



**REGULAR MEETING
OF THE
BOARD OF COMMISSIONERS
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
April 20, 2021
4:30 p.m.
CATS Administrative Building & Virtual
350 North Donmoor
Baton Rouge, Louisiana 70806**

AGENDA

- I. CALL TO ORDER: Ms. Erika Green**
- II. ROLL CALL: Mr. Theo Richards**
- III. APPROVAL OF MINUTES OF MARCH 16, 2021 MEETING: Ms. Erika Green**
- IV. APPROVAL OF MINUTES OF MARCH 30, 2021 RETREAT: Ms. Erika Green**
- V. PRESIDENT’S ANNOUNCEMENTS: Ms. Erika Green**
- VI. ADMINISTRATIVE MATTERS**
 - 1. Executive and Financial Report: Mr. Bill Deville and Executive Staff**
- VII. COMMITTEE REPORTS AND ANY ACTION THEREON**
 - 1. Finance & Executive: Ms. Erika Green**
 - 2. Technical, Policies & Practices: Dr. Peter Breaux (no meeting held)**
 - 3. Audit: Mr. Kahli Cohran (no meeting held)**
 - 4. Planning: Mr. Kevin O’Gorman (no meeting held)**
 - 5. Community Relations: Ms. Linda Perkins**
- IX. ACTION ITEMS**
 - 1. Consideration of approval to dispose of surplus vehicles**
 - 2. Consideration of renewal of automated fuels and oils dispensing services contract with Mansfield Oil Company of Gainesville, Inc.**

3. **Consideration of authorization to enter a new legal services contract with Breazeale, Sachse & Wilson, LLP (This matter might possibly be discussed in Executive Session. As required by the Open Meeting Law, this notice is hereby given that an open meeting would have a detrimental effect on pending litigation/employment arbitrations and negotiations with respect to the collective bargaining agreement.)**

X. ADJOURNMENT

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

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



CAPITAL AREA TRANSIT SYSTEM

Connecting you to what matters.

**MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
MARCH 16, 2021
4:30 p.m.**

**Virtually and at the
CATS Administrative Building
350 North Donmoor
Baton Rouge, LA 70806**

MINUTES

I. CALL TO ORDER: Ms. Erika Green

Ms. Green called the meeting to order.

II. ROLL CALL: Ms. Amie McNaylor

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

III. APPROVAL OF MINUTES OF FEBRUARY 23, 2021 MEETING: Ms. Erika Green

Ms. Green moved to approve the minutes of the February 23, 2021 meeting and Mr. Bellue seconded the motion. Ms. Green invited public comment and there was none. The motion carried unanimously with no abstentions.

IV. PRESIDENT’S ANNOUNCEMENTS: Ms. Erika Green

Ms. Green noted that board meetings would be hybrid moving forward.

Mr. Deedrick Moore was introduced as the new general counsel for the agency.

Ashley Mitchell has been hired as the new Human Resources Director, pending applicable tests and screenings.

V. ADMINISTRATIVE MATTERS

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

Mr. Deville let the board know that the governor announced that the state has moved into Phase 3 and this will be in effect until at least March 31st. Now that the state has moved into Phase 3, CATS will plan to resume fare collections and will also modify capacity limits, but only after providing the riding public a 30-day advance notice, and only after all safety protocols have been taken.

Ms. Williams noted that there are currently 137 total operators. There are 118 active operators. There are 19 inactive operators who are out for various reasons.

The February Operations challenge winners were Shelia Bennett, Terrica Tanner, Sheker Gipson, Re'ena Byrd, and Tabatha Armwood.

The February Maintenance challenge winner for productivity was Paul Robertson.

The February Customer Service challenge winner for least abandoned calls was Agnes Brown.

Ms. Williams let the members know that ridership for February was 84,605. The on-time performance for the month was 77.15%. The percentage of trips operated in February was 98.64%. The agency operated 166,402 miles, which is indicative of the service provided. There were 3.6 preventable accidents per 100,000 miles in February, and there were 5,200 mean miles between road calls.

There was a question of how many operators are needed to be at full capacity and it was noted that CATS needs 84 operators for the current service levels. 118 will be needed when the new service takes effect on March 28th.

Ms. Soileau noted that the service change will take place on March 28th.

The RFP for the Baker Transit Center closed and the submissions are being reviewed. CATS staff is involved in the review process and it is anticipated that a recommendation will go to the MPO TAC/TPC meeting in March.

CRPC is beginning their Metropolitan Transportation Plan update as required, and CATS is beginning the discussion regarding regional transit relevant to CRPC's plan.

Ms. Thomas noted that CATS had 16 employees from various departments complete Human Resources, Supervision, and Emotional Intelligence Training.

There will be training on March 12th with Pierlott & Associates for FTA Civil Rights and Disadvantaged Business Enterprise (DBE).

CATS continues to work with BRCC to advance the partnership to offer more professional advancement opportunities to CATS employees.

The two-way messaging service with Hitachi is expected to have go-live of Phase 1 in 90 days. Phase 1 includes development of a QR code posted at high-frequency stops that will allow customers to text and receive bus schedule information.

CATS is working with Acumen Building Enterprise and the FTA to scale the scope of the COVID-19 Mitigation Research Grant.

CATS employees have multiple options available to get the COVID-19 vaccination.

Mr. Deville stated that the search for a new Human Resources Director has concluded and an offer has been accepted, pending background checks, drug testing, etc.

Board member Laurence Lambert connected staff with Uber leadership interested in the agency's on-demand services. They have added CATS to its national program of assisting CATS with getting citizens to vaccination sites.

CATS, with the assistance of Mr. Lambert and Program Manager Jonathan Charbonnet of Atlas Technical, met with Amazon project management representatives for the Cortana Distribution Center. There was discussion concerning how CATS can best serve their employee transportation needs and also coordinate traffic flow around the center.

CATS and the Baton Rouge Center for Visual and Performing Arts School unveiled the winning art from the "Love Louisiana" contest that was held with their fourth and fifth grade students. The winning

artwork is now wrapped on two buses, the second place winner has their artwork in 10 shelters, and all submissions were made into interior bus ads.

Mr. Cutrone presented the February financials and noted that the total current assets as of February 28, 2021, are \$42,145,311. The total assets are \$65,648,201. The total current liabilities are \$18,811,866 and the total liabilities are \$21,698,940. The total net assets are \$43,949,262. The total liabilities and net assets are \$65,648,201.

The total operating expenses for the month of February are \$1,816,056.

The total CATS-generated operating revenues for the month as of February 28, 2021, are \$76,771. The total non-federal subsidies for the month are \$1,599,856 and the total federal subsidies are \$685,495.

The total operating revenues as of February 28, 2021 are \$2,361,852.

The net operations balance for the month as of February 28, 2021, is a surplus of \$316,645. The net operations balance for the year is a deficit of (\$289,567).

VI. COMMITTEE REPORTS AND ANY ACTION THEREON

1. Finance and Executive: Ms. Erika Green

Ms. Green referred the members to the minutes of the March 11th meeting in their packets. She reviewed the highlights and noted that the committee recommended all items to be approved by the full board.

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

Dr. Breaux noted that the committee did not meet.

3. Audit: Mr. Cohran

Ms. Green noted that the committee did not meet. She shared that Mr. Cohran has agreed to remain as acting Treasurer until one is elected.

4. Planning: Mr. Kevin O’Gorman

Mr. O’Gorman referred the members to the minutes of the March 5th meeting in their packets. He noted that the committee received updates on the Capital Improvement Plan, the Strategic Plan, service changes, and transit center updates.

5. Community Relations: Ms. Linda Perkins

Ms. Perkins referred the members to the minutes of the March 10th meeting in their packets. She reviewed the highlights and noted that Leslie Barnes is the new General Manager for MV. Ms. Perkins thanked Ms. Serena Thomas for her service.

Ms. Barnes shared that there were 3,569 scheduled trips for February. There was one complaint, and there were zero road calls for the month.

On-time performance for the month was 85%.

VII. ACTION ITEMS

1. Consideration of approval to purchase five support vehicles

Mr. Godwin noted that staff came to the board in 2020 to purchase five support vehicles and this request is for the other five. These new vehicles are replacing Street Supervisor vehicles that have surpassed their useful life.

Ms. Perkins moved that the CEO is authorized to purchase five Chevrolet Traverse support vehicles from state contract at a cost not to exceed \$124,832.00 and Mr. Hill seconded the motion. Ms. Green invited public comment and there was none. The motion passed unanimously with no abstentions.

2. Consideration of approval of MV Transportation equitable adjustment request

Ms. Thomas and Mr. Hoover of MV explained that the adjustment was necessary to offset revenue losses in 2020.

It was noted that CATS and MV met with all board members as well as Baker Mayor Darnell Waites.

The equitable adjustment will be retroactive to January 2020 and will last potentially through April 2021.

There were two MV representatives on hand to answer questions and there was lengthy discussion regarding request.

It was noted that the contract does allow for an adjustment if there is a five percent or greater variance, and this is more than a five percent variance.

\$171,000.00 will cover the revenue loss for 202 only; it does not cover any losses in 2021.

It was noted that the request letter that was incorrect at the F&E meeting had not been corrected and still reflected an inaccurate amount requested; the correct amount is \$171,000.00.

Ms. Perkins moved that the equitable adjustment request by MV Transportation be approved at a cost not to exceed \$171,000 and to be effective from January through December 2020. Ms. Green seconded the motion. Ms. Green invited public comment and there was none. Ms. Pierre abstained. The motion carried.

3. Consideration of renewal of MV Transportation paratransit services contract

Ms. Thomas noted that MV is requesting to exercise the first of the two renewal options in the paratransit services contract. MV is requesting that a sliding scale be put in place in the event there are events in the future that lead to revenue losses.

The contract is a three year contract with two, one-year renewal options.

CATS got a letter from MV requesting that the renewal option be exercised as was required in the contract.

Mr. Cohran moved that the paratransit services contract with MV Transportation be renewed for a period of one year and Ms. Perkins seconded the motion. Ms. Green invited public comment and there was none. The motion carried unanimously with no abstentions.

4. Consideration of authorization to negotiate and enter into a contract with Acumen Building Enterprise for contactless fare payment solution

Ms. Thomas noted that this project is the result of the COVID-19 Mitigation Grant award. CATS will be working on a contactless fare payment solution.

The first phase will be cards and it will eventually transition to mobile phone accessibility.

Acumen has both the hardware and the software to implement the program.

The grant is for \$337,000 and it is a 100% grant.

This was presented as a large-scale project to the FTA and CATS is working to scale the project to something the agency can afford with the grant money. Things are still being negotiated.

The cost for the project is not to exceed \$300,000.

There was an inquiry as to the timeline for the implementation and Ms. Thomas indicated the agency is looking to move into implementation in 90 days. The hope is to have this project coincide with the Hitachi project implementation.

There was an inquiry as to whether or not there is additional funding and Ms. Thomas indicated the grant money is the only funding at this time. CATS is looking for other funding opportunities and the project will have funding opportunities built into it.

It was asked if this project is part of the Capital Improvement Plan and it was noted that this is not in the CIP. There were requests to have details to include in the CIP but information was not provided. It was noted that the Hitachi project is also not included in the CIP.

There was an inquiry as to how the \$300,000 becomes sustainable without additional funding. Ms. Thomas indicated no additional funding would be required and Acumen will train CATS staff.

It was noted that CATS is trying to outfit every bus that is possible but not all will be covered, according to an Acumen representative.

It was noted that there would be additional service cost agreement required but Acumen is trying to work within the agency's budget.

Board members stressed that they needed assurance that the agency can afford the project once the grant funds are expended. It was noted that there will be recurring fees for the project.

It was noted that Acumen is working to deliver a turn-key product to CATS.

There was an inquiry as to the timeframe to get this project underway in conjunction with the other project and it was stated that it is too preliminary to give a timeframe; everything will be outlined in a Notice to Proceed letter.

Mr. Cohran stated that this seems to have been handled in a backwards manner and that the agency should know that it is getting before bids are solicited. He inquired as to why an estimate could not be provided beforehand and it was noted that there is not much that can be done without the Notice to Proceed letter.

Mr. Cohran indicated he was clear why the board needed to give approval in order for staff to get estimates.

Ms. Green inquired if this was Acumen's first such project and it was noted that a similar project took place in Arizona and the documents that will be provided will contain the information.

Mr. Lambert indicated he did not want to take action as there are many questions unanswered.

Mr. Lambert moved that the item be deferred and Ms. Pierre seconded the motion. Ms. Green invited public comment and there was none. The motion carried unanimously with no abstentions.

Ms. Pierre requested that the board be provided a breakdown of cost, deliverables, etc. and whether or not the grant was a match grant. She requested a document showing what the amount of the grant is, what amount will be needed in the future, etc.

Ms. Pierre requested a timeframe to get the requested documents and it was noted that the board would receive them in 7-10 days.

Ms. Green noted that items should not be placed on the agenda until all documents relative to the item have been received by the board.

