,276	68,559	0	0	2,213	3,767	9,334	26,608	24,768	20,194		373,646
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TOTAL UNLINKED TRIPS		303,737	320,427	222,120	80,458	90,485	102,628	101,133	115,038	138,011	138,798	117,424	0	1,730,259
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	January	February	March	April	May	June	July	August	September	October	November	December	Total
Number of Weekdays	21	19	22	21	20	22	23	21	21	22	19		231
Number of Saturdays	4	5	4	4	5	4	3	5	4	5	4		47
Number of Sundays	6	5	5	5	6	4	5	5	5	4	7		57
Emergency Days	0	0	0	0	0	0	0	0	0	0	0		0
Total days	31	29	31	30	31	30	31	31	30	31	30		335
Holiday(s)	New Years Day	Mardi Gras		Good Friday	Memorial Day		Independence Day		Labor Day		Veterans Day		
	Martin Luther King Jr Day			Lifeline Service							Thanksgiving Day		

NOVEMBER 2020 COMPARED TONOVEMBER 2019

#	ROUTE NAME	2020		2019		DIFFERENCE	
		RIDERSHIP	REVENUE	RIDERSHIP	REVENUE	RIDERSHIP	REVENUE
8	Gus Young Ave / BRCC	2,737	\$ -	3,331	\$ 1,398.71	-594	\$ (1,398.71)
10	Scenic Hwy / Southern University	2,154	\$ -	7,072	\$ 3,360.37	-4,918	\$ (3,360.37)
11	Northside Circulator / 72nd Ave / Scotlandville	4,215	\$ -	3,461	\$ 2,500.45	754	\$ (2,500.45)
12	Government St / Jefferson Hwy	3,465	\$ -	6,518	\$ 2,825.13	-3,053	\$ (2,825.13)
14	Thomas Delpit Dr / Roosevelt St	3,316	\$ -	5,165	\$ 2,639.76	-1,849	\$ (2,639.76)
15	Blount Rd / Crestworth (began service 02/24/2019)	2,135	\$ -	2,054	\$ 1,472.62	81	\$ (1,472.62)
16	Capitol Park Shuttle	0	Free service	38	Free service	-38	\$ -
17	Perkins Rd	3,981	\$ -	10,369	\$ 5,550.36	-6,388	\$ (5,550.36)
18	Tigerland / Cortana Mall	2,511	\$ -	7,266	\$ 4,144.16	-4,755	\$ (4,144.16)
20	North Acadian Thwy	7,676	\$ -	8,354	\$ 4,863.81	-678	\$ (4,863.81)
21	Fairfields Ave	5,349	\$ -	8,112	\$ 4,347.85	-2,763	\$ (4,347.85)
22	Winbourne Ave	4,905	\$ -	7,715	\$ 4,435.86	-2,810	\$ (4,435.86)
23	Foster Dr	2,011	\$ -	4,360	\$ 2,673.45	-2,349	\$ (2,673.45)
41	Plank Rd	7,148	\$ -	19,291	\$ 10,784.14	-12,143	\$ (10,784.14)
44	Florida Blvd	10,395	\$ -	26,406	\$ 12,481.18	-16,011	\$ (12,481.18)
46	Gardere / OLOL / L'auberge (ended service 02/23/2019)	0	\$ -	0	\$ -	0	\$ -
46	Cortana / Gardere / L'auberge (began service 02/24/2019)	3621	\$ -	6,875	\$ 4,732.25	-3,254	\$ (4,732.25)
47	Highland Rd / LSU	9,587	\$ -	24,202	\$ 12,388.68	-14,615	\$ (12,388.68)
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	4,552	\$ -	11,289	\$ 6,829.86	-6,737	\$ (6,829.86)
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	6,299	\$ -	15,816	\$ 11,165.40	-9,517	\$ (11,165.40)
58	Coursey Blvd / O'Neal Ln / Ochsner	4,590	\$ -	5,106	\$ 2,973.44	-516	\$ (2,973.44)
59	East Florida Blvd / O'Neal Ln / Ochsner	3,452	\$ -	4,987	\$ 3,533.94	-1,535	\$ (3,533.94)
60	Medical Circulator	598	\$ -	1,035	\$ 520.09	-437	\$ (520.09)
70	CATS Terminal / Southern University / Baker	2,533	\$ -	4,770	\$ 3,193.07	-2,237	\$ (3,193.07)
72	Florida Blvd Limited Stops	0	\$ -	5,612	\$ 2,159.81	-5,612	\$ (2,159.81)
80	Southern University Shuttle	0	Free service	1,375	Free service	-1,375	\$ -
103	Airport / Downtown Express (ended service 02/23/2019)	0	\$ -	0	\$ -	0	\$ -

TOTAL PASSENGERS & REVENUE	97,230	\$ -	200,579	\$ 110,974.39	-103,349	-\$ 110,974.39
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CATS Procurement Listing for CATS Board

**December 15
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
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.

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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.
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 01/01/21 03/01/2020 Renewal: 3/1/19	Extension until 12/31/21 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	12/15/20 Requesting extension until 12/31/21. New RFP to be developed. 06/23/20 Board Approved to extend. Period Extension thru 12/31/20 allowing time to formulate <u>new RFP</u> . 3/11/2020- Contract signed and mailed to vendor for extension. 9/9/16 – Contract renewal finalized. 8/30/16 – CATS Board approved renewal of contract. 8/11/16.
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								

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
Financing Bus Finance Lease /Purchase (10 Gillig Buses)	Bus financing for 7 years through 2024	Banc of America Public Capital Corp (Scottsdale, AZ)	Finance 10 Gillig Diesel Buses for 7 years.	04/17	10/24	3/21/17	Capital Bus Lease/Purchase Finance 10 Gillig Buses Pay over 7 year period. Total Cost: \$4,217,800 2 payments of \$328,137 per year = \$656,273 per yr	3/21/17 – Board approved financing of 10 Gillig buses. 3/16/17 - F&E approved item to move to full board for approval. Financing is for 10 Gillig Buses. 2/8/17 – RFP solicited to multiple financial institutions. Proposals due back 3/2/17. Inquiries due here by 2/20/17 with our responses out via Addendum on 2/23/17.
Fuel Diesel and Gasoline <i>Joint C-P & CATS Contract</i> 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.