5. Consideration of approval of CATS Disadvantaged Business Enterprise (DBE) goal

Ms. Thomas shared that staff has been working with Pierlott & Associates to develop the DBE goal that will be effective for projects from October 2020 through September 2023.

The DBE goal is 11%, with 5% being race neutral and 6% being race conscious.

It was noted that the goal may be adjusted during this period.

The goal is established based on an FTA formula and work CATS is projected to undertake during this time period.

There was discussion of the particulars of the DBE program and ways the agency can conduct outreach to companies to encourage participation.

Ms. Green moved that the CATS DBE goal of 11% be approved and Mr. Hill seconded the motion. Ms. Green invited public comment and there was none. The motion passed unanimously with no abstentions.

6. Consideration of adoption of CATS Strategic Plan

Ms. Soileau noted that the plan has been presented to the Planning Committee and the full board was invited to provide feedback. The suggestions from the Planning Committee have been incorporated and the Planning Committee, though it did not have quorum, recommended unofficially that the plan be sent to the full board for adoption. The F&E Committee did unanimously recommend the plan be adopted.

Mr. Lambert moved that the Strategic Plan be adopted and Ms. Green seconded the motion. Ms. Green invited public comment and there was none. The motion carried unanimously with no abstentions.

VIII. ADJOURNMENT

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



CAPITAL AREA TRANSIT SYSTEM

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**MEETING OF THE
BOARD OF COMMISSIONERS OF
CAPITAL AREA TRANSIT SYSTEM
AND
PUBLIC TRANSPORTATION COMMISSION
MARCH 30, 2021
4:30 p.m.
BREC Administration Building
Baton Rouge, LA 70806**

MINUTES

I. CALL TO ORDER AND WELCOME: Mr. Clay Young

Mr. Young welcomed those assembled and 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 Mss. Green, Perkins, and Pierre. Also present were Mr. Bill Deville, CEO; and other CATS staff.

III. OPENING REMARKS: Ms. Erika Green and Mr. Bill Deville

Ms. Green thanked the members for coming and she noted that she hoped this retreat would lead to the members feeling refreshed and reenergized.

Ms. Green thanked Ms. McNaylor, Ms. Simmons, and Mr. Richards for their work on the retreat.

Mr. Deville thanked the members for taking the time to come and shared that he is excited for what's to come and noted that we have come a long way since 2012.

Mr. Deville noted that the tax renewal is in our sights and he will be taking time to seek board input.

IV. COMMITTEE MEETING DISCUSSION: Mr. Bill Deville

1. List committees and corresponding CATS staff liaison

Mr. Deville provided a listing of the CATS board committees and introduced staff liaison for each one. They are as follows:

**Community Relations – Dwana Williams
Finance and Executive – Pearlina Thomas
Audit – John Cutrone
Planning – Cheri Soileau
Technical, Policies, and Practices – Ashley Mitchell**

2. Discussion of committees and members

Ms. Green provided a listing of board members and their term expirations that was provided by the Council-Administrator's Office.

Ms. Green stressed that she hoped the committees would be fully utilized this year.

V. ADMINISTRATIVE UPDATE: Executive Staff

1. Discussion of pandemic impact

a. ARP Act of 2021: Mr. Bill Deville

Mr. Deville let the members know that CATS would be awarded \$16 million in grant funding from the ARP Act that was just signed into law. He noted that staff would present more information to the board once it was gathered and completed.

**b. COVID-19 safe practices implementation: Ms. Dwana Williams
Ms. Williams thanked Mr. Richards for providing PPE updates that were included in the retreat packets.**

CATS is working with Our Lady of the Lake and the Mayor's Office of Homeland Security and Emergency Preparedness to get operators vaccinated.

CATS never stopped service in the last 12 months as a result of the pandemic and only suspended service when there was dangerous, inclement weather.

Ms. Williams shared that all barriers were installed by January and that CATS has been proactively monitoring applicable guidelines.

**c. Fare collection: Ms. Dwana Williams
Ms. Williams noted that, since Baton Rouge is in Phase 3 and all barriers are installed, CATS is looking to resume fare collection and increase capacity in the near future. The agency wishes to resume collection and increase capacity at the same time.**

There will be a minimum of 30 days' notice to the public before changes are made.

There were discussions of what maximum capacity should be and what routes experienced maximum capacity pre-COVID.

It was noted that when collections resume, there will be no grace period as a 30 day notice is being given to the public.

d. Service change: Ms. Cheri Soileau

2. CATS Strategic Plan and Capital Improvement Plan: Ms. Cheri Soileau

Ms. Soileau shared that the new service took effect the previous Sunday and it will likely be a month before any changes are noticed in the metrics.

There is increased frequency on Route 44 Florida and Route 57 Sherwood. CATS is not currently operating on Government Street and does not plan to do so until the construction is complete.

There was discussion of route changes and service standards.

a. Transportation Development Plan

Ms. Soileau shared that the TDP is underway and the Strategic Plan is part of that larger plan. The Strategic Plan was approved by the Board at its March meeting.

The Capital Improvement Plan is still in draft form and was presented to the Planning Committee. Once it is finalized it will be presented to the board for adoption.

b. Fleet Management Plan

Ms. Soileau let the members know that the FMP is included in the CIP and there must be a 20% spare ratio per the FTA. The fleet will be a mix of diesel and electric buses.

There are six electric buses on the property and three more will be delivered in late 2021 or early 2022.

CATS will be asking the board to approve disposing of various vehicles that have reached their useful life. The agency has received permission from the FTA to dispose of the property as surplus.

VI. EDUCATION AND OUTREACH UPDATE: Ms. Amie McNaylor

1. Education outreach material review

Ms. McNaylor let the members know that staff has been working with on-call consultants on an education outreach plan that will begin shortly.

Ms. McNaylor reviewed material that had been produced, including a document detailing “promises” made in 2012 and the status of those in 2021. She noted that various promises have either been completed, are underway, or were implemented but eliminated due to ridership; those resources were reallocated to higher performing routes.

Ms. McNaylor reviewed the timeline for the upcoming referendum and noted that it has been suggested that the renewal be placed on the October 9, 2021 ballot. CATS Board will be asked to vote on final ballot language at its May meeting. There are requirements that must be met and the agency is working to satisfy those.

There was discussion of a potential November vote but it was agreed that it was preferred to be on the October ballot.

There was discussion of what is being proposed for the next ten years, and it was noted there are four main pillars: serving our customers, creating jobs and opportunity, building a modern fleet, and investing in our system and community.

VIII. ADJOURNMENT

There being no further business, the meeting adjourned.

2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920



EXECUTIVE STAFF

Bill Deville
Chief Executive Officer

April 2021 Executive Report Bill Deville and CATS Staff

COVID-19 UPDATES: *Bill Deville*

- In an announcement on March 30, 2021, Gov. Edwards eased some restrictions aimed at slowing the spread of COVID-19 in Louisiana, including strict occupancy restrictions for bars and restaurants. The easing of restrictions follows sustained improvements in COVID-19 hospitalizations and vaccinations. Social distancing of six feet will still be required in businesses and Louisiana's statewide mask mandate remains in place. These provisions are effective from Wednesday, March 31, 2021 to Wednesday, April 28, 2021, or as extended by any subsequent Proclamation, unless terminated sooner.
- Now that the state has moved into Phase 3, CATS will plan to resume fare collections and will also modify capacity limits, but only after providing the riding public a 30-day advance notice, and only after all safety protocols have been taken.

OPERATIONS: *Dwana Williams*

- There are 130 total operators, and there are currently 112 active operators available to work. There are 18 inactive operators who are out for various reasons.
- The March Operations challenge winners for OTP are Al Weeden, Aaron Williams, Gloria Banks, Quinatora Gray, and Sophia Spruel.
- The March Maintenance challenge winner for productivity is James Scott.
- The March Customer Service challenge for least abandoned calls is Emily Maten.
- The March Customer Care Top Performer is Emily Maten.
- See attached Performance Measures that reflect measures for the month.

PLANNING AND PROGRAM DEVELOPMENT: *Cheri Soileau* SERVICE:

- Service Change:
 - Started March 28, 2021
- The lease for the 3 30' electric buses has not yet been finalized. We are waiting for additional information from BYD.
- CRPC has been asked to do the Service Equity Analysis for the Capitol Park Trolley (Downtown Circulator) since the new routing will be different from the Pre-Covid Routing.
- There is continued coordination with the MovEBR program managers to ensure current and future bus stop and shelter locations are standardized. Comments on several projects have been submitted to the MovEBR consultant team.

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EXECUTIVE STAFF



- The Capital Improvement Plan will be discussed at the April Planning Committee Meeting. The initial project list is determined and staff and HNTB are working on the financial piece.
- There was a kick-off meeting for the Baker Transit Center on Thursday April 9.
- On-going discussions with the engineers and developers of the former Cortana Mall site to regarding transit service.
- CATS will start discussion of the creation of a Vanpool program for the Greater Baton Rouge area with CRPC and AECOMM staff
- Staff is beginning the process for the September 2021 Service Change
- The Service Standards has been finished and will be discussed at the April Planning Committee meeting.

ADMINISTRATIVE UPDATES: *Pearlina Thomas*

- Training:
 - We are continuing to advance the CATS BRCC partnership to provide Workforce Development Solutions for CATS employees. We currently have 15 staff members including operations, human resources, customer service, and administration completing the Business Writing 101 course. The feedback we are receiving from the employees in the Business Writing 101 course is very positive.
- AIM Grant Two-Way Messaging Project:
 - Hitachi is in a final stage of phase one development, which will include a QR code where customers can access real time route information. Phase one is expected to go live in Mid-May. Phase two will include the development of two-way messaging, with a go live date of 4th quarter 2021. In partnership with Hitachi, a nationwide press release went out on February 25, 2021 highlighting the innovation taking place at CATS.
- COVID-19 Mitigation Research Grant Contactless Payment Project:
 - This project is still under review as we adjust the scope of services to stay within the amount approved for this competitive grant by the FTA.
- Civil Rights / Disadvantage Business Enterprise (DBE):
 - We submitted the DBE Goal of 11% (6% Race Conscious 5% Race Neutral) timely to the FTA before the March 31, 2021, deadline. A DBE page was added to the CATS website (www.brcats.com) under the ABOUT CATS tab. A link to the DBE page is also on the Doing Business with CATS and Procurement pages. Pierlott & Associate's was very instrumental in assisting the Agency identify our new DBE goals and provided an extremely informative DBE training with our procurement, grants, mechanics and administration staffs.

TECHNOLOGY: *Bill Deville*

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EXECUTIVE STAFF



- The Tyler Technology Enterprise System training sessions for CATS staff are continuing and are about 35 to 40%% completed; financials have advanced enough to begin focusing on HR modules; HR Director to start training on Tyler Tech Enterprise System on Thursday, April 15th;
 - Tyler has taken CATS recommended future status topics and uploaded them into the Tyler/Munis training database; this is now allowing CATS to start working and resolve bugs/kinks as they go through training...in process;
- Planning and Operations, along with AVL and Maintenance staff are seeking solutions and grant funding for scheduling/AVL software.
- Once grant funding is secured and prioritized, a Business Analytics software solicitation will get underway to procure an agency-wide tool to gather reporting data automatically from core systems in order to create improved KPI reporting that is now lacking; this is needed for better management and control of finance, personnel, transportation, and maintenance operations. The use of “dashboard” reporting is strongly desired by CEO and senior management.
- An enterprise asset management system is being looked into by Planning and Finance, along with secured funding.

CEO NOTES: *Bill Deville*

- CATS new HR Director, Ms. Ashley Mitchell, started Monday, April 12th. Gallagher HR Executive Search corporate division, did a great job coming up with several good candidates; the finalists were interviewed by a management staff committee, as well as myself, and the selection of Ms. Mitchell was unanimous;
- Thanks to Dwana Williams and Pearlina Thomas for leading a successful effort in getting CATS employees vaccinated; in accordance with the new CDC directive, “all” employees are now eligible to get vaccinated, and that process is underway;
- In cooperation with the City Parish and State, CATS is working to assist in getting all eligible citizens to “certain group vaccinations sites”, using existing routes.
- Our gratitude also goes out to OLOL, MV Transportation and Uber for the offers of assistance in making these vaccinations happen!
- CATS is wrapping up obtaining its education information and materials needed for its “Communications Action Plan” to run concurrently with outside millage tax renewal PAC organization plans. The Communications Action Plan will be carried out by the CEO and his management team with guidance and support from Atlas/Emergent Method/Clay Young Enterprises.
 - Timeline for October vote:
 - **April 20, 2021**, Letters will be emailed to the State Senators and State Representatives to notify them that

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EXECUTIVE STAFF

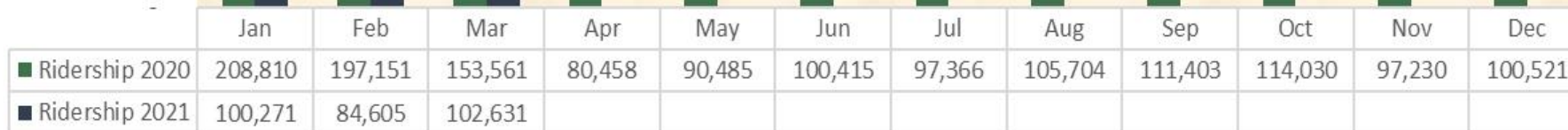


the CATS Connects Renewal will go on the October 9, 2021 Special Election ballot.

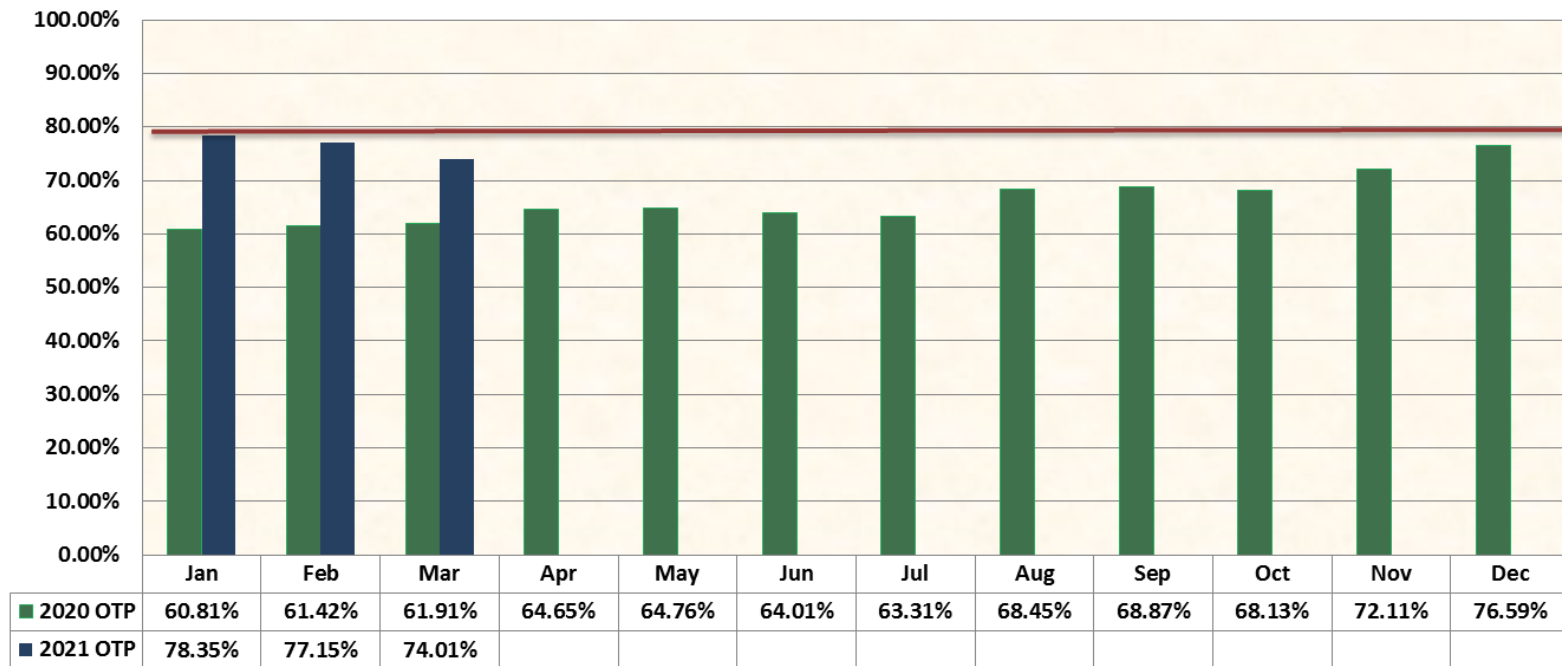
- **April 21, 2021**, State Bond Commission Application will be submitted.
- **April 21, 2021**, Notice of the Public Meeting will be submitted to the Official Journal of Record.
- **May 18, 2021**, On, Tuesday, May 18, 2021, at 4:30 PM, CST, The Board of Commissioners of the Capital Area Transit System ("the Board") will meet in an open and public session at the regular meeting place, BREC 6201 Florida BLVD, Baton Rouge Louisiana to hear public comments on the CATS Connects Renewal Proposition.
- **May 18, 2021**, CATS Board meeting will follow immediately after the public meeting to consider and approve a Resolution authorizing the calling of an election to be held on October 9, 2021.
- **May 20, 2021**, State Bond Commission Meeting to consider approval of the CATS Connects Renewal Proposition Application and receive the Certified Resolution from CATS Board.
- **June 16, 2021**, Secretary of State Filing Deadline
- **August 25, 2021**, Official Journal Publication Deadline for Proposition / Ballot Language
 - Tax expires in March 2022

Finance: *John Cutrone*

- See attached financial report for the month.



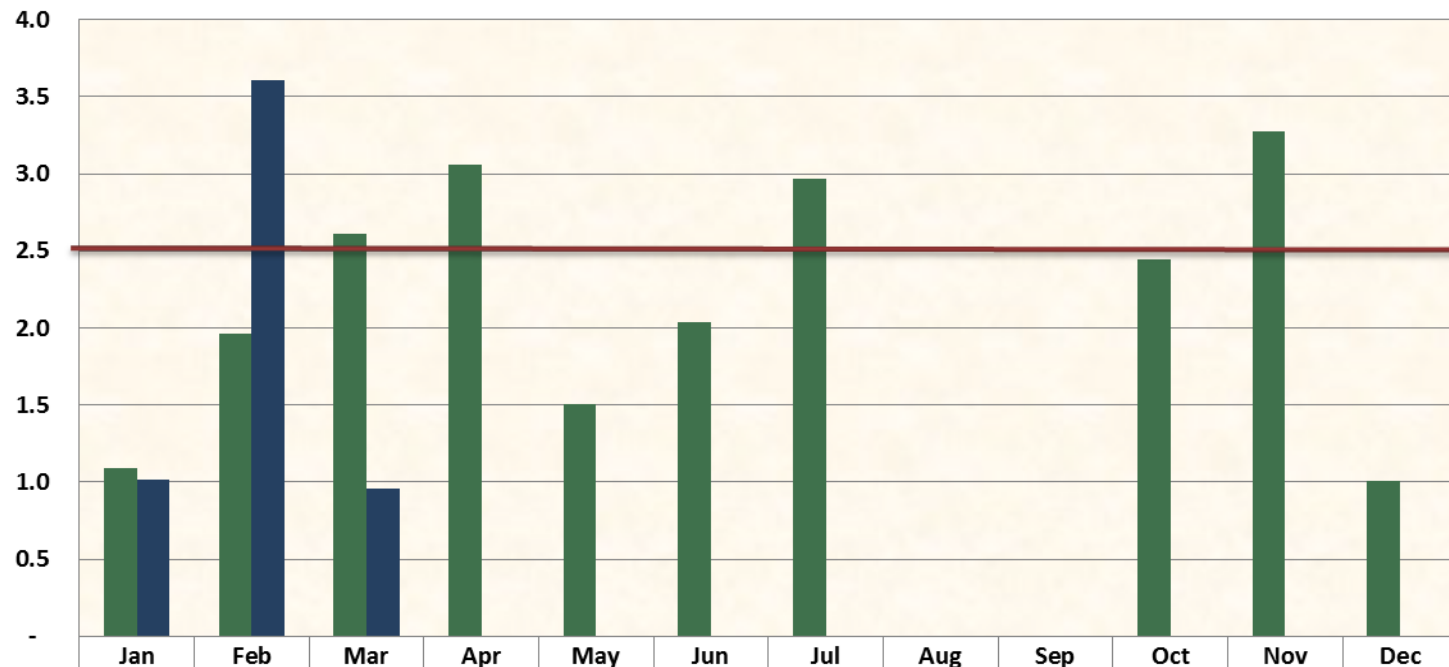
On-Time Performance 2020-2021



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

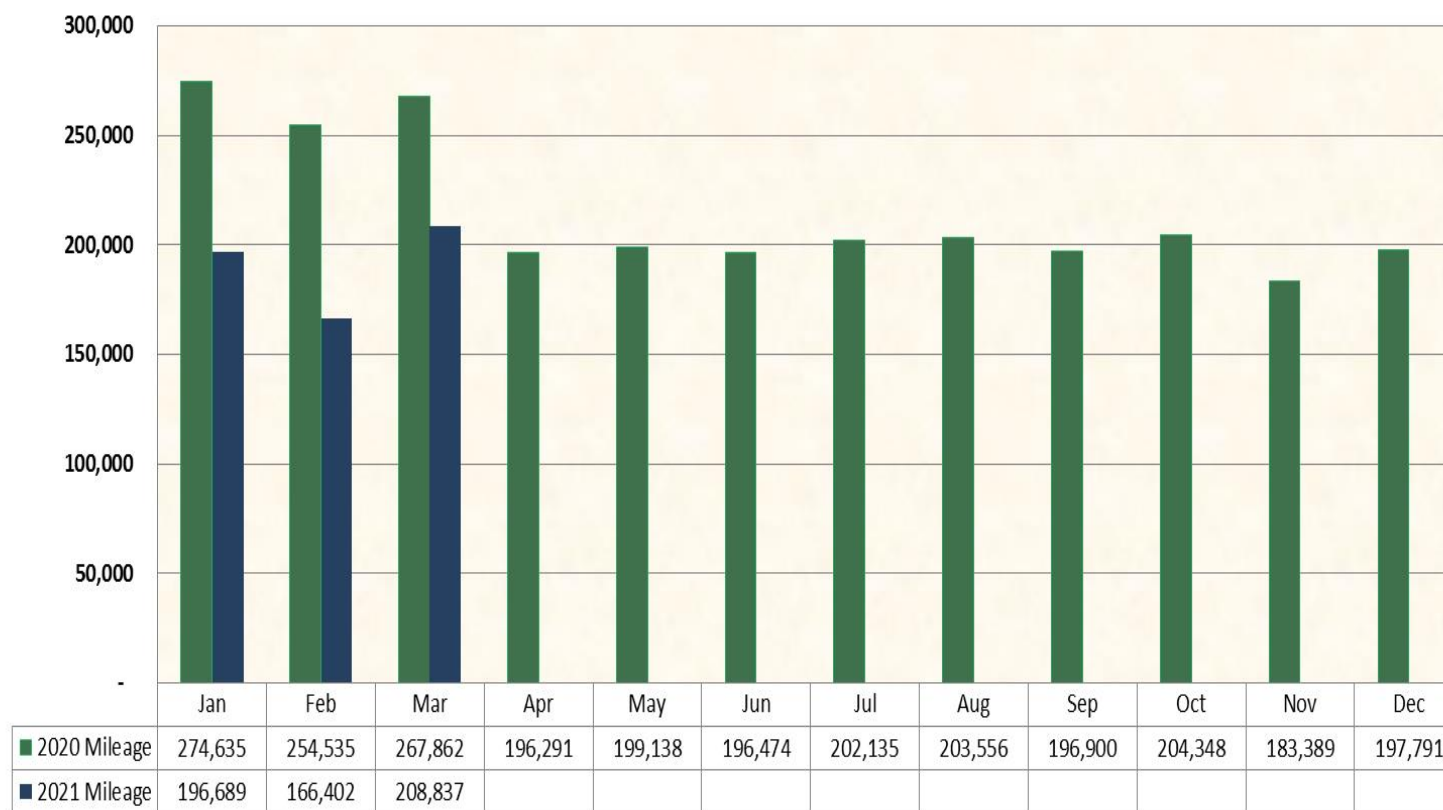
Note: On-Time performance is measured at scheduled timepoints which represent 6.78% of the total system bus stops