CATS Procurement Listing for CATS Board

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Generators-Procurement	Materials State Contract	ARRCO Power Systems	\$92,117	Delivery expected 08/17/20	Generators 08/31/20 350 Donmoor 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.
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.
Legal Services Employment Law	Services	Breazeale, Saches & Wilson, LLP	\$125,000	04/08/20	04/08/21		Legal Services relating to Employment and Labor Matters. PO2020177	11/17/20 Board Approved Contract increase by \$75,000. 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

CATS Procurement Listing for CATS Board

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								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
O								
Oil Products	Materials ITB	Lard Oil (\$70,045.00)	\$70,045	1/1/2021	12/31/21		Antifreeze, Synthetic Transmission fluid and Diesel Exhaust Fluid	For Board Approval. Prior year vendor is being replaced.
		Central Oil (\$36,204.00)	\$36,204	1/01/21	12/31/21	NA	Gear Oil, Motor Oil and Wheel Grease	12/01/20 – Bid Opening. Provided here for the Boards information since this went out in one Invitation to Bid but awarded to 2 different vendors based on the lowest bid for specific products.
On-Call Services RFP PR # 2019-On-CallServices-	Consulting	The Goodman Corporation	\$160,000	08/01/20	07/31/21	07/21/20	TO 001 Sub-Area Planning approach for transit options	Task order 001 issued for \$160,000..Board Approved up to \$160,000. This task includes technical analysis, public outreach, alternatives, and implementation plan for micro-transit service.
On-Call Services RFP PR # 2019-On-CallServices-	Consulting	Atlas Technical Consultants	\$354,770	08/03/20	12/31/20	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 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	0721/21	10/20/20	TO 002 Rider, Non-Rider Transit Stakeholder Surveys	10/20/20 Approved by Board. Task Order 002 issued 10/28/20.

CATS Procurement Listing for CATS Board

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2020**

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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	11/17/20 Board did not make a motion to provide a temporary Rate Adjustment. 2/20/18 – Board approved award to MV. 1/16/18 – Board deferred until Feb Board meeting. 1/12/18– F&E meeting Based on the Proposal Evaluation Committee results; CATS recommends an award of contract to MV Transportation as CATS paratransit services contractor.
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.	12/15/20 Requesting Board Approval to extend for 1 year starting 01/01/21. 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.
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.

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
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 \$204,800 per year \$600,000 (est cost for 3 years) -----	9/01/20	1 st of 2 on 1 options 8/31/21	08/18/20	Tire lease for buses	08/18/20 Board Approved to exercise 1 st of 2 one year options. Extended thru 8/31/21. Estimated \$204,800 for 1 year. 1/24/2020- Order has been placed. 1/21/2020- Board approved. 1/10/20- Submit Board approval request.
Technical Innovation Services	Service	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.
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.

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Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
Vehicles Electric Buses (3) (35ft) w/Extended Battery Range and install 3 electric charging stations	Rolling Stock	BYD America 3 Electric Buses and install 3 electric charging stations	Final Order 3 buses no Chargers \$2,296,240 Bid Price for 3 buses and 3 charging stations \$2,381,245 Approx unit cost for one bus and one charging station \$791,748	12/20/2020 3 rd Order 12/20/2019 – 2 nd order 01/16/18	12/31/23 3 rd Order 12/20/20 – 2 nd order 01/16/23 Contract can be used for the next 5 years from the date of award	11/17/20 12/17/2019 Board Approved 1/16/18 PO Issued on 3/7/18. Delivery to be by Feb 22, 2019	Allows for up to 9 buses, 35 foot w/extended battery range and install in-house charging stations. 3 separate orders of 3.	PO Issued for 3 rd and final order. 11/17/20 Board Approved request for 3 rd order for 3 buses. 3 rd Order Deliver anticipated in 2023. 12/20/19 – 2 nd order for 3 buses-Board Approved and buses ordered expected to arrive by 12/20. 1/16/18 – Board approved award to BYD for 1 st order of 03 buses. 1/12/18 - F&E meeting – CATS recommended an award of contract for the purchase of 3 electric 35 foot buses to the lowest priced and responsive bid submitted by BYD. F&E voted to move the item to full board for approval. CATS Received bids from BYD, New Flyer and Proterra.
Vehicles 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	12/10/20 CATS is determining whether additional buses should be purchased before this agreement expires in early 2021. 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.
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	Delivered 11/30/20. 6/23/20 Board Approved. Cares Act Funded.

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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.	Vehicles are ready for pick-up as of early December. Order placed 09/23/20 with a 90 day delivery promised. Grant available for these replacement units
Vehicles 3-Electric Buses - Lease for 2 years	Rolling Stock	BYD America	\$375,000	02/01/21	1/31/23		24 mo lease for BYD 30 ft buses.	12/15/2020 Board Request to lease 30 ft buses to resume services downtown. These buses can be charged with CATS' existing charging stations and are similar in most aspects to our existing Electric Fleet. Grant funds are available to assist in paying these leases.
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.

2020 Contracts Authorized by CATS CEO

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

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December 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 delivered Covid-19 testing stations 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