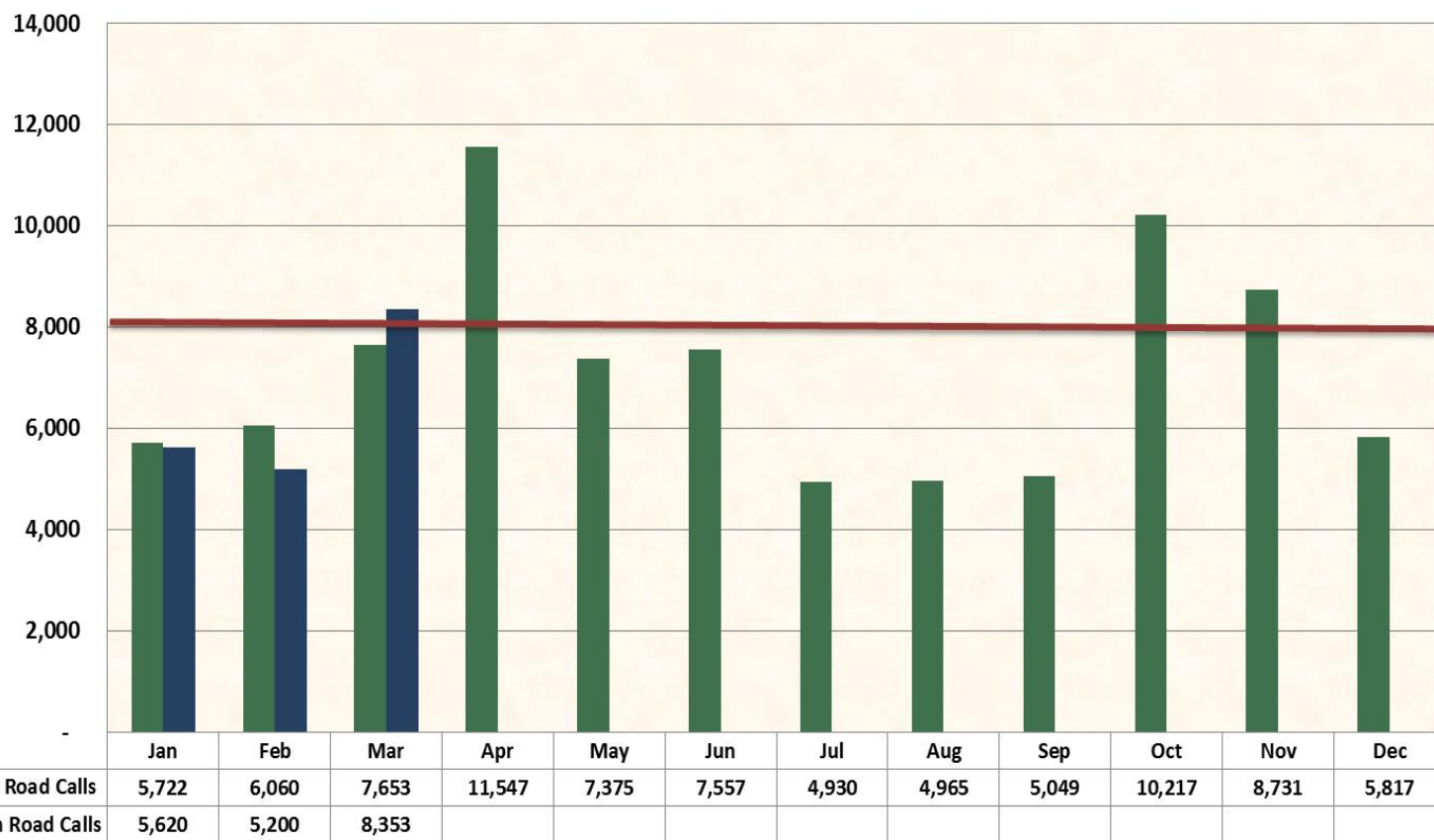
Preventable Accidents per 100,000 Miles 2020-2021



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

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





Capital Area Transit System
Balance Sheet
March 31, 2021

3/31/2021 3/31/2020

ASSETS

Current Assets:		
Cash and Cash Equivalents	18,403,779	10,374,461
Accounts Receivable	571,588	260,617
Property Tax Receivable	18,795,508	17,608,143
Due from Governments	4,474,228	5,802,998
Inventory	568,990	321,040
Prepaid Expenses and Other Assets	612,698	125,306
Total Current Assets:	43,426,791	34,492,566
Restricted Assets:		
Cash and Cash Equivalents	459,776	305,602
Restricted Cash Reserve	3,000,000	0
Total Restricted Assets:	3,459,776	305,602
Net Pension Asset, Long-Term	496,897	496,897
Equipment, Net	19,616,790	21,459,914
Total Assets	67,000,255	56,754,979

LIABILITIES AND NET ASSETS

Current Liabilities		
Accounts Payable and Accrued Expenses	250,909	263,700
Accrued Payroll and Tax Liabilities	640,271	(43,160)
Accrued Compensated Absences	720,381	751,112
Claims Payable and Related Liabilities	1,065,376	1,065,376
Capital Lease Payable	608,884	595,000
Deferred Revenue (Grants/Prop Tax)	15,198,629	12,935,668
Total Current Liabilities	18,484,451	15,567,696
Long-Term Liabilities		
Capital Lease Payable, Less Current Portion	1,585,098	2,193,983
Estimated Liabilities	1,301,975	1,301,975
Total Long-Term Liabilities	2,887,073	3,495,958
Total Liabilities	21,371,524	19,063,654
Net Assets:		
Investments in Capital Assets, Net of Related Debt	17,422,808	18,670,930
Restricted Cash and Cash Equivalents	3,459,776	305,602
Unrestricted	24,746,147	18,714,793
Total Net Assets:	45,628,731	37,691,325
Total Liabilities And Net Assets	67,000,255	56,754,979

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

	Current Month				Year to Date				Approved Budget
	Budget	Actual	Variance	% Var	Budget	Actual	Variance	% Var	
Operating Revenues									
Passenger Paid Fares	0	0	0	0.00%	0	0	0	0.00%	840,258
Special Transit Fares (Contract)	10,900	2,475	(8,425)	-77.29%	10,900	4,713	(6,187)	-56.76%	109,000
ADA/Paratransit Revenue	0	0	0	0.00%	0	0	0	0.00%	59,040
Advertising Revenue	39,667	39,893	226	0.57%	119,001	117,820	(1,182)	-0.99%	476,004
Interest Income	4,997	764	(4,233)	-84.71%	14,991	4,376	(10,615)	-70.81%	59,964
Other Agency Revenue	18,950	17,140	(1,810)	-9.55%	56,850	55,296	(1,554)	-2.73%	227,400
Total CATS Generated	74,514	60,271	(14,243)	-19.11%	201,742	182,205	(19,537)	-9.68%	1,771,666
Non Federal Revenue									
Hotel/Motel Tax	74,959	87,086	12,127	16.18%	224,877	261,257	36,380	16.18%	899,508
Parish Transportation Fund	45,833	45,833	0	0.00%	137,499	137,500	1	0.00%	549,996
Property Tax Revenue	1,466,667	1,606,667	140,000	9.55%	4,400,001	4,540,000	139,999	3.18%	17,600,004
Total Non Federal	1,587,459	1,739,586	152,127	9.58%	4,762,377	4,938,757	176,380	3.70%	19,049,508
Federal Operating Subsidies									
FTA - Formula Grants/PM	612,592	1,902,656	1,290,064	210.59%	1,837,776	2,776,244	938,468	51.07%	7,351,102
FTA - Capital Projects (Project Admin)	26,667	158,058	131,391	492.71%	80,001	158,058	78,057	97.57%	320,004
FTA - Planning	171,500	0	(171,500)	-100.00%	171,500	33,801	(137,699)	-80.29%	686,000
Total Federal Operating	810,759	2,060,714	1,249,955	154.17%	2,089,277	2,968,102	878,825	42.06%	8,357,106
Total Operating Revenues	2,472,732	3,860,571	1,387,839	56.13%	7,053,396	8,089,064	1,035,668	14.68%	29,178,280
Operating Expenses									
Labor	965,006	776,546	188,460	19.53%	2,801,630	2,317,709	483,921	17.27%	11,329,365
Fringe Benefits	539,263	467,159	72,104	13.37%	1,565,603	1,639,003	(73,400)	-4.69%	6,382,219
Casualty and Liability	128,917	114,831	14,086	10.93%	386,751	340,419	46,332	11.98%	1,547,000
Services	233,729	186,560	47,169	20.18%	701,187	530,202	170,985	24.39%	2,804,718
Purchased Transportation	162,500	96,939	65,561	40.34%	487,500	317,000	170,500	34.97%	1,950,000
Materials & Supplies	303,751	254,530	49,221	16.20%	911,253	654,635	256,618	28.16%	3,645,000
Utilities	14,583	24,791	(10,208)	-70.00%	43,749	39,581	4,168	9.53%	175,000
Miscellaneous Expenses	104,168	122,891	(18,723)	-17.97%	312,498	248,926	63,572	20.34%	1,250,040
Leases and Rentals	7,911	7,703	208	2.63%	23,733	24,234	(501)	-2.11%	94,938
Total Operating Expenses	2,459,828	2,051,950	407,878	16.58%	7,233,904	6,111,709	1,122,195	15.51%	29,178,280
Net SURPLUS/(DEFICIT) Before Depreciation	12,904	1,808,620	1,795,716	13915.96%	(180,508)	1,977,355	2,157,863	1195.44%	0
Depreciation	0	229,151	(229,151)	0.00%	0	687,453	(687,453)	0.00%	
NET Operating SURPLUS/(DEFICIT)	12,904	1,579,469	1,566,565	12140.15%	(180,508)	1,289,902	1,470,410	814.60%	0



**MEETING OF THE
FINANCE AND EXECUTIVE COMMITTEE
BOARD OF COMMISSIONERS
CAPITAL AREA TRANSIT SYSTEM AND
PUBLIC TRANSPORTATION COMMISSIONS**

**April 15, 2021
Virtually and at the
CATS Administrative Office
350 North Donmoor Avenue**

MINUTES

The Finance and Executive Committee met on Thursday, April 15, 2021, at 10:30 a.m. Present at the meeting were members Erika Green (in-person), Kahli Cohran (virtually), and Laurence Lambert (virtually). Also present were Bill Deville and members of CATS staff.

I. Call to order and establishment of quorum

Ms. Green called the meeting and welcomed those assembled in person and virtually.

II. President's Announcements

Ms. Green thanked the administrative staff for their contributions to a successful board retreat.

III. Executive Report and Financials

Mr. Deville noted that since the state has moved to Phase 3, CATS will plan to resume fare collections and will also modify capacity limits, but only after providing the public a 30 day notice and only after all safety protocols have been taken. The anticipated date for fare collection to resume is May 16, 2021.

Ms. Williams noted that there are currently 130 total operators. There are 112 active operators. There are 18 inactive operators for various reasons.

Ms. Williams noted that the March Operations challenge winners for OTP are Al Weeden, Aaron Williams, Gloria Banks, Quinatora Gray, and Sophia Spruel.

The March Maintenance challenge winner for productivity is James Scott.

The March Customer Service challenge for least abandoned calls is Emily Maten.

The March Customer Care Top Performer is Emily Maten.

Ms. Williams let the committee know that ridership for March was up 21% from the prior month of February. The on-time performance for the month was 74.01%. It was noted that this is a decrease from prior months with a potential impact from multiple inclement weather days and the March 28 service change.

The percentage of trips operated in March was 97.76.%. The agency operated 208,837 miles, which is indicative of the service provided. There were 1.0 preventable accidents per 100,000 miles in March, and there were 8,353 mean miles between road calls.

Ms. Soileau let the members know that the service change started on March 28th.

Next month there will be a task order request for a comprehensive operational analysis.

The lease for the 3 30' electric buses has not yet been finalized. We are waiting for additional information from BYD.

The service standards have been finalized and will be discussed in the Planning Committee Meeting.

There was a kick-off meeting for the Baker Transit Center and there will be a follow-up meeting next week to start reviewing design and operations. In addition to, the potential for a vanpool program with Amazon.

Ms. Thomas noted 15 CATS employees are participating in Business Writing 101 course in partnership with BRCC.

The AIM Grant is moving into the final stage of phase one development.

The Covid Mitigation Grant for contactless pay is still under review.

The goal for DBE was submitted to FTA and a DBE page was added to the CATS website. Pierlott & Associate's assisted with the DBE goal and provided training to the CATS Staff.

Mr. Deville introduced the new Human Resources Director, Ashley Mitchell. In addition, he thanked Ms. Williams and Ms. Thomas for leading the effort on getting CATS employees vaccinated. Our gratitude also goes out to OLOL, MV Transportation and Uber for the offers of assistance in making these vaccinations happen.

Mr. Deville reviewed the dates for the communications action plan and millage tax renewal timeline.

Mr. Cutrone presented the March financials and noted that the total current assets as of March 31, 2021, are \$43,426,791. The restricted cash assets \$3,459,776. The total assets are \$67,000,525. The total current liabilities are \$21,371,524. The total net assets are \$45,628,731.

The total operating expenses for the month of March are \$1,816,056.

The total CATS-generated operating revenues for the month as of March 31, 2021, are \$60,271. The total non-federal subsidies for the month are \$1,739,586.

The total operating revenues as of March 31, 2021 are \$3,860,571.

CATS received \$3,687,479 through the CRRSAA federal grant.

The operations expenses were \$2,051,950. The surplus for the month of March was \$1,579,469 with a year-to-date surplus of \$1,289,902.

IV. Recommend approval to dispose of surplus vehicles

Ms. Soileau and Mr. Godwin explained the needed of disposing the surplus vehicles.

There was discussion about the method of disposing the surplus vehicles and amount of proceeds collected on sale.

Mr. Lambert recommended that the full board approve the disposal of surplus vehicles and Ms. Green seconded the motion. The motion carried unanimously with no abstentions.

V. Recommend renewal of automated fuels and oils dispensing services contract with Mansfield Oil Company of Gainesville, Inc.

Mr. Godwin explained this contract renewal was established in 2014 in partnership with the City of Baton Rouge.

Ms. Green recommended that the full board approve the renewal of automated fuels and oils dispensing services contract with Mansfield Oil Company of Gainesville, Inc. and Mr. Lambert seconded the motion. The motion carried unanimously with no abstentions. Ms. Green noted the handwritten edits on the contract for a seventh-year request renewal.

VI. Recommend authorization of tax elections for Capital Area Transit System

Ms. Thomas requested a five-minute break to allow the attorneys to finish discussion on the action item.

Ms. Green allowed for the break starting at 10:53 am and resuming at 10:58 am.

Ms. Green noted the ballot language is still awaiting final approval and will be disbursed to the full board.

Mr. Moore noted Mr. Leibowitz and him are working together to get the timelines confirmed. Mr. Moore noted that for compliance, there are provisions required by state legislation.

Mr. Leibowitz discussed the process for an October 9 or November 21 election date and recommended action on this item be taken at the May Board Meeting.

Ms. Thomas noted an October election could reduce our election cost depending what's on the ballot.

Mr. Moore noted that with the work taken place thus far, we were able to catch an error and avoid a grave mistake. Mr. Moore confirmed CATS is able to move forward with either election date.

Mr. Leibowitz noted the letter needed for the Secretary of State office can be signed by whoever is authorized to sign on behalf of CATS.

Mr. Lambert motion to adjourn and Ms. Green seconded. The motion carried unanimously with no abstentions.

Meeting adjourned



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

MINUTES

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

I. Introduction

Mrs. Perkins welcomed everyone gathered for the April Community Relations Committee Meeting. She also welcomed Ashley Mitchell, CATS HRD. MV Transportation had not joined the zoom yet and Mrs. Perkins asked Ms. Denman to start with the certifications report.

II. MV Transportation Report – Representative Leslie Barnes

Ms. Barnes shared that ridership for the month of March was 4,248, a slight increase from February 2020.

Scheduled trips for March 2021 were 8,154 versus scheduled trips for March 2020 of 7,131.

There were 4 complaints in March 2021 versus 3 in March 2020; there were 2 road calls for the month of March 2021 versus 3 for March 2020.

On-time compliance for March 2021 was 83 %; a decrease from March 2020 of 88%. This decrease is attributed to driver shortages, current ridership, excessive terminations, and extended work hours. Mr. Hill asked what the optimum goal was, and Ms. Barnes responded 98%. These issues will be addressed in a meeting on April 22, 2021.

Subscription/Demands for March 2021 were 34% versus 46% for March 2021. Ms. Barnes noted that she had not dived into the data to determine why the

drastic change. They will be starting a campaign to increase subscription service.

Passengers per hour for March 2021 was 1.6, an increase from last month which was 1.5. Having a driver shortage and more riders, impacts the on-time compliance.

Ms. Barnes noted that in their recruitment for drivers, they are placing ads using Monster, and CareerBuilder. They had 14 applicants, of which 6 showed up for interviews and 3 were qualified. She indicated that they are trying to retain the current drivers. Several drivers have been terminated due to cell phone usage while driving, not reporting accidents, and unsafe practices. She also stated that there had been no Safety Director for two months. April 26, they will begin refresher training on safety.

Mrs. Perkins asked why there was no Safety Director. Ms. Barnes noted that the person holding that position was on medical leave and that MV corporate was assisting by sending staff to help with safety training. Mrs. Perkins noted that safety is a key and major issue. Ms. Barnes echoed that her number one goal was the safety of our riders.

III. Certifications – Karen Denman

Ms. Denman reported that for the month of March, 21 applications were sent out; 22 temporary riderships, including 6 recertifications.

Ms. Denman stated that we are waiting for MV to get staffed with enough operators, so that riders can be brought in for eligibility screenings and recertifications. MV is having difficulty with staff retention.

Mrs. Perkins asked if the shortage was affecting service. Ms. Denman responded by saying that there have been late pickups and the operators are under pressure as they try to stay on schedule. In addition, there have been drug testing issues, dropping out of class training, and the ability to find good workers. MV is trying to hire 25 new drivers; so far they have 14.

Mrs. Perkins asked about the immediate plan to get drivers. Ms. Denman responded that MV is in the process of interviewing. MV is in the process of training existing staff and they are addressing no shows, disciplinary actions, and infractions.

IV. Customer service / Complaints – Dwana Williams

Ms. Williams informed the group of the passing of Jimmy Thomas's mother.

Ms. Wynn shared that there were 84 contacts for the month of March, of which 14 were valid; this number was an increase from March 2020. Mrs. Perkins

expressed the numbers were headed in the wrong direction. Ms. Denman explained that 2 occurrences were pass ups by new operators, and 1 was a pass up by a senior operator.

Ms. Wynn noted that the call center received 23,400 calls. This uptick was also due to the service change. The Call Center Performance was 92% with an optimum goal of 98%. It was also noted that customer service reps would be scheduled for training with Ms. Denman.

Ms. Williams shared that customer service has been doing an awesome job, in spite of working understaffed. Mrs. Perkins inquired as to how many reps were they short; Ms. Williams indicated they were 1 person short, however, a new person would be on board in a few weeks.

V. Council on Aging update – Karen Denman

Ms. Denman shared that she had reached out to the Council on Aging (Mr. Timothy Moore), regarding their participation with the Community Relations Committee. On the Zoom call was Ms. Shanrika Barrow (COA COO), representing Mr. Moore. Ms. Barrow indicated that they were definitely interested in participating and requested a meeting at a later date to discuss future projects and/or events. Ms. Perkins welcomed the COA to the committee.

VI. CATS Engagement update – Pearlina Thomas

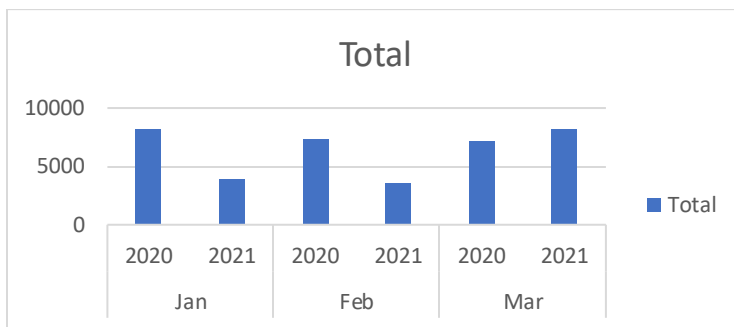
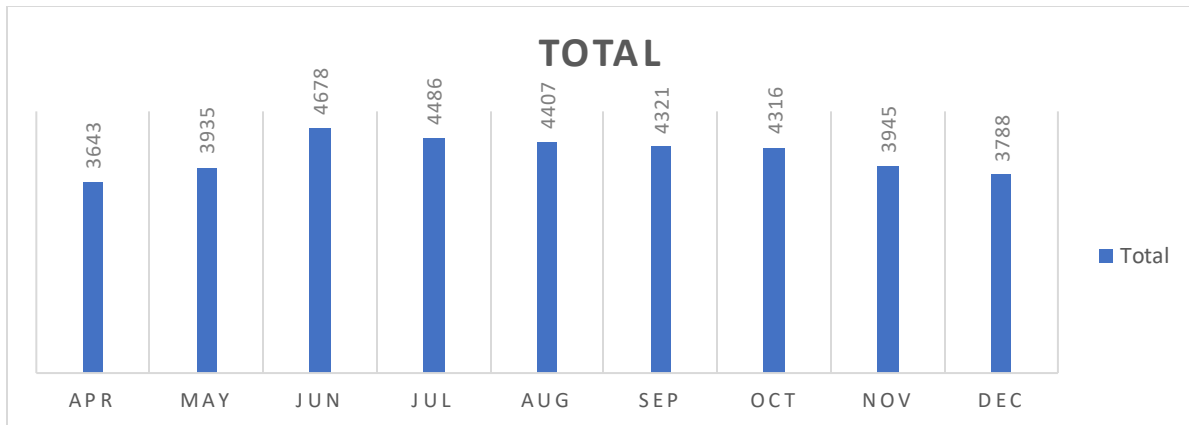
Ms. Thomas shared that they are in the process of finalizing dates for several events in May and will provide the details as they develop.

Ms. Thomas also made reference to roll out dates surrounding the tax referendum.

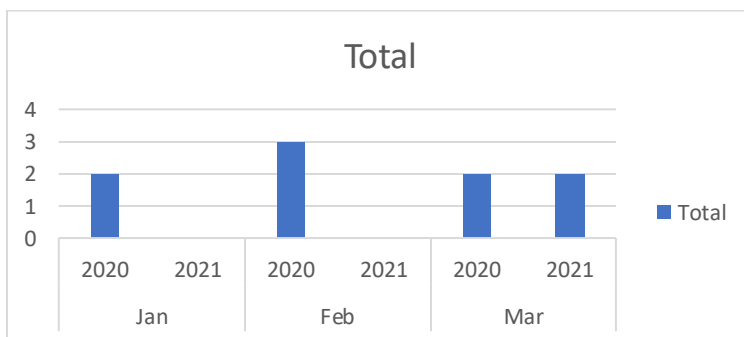
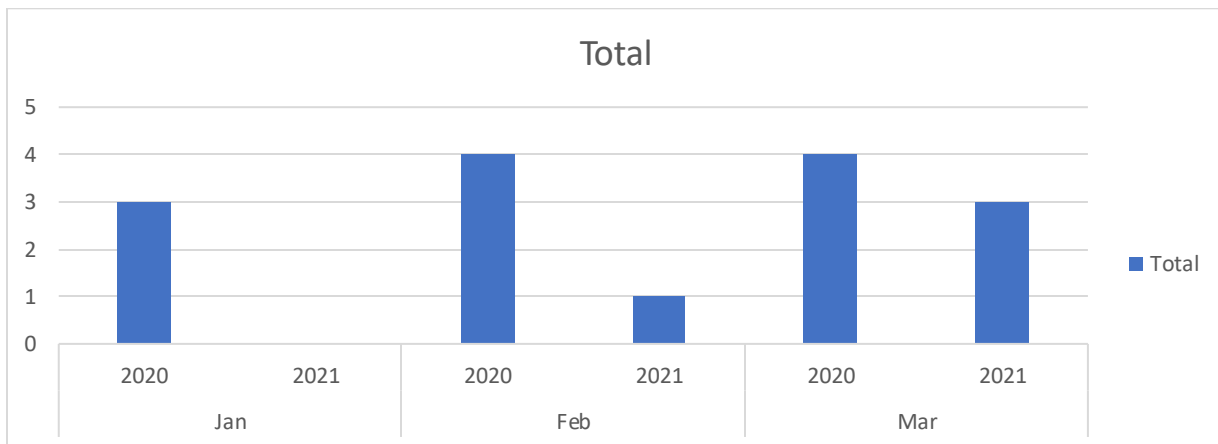
Mr. Hill inquired about a survey he received and asked if it could be branded for CATS. Mr. Deville indicated that the survey was in a draft format for review before it is publicly distributed. Mr. Richards indicated that he would send the full board a copy of the survey.

There being no other questions or business, the meeting adjourned at 11:17 am.

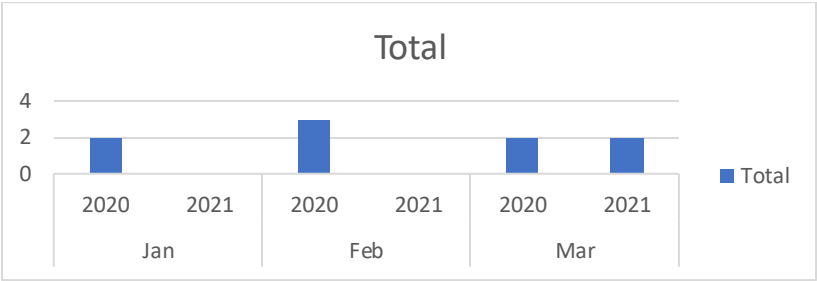
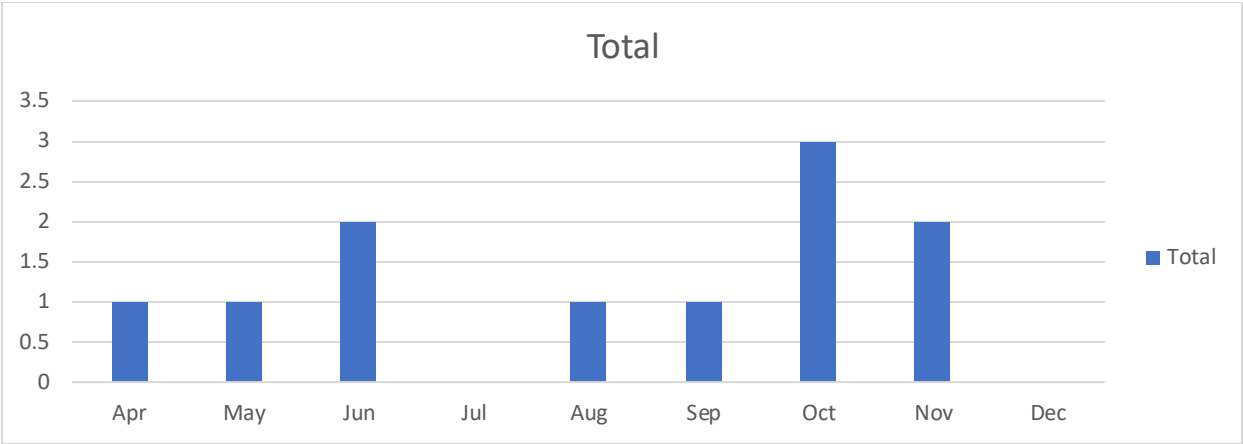
Scheduled Trips



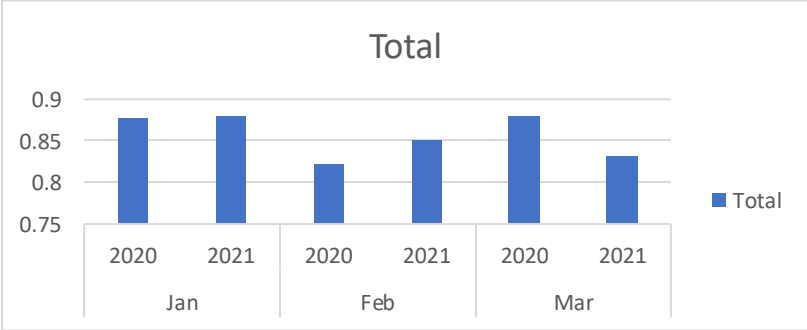
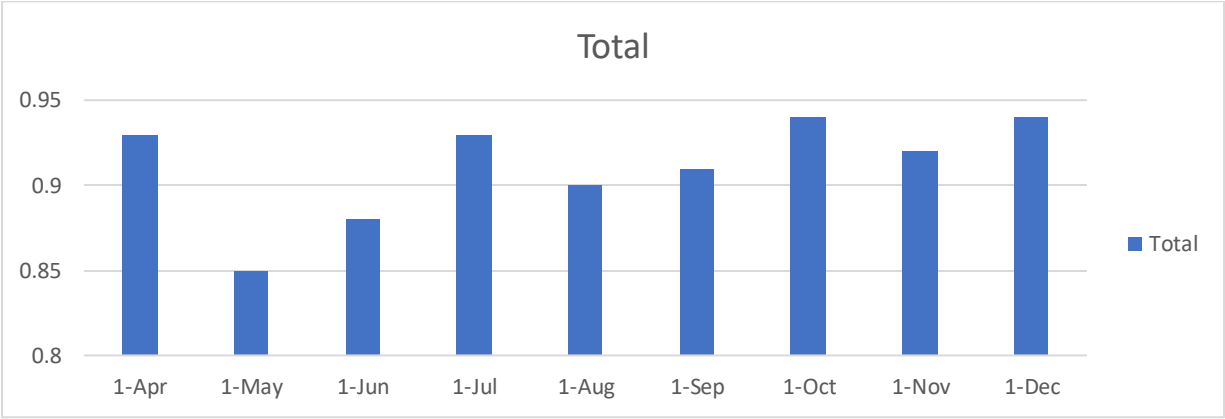
Complaints



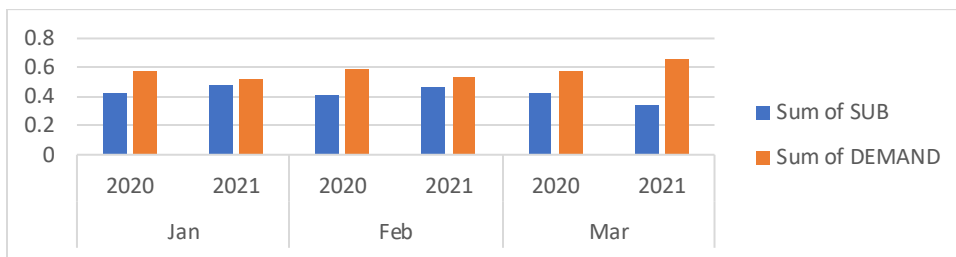
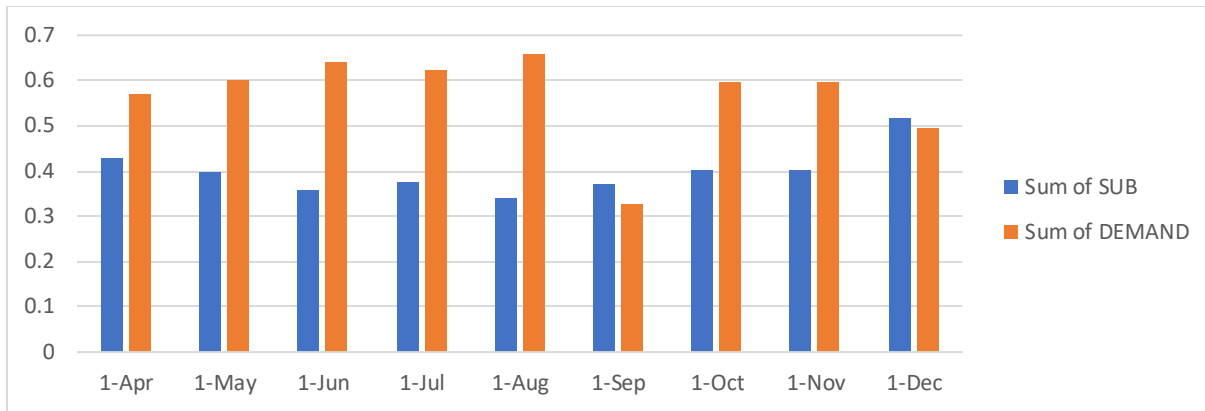
Road Calls



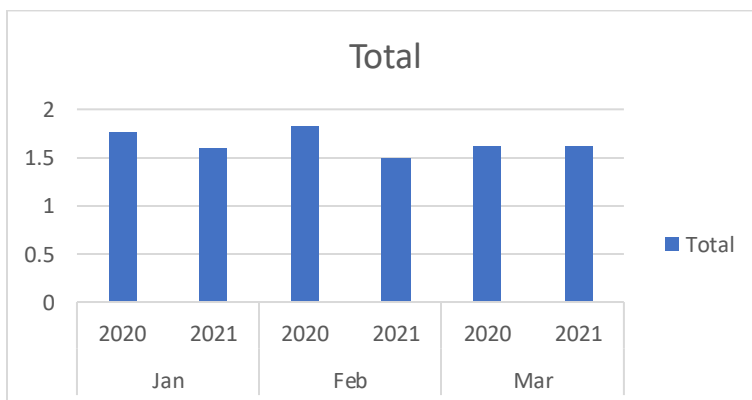
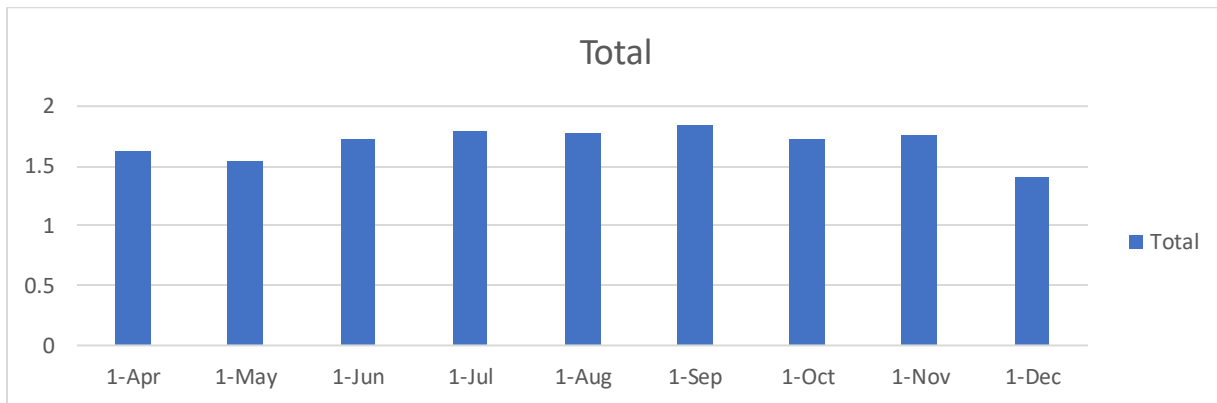
On Time Compliance



Subscription/ Demands



PPH Goal 1.5



2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920



CATS BOARD APPROVAL REQUEST:

Date: April 20.2021

Department Requesting Approval: Planning

Project Manager: Cheri Soileau, AICP

Project: Disposal of Surplus Vehicles

Budgeted/Project: N/A

Project Summary: CATS is asking for approval to dispose of the following vehicles and, associated parts, which have reached their useful life:

Year	Length	Description	VIN Number	Date in Service
2012	24'	Ford Glaval Entourage Cutaway	1FDGF5GT7CEC84191	11/2/2012
2012	24'	Ford Glaval Entourage Cutaway	1FDGF5GT5CEC84190	11/6/2012
2012	24'	Ford Glaval Entourage Cutaway	1FDGF5GT9CEC84192	11/2/2012
2012	24'	Ford Goeshen Coach GCII	1FD4E4FS5CDB04830	12/1/2012
2013	24'	Ford Glaval Entourage Cutaway	1FDGF5GT6DEA52568	4/11/2013
2013	24'	Ford Glaval Entourage Cutaway	1FDGF5GT6DEA10224	4/11/2013
2013	24'	Ford Glaval Entourage Cutaway	1FDGF5GT2DEA24797	4/11/2013
2013	24'	Ford Glaval Entourage Cutaway	1FDGF5GT4DEA24798	4/11/2013
2013	24'	Ford Glaval Entourage Cutaway	1FDGF5GT8DEA10225	4/11/2013
2013	24'	Ford Glaval Entourage Cutaway	1FDGF5GT3DEA18975	4/11/2013
2013	24'	Ford Glaval Entourage Cutaway	1FDGF5GT0DEA24801	4/11/2013
2013	24'	Ford Glaval Entourage Cutaway	1FDGF5GT2DEA52566	4/11/2013
2013	24'	Ford Glaval Entourage Cutaway	1FDGF5GT9DEA24800	4/11/2013
2013	24'	Ford Glaval Entourage Cutaway	1FDGF5GTXDEA10226	4/11/2013
2013	24'	Ford Glaval Entourage Cutaway	1FDGF5GT4DEA52567	4/11/2013
2013	24'	Ford Glaval Entourage Cutaway	1FDGF5GT4DEA10223	4/11/2013
2013	24'	Ford Glaval Entourage Cutaway	1FDGF5GT9DEA62916	4/11/2013
2013	24'	Ford Glaval Entourage Cutaway	1FDGF5GT1DEA10227	4/11/2013

2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920



2013	24'	Ford Glaval Entourage Cutaway	1FDGF5GT8DEA52569	4/11/2013
2003	35'	Gillig Low Floor Model	15GGB181731073563	3/10/2003
2011	31'	Double K Mainstreet Trolley	4UZAB0DT6BCBE6370	6/1/2012
2011	31'	Double K Mainstreet Trolley	4UZAB0DT8BCBE6371	6/1/2012
2011	31'	Double K Mainstreet Trolley	4UZAB0DTXBCBE6372	6/1/2012

Attached is the letter of authorization from Federal Transit Administration (FTA) Region 6 office, dated March 30, 2021.

Planning is asking that the CEO of Capital Area Transit System (CATS) be given the authorization to have the buses and parts disposed of as he deems fit.



U.S. Department
of Transportation

**Federal Transit
Administration**

REGION VI
Arkansas, Louisiana,
New Mexico, Oklahoma,
Texas

819 Taylor St. Suite 14A02
Fort Worth, TX 76102
(817) 978-0550
(817) 978-0575 (fax)

March 30, 2021

Bill Deville
CEO
Capital Area Transit System
2910 Florida Blvd
Baton Rouge, LA, 70802-3125

Re: Disposal of Rolling Stock – Past Useful Life

Dear Mr. Deville,

Thank you for notifying our office concerning the disposition of vehicles. It is understood that the vehicles have met the useful life.

Per Circular 5010.1E, if assets sales proceeds exceed \$5,000, FTA is owned a percentage of its initial participation; however, upon request FTA may approve the net income from asset sales to be used to reduce the gross project cost of other capital projects carried out under Federal Transit Law 49 USC Section 5334(h)(4).

Below is a summary of the vehicle information from the letter.

Year	Description - CATS Vehicles	VIN Number	Service	Service	9/15/20
2012	Ford Glaval Entourage Cutaway	1FDGF5GT7CEC84191	11/02/12	07/16/20	174,949
2012	Ford Glaval Entourage Cutaway	1FDGF5GT5CEC84190	11/06/12	07/16/20	156,419
2012	Ford Glaval Entourage Cutaway	1FDGF5GT9CEC84192	11/02/12	07/16/20	154,954
2012	Ford Goeshen Coach GCII	1FDFE4FS5CDB04830	12/01/12	07/16/20	243,443
2013	Ford Glaval Entourage Cutaway	1FDGF5GT6DEA52568	04/11/13	04/01/20	273,832
2013	Ford Glaval Entourage Cutaway	1FDGF5GT6DEA10224	04/11/13	04/01/20	238,255
2013	Ford Glaval Entourage Cutaway	1FDGF5GT2DEA24797	04/11/13	04/01/20	282,234
2013	Ford Glaval Entourage Cutaway	1FDGF5GT4DEA24798	04/11/13	04/01/20	260,128
2013	Ford Glaval Entourage Cutaway	1FDGF5GT8DEA10225	04/11/13	04/01/20	284,539
2013	Ford Glaval Entourage Cutaway	1FDGF5GT3DEA18975	04/11/13	04/01/20	263,871
2013	Ford Glaval Entourage Cutaway	1FDGF5GT0DEA24801	04/11/13	04/01/20	213,882

2013	Ford Glaval Entourage Cutaway	1FDGF5GT2DEA52566	04/11/13	04/01/20	228,005
2013	Ford Glaval Entourage Cutaway	1FDGF5GT9DEA24800	04/11/13	09/28/17	202,271
2013	Ford Glaval Entourage Cutaway	1FDGF5GTXDEA10226	04/11/13	04/01/20	252,391
2013	Ford Glaval Entourage Cutaway	1FDGF5GT4DEA52567	04/11/13	04/01/20	322,039
2013	Ford Glaval Entourage Cutaway	1FDGF5GT4DEA10223	04/11/13	04/01/20	238,931
2013	Ford Glaval Entourage Cutaway	1FDGF5GT9DEA62916	04/11/13	04/01/20	245,395
2013	Ford Glaval Entourage Cutaway	1FDGF5GT1DEA10227	04/11/13	04/01/20	245,362
2013	Ford Glaval Entourage Cutaway	1FDGF5GT8DEA52569	04/11/13	04/01/20	341,559
2003	Gillig Low Floor Model	15GGB181731073563	03/10/03	04/01/20	752,362
2011	Double K Mainstreet Trolley	4UZAB0DT6BCBE6370	06/01/12	04/01/20	63,931
2011	Double K Mainstreet Trolley	4UZAB0DT8BCBE6371	06/01/12	04/01/20	116,618
2011	Double K Mainstreet Trolley	4UZAB0DTXBCBE6372	06/01/12	04/01/20	94,026

Please notify our office immediately if sales proceeds exceed \$5,000 for any vehicle.

If you have any question or comments on this matter, please feel free to contact Dominic LoMurro Financial Analyst, at 817-978-0568 or email Dominic.Lomurro@dot.gov

Sincerely,

Laura Wallace, Director
Office of Program Management & Oversight

2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920



CATS BOARD APPROVAL REQUEST:

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


Date: March 20, 2021

Department requesting approval: Procurement

Project Manager: James Godwin

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

Project/Contract Date(s): Renew Mansfield Oil Contract - April 1, 2021 through
October 31, 2021

Renewal options (Yes/No): Yes 

If yes, what year/option: Yes - ~~7~~⁷th year renewal

Budgeted project (Yes/No): Yes

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

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

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

Utilizing an automatic fuel dispensing service allows CATS to only pay for the amount of diesel fuel actually used, rather than the gallons dumped into CATS on-site two (2) 10,000 gallon tanks. This contract also allows CATS to obtain gasoline fuel for service cars, small para-transit vans, lawn equipment, etc., from the designated City Parish DPW maintenance lots. The price for gasoline is calculated the same way as described above for diesel, except that the fuel tank locations are not located on CATS premises. Billing is kept separate for CATS for payment purposes and tax exemption status.

CATS participated in the original contract from November 1, 2014 through thru March 31, 2016 and 4 renewals since then, from April 1, 2016 through March 31, 2020. The solicitation contains language that allows contract renewals up to seven (7) years or thru October 31, 2021.

Rhonda Kimbel
Procurement Analyst
rkimbel@brcats.com

2250 Florida Boulevard
Baton Rouge, LA 70802
PHONE: 225.389.8920

CATS

CAPITAL AREA TRANSIT SYSTEM

Connecting you to what matters.

Recommendation to Renew Contract:

The City of Baton Rouge has approved the 7th renewal of this contract for an additional seven (7) months for the period of April 1, 2021 thru October 31, 2021 (see attached info.). CATS must follow the same terms and conditions and renewal periods as the City Parish if we continue participation in this contract.

James Godwin, Assistant Director of Training/Special Project has found this contract to be an advantageous partnership with the City Parish and with Mansfield Oil. Therefore, CATS Procurement recommends the 7th renewal of contract for an additional 7 months for the period of **April 1, 2021 through October 31, 2021**. If you concur with this recommendation, please place this item on the February 2020 Board Agenda for approval.

Project/Contract Amount: Not to exceed \$1,000,000.00



Project Manager Approval



Supervisor approval



COO approval



Procurement approval



CEO approval

CATS Procurement Listing for CATS Board

**April 20th
2021**

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Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
A								
A&E Design Services BRT Stations Plank Rd & Fla Blvd. PR #775	A&E Design Services	SJB Group, LLC	Approx Cost \$323,000	Estimated Date: TBD (18 mo)	Estimated Date: TBD (18 mo)	11/13/18	RFQ for Design Services for BRT Stations on Plank Rd & Fla Blvd. to include new transit facilities	Future BRT work will not be completed via this contract. Stop work issued 03/20/20. 11/8/18 – F&E Committee approved to move to full Board. 10/25/18 – CATS received final offer in the amount of \$322,544.55 from SJB. 10/10/18 – Evaluations still ongoing. 8/2/18 – New RFQ is advertised and notifications sent to vendor list, posted on CATS website. Proposal Opening Date: 8/29/18.
A&E Design Services Transit Amenities & Related Equip PR #934 RFQ 2019- AmenitiesDesign-005	A&E Design Services	Reich Landscape Architecture	Approx Cost \$180,000	6/20/19	6/19/2024	06/15/19	RFQ for Design Services for Transit Amenities and Related Equipment	Future BRT work will not be completed via this contract. 8/9/19- Executed Contract 4/17/19 – Proposals were received by Procurement, and PEC evaluated proposals and recommend an award at the June 2019 Board meeting for \$180,000. 3/28/19 – RFQ was solicited. Proposals due at 10:00am on 4/17/19. Will include Shelters, Kiosks, Landscapes, etc. Design consultant will also assist CATS with the construction bids in determining the lowest responsive bidder in meeting the technical specifications.
A&E Design Services NBR Transit Ctr PR #1307	A&E Design Services	TBD	Approx Cost TBD	TBD	TBD	TBD	RFQ for Design Services for the North Baton Rouge Transit Center	4/1/19 – <i>On hold</i> at this time per CATS Management. Firm to undertake the development of a series of 4 major bus transfer centers, where NBR Transit Center is one. To feature bus parking bays, canopy structures, driver's lounge, enclosed passenger facilities, bike racks, trash receptacles, lighting, safety bollards, kiosks and ticket machines, etc.
Audit Services CATS & Pension External Audit Services	Service Contract	Postlethwaite & Netterville	\$279,500	Jan 2019	Dec 2021	06/23/20	External Audit Services	Contract executed 06/20. 06/23/20 Board Approved. Additional \$63,000 for CATS CYE 2019 to initial \$32,000 for <u>new total of \$95,000</u> . 7/16/19 – Board approved additional \$119,500 for CATS CYE 2018 to initial \$31,500 for <u>new total of \$151,000</u> . 11/13/18 - Board approved 11/8/18 – F&E Committee approved to move to full Board. RFP opened on 10/30/18. For Calendar Years ending in 2018 through 2020, with 2 one-year renewal options.

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C								
Claims Adjuster Bus Fleet Liability & Worker Comp	Service Contract New RFP	Brown Claims Management Group Adjuster Claim Services Bus Liab&W C	Refer to updated Hourly Rates for renewal period 1/1/21 thru 12/31/21	Extension from 01/01/21 03/01/2020 Renewal: 3/1/19	Extension until 12/31/21 12/31/2020 2/29/20	Extension Approved 12/15/20 06/23/20	<i>Adjustor Claim Services, Investigations, Fleet Liability and Workers Comp</i> (original 5 year contract	12/15/20 Board approved extension until 12/31/21. New RFP 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 \$47,857 was 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	Extension until 12/31/21 Extension until 12/31/20	12/15/20 6/23/20	Extension allowing rebid 2021. FTA mandated Third Party Administrator services for Drug & Alcohol /substance abuse services for safety sensitive employees. PO 2019052	Extension Approved. Targeting making award by 05/21. 06/23/20 Board Approved. Period Extension thru 12/31/20 allowing time to formulate new RFP. Estimated cost to be \$25,000 for a 3 year contract. 3/18/19 CATS extended 12-month renewal with IHSN with only a \$0.50 increase on drug tests. Contract originated in 2012.
F								
Financing Bus Finance Lease /Purchase (10 Gillig Buses)	Bus financing for 7 years through 2024	Banc of America Public Capital Corp (Scottsdale, AZ)	Finance 10 Gillig Diesel Buses for 7 years.	04/17	10/24	3/21/17	Capital Bus Lease/Purchase Finance 10 Gillig Buses Pay over 7 year period. Total Cost: \$4,217,800 2 payments of \$328,137 per year = \$656,273 per yr	3/21/17 – Board approved financing of 10 Gillig buses. 3/16/17 - F&E approved item to move to full board for approval. Financing is for 10 Gillig Buses. 2/8/17 – RFP solicited to multiple financial institutions. Proposals due back 3/2/17. Inquiries due here by 2/20/17 with our responses out via Addendum on 2/23/17.

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Fuel Diesel and Gasoline Joint C-P & CATS Contract Approved thru 3/31/2021 5th renewal	Materials City Parish	Mansfield Oil (was assigned by FuelTrac) Via City Parish solicitation. Contract for Diesel and Gasoline	Approx. annual cost \$1,000,000 for period noted Oil Price Info Serv OPIS + \$ 0.039 adm fee + tax = price per gal (ppg)	4/01/21 Initial start date of contract 11/01/14 C-P Metro Council approved award to FuelTrac on 8/13/14	10/31/21 Final renewal PO2020079 Current 2 year contract 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.	Requesting Board approval via a City Parish contract. Period 7 months. See Board Request in April 2021. Renewal - 2/7/20 for 1 year.. 3/19/19 – Board approved. Renewal contract sent out. 3/14/19 – F&E Approved. 2/8/19 – City Parish has renewed for one year and notified CATS. 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 nd Renewal \$160,000 Maximum 1 st Renewal \$125,000 Maximum per year	10/1/20 10/1/19 10/1/18	9/30/21 9/30/20 9/30/19	9/22/20 9/17/19 09/18/18	Assist CATS in creating and executing marketing programs, incl. marketing strategies and designs to increase CATS ridership base, build and maintain a positive brand in the community, and showcase the accomplishments of the Agency.	Board Approved 09/22/20. 9/17/19 – Board approved 1 st renewal through 9/30/20 for Strategic Creative Consulting Services under this contract. 9/18/18 – Board Approved. 7/27/18 - An RFP solicitation was sent to 52 graphic design firms. CATS received 5 proposals which were evaluated by the Proposal Evaluation Committee (PEC). Highest scoring firm is Rockit Science, with contract award recommendation to be in the amount of \$125,000 for 12 months, with the option for up to four (4) twelve-month renewals.
Generators-Procurement	Materials State Contract	ARCCO 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.

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Generators – Installation	Public Works Bid	Finisher LLC installation	\$46,200	08/17/20	2 Generators 08/31/20 Switch Pending delivery	6/23/20	Install 150 KW & 350 KW Generator at 2250 Florida Blvd. tp 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.
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	Contract terminated 02//13/21.
Legal Services Employment Law	Services	Breazeale, Saches & Wilson, LLP	\$125,000	04/08/20	04/08/21	11/17/20	Contract Increase by \$75,000 Legal Services relating to Employment and Labor Matters. PO2020177	04/09/21 New contract is being formulated for consideration. 11/17/20 Board Approved Contract increase by \$75,000. Services to include: Employment Law, including legal services with ongoing dealings with the Amalgamate Transit Union (Local 1546) in negotiating and administering of the collective bargaining agreements with its employee's union, grievance and interest arbitrations, civil rights, ADA, wage and hour, and other employment claim. Other services will be supplies per direction of the CEO.
O								

CATS Procurement Listing for CATS Board

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Oil Products	Materials ITB	Lard Oil (\$70,045.00)	\$70,045	1/1/2021	12/31/21	12/15/20	Antifreeze, Synthetic Transmission fluid and Diesel Exhaust Fluid	Board Approved. Prior year vendor is being replaced.
		Central Oil (\$36,204.00)	\$36,204	1/01/21	12/31/21		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	12/31/21	07/21/20	TO 001 for Program Management. General Administrative Support, Project Development, Delivery and Planning Services for 5 year Capital Improvement and Investments Plan	Period of Performance Extended to 12/31/21. Task order 001 issued for \$354,770. Board Approved up to \$354,770. This task will provide administrative support for project development & planning for capital improvement plan.
On-Call Services RFP PR # 2019-On-CallServices-0	Consulting	HNTB	\$313,445	08/20/20	07/31/21	07/21/20	TO 001 for Development of Transit Operations Plan	Task order 001 issued for \$313,445.. Board Approved up to \$350,000. This task order will provide for the development of a transit operations (bus service) plan.
On-Call Services RFP PR # 2019-On-CallServices	Consulting	HNTB	\$78,104	10/20/20	07/21/21	10/20/20	TO 002 Rider, Non-Rider Transit Stakeholder Surveys	10/20/20 Approved by Board. Task Order 002 issued 10/28/20.
P								
Paratransit Services ADA	Service	MV Transp.	\$ 1 st year option 3 year contract amount \$6,975,000	05/06/21 5/6/18 3 yr contract w/ 2 one year renewals	05/05/22 5/6/21 (potential 5 year contract thru 2023)	2/20/18	Contracted Para-Transit Service Provider	03/16/21-Board Approved 1 st of 2 one year renewals effective 05/6/21. 03/16/21-Board Approved Hourly Rate Adjustment for Modified Services in 2020. 11/17/20 Board did not make a motion to provide a temporary Rate Adjustment. 2/20/18 – Board approved award to MV. 1/16/18 – Board deferred until Feb Board

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
								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	End Date has passed. Contract Amended. Current value \$125,000, 6/20.
S								
Security Guard Services	Service	Weiser Security Services, Inc.	Approx. \$237,000 annual cost	Extension approved & rebid 1 st quarter 2021 2 nd of 2 renewals 1/1/19 1 st of 2 one-year renewals	12/31/21 12/31/20	12/15/20 1/21/2020	24/7 - Security Guard Services at CATS 2250 Florida Blvd. location.	Contract Signed 01/06/21. Rebid early 2021 still pending. 12/15/20 Board Approved to extend for 1 year starting 01/01/21. 3/1/2020 – Contract renewed. 11/13/18 - Board approved 11/8/18 – F&E Committee approved to move to full Board. Board Approved original award on 1/15/16 – Security contract awarded to Weiser Security Services, Inc. 3-year contract with 2 options to renew for 12-months each.
Software ERP System Software	Services	Tyler Technologies Solutions	New price \$822,803.00 first 5 years (Options for 3 years)	08/01/20	7/31/25 (potential 8 year contract thru 2028)	12/17/19	ERP Software	Contract executed by CATS. Board Approved on 12/17/19. Awarded to Tyler Technologies Solution. 12/13/19- Received negotiation prices from Tyler, new price is \$822,803.00 for 5 year term w/option to extend for 3 years. 12/6/19 – Emailed letter for Intent to Recommend Award to Tyler Technologies.
Software ERP Implementation Services	Service	Intueor Consulting	\$147,500	08/01/20	12/31/21	6/23/20	ERP Software Implementation Services –	Contract has been executed by CATS. 5/5/20-3 Bids were opened and evaluated. 4/7/20- RFP Effort Started.
Software RouteMatch Services	Service	RouteMatch	One year of tech support, warranties, & maintenance coverage \$117,500	8/1/20	7/31/21	6/23/20	Tech Support, Maintenance & Warranty Coverage for AVL, APC & AVA Sys	Period Ending 07/31/21 has been paid 07/31/20. Negotiated down to \$117,500/yr. 1 Option year, at same price to 7/31/22 9/17/19 - Board approved 12-month renewal for \$165,052. Renew warranty services contract through 7/31/20. Board Approved on 7/17/18 to renew tech support and warranty coverage for AVL, APC & AVA Systems from 8/1/18 thru 7/31/19.

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
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 09/1/17	1 st of 2 1 yr options 8/31/21 8/31/20	08/18/20 1/21/20	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	8/31/21 (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.	Board has approved. 80% Funding provided via AIM Grant.
Technical Innovation Services	Service	Acumen Building Enterprise	Not To Exceed \$300,000	03/20/21	03/19/22 (2) 1 yr options	Tabled	Touchless pay for CATS fixed routes.	Tabled at 03/16/21 Board Meeting. Requesting Board Approval 03/16/21. Public Transit COVID-19 Research Demonstration Grant to provide funding with no local match required.
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. Order placed 6/26/20. 6/23/20 Board Approved. Cares Act Funded.

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	
Vehicles Electric Buses (3) (35ft) w/Extended Battery Range and install 3 electric charging stations	Rolling Stock	BYD America 3 Electric Buses and install 3 electric charging stations	Final Order 3 buses no Chargers \$2,296,240 Bid Price for 3 buses and 3 charging stations \$2,381,245 Approx unit cost for one bus and one charging station \$791,748	12/20/2020 3 rd Order 12/20/2019 – 2 nd order 01/16/18	12/31/23 3 rd Order 12/20/20 – 2 nd order 01/16/23 Contract can be used for the next 5 years from the date of award	11/17/20 12/17/2019 Board Approved 1/16/18 PO Issued on 3/7/18. Delivery to be by Feb 22, 2019	Allows for up to 9 buses, 35 foot w/extended battery range and install in-house charging stations. 3 separate orders of 3.	3 buses from 2 nd order arrived in 2021. PO Issued 11/18/20 for 3 rd and final order. 11/17/20 Board Approved request for 3 rd order for 3 buses. 3 rd Order Deliver anticipated in 2023. 12/20/19 – 2 nd order for 3 buses-Board Approved and buses ordered expected to arrive by 12/20. 1/16/18 – Board approved award to BYD for 1 st order of 03 buses. 1/12/18 - F&E meeting – CATS recommended an award of contract for the purchase of 3 electric 35 foot buses to the lowest priced and responsive bid submitted by BYD. F&E voted to move the item to full board for approval. CATS Received bids from BYD, New Flyer and Proterra.	
Vehicles 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	Delivery accepted. Order placed 6/24/20. .	
Vehicles Diesel Buses (7) 35ft Delivery 2023 & 2024 <i>8 buses Delivered Nov/Dec 2018</i> <i>*orders as needed – on going until contract expires</i>	Rolling Stock ITB	Gillig, LLC 35 ft diesel	\$3,489,166 final order. 2021 for 7 buses for delivery in 2023 & 2024 3 rd order. Purchase of 8 buses 56 Buses will be ordered over 5 years thru 2020 36 less 8 = 28 Assignments left on the bid	2021	2024 8 buses delivery in Nov/Dec 2018	1/22/21 Board Approved To purchase 12 buses on 12/20/16 week of 7/17/17	Final 7 Buses- Delivery 2023 and 2024	2 POs issued 1/22/21. 1/21/21 Board Approved purchase of 7 buses to be received in 2023 and 2024. No future orders due to contract expiring 02/21. 1/3/19 – Procurement was notified that all 8 buses have been received by CATS Maintenance. 7/21/17 P.O. sent to Gillig – 7/17/17 – Pending P.O. / will be issued this week to Gillig for 8 buses. Waiting on Buy Am info from them before sending P.O. The delivery date is 16 months. 4/11/17 – Awaiting approved PR from CEO to issue PO for 8 buses (on hold). 3/21/17 – Update: P.O. pending since board approval in Dec. 2016.P.O. changed to reflect the purchase of 8 buses instead of 12.	
Vehicles 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.	

CATS Procurement Listing for CATS Board

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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) 2009 Dodge Ntro support vehicles.	Vehicles now in service. 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	Estimated 03/01/21	Estimated 02/28/23	12/15/20	24 mo lease for BYD 30 ft buses.	Lease contract under review for finalization and award. Buy America documentation still pending as of 04/07/21. 12/15/2020 Board Approved the lease 30 ft buses to resume services downtown. These buses can be charged with CATS' existing charging stations and are similar in most aspects to our existing Electric Fleet. Grant funds are available to assist in paying these leases.	
Vehicles Support SUVs 5- Chevrolet Traverse support vehicles	Rolling Stock	Gerry Lane Chevrolet	\$124,832	3/17/2021	06/30/21	03/16/21	(5) Chevrolet Traverse SUVs to replace (5) 2009 Dodge Ntro support vehicles. (1) Nitro will be retired along with the 5 being replaced.	PO sent vendor 03/25/21. Board Approved 03/16/21. Grant available for these replacement units	
W									

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April 20th 2021		Yellow = Action Item / needs Board Approval now					Blue = Projects Pending Board Action within 1 to 3 months	
Service Description	Contr Type	Vendor Name	Amt	Start Date	End Date	Board Approved	Services/ Product Provided	Notes / Comments
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)

April 2021

Description	Vendor Name	Amount	Start Date	End Date	CEO Approved	Services Provided	Comments
Advisor to Senior Management for Strategic Guidance	S W Leader, Inc.	\$50,000	6/01/20	6/01/21	06/20	Advisor to CATS Senior Management relating to Strategic Guidance & Planning PO 2020212	CEO will direct consultant to work in coordination with CATS Transit Planner/Scheduler and Micro transit Project Manager, and COO staff, to review for immediate implementation during remainder of the COVID-19 (Coronavirus) pandemic and post pandemic period
Advisor to Senior Management for Strategic Guidance	Aries 2.0 Management Group, LLC	\$50,000	4/10/20	4/10/21	04/20	Advisor to Senior Management for Strategic Guidance PO 2020173	Develop internal framework with management staff to include courses of action, timelines, progress milestones and monitoring processes to address CATS' mission critical objectives. Interface with CATS' Senior Management Team by providing on call services on as needed bases to achieve mission objectives
Consultant to CATS CEO	New Age Industries	\$50,000	3/1/20	12/31/20	03/20	Professional Services - Paul Tolliver (Consultant to CATS/CEO) PO 2020117	Senior Advisor to CATS Senior Management in the areas of: Technology, Operations, BRT Programing, Capital Improvement Program and other duties assigned by the CEO
Federal Grants Guidance	Stephanie Pulley	\$50,000	4/7/20	4/7/21	04/20	Federal Grants Strategic Guidance PO 2020151	Services will include grant strategic guidance, as well as procurement and accounting strategies
Federal Grants Strategic Guidance	Sullivan Bosworth LLC	\$50,000	2/10/20	2/10/21	02/20	Federal Grants Strategic Guidance PO2020073	Strategic Guidance for grant identification and grant management processes
Government Relations Consulting	Southern Strategy Group of LA	\$50,000	1/1/21	12/31/21	03/08/21	Services relating to Governmental Affairs, Relations and Educational Services (lobbying) PO 2020010	Support and strategy guidance for Governmental Relations and Educational Services

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April 2021

Description	Vendor Name	Amount	Start Date	End Date	CEO Approved	Services Provided	Comments
Legal Services To Amend and Create Policies and Procedures	Broussard Dispute Resolutions	\$50,000	5/1/20	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	Support for Maintenance, Operations including Bus Inspection	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.	\$27,850	09/01/20	11/30/20	09/20	6 step search process to bring qualified candidates to CATS for the hire of a Human Resources Director	Scope expanded requiring amendment of \$1,600. Search has been extended into 2021. Due to the level of this position, this effort has been outsourced.

2020 Contracts Authorized by CATS CEO

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April 2021

Description	Vendor Name	Amount	Start Date	End Date	CEO Approved	Services Provided	Comments
Human Resources Consultant	Amy Tullos Cannon	\$41,800	09/21/20	03/20/21	09/20	Support and guidance relating to Human Resources	Contract completed. 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	Compliance, Procurement and NTD Support	Closeout underway. Temporary Support as workload has increased to ensure CATS addresses matters before we move forward with increased work efforts
Litigation Support Services	Lyons Research Group	\$50,000	02/19/21	02/19/22	02/19/21	Support Litigation as directed by CATS	Support with investigations as directed by CATS.
Legal Services as required by CATS	Law Office of Derrick Moore	\$50,000	01/04/21	01/04/22	03/02/21	Legal services including but not limited to: fleet liability, procurement law, public transit regulations, settlement, judgements and general services	Legal support for various transit matters.
Planning-Key Performance Indicator	HDR Engineering	\$49,973	10/28/20	03/12/21	10/28/20	Service Planning Metrics & Industry Performance Measures	Closeout process underway. Effort Completed. Deliverables are: Service Planning Technical Memorandum, Service Standard Document and Project Management Meeting as well as support with documents relating to meetings.

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April 2021

Description	Vendor Name	Amount	Start Date	End Date	CEO Approved	Services Provided	Comments
<i>Court Reporting Services</i>	Baton Rouge Court Reporting	\$43,500	01/01/21	12/31/21	02/08/21	<i>Transcription Services for board meeting, negotiation, arbitrations and as required.</i>	
<i>2021 Dodge 2500 4X4 Crew Cab for Maintenance Department</i>	All Star Dodge, Chrysler, Jeep	\$43,153	03/17/21	03/25/21	03/17/21	<i>2021 Dodge 2500 4X4 Crew Cab for Maintenance Department</i>	Grant funded. LA-2019-30.